



<b>DOCUMENT TYPE</b>	Policy
<b>TITLE</b>	<b>BABY TREE PROGRAM</b>
<b>NUMBER:</b>	POL-3003

## **PURPOSE**

The purpose of the Baby Tree Program is to build a sense of belonging and community spirit through recognising babies born within the Shire. The purpose of this Policy is to provide clear guidance for the management of this Baby Tree Program.

## **DEFINITIONS**

Nil

## **POLICY STATEMENTS**

The Shire of Wyndham East Kimberley wishes to recognise babies born within Wyndham and Kununurra through the annual planting of a tree in each locality. A plaque will be placed alongside the tree listing the names and birthdates of these children.

## PROCESS

**The Shire will call for registrations of babies born within the Shire of Wyndham East Kimberley within the previous calendar year.**

Parents are required to complete the Shire's registration form and sign the privacy declaration, acknowledging the Shire takes no responsibility for the misuse of the information the parents have provided.

In both Wyndham and Kununurra, a single boab tree will be planted. A plinth will be erected with a plaque listing the names and birthdates of babies born within that town.

Parents/carers will be given an individual small boab seedling for them to plant at a location of their choice.

Eligibility for inclusion in the program:

- Baby born within the Shire boundaries during the period to be listed on the plaque; o Babies born outside the Shire boundaries for medical reasons may be included at the discretion of the Manager Community Development.
- Babies that have not been registered for the program prior to the registration closing date are not entitled to be added to the program. The Shire may choose to add the baby's name to the plaque only where there is no financial or additional resource implication to the Shire. Such cases may be:
  - The family cover the cost of the replacement plaque; or
  - The Shire was replacing the plaque for other purposes such as vandalism.
- To ensure inclusion on the plaque, the baby must be registered prior to the advertised due date. Babies not registered by this due date will not be guaranteed inclusion on the plaque and will not be added if there is any financial implication to the Shire.

## MAINTENANCE RESPONSIBILITY

### Trees planted up to 2010 - Kununurra:

Trees planted adjacent to Victoria Highway are the responsibility of the family. Trees that are no longer in place will not be replaced by the Shire however may be replaced by members of the public on approval. No irrigation is installed in this location.

### Trees planted up to 30 June 2015 – Wyndham:

The Shire will maintain the irrigation installed at the existing location on the corner of St Pauls Way and Koolama Street. Once trees are established, irrigation to individual trees may be removed or changed if no longer required to maintain the trees. The Shire will not replace individual trees however may be replaced by members of the public on approval.

### Trees planted after 2010 Kununurra:

The Boab Trees placed along Millington Drive will be monitored and, if required, maintained by the Shire. Families and carers are encouraged to monitor and care for the trees.

### Trees planted after 1 July 2015 Wyndham:

The Boab Trees will be planted at a location approved by Council. These trees will be monitored and, if required, maintained by the Shire. Families and carers are encouraged to monitor and care for the trees.

## **EXPLANATORY NOTES**

Nil

## **OPTIONAL HEADING**

**Risk:** Without the signed registration form and privacy declaration the Shire may be liable for privacy issues.

**Control:** Potential Identity theft is on the onus of the parents by signing the registration form and privacy declaration.

**Risk:** Financial cost to the Shire both in the planting of the trees and the long-term upkeep of the trees, plaques and surrounding areas.

**Control:** Clear instruction on the scope and limitations of Shire expenditure.

**Risk:** Negative community perception of the program and of the Shire due to the manner in which the program is administered.

**Control:** Clear guidelines for the administration of the program and the provision of public access to these guidelines and the reasoning for them.

## DOCUMENT AND VERSION CONTROL

<b>Responsible Directorate</b>	Planning and Community Development		
<b>Responsible Officer</b>	Manager Community Development		
<b>Statutory References</b>	Nil		
<b>Related Documents</b>	Nil		
<b>Amendment History (Adoption and last 3 amendments)</b>			
<b>Version</b>	<b>Date Issued - Resolution Number</b>	<b>Item #</b>	<b>Description of Change</b>
1.0	24/11/2011 - 9629	12.5.2	Council Adoption
2.0	18/07/2017 - 11730	12.3.10	Review Adopted by Council
3.0	24/11/2020 - 118347	12.3.3	Review Adopted by Council
3.1	15/11/2023 – CEO45	--	Reference Updates as per POL-1014 Policy Management (Previously CP-COM-3583)
<b>Date of Next Review</b>		November 2025	