

5.8 POLICY DOCUMENT REGISTER AND REVIEW PLAN - PROGRESS UPDATE AND IMPLEMENTATION REVIEW

- Attachments:**
1. **Policy Document Register and Review Plan - Tracked changes 2021**
 2. **Policy Review Schedule**
 3. **Policy Review Summary**

RECOMMENDATION:**That Council:**

1. **APPROVES the:**
 - 1.1 **updated Policy Document Register and Review Plan, as tracked at Attachment 1; and**
 - 1.2 **Policy Review Schedule at Attachment 2; and**
2. **NOTES the review of the Policy Document Register and Review Plan, as summarised at Attachment 3.**

PURPOSE OF REPORT:

To seek Council approval of the updated Policy Document Register and Review Plan (Plan) at **Attachment 1** and indicative review schedule at **Attachment 2**, and to present a review of the Plan as summarised at **Attachment 3**.

BACKGROUND:

The Plan was presented and approved by Council at its 13 October 2020 meeting.

The Plan supports implementation of the [Policy Development and Review Policy](#) (Policy), in particular a systematic review of Policy Documents and alignment with the priorities of the Strategic Community Plan (SCP). In accordance with clause 5.3 of the Policy, Administration is required to review the Plan annually and present the outcome of each review to Council.

The Plan is a live document with all updates tracked since its approval in October last year.

A "tracked changes" version of the Plan has been provided at **Attachment 1**.

DETAILS:

The policy review program has facilitated the Plan through the monthly publication of policy papers. Each policy paper report contains the initial findings of Administration's review including background on the circumstance that led to original development of the policy, an evaluation of its effectiveness and consideration of community need or expectation.

Monthly policy papers have enabled Administration to engage with Council Members outside of the meeting cycle and present an opportunity for Council Members to seek comment, ask questions or request a meeting or Workshop on review findings and outcome proposals.

The Plan identifies 69 policies and 12 planning design guidelines that remain past their scheduled review date with a further 6 policies that require review or development due to operational and/or legislative change.

In accordance with the Plan, 18 of these reviews are scheduled to be presented to Council Members in the remainder of 2021 and 49 of these reviews are scheduled to be undertaken and presented in 2022. A review schedule at **Attachment 2** tables an indicative review schedule for the remainder of 2021 and for 2022. It is intended that the review schedule will be included as an information item in each policy paper. All changes will be tracked, and comment will be provided.

Implementation of the Plan has established a clear and consistent process for our policy review program which is reflected in the increase of our policy review output.

The review summary at **Attachment 3** outlines the progress of the Plan since its approval last October.

CONSULTATION/ADVERTISING:

Nil.

LEGAL/POLICY:

Clause 5.3 of the Policy requires Administration to review the Plan annually and present the outcome of the review to Council.

RISK MANAGEMENT IMPLICATIONS

Low: It is low risk for Council to approve the updated Plan.

STRATEGIC IMPLICATIONS:

This is in keeping with the City's *Strategic Community Plan 2018-2028*:

Innovative and Accountable

*Our community is aware of what we are doing and how we are meeting our goals.
We are open and accountable to an engaged community.*

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes.

PUBLIC HEALTH IMPLICATIONS:


This does not contribute to any public health outcomes in the *City's Public Health Plan 2020-2025*.

FINANCIAL/BUDGET IMPLICATIONS:

Nil.

Policy Document Register and Review Plan




ENHANCED ENVIRONMENT		 The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.		
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Sustainable Environment Strategy 2019 - 2024	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2019	On track for review 2024	Early/mid 2024
Public Open Space Strategy 2018	Manager Policy & Place	Adopted 11/12/2018	On track for review 2023	2023
Waste Strategy 2018 - 2023	Executive Director Infrastructure and Environment	Adopted 18/09/2018	On track for review 2023	2023
Waste Management (2.2.11)	Manager Waste and Recycling	Adopted 22/09/1997 Last review 13/05/2008 Review was due May 2013	Reviewed as part of the Commercial Options Appraisal February 2020. Next review scheduled for July 2021, when commercial, bulk hard waste and FOGO service details/changes are confirmed.	July 2021
			<u>Recommendation to repeal this policy will be proposed once commercial and bulk changes are finalised and reported</u>	February 2022
Graffiti – Control and Removal (2.1.3)	Manager Parks & Urban Green <u>Manager Waste and Recycling</u>	Adopted 22/03/2000 Last review 11/2010 Review was due November 2015	Review as part of Graffiti Management Review Project – November 2020.	Present outcome of review to Council Workshop February 2021.
			The Graffiti Policy review forms part of the Graffiti Service Review, which is currently in progress. (see NOM 20/10/2020 OCM	July 2021
			<u>Review is ongoing due to the prioritisation of waste service changes. Proposed scope of work will be revised following resource adjustments in the 2021/22 Budget.</u>	February 2022

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			Proposed review to align with Waste Management (2.2.11) review.	
Greening Plan 2018-2023	Senior Sustainability and Innovation Advisor	Adopted 18/09/2018	Proposed review in 2023.	2023
Water Efficiency Action Plan (WEAP)	Manager Parks & Urban Green Senior Sustainability and Innovation Advisor	Completed 2016	On track for review 2020	2020
Waterwise Council Action Plan.			The document formerly known as Water Efficiency Action Plan (WEAP) has now been superseded by a Waterwise Council Action Plan. Water Corporation deferred the review to 2021 and has provided a new Waterwise Council Action Plan template this year.	Proposed review by Executive Team - November 2021

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 		We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.		
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Car Parking Strategy	Manager Policy & Place	09/03/2010	Currently being reviewed.	
Parking Permits (3.9.3)	Manager Ranger Services	20/09/2016	Next review is required in May 2021 Reviewed and amendments approved for advertising at OMC 14/09/2021 (Item 10.1)	Subject to submissions
Non-residential Development Parking Requirements (7.7.1)	Manager Policy & Place	Adoption not documented	Review originally scheduled for 20/21. Recruitment delays due to COVID mean that this project is now proposed to be completed in 21/22 instead.	2021/22
Car Sharing Policy (7.7.2)	Manager Policy & Place	Adopted 30/06/2015 Review was due June 2020	Review scheduled for 24/25.	2024/25
Precinct Parking Management Plan	Manager Policy and Place Manager Ranger Services	25/11/2009	Review to be undertaken as action of Integrated Transport Strategy.	3 – 5 years

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CONNECTED COMMUNITY		 We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.		
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Community and Stakeholder Engagement Strategy	Manager Marketing & Communications and Manager Policy and Place	Adopted 14/09/2021		14/09/2025
Community and Stakeholder Engagement Policy	Manager Policy and Place	Adopted 14/09/2021		14/09/2025
BPLC - Awarding of Life Membership (1.3.1)	Manager Beatty Park Leisure Centre	Adopted 12/06/01 Last review 28/02/12 Review was due February 2017	Review scheduled for October / November 2020	Present outcome of review to CW February 2021
			Review has been undertaken and presented to Elected Members in the July Policy Paper. This policy is recommended for repeal with an allowance made within the existing Waiver of Fees category in the Community Funding Policy. A report recommend repeal will be presented following community consultation of proposed amendments to the Community Funding Policy	Subject to submissions

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7)	Manager Beatty Park Leisure Centre	Adopted 14/04/1998 Last review 22/02/2011 Review was due February 2016	Policy review is recommended prior to the development of the Sport and Recreation Facilities Plan however this review cannot be scheduled until May /June 2021 due to resourcing limitations. Review will be undertaken in consultation with Policy and Place	May/June 2021
			<u>Review has been undertaken and presented to Elected Members in the September Policy Paper. Further consultation has been requested. Proposed to be presented for discussion at the October Council Workshop</u> <u>Further consultation with Council Members is required. A meeting is to be scheduled following the LG elections</u>	October 2021 WS Early 2022
Concerts and Events (3.8.3)	Manager Built Environment and Wellbeing	Last review 03/2014 Review was due June 2018	Review and update as part of the Public Health Plan - scheduled July 2021	July 2021
			<u>Postponed review to incorporate a proposed regulatory change which would affect the policy</u>	July 2022

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Alcohol Management (3.8.7)	Manager Built Environment and Wellbeing	Adopted Last review 04/2015 Review was due April 2015	Under review as part of the Public Health Plan implementation. <u>There are a number of projects through the Public Health Plan (PHP) that would influence this policy and we would be better equipped to update this policy once these projects were finalised next year and ensure alignment between both the policy and deliverables within the PHP</u>	July-2021 December 2022
Mobile Food Vendors - Vending Vincent	Manager Built Environment and Wellbeing	Adopted 08/2016 Last review 2019 <u>20/10/2020</u>	Under review – policy has been amended and community consulted <u>Review is complete - amendments adopted at the 20 October 2020 OMC (Item 9.5)</u>	Outcomes of consultation and amended policy presented to 20 October-OMC- <u>20/08/2024</u>
Closed Circuit Television (3.9.12)	Manager Ranger Services	Adopted 13/04/2010 Review was due April 2015	This policy is being reviewed as part of the new CCTV Strategy. Proposing to report back to Council in December this year to align with the CCTV Strategy – being developed.–	Present outcome of review to CW February 2021
			<u>Administration is proposing that the Policy is repealed and replaced with a Strategy. Consultation with the Safer Vincent Advisory Group is scheduled for November 2021.</u>	<u>Early 2022</u>

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Community Funding	Manager Marketing and Partnerships	Adopted 23/01/2007 Last Review 27/06/2017. Amended July 2018, September 2018 and October 2020.	Amendments to the policy were approved by Council in July 2020. Amended policy is being advertised	Present outcome of review to CW February 2021
			Amendments included the youth development grant, female sports participation and emergency relief donations for seniors grant categories and inclusion of Student Citizenship Awards. Full review of policy is still required. Due in June 2021.	Outcome of the policy review is to be published in the 4 June 2021 policy paper.
			Review has been undertaken and presented to Elected Members in the July Policy Paper. Outcome of advertising is proposed to be presented to December OMC.	presenting to December OMC
Advisory Groups (4.2.12)	Policy and Place CS&G to be involved in the review. Policy should be tested in respect to avoiding the requirements of committees	Adopted 09/02/2010 Last review 11/10/2011 Review was due October 2016	The review is occurring as part of the community engagement review in 20/21.	July 2021 2021/22
Library and Local History's Collection Policy	Manager Customer and Library Services, Branch	Adopted 27/04/2021 (Item 11.3)	This policy replaced Library Collection Management Policy (3.11.1) and Local	April 2025

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	Librarian and Senior Local History Librarian		History Collection Management Policy (3.11.2)	
Multicultural Plan 2013-2017	Manager Marketing & Communications	2013		TBC
Reconciliation Action Plan 2019 - 2021 Innovate	Manager Marketing & Communications	2019	Develop a new RAP.	2021
Public Health Plan 2020 - 2025	Manager Built Environment and Wellbeing	Currently being developed	Currently being developed and consulted on	Present to Council at October 2020 OMC for adoption
			<u>The Public Health Plan 2020 – 2025 was adopted by Council at its OMC 20 October 2020</u>	<u>October 2025</u>

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THRIVING PLACES



Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Economic Development Strategy 2011 - 2016	Manager Policy & Place	November 2010	Currently under review to be finalised following progression of Vincent Rebound Plan.	2021/22
Affordable Housing Strategy	Manager Policy & Place	24/2/2009	Review scheduled for 2024/25. It would be most appropriate to undertake this review at the same time as the Local Planning Strategy Review.	2024/25
Accessible City Strategy 2020-2030	Manager Policy & Place	18/05/2021 (Item 9.3)	ACS is intended to guide the review of the Bicycle Network Plan (2013) and the Precinct Parking Management Plans (2009) and replace the Car Parking Strategy (2008).	minor review in 2021/22 major review in 2025
Street Trees (2.1.2)	Manager Parks & Urban Green	Adopted 22/05/2007 Last review 22/05/2018	Next review – May 2022	May 2022
Memorial in Parks and Public Reserves (2.1.5)	Manager Parks & Urban Green	Adopted 22/08/1997 Last review 09/02/2010	Review is scheduled for November 2020	Present outcome of review to CW February 2021

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<div style="display: flex; align-items: center;"> <div style="background-color: #e91e63; color: white; padding: 5px; font-weight: bold; font-size: 1.2em; margin-right: 10px;">THRIVING PLACES</div> <p>Our vibrant places and spaces are integral to our identity, economy and appeal. We want to create, enhance and promote great places and spaces for everyone to enjoy.</p> </div>				
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Review was due February 2015	<u>Review has been undertaken and presented to Elected Members through the February WS paper. Approval to advertise was presented to the May 2021 OMC. Approval was deferred to enable discussion on the scattering of ashes. The procedural motion notes that the policy is to be presented again prior to 31 December 2021</u> <u>Presentation to CW 21 September 2021</u>	<u>Presentation required prior to 31 December 2021</u>
Verge Treatments Plantings and Beautification (2.2.4)	Manager Parks & Urban Green and Manager Engineering	Adopted 14/08/2007 Updated 21 August 2018	Update not required currently. Next review 2022	2022
Truncations (2.2.6)	Manager Engineering	Adopted 08/05/2007 Last review 28/02/2012 Review was due February 2017	Requires review. Sections of Policy now covered by State Planning Act and Main Roads Act. <u>Review is proposed to be undertaken as part of the Asset Management and Sustainability Strategy (AMSS) implementation. A revised draft AMSS is being presented to Council November 2021</u>	July 2021 <u>2022</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Laneways and Rights of Way (2.2.8)	Executive Manager, Corporate Strategy and Governance & Manager Engineering	Adopted 22/09/1997 Last Review 9/04/2013 Last amendment 5/03/2019 Review was due February 2018	The process and criteria for laneway naming will be reviewed by June 2021, which will include the clauses relating to the use of Noongyar words for naming rights of ways. Administration will consider whether a separate policy to deal with laneway naming is more appropriate. A review of the balance of the policy will occur by June 2022.	June 2021 & June 2022 Presenting to Council Members as part of the Service Delivery Review
Stormwater Drainage Connections (2.2.10)	Manager Engineering	Adopted 22/09/1997 Review was due February 2018	Review required.	December 2021
Parklets (2.2.13)	Manager Policy & Place	Adopted 22/09/2015 Approval to advertise amendments to this policy was carried at OMC-5 March 2019. Amended OMC 15/12/2020	Review and amendment currently underway. Parklet Policy will be considered as part of the development of a new policy – Development on City Owned and Managed Land	Present outcome of review to CW February 2021 June 2021.
			Community engagement and consultation complete with regard to the future development of parklets.	Late 2021

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			The results of this engagement will inform the next steps of the proposed development of a Vibrant Spaces Policy	
Access and Equity (3.10.2)	Manager Marketing and Partnerships	Adopted 25/06/2002 Last review 01/02/2010 Review was due 2014	Under review – proposed presentation to Council Workshop October 2020 Under review – proposed presentation to CW early 2021 Reviewed and amendments approved for advertising at OMC 14/09/2021 (Item 10.1)	Early 2021 – Senior Community Partner to provide date once confirmed Subject to submissions
Street Activation Policy (3.10.3)	Manager Marketing and Communications	Adopted 13/11/2018	Next review 13/11/2022	November 2022
Art Collection Policy (3.10.7)	Manager Policy & Place	Adopted 09/02/2015 Last Review 22/08/2017	Next review 22/08/2021 This review is being undertaken with the development of the Arts Development Strategy	November 2021 (Council have requested WS presentation) Early 2022
Public Art (3.10.8)	Manager Policy & Place	Adopted 22/08/2017	Next review 22/08/2021 This review is being undertaken with the development of the Arts Development Strategy	November 2021 (Council have requested WS presentation) Early 2022

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Public Murals (3.10.9)	Manager Policy & Place	Adopted 13/09/2011 Last review March 2017 Review was due in March 2021	<u>Next review March 2021</u> <u>This review is being undertaken with the development of the Arts Development Strategy</u>	<u>November 2021</u> <u>(Council have requested WS presentation)</u> <u>Early 2022</u>
Flying and Displaying of Flags and Banners (4.1.09)	Manager Ranger Services	Adopted 14/10/1996 Last review 22/02/2011 Review was due in February 2016	Policy requires review.	<u>July 2021</u> <u>December 2021</u>
Temporary Accommodation (7.4.5)	Manager Policy & Place	Adopted 26/02/2015 Amended 19/20	Currently under review. Name changing to Short Term Accommodation.	Present outcome of review to CW February 2021
			<u>Temporary Accommodation has been discussed so will be going to OMC, not Workshop</u> <u>Review has been undertaken and presented to OMC March 2021</u> <u>Amendments approved subject to publication</u>	<u>Publication pending 2021</u>
Education and Care Services (7.5.3)	Manager Policy & Place	Adopted 27/03/2001 Amended 12/03/2013 Review was due March 2018	This policy is not providing sufficient guidance in its current form; a significant portion of the policy is duplicated in the Education and Care Services National	<u>2022/23</u> <u>November 2022</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			Regulations 2012. Review scheduled for 2022/23	
Licensed Premises (7.5.7)	Manager Policy & Place	Adopted 11/03/2014 Review was due Due 17/03/2020	Review scheduled for 23/24.	2023/24
Home Business Home Occupation Home Office and Home Store (7.5.9)	Manager Policy & Place	Adopted 23/09/2014 review was due 23/09/2019	<p>Review originally scheduled for 20/21. This will not be met as a result of recruitment delays due to COVID. Now scheduled to be delivered in 21/22.</p> <p><u>Reviewed and recommendation to advertise repeal approved OMC 14/09/2021 (Item 9.6)</u></p>	<p>2021/22</p> <p><u>Subject to submissions</u></p>
Percent for Public Art (7.5.13)	Manager Policy & Place	Adopted 24/08/1998 Amendment 22 September 2015	Currently under review.	Present outcome of review to CW February 2021
			<u>This review is being undertaken with the development of the Arts Development Strategy</u>	<u>September 2021 (Council have requested WS presentation)</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Consulting Rooms Policy (7.5.22)	Manager Policy & Place	Adopted 21/11/2006 amended 12/03/2013 Review was due March 2018	Currently under review- NOM-20-Oct-2020-delayed review to 2024/22- Policy Appendix Design Guidelines prioritised. Review postponed to 2022/23	July 2021- 2024/22 2022/2023
Disability Access and Inclusion Plan 2017 – 2022	Manager Marketing & Communications	2017		
Art Development Action Plan 2018-2020	Manager Policy & Place	2018	Currently under review	August 2021

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SENSITIVE DESIGN		Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances.		
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Local Planning Scheme No. 2 (As amended)	Manager Policy & Place	2018	Review scheduled for 24/25	2021/22
Local Planning Strategy	Manager Policy & Place	2018	Review scheduled for 24/25	2024/25
Built Form (7.1.1)	Manager Policy & Place	Amendment 2 complete 19/20 Amendment 3 complete June 2021.	Next review upon release of Medium Density Policy or Amendment 2 modifications required by WAPC.	2021/22
Aged or Dependent Persons Dwellings (7.4.2)	Manager Policy & Place	Adopted 27/03/2001 Amended 12/02/2013 Review was due December 2015	Review scheduled for 21/22. However, this policy is not urgent enough to be reviewed as a high priority. Proposed to shift to 2022/23.	2022/23
Encroachments Over Crown Lands (7.4.9)	Manager Policy & Place	Adopted 14/04/2009 No amendment documented	Review originally scheduled for 21/22. However, this policy is not urgent enough to be reviewed as a high priority. Proposed to shift to 2022/23.	2022/23

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Minor Nature Development (7.5.1)	Manager Policy & Place Manager Development and Design	Adopted 27/03/2002 Review was due March 2018 Minor Amend 19/20	<p>Currently under review. Relies on timing of State Government planning reform so may be completed late 2020 or early 2021.</p> <p><u>Currently being drafted, following feedback from Elected Members</u></p>	<p>2020/21</p> <p><u>November 2021</u></p> <p><u>Early 2022</u></p>
Signs and Advertising (7.5.2)	Manager Policy & Place	Adopted 20/11/2001	Review scheduled for 21/22	<u>2021/22</u>
		Amended 30/08/2011	<u>NOM 20 Oct 2020, review now scheduled for 2020/21.</u>	<u>2020/21</u>
		Amended 20/10/2020	<u>Community consultation completed and presented to August workshop. Revised draft policy for late 2021.</u>	<u>Late 2021</u>
Substantial Commencement of Development (7.5.4)	Manager Policy & Place	Adopted 27/08/2013 Review was due 27/08/2017	Review scheduled for 20/21. This will not be met as a result of recruitment delays due to COVID. Now scheduled to be delivered in 22/23. Not urgent enough to be delivered as a priority next year.	2022/23
Domestic Satellite Dishes Microwave Antennae and Tower Masts (7.5.5)	Manager Policy & Place	Adopted 21/03/2001 Last amended 23/03/2010 Review was due 23/03/2014	Review scheduled for 22/23.	2022/23

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Telecommunication Facilities (7.5.6)	Manager Policy & Place	No adoption date last amended 28/02/2012 Review was due 28/02/2016	Review scheduled for 23/24.	2023/24
Temporary Viewing Platform (7.5.8)	Manager Policy & Place	Adopted 8/04/2014 Review was due 08/04/2018	Review scheduled for 22/23.	2022/23
Sustainable Design (7.5.10)	Manager Policy & Place	Adopted 22/03//2011 No review listed Review was due 22/03/2015	Review scheduled for 21/22 Policy Appendix Design Guidelines prioritised. Review postponed to 2022/23	2021/22 2022/23
Character Retention and Heritage Areas (7.5.15)	Manager Policy & Place	Adopted 22/09/2015 Review was due December 2017 Commenced 19/20	Currently being amended to incorporate Mt Hawthorn-	Present outcome of review to CW February 2021
		Amended 23/03/2021 Next review 2022	Proposed amendment was presented to OMC August 2021. Currently being advertised for public comment.	Early 2022
Amalgamation Condition on Planning Approvals (7.5.19)	Manager Policy & Place	Adopted 23/05/2006 Amended 19/20	Review scheduled for 23/24.	2023/24

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Street Addressing (7.5.20)	Manager Policy & Place	Adopted 27/03/2001 Amended 14/07/2009 Review was due July 2014	Review scheduled for 24/25. Reviewed and recommendation to advertise repeal approved OMC 14/09/2021 (Item 9.6)	Subject to submissions
Sound Attenuation (7.5.21)	Manager Policy & Place	Adopted 23/05/2006 Amended 24/07/2012	Review scheduled for 24/25.	2024/25
Construction Management Plans (7.5.23)	Manager Policy & Place	Adopted 26/10/2010 amended 24/06/2014 review was due June 2019	Review scheduled for 23/24.	2023/24
Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1)	Manager Policy & Place	Adopted 27/06/2006 Reviewed 8/10/2013 review was due July 2015	Review originally scheduled for 20/21. Unlikely to be met this financial year due to other policies like Built Form and Minor Nature Development taking priority. These nine policies are a major body of work and should be undertaken simultaneously.	2022/23 2021/22 Early 2022
Heritage Management - Assessment (7.6.2)	Manager Policy & Place	Adopted 17/01/2006 Last reviewed 10/07/2012 Review was due July 2015	As above.	2022/23 2021/22 Early 2022

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SENSITIVE DESIGN



Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances.

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Trees of Significance (7.6.3)	Manager Policy & Place	Adopted 27/03/2001 Last reviewed 25/06/2013 review was due June 2018	As above.	2022/23 2021/22 Early 2022
Heritage Management - Interpretation (7.6.4)	Manager Policy & Place	Adopted 21/12/2005 Last Review 10/07/2012 review was due July 2015	As above.	2022/23 2021/22 Early 2022
Heritage Management - Amending MHI (7.6.5)	Manager Policy & Place	Adopted 21/06/2006 Last reviewed 30/06/2015 review was due July 2017	As above.	2022/23 2021/22 Early 2022
Heritage Management - The Heritage List MHI (7.6.6)	Manager Policy & Place	Adopted 22/11/2005	As above.	2022/23 2021/22 Early 2022
Heritage Management - Bonuses (7.6.7)	Manager Policy & Place	Adopted 11/06/2006	As above.	2022/23 2021/22 Early 2022
Heritage Management - Enquiries (7.6.8)	Manager Policy & Place	Adopted 11/06/2006	As above.	2022/23 2021/22 Early 2022
Heritage Assistance Fund (7.6.9)	Manager Policy & Place	Adopted 05/04/2016	As above.	2022/23 2021/22 Early 2022

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SENSITIVE DESIGN		Design that 'fits in' to our neighbourhoods is important to us. We want to see unique, high quality developments that respect our character and identity and respond to specific local circumstances.		
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Review is due April 2021		
Appendix 3 - Design Guidelines for Richmond on The Park	Manager Policy & Place	Not listed	Review planned for February 2022	February 2022
Appendix 6 - Brookman and Moir Street Design Guidelines	Manager Policy & Place	Adopted 27/03/2001 Last review 28/08/2012 review was due August 2015	Review planned for February 2022	February 2022
Appendix 8 - Highgate Design Guidelines	Manager Policy & Place	Not listed	Review planned for February 2022	February 2022
Appendix 11 - Non - Conforming Use Register	Manager Policy & Place	Adopted 20/11/2001 Last amended 11/06/2013	Review scheduled for 23/24.	2023/24
Appendix 12 - Elven On The Park Design Guidelines	Manager Policy & Place	Adopted 13/09/2005	Review planned for February 2022	February 2022
Appendix 14 - Design Guidelines No95 Lot75 and Part Lot76 Chelmsford Road	Manager Policy & Place	Adopted 28/06/2005	Review planned for February 2022	February 2022
Appendix 15 - Joel Terrace Design Guidelines	Manager Policy & Place	Adopted 27/09/2005 Amended 28/08/2012 review was due August 2015	Review planned for February 2022	February 2022

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SENSITIVE DESIGN



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Appendix 16 - Design Guidelines Perth	Manager Policy & Place	Last amended 2/12/2008	Review planned for February 2022	February 2022
Appendix 17 - Design Guidelines Lacey Street	Manager Policy & Place	Adopted 05/12/2006 Amended 12/02/2013 review was due June 2013	Review planned for February 2022	February 2022
Appendix 18 - Design Guidelines William	Manager Policy & Place	Adopted 02/12/2008	Review planned for February 2022	February 2022
Appendix 20 - Refunding And Waiving Planning And Building Fees	Manager Policy & Place	Adopted 27/11/2011	Review scheduled for 23/24.	2023/24
Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge	Manager Policy & Place	Adopted 2001	Review scheduled for 23/24.	2023/24
Heritage Strategic Plan 2013 – 2017	Manager Policy & Place	2013	Review scheduled for 22/23.	2022/23

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Asset Management Strategy	Executive Director Infrastructure and Environment		Asset Management and Sustainability Strategy 2020-2030 is currently being developed.	
Information and Communications Technology - Conditions of Use (1.1.1)	Executive Manager Information and Communication Technology	Adopted 13/06/2000 Last review November 2010 Review as due in November 2015	This policy should be repealed. Content updated and moved to Code of Conduct and procedure. October / November 2020 <u>Proposed repeal with adoption of updated Code of Conduct for staff and Code of Conduct for Elected Members.</u> <u>Presented in October Policy Paper</u>	October / November 2020 <u>October 2021</u>
		Adopted 06/03/2018	Currently under review to bring in line with amendments to the Local Government (Functions and General) Regulation 1996 to increase the tender threshold to \$250,000 presentation Review presented at September OMC, recommended for advertising.	Outcomes of advertising will be presented to December 2020 OMC
Purchasing Policy	Executive Manager Financial Services	Reviewed and amended 17/11/2020	<u>Policy amendments adopted 17/11/2020</u>	<u>2024</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Investment Policy (1.2.4)	Executive Manager Financial Services	Adopted 4/02/1997 Amended 06/12/2017 Next review is due <u>December 2021</u>	The Investment Guidelines have been updated. The Policy content aligns with current practices. Next review is due 6/12/2021 A minor review has been undertaken and approved for advertising at the 11 October OMC. Outcome of advertising is scheduled to be presented to the February 2022 OMC	December 2021
			Development of a more sophisticated investment strategy is under consideration. If approved the investment policy will require review to reflect strategic requirements and controls.	2022
Corporate Credit Cards (1.2.8)	Executive Manager Financial Services	Adopted 30/04/2019	Next review – April 2021 This review has been re-scheduled to align with the implementation of the expense management system update	April 2021 February 2022
Rates and Service Charges (1.2.12)	Executive Manager Financial Services	Adopted 08/06/2010 Review was due June 2015	Review required.	July 2021-
			Review postponed due to Budget and LTFP, CBP priorities	September 2021 October 2021

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			Reviewed and proposed repeal included in October Policy Paper. Scheduled to be presented to December 2021 OMC	
Recovery of Debts Rates and Service Charges (1.2.13)	Executive Manager Financial Services	Adopted 08/06/2010 Review was due in June 2015	Review required.	July 2021.
			Review postponed due to Budget and LTFP, CBP priorities	December 2021
Asset Management (2.2.12)	Manager Engineering	Adopted 10/03/2009 Review was due March 2015	To be reviewed as part of the review of the Strategy Review is proposed to be undertaken as part of the Asset Management and Sustainability Strategy (AMSS) implementation. A revised draft AMSS is being presented to Council November 2021	2022
Customer Service Complaints (4.1.03)	Library and Customer Service	Adopted 27/09/2005 Last review November 2010 Review was due in November 2015	Review scheduled as part of the customer service charter review	July 2021
			Need to consider EM complaints to be included as part of the behavioural complaint's procedure	December 2021
Freedom of Information Requests (4.1.04)	Executive Manager Information and Communication Technology	Adopted 14/04/1998 Last reviewed 04/04/2018	Next review 04/04/2022	April 2022

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Organisational Structure and Designation of Senior Employees (4.1.7)	Executive Manager, Corporate Strategy and Governance	Adopted 09/02/2010 Last review 05/03/2019	Next review 05/03/2023	March 2023
Nuclear Free Zone (4.1.08)	Executive Manager, Corporate Strategy and Governance	Adopted 24/07/1995 Last reviewed 04/04/2018	Next review 04/04/2022	April 2022
Execution of Documents Policy	Executive Manager, Corporate Strategy and Governance	Adopted 04/11/2003 Reviewed 2020 Updates adopted 15/09/2020	Next review 15/09/2024	September 2024
Council Logo (4.1.11)	Manager Marketing and Communications	Adopted 4/11/2003 Last review 26/02/2013 Review was due in February 2018	Review due.	December 2021.
Vehicle Management (4.1.16)	Manager Engineering	Original Policy adopted 22/09/1997 Amended 10/06/2008	Review due.	December 2021.

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Last review 28/09/2010 Review was due in February 2015		
Fraud and Corruption Prevention Policy	Executive Manager, Corporate Strategy and Governance	Adopted 26/02/2013 Last Review 22/06/2021	<u>Review is occurring as part of the development of the City's fraud management plan, which is scheduled to be completed by December 2020. Review undertaken & presented to CW February 2021. Approval to advertise presented to March OMC. Outcome of advertising and adoption of amendments OMC 22/06/2021 (Item 12.3)</u>	2025
Naming of City Facilities (4.1.18)	Policy and Place <u>Executive Manager, Corporate Strategy and Governance</u>	Adopted 22/09/1997 Last review 26/02/2013 Review was due February 2018	Review required.	December 2021.
Social Media Protocol (4.1.20)	Manager Marketing and Communications	Adopted 28/02/2012 Last review 23/10/2012 Review was due October 2017	Review required It is proposed that this policy will be combined with Media (4.1.25) . as part of the review	December 2021.

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			Need to review and check that the policy aligns with WALGA's updated social media guidelines	
Prosecution and Enforcement (4.1.22)	Manager Built Environment and Wellbeing	Adopted 22/02/2005 Last review 01/02/2010 Review was due February 2015	Review occurring- Review undertaken & presented to CW 24 August 2021 the draft policy proposed to be presented to Council for community consultation in late 2021	Presenting outcome of review to CW October 2020 Presenting to Council for approval to advertise - late 2021
State Administrative Tribunal (4.1.23)	Executive Director Strategy and Development	Adopted 24/05/2005 Last review 01/02/2010 Review was due February 2015	The policy sets out the procedure for Administration to deal with SAT appeals, and is consistent with current SAT practices and requirements. Therefore a review is not a priority, and will occur in 2021/22.	July 2022.
Media (4.1.25)	Manager Marketing and Communications	Adopted 23/01/2007 Last review 25/05/2010 Review was due May 2015	Review required It is proposed that this policy will be combined with Social Media Protocol (4.1.20) as part of the review	December 2021.
Civic Functions - hospitality etc. (4.1.29)	Manager Marketing and Communications	Adopted 8/07/1996 Last review 28/02/2012	Under review Review undertaken & presented in the July Policy Paper.	July 2021.

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Review was due February 2017	<u>Repeal to be proposed with approval of amendments to the Council Members – Allowances, Fees and Reimbursement of Expenses Policy – February 2022 .</u>	
Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country (4.1.30)	Manager Marketing and Partnerships	Adopted 11/2010 Last review 06/2018	Next review – June 2022	June 2022
Privacy Management (4.1.31)	Executive Manager Information and Communication Technology	Adopted 11/2010 Review was due November 2015	Review is required - scheduled for early 2021 Administration is developing a privacy management plan which will include updating this policy and the appointment of privacy officers. A staff group of privacy stakeholders met in March 2021 to review the Privacy Code checklist. A second stakeholder meeting is to be scheduled	Present outcome of review to August policy paper <u>Early 2022</u>
Sponsorship to the City (4.1.32)	Marketing and Partnerships	Adopted 11/2010 Review was due November 2015	Review scheduled <u>Review undertaken & presented in the September Policy Paper.</u> <u>Repeal proposed following inclusion of sponsorship into the Community funding</u>	July 2021- September 2021 October 2021

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			policy. (administrative change proposed presentation to the December OMC)	
Third Party Mediation - Citizens Advice Bureau (4.1.33)	Executive Manager Corporate Strategy and Governance	Adopted 10/05/2011 Last review 04/04/2018	Next review – 04/04/2022	April 2022
Legal Representation for Council Members and Employees (4.2.01)	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2002, Last review 04/04/2018	Next review – 04/04/2022	April 2022
Council Members Requests - Contact with City Employees (4.2.05)	Executive Manager Corporate Strategy and Governance	Adopted 09/04/1996 Last review 22/04/2008 Review was due 22/04/2013	This policy will be reviewed as part of the annual review of the Governance Framework.	November 2021- December 2021
Council Members - Allowances etc. (4.2.07)	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2002 Last review 06/03/2018	Next review – 06/03/2021- Recommended for early review in response to the City of Perth Inquiry findings.	Present outcome of review to CW February 2021
			Admin has commenced a review, was raised at February workshop, and outcome of review will be presented to Council in November/ December 2021	November/ December 2021

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Local Government Elections (4.2.14)	Executive Manager Corporate Strategy and Governance	Adopted 12/02/2014 Review was due February 2018	Will review prior to next election. Commence review February 2021 <u>This review has been rescheduled for February 2022</u>	Present outcome of review to CW August 2021 <u>February 2022</u>
Council Member Contact with Developers (4.2.15)	Executive Manager Corporate Strategy and Governance	Adopted 02/06/2015 Last review 18/10/2016 Review was due 18/10/2020	Next review – 18/10/2020	Present outcome of review to CW February 2021
			<u>Presented to February WS. Awaiting EM feedback</u>	<u>Requesting approval to advertise OMC April 2021</u>
			<u>Withdrawn from April Meeting need comment from Elected Members to determine whether we include pre-DA contact</u> <u>Presented updated proposals in May Policy Paper. Guidance on pre-DA contact proposed for inclusion in the Governance Framework</u> <u>Remainder of policy requires the establishment of objective and update to new policy template</u>	<u>November 2021</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
CEO Annual Performance Review (4.2.16)	Executive Manager Human Resources	Adopted 14/11/2017 Review due 14/11/2021	Next review — 14/11/2020	Present outcome of review to CW February 2024 November 2021
Council Election Period Policy	Executive Manager Corporate Strategy and Governance	Adopted 20/08/2019	Next review — 20/08/2023	August 2023
			Amended to remove the candidate code of conduct as this is covered in the Elected Member Code of Conduct	Amendments adopted March OMC
			Further amendments are proposed following the LG Election – please note D21/36450	December 2021
Council Proceedings - Recording and Web Streaming Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	Replaced the City's Policy 4.2.4 – Council Meetings – Recording and Web Streaming. Next review – 16/06/2024	June 2024
Elected Members Continuing Professional Development Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	This policy must be reviewed after each ordinary election.	November 2021
Risk Management Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	Next review – 16/06/2024	June 2024

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Meeting Procedures Policy & supporting guidelines: <ul style="list-style-type: none"> • Electronic Meeting Guidelines • Council Briefing Guidelines • Council Proceedings Guidelines 	Executive Manager Corporate Strategy and Governance	Adopted 15/09/2020	Next review – 24/09/2024 (Policy) Electronic Meeting Guidelines requested review December 2020	Policy – 2024 Electronic Meeting Guidelines - December 2020
			Review undertaken & presented to CW 3 August 2021. Approved 17 August 2021 OMC.	24/09/2024
Attendance at Events Policy	Executive Manager Corporate Strategy and Governance	23/03/2021	Adopted in accordance with the requirements of section 5.90A of the Local Government Act 1995	March 2025
Policy Development and Review Policy	Executive Manager Corporate Strategy and Governance	Adopted 15/09/2020 (Item 12.2)	Replaced Policy Manual - Adoption and Review (4.1.01)	December 2024
Temporary Employment or Appointment of CEO	Executive Manager Human Resources	Required in accordance with Section 5.39C of the LGA	Section 5.39C of the LGA requires all Local Governments to adopt, by absolute majority, a policy that sets out the process to be followed in relation to the Temporary Employment or Appointment of CEO - WALGA Template Policy	November 2021
Workforce Plan	Executive Manager Human Resources		The Workforce Plan is a 1-year plan for the 2020/2021 financial year. A 5-year workforce plan will be developed by February next year.	February 2024
			The annual workforce plan review will be undertaken as part of the Service Delivery Review Program. The current	2021/2022

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			<u>review is in progress and will be finalised before the end of the financial year. A copy of the current plan has been circulated to Elected Members.</u>	
Asset Management Plan	Manager Engineering		TBC <u>Review is proposed to be undertaken as part of the Asset Management and Sustainability Strategy (AMSS) implementation. A revised draft AMSS is being presented to Council November 2021</u>	TBC <u>2022</u>
<u>Recordkeeping Plan RKP 2016022</u>	<u>Senior Records Officer</u>	<u>12/08/2016</u>	<u>Under the State Records Act 2000 (the Act), the Plan must be reviewed within five years of the approval date and a report of the review submitted to the State Records Commission. A report of the review is due by 12 August 2021.</u>	<u>To be approved by the State Records Commission by 12 August 2021</u>

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Repealed policies

Policy	Responsible Officer	Date repealed	Comments
4.2.6 – Council Members – Purchase of Items and Equipment upon Retirement	Executive Manager Corporate Strategy and Governance	Repealed at OMC 04/04/2017 (Item 9.3.4)	The provisions of policies 4.2.6 and 4.2.8 were incorporated into the Elected Members – Allowances, Fees and Reimbursement of Expenses Policy .
4.2.8 – Council Members – Acknowledgement of Service and Purchase of Retirement Gift	Executive Manager Corporate Strategy and Governance	Repealed at OMC 04/04/2017 (Item 9.3.4)	The provisions of policies 4.2.6 and 4.2.8 were incorporated into the Elected Members – Allowances, Fees and Reimbursement of Expenses Policy .
2.1.1 Public Open Space - Maintenance of Naturally Vegetated Areas	Manager Parks & Urban Green	Repealed at OMC 28/05/2019 (Item 10.2)	Policy content is contained within the Greening Plan and Sustainable Environment Strategy and the remainder is operational content.
2.1.6 Parks and Reserves – Playgrounds, Barbeques, Outdoor Exercise Equipment and Lights.	Manager Parks & Urban Green	Repealed at OMC 28/05/2019 (Item 10.2)	Policy provides guidelines for the installation of various items of parks furniture and infrastructure. Administration considers that this policy is no longer necessary as the Public Open Space strategy now outlines the required levels of service for each respective park category.
2.1.8 Parks and Reserves - Water Conservation Design Guidelines	Manager Parks & Urban Green	Repealed at OMC 28/05/2019 (Item 10.2)	Policy contains operational content that does not require a specific policy.
2.2.1 Directional Signs	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Minor in nature and an administrative function.
2.2.2 Undergrounding of Power	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Given the significant financial implications any City/Ratepayer funded major Underground Power Project's, albeit under the State Program or by the City directly, requires Council approval (Sections 1 and 2). Section 3 is now covered by a Planning Policy.
2.2.3 Electricity Supply - Installation of Substations	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Administered by Western Power under its own State Act.

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Policy	Responsible Officer	Date repealed	Comments
2.2.5 Kerbside House Numbering	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Enacted at the time. Created in response to predatory sales tactics by contractor.
2.2.7 Street Parties	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. Superseded by Community Engagement's 'Street Activation Policy' policy 3.10.3
2.2.9 Street Lighting	Manager Engineering	Repealed at OMC 25/06/2019 (Item 12.3)	No longer required. An administrative function and restricts the City's ability to install streetlights other than by Western Power.
4.2.09 Council Members - Professional Development	Executive Manager Corporate Strategy and Governance	Repealed OMC 17/03/2020 (Item 12.10)	These policies were replaced with the Elected Members Continuing Professional Development Policy to consolidate content and satisfy the requirements of section 5.128 of the <i>Local Government Act 1995</i> .
Policy 4.1.15 – Conferences	Executive Manager Corporate Strategy and Governance	Repealed OMC 17/03/2020 (Item 12.10)	
Risk Management Policy (4.1.26)	Executive Manager Corporate Strategy and Governance	Repealed OMC 17/03/2020 (Item 12.8)	Policy was replaced with the Risk Management Policy. The risk likelihood and consequence tables have been updated, and high and extreme risks must be reported to Council (via the Audit Committee) for approval of the risk management actions.
City's Policy 4.2.4 – Council Meetings – Recording and Web Streaming.	Executive Manager Corporate Strategy and Governance	Repealed OMC 16/06/2020 (Item 12.3)	Policy was replaced with Council Proceedings - Recording and Web Streaming Policy
Council Meetings and Forums - Format Procedures and Maximum Duration (4.2.03)	Executive Manager Corporate Strategy and Governance	Repealed OMC 15/09/2020 (Item 12.4)	Policy was replaced with the Meeting Procedures Policy.

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Policy	Responsible Officer	Date repealed	Comments
Residential Parking – Verge Information Signage (3.9.4)	Manager Ranger Services	Repealed OMC 20/10/2020 (Item 12.7)	The content is operational - relates to size and content of information signs on verges and the process for erecting a sign. This information will be contained in an internal procedure.
Hiring of Banner Poles and Displaying Promotional Banners (3.10.1)	Manager Marketing and Partnerships	Repealed OMC 20/10/2020 (Item 12.7)	The City no longer hires banner poles. Community signage may be displayed in accordance with the City's Signs and Advertising policy and draft Development on City Owned and Managed Land Policy (subject to Council approval) . March 2021 - Development on City Owned and Managed Land Policy is undergoing further stakeholder engagement
Precinct groups (4.1.6)	Manager Community Partnership	Repealed OMC 20/10/2020 (Item 12.7)	Operational content. The City's Community Funding Policy ensures that financial support is available to community groups and clubs through waiving of fees and through the pool of funding allocated for donations and grants. The proposed Property Management Framework also provides an avenue of financial support for City tenants
Recognition of Ratepayers - Residents - Centenary Birthday - Golden Wedding Anniversary (4.1.28)	Manager Marketing & Communications	Repealed OMC 20/10/2020 (Item 12.7)	Operational content - a documented policy position was unnecessary. Civic processes are initiated by the Office of the Mayor and supported by administration. Budget is allocated as part of the annual budget process.
Active Citizens Award Policy (4.1.35)	Manager Marketing and Partnerships	Repealed OMC 20/10/2020 (Item 12.7)	The City no longer runs these awards. An annual Christmas event is hosted by the Mayor to recognise community members and volunteers.
Council Meetings - Preserving Order (4.2.02)	Executive Manager Corporate Strategy and Governance	Repealed OMC 20/10/2020 (Item 12.7)	The high-level principles covered in this policy are addressed in the City's Meeting Procedures Local law. Further clarification of these principles is not necessary.

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Policy	Responsible Officer	Date repealed	Comments
Safe Needle Syringe Collection and Disposal Strategy (3.8.4)	Manager Built Environment and Wellbeing	Repealed OMC 20/10/2020 (Item 9.4)	This is an operational document that has no legal, legislative or regulatory requirements.
Public Buildings - Use of Open Fires (3.8.6)	Manager Built Environment and Wellbeing	Repealed OMC 20/10/2020 (Item 9.4)	This replicates existing legislation – <i>Health (Public Buildings) Regulations 1992</i> . The legislative requirements will be reviewed and if necessary internal guidelines developed.
Rodent and Vermin Control - Assistance to Ratepayers (3.8.8)	Manager Built Environment and Wellbeing	Repealed OMC 20/10/2020 (Item 9.4)	This is an operational document. There is no legal, legislative or regulatory requirements that need to be included in the policy.
Healthy Vincent (3.8.9)	Manager Built Environment and Wellbeing	Repealed OMC 20/10/2020 (Item 9.4)	Superseded by the Public Health Plan 2020-2025 – adopted at OMC 20/10/2020 (Item 9.4)
Food Act 2008 (3.8.10)	Manager Built Environment and Wellbeing	Repealed OMC 20/10/2020 (Item 9.4)	This policy replicates existing legislation (<i>Food Act 2008</i>). The legislative requirements will be reviewed and if necessary an internal procedure drafted
Terms of Lease (1.2.1)	Executive Manager, Corporate Strategy and Governance	Repealed OMC 17/11/2020 (Item 11.2)	Policy was replaced with the Property Management Policy .
Policy Manual - Adoption and Review (4.1.01)	Executive Manager, Corporate Strategy and Governance	Repealed OMC 15/12/2020 (Item 12.2)	Policy was replaced with Policy Development and Review Policy
Student Citizenship Awards (4.1.2)	Manager Marketing and Partnerships	Repealed OMC 23/03/2021 (Item 11.2)	Incorporate into the Community Funding Policy

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Policy	Responsible Officer	Date repealed	Comments
Code of Tendering (1.2.2)	Executive Manager Financial Services	Repealed OMC 27/04/2021 (Item 11.4)	Repealed following adoption of the Purchasing Policy and Procurement Framework in November 2020
Library Collection Management (3.11.1)	Manager Customer and Library Services	Repealed OMC 27/04/2021 (Item 11.3)	Repealed and replaced with Library and Local History's Collection Policy
Local History Collection Management (3.11.2)	Manager Customer and Library Services	Repealed OMC 27/04/2021 (Item 11.3)	Repealed and replaced with Library and Local History's Collection Policy
Council Members and Employees Business Dealings with the City (4.2.10)	Executive Manager, Corporate Strategy and Governance	Repealed OMC 22/06/2021 (Item 12.4)	Repealed and behavioural principles of the policy included in updates to the GF
Community Consultation (4.1.05) Appendix 1, Appendix 2, Appendix 3, Appendix 4, Appendix 5, Community Consultation Guidelines	Manager Policy and Place	Repealed OMC 14/09/2021 (Item 9.4)	Repealed and replaced with Community and Stakeholder Engagement Policy
Shade and Sunsmart (3.8.11)	Manager Built Environment and Wellbeing	Repealed OMC 12/10/2021 (Item 9.5)	No longer a requirement for this Policy as its objective is adequately delivered through the following: <ul style="list-style-type: none"> • Public Health Plan 2020 – 2025; • Policy No. 7.1.1 – Built Form Policy; • Greening Plan 2018 – 2023; • Public Open Space Strategy 2018; • Work Health and Safety Policy; and

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Policy	Responsible Officer	Date repealed	Comments
			<ul style="list-style-type: none"> Guidelines for Concerts, Events and Organised Gatherings (WA Department of Health 2009). Repealed with annual review of the Public Health Plan 2020 – 2025.
Disaster Appeals - Donations and Assistance (4.1.27)	Executive Manager Financial Services	Repealed OMC 12/10/2021 (Item 11.1)	The policy also duplicated the Emergency Management responses which are covered by the Local Emergency Recovery Plan and the City's relationship with the State Emergency Management Committee.

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2021 / 2022 Indicative Policy Review Schedule

November 2021	
Policy Document	Comment
Elected Members Continuing Professional Development Policy	Nil
Council Members Requests - Contact with City Employees (4.2.05)	Nil
Council Members – Allowances, fees and reimbursement of expenses policy	Nil
Temporary Employment or Appointment of CEO (new policy required under LGA)	Nil
CEO Annual Performance Review (4.2.16)	Nil
<u>Education and Care Services (7.5.3)</u>	<u>Review brought forward</u>
<u>Parks Reserves and Hall Facilities – Conditions of Hire of Use (2.1.7) – as presented to Council Workshop – 26/10/2021</u>	<u>Copy of review as presented to 26 October 2021 Council Workshop</u> <u>Further consultation with Council Members is required. A meeting is to be scheduled following the LG elections.</u> <u>Revised review date now Early 2022</u>
<u>Minor Nature Development (7.5.1)</u>	<u>Nil</u> <u>Currently being drafted, following feedback from Elected Members</u> <u>Revised review date now Early 2022</u>

December 2021	
Policy Document	Comment
Council Logo (4.1.11)	Nil
Vehicle Management (4.1.16)	Nil
Naming of City Facilities (4.1.18)	Nil
Social Media Protocol (4.1.20)	Nil
Media (4.1.25)	Nil
Stormwater Drainage Connections (2.2.10)	Nil
Parklets (2.2.13) and proposed Vibrant Spaces Policy	Nil
Flying and Displaying of Flags and Banners (4.1.09)	Nil
Signs and Advertising (7.5.2)	Nil
Customer Service Complaints (4.1.03)	Nil
Recovery of Debts Rates and Service Charges (1.2.13)	Nil
Council Member Contact with Developers (4.2.15)	Nil

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February 2022	
Policy Document	Comment
Corporate Credit Cards (1.2.8)	Nil
Local Government Elections (4.2.14)	Nil
Council Election Period Policy (further amendments)	Nil
Waste Management (2.2.11)	Nil
Graffiti – Control and Removal (2.1.3)	Nil
Appendix 3 - Design Guidelines for Richmond on The Park	A review of the planning policy appendix design guidelines has been prioritised
Appendix 6 - Brookman and Moir Street Design Guidelines	
Appendix 8 - Highgate Design Guidelines	
Appendix 12 - Elven On The Park Design Guidelines	
Appendix 14 - Design Guidelines No95 Lot75 and Part Lot76 Chelmsford Road	
Appendix 15 - Joel Terrace Design Guidelines	
Appendix 16 - Design Guidelines Perth	
Appendix 17 - Design Guidelines Lacey Street	
Appendix 18 - Design Guidelines William	
March 2022	
Policy Document	Comment
No polices reviews listed	
April 2022	
Policy Document	Comment
Freedom of Information Requests (4.1.04)	Nil
Nuclear Free Zone (4.1.08)	Nil
Third Party Mediation - Citizens Advice Bureau (4.1.33)	Nil
Legal Representation for Council Members and Employees (4.2.01)	Nil
May 2022	
Policy Document	Comment
Street Trees (2.1.2)	Nil

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June 2022	
Policy Document	Comment
Laneways and Rights of Way (2.2.8)	Nil
Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country (4.1.30)	Nil
July 2022	
Policy Document	Comment
Concerts and Events (3.8.3)	Nil
State Administrative Tribunal (4.1.23)	Nil
August 2022	
Policy Document	Comment
No polices reviews listed	
September 2022	
Policy Document	Comment
No polices reviews listed	
October 2022	
Policy Document	Comment
No polices reviews listed	
November 2022	
Policy Document	Comment
Street Activation Policy (3.10.3)	Nil
December 2022	
Policy Document	Comment
Alcohol Management (3.8.7)	Nil

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Early 2022 (no set date)	
Policy Document	Comment
Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1)	Further consultation requested following publication in September policy paper
Heritage Management - Assessment (7.6.2)	
Trees of Significance (7.6.3)	
Heritage Management - Interpretation (7.6.4)	
Heritage Management - Amending MHI (7.6.5)	
Heritage Management - The Heritage List MHI (7.6.6)	
Heritage Management - Bonuses (7.6.7)	
Heritage Management - Enquiries (7.6.8)	
Heritage Assistance Fund (7.6.9)	
Heritage Strategic Plan 2013 – 2017	Nil
Privacy Management (4.1.31)	Nil
Art Collection Policy (3.10.7)	Nil
Public Art (3.10.8)	Nil
Public Murals (3.10.9)	Nil
Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7) - as presented to Council Workshop – 26/10/2021	Further consultation requested following publication in September policy paper
Minor Nature Development (7.5.1)	Currently being drafted, following feedback from Council Members
2021/2022 (no set date)	
Policy Document	Comment
Advisory Groups (4.2.12)	Nil
Built Form (7.1.1)	Nil
Consulting Rooms Policy (7.5.22)	Nil-postponed to 2022/23. Appendix Design Guidelines prioritised
Sustainable Design (7.5.10)	
Reconciliation Action Plan 2019 – 2021 Innovate	Nil
2022 (no set date)	
Policy Document	Comment
Investment Policy (1.2.4)	Nil
Verge Treatments Plantings and Beautification (2.2.4)	Nil
Truncations (2.2.6)	Nil
Asset Management Plan	Nil
Asset Management (2.2.12)	Nil

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Policy Review Summary

Since implementation of the Policy Document Register and Review Plan (Plan) Administration has finalised the review of 27 policies with a further 10 policy reviews progressing to Council.

The following table identifies these policies, their review date and relevant comments.

	Policy	Review Date	Comments
1.	Residential Parking – Verge Information Signage (3.9.4)	20/10/2020	Reviewed and repealed with approval of Policy Document Register and Review Plan. OMC 20/10/2020 (Item 12.7)
2.	Hiring of Banner Poles and Displaying Promotional Banners (3.10.1)	20/10/2020	
3.	Community - Precinct Groups (4.1.6)	20/10/2020	
4.	Recognition of Ratepayers - Residents - Centenary Birthday - Golden Wedding Anniversary (4.1.28)	20/10/2020	
5.	Active Citizens Award Policy (4.1.35);	20/10/2020	
6.	Council Meetings - Preserving Order (4.2.02)	20/10/2020	
7.	Safe Needle Syringe Collection and Disposal Strategy Policy (3.8.4)	20/10/2020	
8.	Public Buildings - Use of Open Fires Policy (3.8.6)	20/10/2020	Reviewed and repealed with adoption of Public Health Plan OMC 20/10/2020 (Item 9.4)
9.	Rodent and Vermin Control - Assistance to Ratepayers Policy (3.8.8)	20/10/2020	
10.	Healthy Vincent Policy (3.8.9)	20/10/2020	
11.	Food Act 2008 Policy (3.8.10).	20/10/2020	
12.	Parklets (2.2.13)	15/12/2020	Community engagement and consultation complete with regard to the future development of parklets. The results of this engagement will inform the next steps of the proposed development of a Vibrant Spaces Policy Listed for December 2021
13.	Purchasing Policy	17/11/2020	Reviewed and amended (Item 11.1)
14.	Terms of Leases Policy (1.2.1)	17/11/2020	Reviewed and replaced with Property Management Policy (Item 11.2)
15.	Policy Manual – Adoption and Review (4.1.1)	15/12/2020	Reviewed and replaced with Policy Development and Review Policy
16.	City of Vincent Student Citizenship Award	23/03/2021	Reviewed and repealed with the adoption of amendments to the Community Funding Policy

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	Policy	Review Date	Comments
17.	Adoption of new Attendance at Events Policy	23/03/2021	New policy required in accordance with section 5.90A of the LGA
18.	Temporary Accommodation (7.4.5)	23/03/2021	Reviewed and amended (Item) Amendments subject to publication
19.	Library Collection Management Policy and Local History Collection Management Policy.	27/04/2021	Reviewed and replaced with new Library and Local History Collection Policy. (Item 11.3)
20.	Code of Tendering Policy	27/04/2021	Reviewed and repealed (Item 11.4)
21.	Fraud and Corruption Prevention Policy	22/06/2021	Reviewed and amended (Item 12.3)
22.	Council Members and Employees Business Dealings with the City (4.2.10)	22/06/2021	Reviewed and repealed (Item 12.4)
23.	Community Consultation (4.1.05)	14/09/2021	Reviewed and replaced with Community and Stakeholder Engagement Policy (Item 9.4)
24.	Home Business Home Occupation Home Office and Home Store (7.5.9)	14/09/2021	Reviewed and repeal approved subject to submissions (Item 9.6)
25.	Street Addressing (7.5.20)	14/09/2021	Reviewed and repeal approved subject to submissions (Item 9.6)
26.	Shade and Sunsmart (3.8.11)	12/10/2021	Reviewed and repealed (Item 9.5)
27.	Disaster Appeals – Donations and Assistance Policy (4.1.27)	12/10/2021	Reviewed and repealed (Item 11.1)

The following table identifies the progress of 10 policy reviews that have been presented and are now progressing to Council.

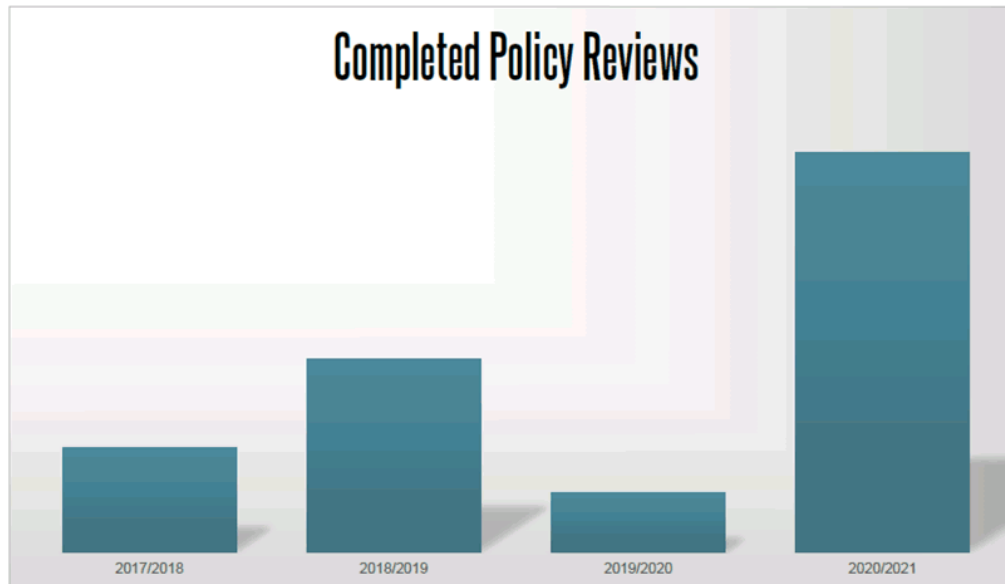
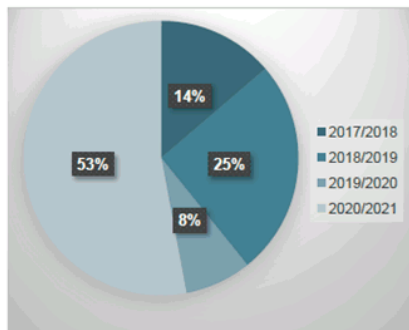
	Policy	Presenting	Proposal to Council
1.	Memorials in Parks and Public Reserves Policy (2.1.5)	16/11/2021 – OMC	Proposed amendments
2.	Access and Equity (3.10.2)	14/12/2021 - OMC	Outcome of advertising
3.	BPLC - Awarding of Life Membership (1.3.1)	14/12/2021 - OMC	Outcome of advertising proposed amendments to the Community Funding Policy. This will inform the proposal to repeal.
4.	Community Funding	14/12/2021 - OMC	Outcome of advertising
5.	Rates and Service Charges (1.2.12)	14/12/2021 - OMC	Proposed repeal
6.	Sponsorship to the City (4.1.32)	14/12/2021 - OMC	Proposed repeal
7.	Information and Communications Technology - Conditions of Use (1.1.1)	14/12/2021 - OMC	Proposed repeal
8.	Parking Permits (3.9.3)	February 2022	Outcome of advertising
9.	Civic Functions - hospitality etc. (4.1.29)	February 2022	Proposed repeal
10.	Investment Policy (1.2.4)	February 2022	Outcome of advertising

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This compares to the 24 policy reviews completed in the three-year period between 1 July 2017 and 30 June 2020. The following table reflects the exponential increase of our policy review output.

Policy Review Output

Date	Completed Policy Reviews
2017/2018	7
2018/2019	13
2019/2020	4
2020/2021	27



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