

8.1 POLICY DOCUMENT REGISTER AND REVIEW PLAN - PROGRESS UPDATE AND IMPLEMENTATION REVIEW 2022

- Attachments:**
1. **Policy Document Register and Review Plan - Tracked changes 2022**
 2. **Policy Review Schedule 2022/23**
 3. **Policy Review Summary**

RECOMMENDATION:**That Council:**

1. **APPROVES the:**
 - 1.1 **updated Policy Document Register and Review Plan, at Attachment 1; and**
 - 1.2 **Policy Review Schedule 2022/23 at Attachment 2; and**
2. **NOTES the progress update and Policy Review Summary 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 Policy Document Register and Review Plan (Plan) was presented and approved by Council at its 13 October 2020 meeting and reviewed in November last year.

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). This assists Administration in measuring the delivery and implementation of the community's long-term vision.

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.

DETAILS:

The City has established a comprehensive Policy Framework that is embedded within the organisation. The Framework facilitates a clear and consistent policy review program which is reflected in the exponential increase of policy review output.

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.

Since the program was initiated in April 2021 Administration has presented the review of 61 policies through monthly publications, 35 of these reviews have now been finalised and 16 are progressing to Council. The remainder require further review and/or consultation with Council Members.

The Plan is a live document with all updates tracked since its 2021 review. A "tracked changes" version of the Plan has been provided at **Attachment 1**.

In accordance with the Plan there are 35 reviews scheduled to be undertaken in the 2022/2023 financial year. These include 1 Strategy, 2 Plans, 10 Design Guidelines and 22 Policies.

The review schedule at **Attachment 2** identifies the indicative review program for the 2022/2023 financial year.

The review summary at **Attachment 3** outlines the progress of the Plan.

The review process incorporates community consultation and provides robust and well considered policy outcomes.

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



<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">ENHANCED ENVIRONMENT</div> <p>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.</p> </div>				
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 Coordinator, Sustainability	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 (minor review annually, major review 2023)	2023
Waste Strategy 2018 - 2023	Executive Director Infrastructure and Environment	Adopted 18/09/2018	On track for review 2023	2023
Graffiti – Control and Removal (2.1.3)	Manager Waste and Recycling	Adopted 22/03/2000 Last review 11/2010 Review was due November 2015	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. Proposed review to align with Waste Management (2.2.11) review. Review presented in the June 2022 Policy Paper. Approval to advertise at August 2022 OMC	February 2022 Subject to consultation – End 2022
Greening Plan 2018-2023	Senior Sustainability and Innovation Advisor Manager Parks	Adopted 18/09/2018	Proposed review in 2023.	2023

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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 Last reviewed 05/04/2022	Next review is required in May 2024 Reviewed and amendments approved for advertising at OMC 14/09/2021 (Item 10.1) Policy updated 05/04/2022 (Item 10.2)	April 2026
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 24/22 22/23 instead. Presented to 30 August Workshop	2021/22 April – June 2023
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 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		2025
Community and Stakeholder Engagement Policy	Manager Policy and Place	Adopted 14/09/2021		2025
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	Review has been undertaken and presented to Elected Members in the September Policy Paper. Further consultation has been requested. Further consultation with Council Members is required. A meeting is to be scheduled following the LG elections <u>Review deferred to ensure alignment to the draft Sport and Facilities Plan</u>	Early-2022 December 2022

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Concerts and Events (3.8.3)	Manager Built Environment and Wellbeing	Last review 03/2014 Review was due June 2018	Postponed review to incorporate a proposed regulatory change which would affect the policy	<u>July 2022</u> <u>September 2022</u> <u>January - March 2023</u>
Alcohol Management (3.8.7)	Manager Built Environment and Wellbeing	Adopted Last review 04/2015 Review was due April 2015	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	December 2022
Smoke Free Areas – Education and Enforcement Policy	<u>Manager Built Environment and Wellbeing</u>	<u>Adopted 26/07/2022 (Item 9.11)</u>	<u>New policy adopted to support implementation of the City of Vincent Public Health Plan 2020-2025</u>	<u>2026</u>
Mobile Food Vendors - Vending Vincent	Manager Built Environment and Wellbeing	Adopted 08/2016 Last review 20/10/2020	Review is complete - amendments adopted at the 20 October 2020 OMC (Item 9.5) <u>This Policy has been the subject of discussion relating to the proposal for a commercial kiosk at Hyde Park. Council have requested Administration review and amend the Vending Vincent Policy to consider a maximum period of trade within a single location.</u>	<u>20/08/2024</u> <u>April – June 2023</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Closed Circuit Television (3.9.12)	Manager Ranger Services	Adopted 13/04/2010 Review was due April 2015	<p>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.</p> <p><u>Approval to advertise amended policy is being presented March 2022 OMC in late 2022</u></p>	<p>Early 2022</p> <p>Subject to consultation</p>
Community Funding	Manager Marketing and Partnerships	adopted 23/01/2007 reviewed 27/06/2017. amended 07/2018 amended 28/07/2020 amended 23/03/2021 reviewed 17/12/2021	Review has been undertaken and presented to December OMC	December 2025
Advisory Groups (4.2.12)	<p>Policy and Place CS&G to be involved in the review. Policy should be tested in respect to avoiding</p>	Adopted 09/02/2010 Last review 11/10/2011 Review was due October 2016-2013*	The review is occurring as part of the community engagement review in 20/21.	2021/22

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
	the requirements of committees Executive Manager Corporate Strategy & Governance	*Policy notes that review should be every 2 years		April – June 2023
Library and Local History's Collection Policy	Manager Customer and Library Services, Branch Librarian and Senior Local History Librarian	Adopted 27/04/2021 (Item 11.3)	This policy replaced Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2)	April 2025
Multicultural Plan 2013-2017	Manager Marketing & Communications	2013		TBC
Reconciliation Action Plan 2019 – 2021 Innovate Innovate Reconciliation Action Plan 2022 – 2024	Manager Marketing & Communications	2019 23/08/2022 (Item 11.4)	Develop a new RAP.	2024 2024
Public Health Plan 2020 - 2025	Manager Built Environment and Wellbeing	2020	The Public Health Plan 2020 – 2025 was adopted by Council at its OMC 20 October 2020	October 2025

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<div style="background-color: #e91e63; color: white; padding: 5px; display: inline-block;">THRIVING PLACES</div>		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 <u>October – December 2023</u>
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 annually, major review in 2025)	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 <u>January – March 2023</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
<p style="color: red;">Memorial in Parks and Public Reserves (2.1.5)</p> <p>Memorials in Public Places and Reserves</p>	Manager Parks & Urban Green	Adopted 22/08/1997 Last review 09/02/2010 Review was due February 2015 <u>Last Review 05/04/2022</u>	<p style="color: red;">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.</p> <p style="color: red;">The procedural motion notes that the policy is to be presented again prior to 31 December 2021</p> <p style="color: red;">Presentation to CW 21 September 2021</p> <p style="color: red;">Approved for advertising at November OMC Submissions open und</p> <p style="color: red;"><u>Policy updated 05/04/2022 (Item 10.1)</u></p>	<p style="color: red;"><u>April 2026</u></p>
Verge Treatments Plantings and Beautification (2.2.4)	Manager Parks & Urban Green and Manager Engineering	Adopted 14/08/2007 Updated 21 August 2018	<p style="color: red;">Update not required currently.</p> <p style="color: red;">Review was due 2022 postponed due to resourcing.</p>	<p style="color: red;">2022</p> <p style="color: red;"><u>March - June 2023</u></p>
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. Review is proposed to be undertaken as part of the Asset Management and	<p style="color: red;">2022</p>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			Sustainability Strategy (AMSS) implementation. A revised draft AMSS is being presented to Council November 2021 <u>Review was due 2022 postponed due to resourcing.</u>	<u>April – June 2023</u>
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. <u>Review presented in the April 2022 Policy Paper. Updated Policy is being developed. Approval to advertise is proposed for early 2023</u>	June 2021 & June 2022 Presenting to Council Members as part of the Service Delivery Review <u>March-2022</u> <u>April-2022</u> <u>January – March 2023</u>
Stormwater Drainage Connections (2.2.10)	Manager Engineering	Adopted 22/09/1997	Review required.	<u>December-2021</u> <u>April – June 2023</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Review was due February 2018		
Vibrant Public Spaces Policy	Manager Policy & Place	Adopted 21/06/2022	Replaced Parklets Policy 2.2.13	2026
Access and Equity (3.10.2) Diversity, Access, and Equity	Manager Marketing and Partnerships	Adopted 25/06/2002 Last review 01/02/2010 Review was due 2014	Reviewed and proposed amendments have been advertised. Presenting for approval at December OMC Amendments were presented and adopted by Council at the 14 December 2021 OMC	Subject to submissions December 2025
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	This review is being undertaken with the development of the Arts Development Strategy review postponed to due to resourcing	Early 2022 July 2022 September 2022 2023/24

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Public Art (3.10.8)	Manager Policy & Place	Adopted 22/08/2017	This review is being undertaken with the development of the Arts Development Strategy review postponed to due to resourcing	Early-2022 July-2022 September-2022 2023/24
Public Murals (3.10.9)	Manager Policy & Place	Adopted 13/09/2011 Last review March 2017 Review was due in March 2021	This review is being undertaken with the development of the Arts Development Strategy review postponed to due to resourcing	Early-2022 July-2022 September-2022 2023/24
Flying and Displaying of Flags and Banners	Manager Ranger Services Executive Manager, Corporate Strategy and Governance	Adopted 14/10/1996 Last review 22/02/2011 Review was due in February 2016 Last Review 26/07/2022	Policy requires review. Review undertaken. Approval to advertise April-OMC (12.2) Community consultation underway – outcome proposed for presentation to July-OMC Policy updated 26/07/2022 (Item 12.1)	July 2026

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Local Planning Policy: Short Term Accommodation	Manager Policy & Place	Adopted 26/02/2013 Amended 19/20 Reviewed and Amended 23/03/2021	Review undertaken and presented to OMC March 2021.	March 2025
Education and Care Services (7.5.3) Renamed as Local Planning Policy: Child Care and Family Day Care	Manager Policy & Place	Adopted 27/03/2001 Amended 12/03/2013 Review was due March 2018 Last Review 21/06/2022	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 Regulations 2012. Review scheduled for 2022/23 Policy updated 21/06/2022 (Item 9.5)	November 2022 June 2026
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

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Percent for Public Art (7.5.13)	Manager Policy & Place	Adopted 24/08/1998 Amendment 22 September 2015	This review is being undertaken with the development of the Arts Development Strategy Presented to WS in September 2021 and included in the October 2021 Policy Paper The policy has evolved in response to Arts Plan consultation. Presenting an update via July policy paper June 28 Council Workshop, and then progress to Policy Paper with draft policy	Presenting for approval to advertise in April 2022 July 2022 October to December 2022
Consulting Rooms Policy (7.5.22)	Manager Policy & Place	Adopted 21/11/2006 amended 12/03/2013 Review was due March 2018	Policy Appendix Design Guidelines prioritised. Review postponed to 2022/23	2022/2023 April – June 2023
Disability Access and Inclusion Plan 2017 – 2022 Access and Inclusion Plan 2022-2027	Manager Marketing & Communications	2017 26/07/2022		2027
Art Development Action Plan 2018-2020	Manager Policy & Place	2018	Currently under review	August 2021 October – December 2022

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<div style="border: 1px solid black; padding: 5px; display: inline-block;">SENSITIVE DESIGN</div>		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 2023/24
Local Planning Strategy	Manager Policy & Place	2018	Review scheduled for 24/25	2024/25 2022
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 <u>April – June 2023</u>
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 2022/23-2023/24	2022/23 2023/24
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 2022/23-2023/24 .	2022/23 2023/24

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		27/08/2017	delivered in 2022/23-2023/24 . Not urgent enough to be delivered as a priority next year.	
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 2022/23-2023/24	2022/23 2023/24
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 2022/23-2023/24 .	2022/23 2023/24
Sustainable Design (7.5.10)	Manager Policy & Place	Adopted 22/03//2011 No review listed Review was due 22/03/2015	Policy Appendix Design Guidelines prioritised. Review postponed to 2022/23	2022/23 April – June 2023

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<p>Character Areas and Heritage Areas (7.5.15)</p> <p>Local Planning Policy: Character Areas and Heritage Areas</p>	Manager Policy & Place	Adopted 22/09/2015 Amended 23/03/2021 Next review 2022 <u>Reviewed & Amended 26/07/2022</u>	<p>Presented to 8 February OMC for approval to advertise. Consultation of the Policy to be undertaken from 14 February 2022</p> <p><u>Policy updated 26/07/2022 (Item 9.3)</u></p>	July 2026
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
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	Early 2022 February 2022 September 2022 <u>2023/24</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			work and should be undertaken simultaneously.	
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.	Early-2022 February-2022 September-2022 <u>2023/24</u>
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.	Early-2022 February-2022 September-2022 <u>2023/24</u>
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.	Early-2022 February-2022 September-2022 <u>2023/24</u>
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.	Early-2022 February-2022 September-2022 <u>2023/24</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Heritage Management - The Heritage List MHI (7.6.6)	Manager Policy & Place	Adopted 22/11/2005	As above.	Early-2022 February-2022 September-2022 2023/24
Heritage Management - Bonuses (7.6.7)	Manager Policy & Place	Adopted 11/06/2006	As above.	Early-2022 February-2022 September-2022 2023/24
Heritage Management - Enquiries (7.6.8)	Manager Policy & Place	Adopted 11/06/2006	As above.	Early-2022 February-2022 September-2022 2023/24
Heritage Assistance Fund (7.6.9)	Manager Policy & Place	Adopted 05/04/2016 Review is due April 2021	As above.	Early-2022 February-2022 September-2022 2023/24
Appendix 3 - Design Guidelines for Richmond on The Park	Manager Policy & Place	Not listed	Review planned for February 2022 Recommendation to repeal presented to March 2022 Policy Paper	February 2022 March-2022 January – March 2023

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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
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 Recommendation to review presented to March 2022 Policy Paper	February 2022 March 2022 January – March 2023
Appendix 8 - Highgate Design Guidelines	Manager Policy & Place	Not listed	Review planned for February 2022 Recommendation to review presented to March 2022 Policy Paper	February 2022 March 2022 January – March 2023
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 Recommendation to repeal presented to March 2022 Policy Paper	February 2022 March 2022 January – March 2023
Appendix 14 - Design Guidelines No95 Lot75 and Part Lot76 Chelmsford Road	Manager Policy & Place	Adopted 28/06/2005	Review planned for February 2022 Recommendation to repeal presented to March 2022 Policy Paper	February 2022 March 2022 January – March 2023

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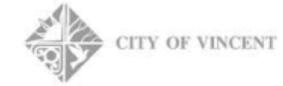


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Appendix 15 - Joel Terrace Design Guidelines	Manager Policy & Place	Adopted 27/09/2005 Amended 28/08/2012 review was due August 2015	Review planned for February 2022 Recommendation to repeal presented to March 2022 Policy Paper	February 2022 March 2022 January – March 2023
Appendix 16 - Design Guidelines Perth	Manager Policy & Place	Last amended 2/12/2008	Review planned for February 2022 Recommendation to repeal presented to March 2022 Policy Paper	February 2022 March 2022 January – March 2023
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 Recommendation to review presented to March 2022 Policy Paper	February 2022 March 2022 January – March 2023
Appendix 18 - Design Guidelines William	Manager Policy & Place	Adopted 02/12/2008	Review planned for February 2022 Recommendation to repeal presented to March 2022 Policy Paper	February 2022 March 2022 January – March 2023
Appendix 20 - Refunding and Waiving Planning And Building Fees	Manager Policy & Place Development & Design	Adopted 27/11/2011	Review scheduled for 23/24. Review brought forward	February 2022 March 2022 2023/24 April - June 2023

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<div style="display: flex; align-items: center;"> <div style="border: 2px solid black; padding: 5px; margin-right: 10px;">SENSITIVE DESIGN</div> <p>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.</p> </div>				
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge	Manager Policy & Place	Adopted 2001	<p>Review scheduled for 23/24.</p> <p><u>Review postponed</u></p>	<p>2023/24</p> <p><u>2024/25</u></p>
Heritage Strategic Plan 2013 – 2017	Manager Policy & Place	2013	Review scheduled for 22/23.	<p>2022/23</p> <p><u>2023/24</u></p>

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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.	
Purchasing Policy	Executive Manager Financial Services	Adopted 27/02/2007 Item 10.4.6 06/03/2018 Reviewed and amended 17/11/2020	Policy amendments adopted 17/11/2020	2024
Investment Policy	Executive Manager Financial Services	Adopted 4/02/1997 Amended 06/12/2017 Reviewed 08/02/2022	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 Development of a more sophisticated investment strategy is under consideration. If approved the investment policy will require review to reflect strategic requirements and controls.	December 2021 February 2026

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Corporate Credit Cards (1.2.8)	Executive Manager Financial Services	Adopted 30/04/2019	This review has been re-scheduled to align with the implementation of the expense management system update <u>Review postponed until Promaster implementation is completed. Implementation of the new system will change how the finance team reconcile the monthly credit card statements</u>	February 2022 August 2022 November 2022
Recovery of Debts Rates and Service Charges (1.2.13)	Executive Manager Financial Services	Adopted 08/06/2010 Review was due in June 2015 Last Review 20/09/2022	Review postponed due to Budget and LTFP, CBP priorities Finance Team are workshopping this Policy in the coming weeks and will present to February/March Policy Agenda Review presented in the April 2022 Policy Paper. Approval to advertise at 21 June 2022 OMC community consultation is underway. Policy updated 20/09/2022 (Item 11.5)	December 2021 Early 2022 April 2022 Late 2022 — Subject to outcome of community consultation September 2026
Asset Management (2.2.12)	Manager Engineering Manager City Buildings and Asset Management	Adopted 10/03/2009	Review is proposed to be undertaken as part of the Asset Management and Sustainability Strategy (AMSS)	2022 April - June 2023

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Review was due March 2015	implementation. A revised draft AMSS is being presented to Council November 2021	
Customer Service Complaints (4.1.03)	Library and Customer Service	Adopted 27/09/2005 Last review November 2010 Review was due in November 2015	Need to consider EM complaints to be included as part of the behavioural complaint's procedure <u>Review postponed to early 2022 to align with the Customer Experience Project and review of the Customer Service Charter</u>	December 2021 <u>January – March 2023</u>
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 <u>Outcome of review was presented to June 2022 Policy Paper. Approval to advertise proposed for October 2022</u>	April 2022 May 2022 <u>Late 2022 – Subject to consultation</u>
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 <u>January – March 2023</u>
Nuclear Free Zone (4.1.08)	Executive Manager, Corporate Strategy and Governance	Adopted 24/07/1995 Last reviewed 04/04/2018 <u>Last reviewed 23/08/2022</u>	Next review 04/04/2022 Outcome of review was presented to June 2022 Policy Paper. Proposed repeal is being presented to August 2022 OMC <u>At its 23 August 2022 meeting Council resolved to retain the Policy (Item 12.3).</u>	April 2022 May 2022 <u>2026</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			The Policy will be updated to the new template and rescheduled for review in August 2026	
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
Vehicle Management (4.1.16)	Manager Engineering	Original Policy adopted 22/09/1997 Amended 10/06/2008 Last review 28/09/2010 Review was due in February 2015	Review due.	December 2021-2022 April – June 2023
Fraud and Corruption Prevention Policy	Executive Manager, Corporate Strategy and Governance	Adopted 26/02/2013 Last Review 22/06/2021	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)	2025

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Naming of City Facilities (4.1.18)	Executive Manager, Corporate Strategy and Governance	Adopted 22/09/1997 Last review 26/02/2013 Review was due February 2018	Review required. Review postponed to early 2022 <u>Review presented in the April 2022 Policy Paper. Further consideration and consultation required. Representing late 2022</u>	December 2021, Early 2022, March 2022, April 2022 <u>January – March 2023</u>
<u>Development Compliance Enforcement Policy</u>	<u>Manager Built Environment and Wellbeing</u>	<u>Adopted 18/10/2022</u>	<u>New policy replaced Policy No. 4.1.22 – Prosecution and Enforcement</u>	<u>September 2026.</u>
<u>Communications and Social Media Policy</u>	<u>Manager Marketing and Communications</u>	<u>Adopted 20/09/2022</u>	<u>New policy replaced Media (4.1.25) and Social Media Protocol (4.1.20) policies</u>	<u>September 2026.</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	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	Present outcome of review to August policy paper

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			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 <u>Presented in July Policy Paper and 9 August Audit Committee. Approval to advertise proposed for October 2022 OMC</u>	<u>Early-2022</u> <u>Subject to consultation</u>
Sponsorship to the City (4.1.32)	Marketing and Partnerships	Adopted 11/2010 Review was due November 2015	Review undertaken & presented in the September Policy Paper. Repeal was proposed however this requires revisiting. <u>Proposed amendments presented in August 2022 Policy Paper</u>	<u>October-2021</u> <u>February-2022</u> <u>April-2022</u> <u>May 2022</u> <u>Late 2022 - Subject to consultation</u>
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	<u>April-2022</u> <u>June-2022</u> <u>October 2022</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
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. <u>Postponed until publication of the DLGSC Council Communication Agreements template</u>	December 2021 <u>Postponed see comments</u>
Council Member Allowances, Fees, and Reimbursement of Expenses	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2002 Last review <u>06/03/2018</u> <u>17/05/2022</u>	<u>Admin has commenced a review, was raised at February workshop, and outcome of review will be presented to Council in November/ December 2021</u> <u>Included in November 2021 Policy Paper, approval to advertise proposed for presentation to February OMC</u>	<u>May 2026</u>
Council Member Contact with Developers (4.2.15)	Executive Manager Corporate Strategy and Governance	Adopted 02/06/2015 Last review <u>18/10/2016</u> <u>Review was due 18/10/2020</u> <u>18/10/2022</u>	<u>Withdrawn from April Meeting need comment from Council 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>	December 2021

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			<p>Remainder of policy requires the establishment of objective and update to new policy template</p> <p>Review has been undertaken. To be presented in December Policy Paper approval to advertise proposed for presentation to February OMC</p> <p>Presenting to Council Workshop 30 August to discuss how the pre-lodgement D/A register will be maintained</p> <p>Presenting outcome of advertising and recommendation to adopt updated policy to October 2022 OMC</p>	<p>Late 2022 – Subject to consultation October 2026</p>
<p>CEO Annual Performance Review</p>	<p>Executive Manager Human Resources</p>	<p>Adopted 14/11/2017</p> <p>Review due 14/11/2021</p> <p>Last Review 26/07/2022</p>	<p>Next review – 14/11/2020</p> <p>Review has been undertaken. Approval to advertise April OMC (12.1)</p> <p>Community consultation underway – outcome proposed for presentation to July OMC</p> <p>Policy updated 26/07/2022 (Item 12.2)</p>	<p>December 2021</p> <p>July 2026</p>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Council Election Period Policy	Executive Manager Corporate Strategy and Governance	Adopted 20/08/2019	Amended to remove the candidate code of conduct as this is covered in the Elected Member Code of Conduct Amendments adopted March 2021 OMC	
			Further amendments are proposed following the LG Election — please note D21/36450 Amendments and review postponed pending proposed state-wide caretaker period policy Item 5.6 of proposed reform	February 2022
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-Council 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

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Amended 17/05/2022	Included in November 2021 Policy Paper, approval to advertise proposed for presentation to February OMC	October – December 2023
Risk Management Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	Next review – 16/06/2024 *procedure requires annual review Updates to the Risk Management Policy and the creation of a Risk Management Procedure were identified as necessary following the risk management training sessions facilitated by RiskWest. Approval to advertise listed for August 2022 OMC Risk Appetite and Tolerance Statements must be reviewed after each ordinary election	June 2024 Subject to consultation
Meeting Procedures Policy & supporting Council Proceedings Guidelines	Executive Manager Corporate Strategy and Governance	Adopted 15/09/2020	Next review – 24/09/2024 (Policy) Electronic Meeting Guidelines reviewed and approved at 17 August 2021 OMC.	24/09/2024

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			<u>Minor amendment to the policy is required to add the definition of "Committee Meeting"</u>	<u>January to March 2023</u>
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	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 2024
	Executive Manager Corporate Strategy and Governance	<u>Adopted 17/05/2022</u>	Included in November 2021 Policy Paper, approval to advertise proposed for presentation to February OMC Approved for advertising at February OMC, consideration of submissions listed for May OMC	<u>May 2026</u>

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Election Signs Policy	Executive Manager Corporate Strategy and Governance	Adopted 08/02/2022	New policy required to support Local Law	February 2026
Code of Conduct Behaviour Complaints Management Policy	Executive Manager Corporate Strategy and Governance	Adopted 05/04/2022 (Item 12.4)	New policy required in accordance with the Local Government (Model Code of Conduct) Regulations 2021 The Policy sets out the procedure for dealing with complaints about alleged breaches of the behaviour requirements included in Division 3 of the Nominated Members Code	April 2026
Corporate Business Plan 2021/2022 – 2024-2025	Executive Manager Corporate Strategy and Governance	Adopted 17/08/2021 review annually	Documents endorsed by Council that guide the business planning cycle include: <ul style="list-style-type: none"> • Asset Management Plan • Workforce Plan; & • LTFP 	September 2022
Workforce Plan	Executive Manager Human Resources		The annual-workforce-plan review will be undertaken as part of the Service Delivery Review Program. The current 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 Council Members.	2024/2022

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			Included as guiding documents to the CBP above	
Asset Management Plan	Manager Engineering Manager City Buildings and Asset Management		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. Included as guiding documents to the CBP above	2022 2022/23
Recordkeeping Plan RKP 2016022 Recordkeeping Plan 2021033	Senior Records Officer	12/08/2016 16/11/2021	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. Approved by the State Records Commission 16 November 2021	To be approved by the State Records Commission by 12 August 2021. November 2026

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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. 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.
Temporary Accommodation (7.4.5)	Manager Policy & Place	Renamed 23 March 2021 Policy is now listed above as Local Planning Policy: Short Term Accommodation	Review has been undertaken and presented to OMC March 2021 Policy was renamed Local Planning Policy: Short Term Accommodation.
BPLC - Awarding of Life Membership (1.3.1)	Manager Beatty Park Leisure Centre	Repealed OMC 14/12/2021 (Item 11.8)	Waiving of Fees (including In-kind Donations is prescribed in the Community Funding Policy . Beatty Park Leisure Centre and facility usage has been included under this clause (16).
Rates and Service Charges (1.2.12)	Executive Manager Financial Services	Repealed OMC 14/12/2021 (Item 11.5)	No longer required as legislation and associated regulations adequately governs the standard for rates and service charges.

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Policy	Responsible Officer	Date repealed	Comments
Information and Communications Technology - Conditions of Use (1.1.1)	Executive Manager Information and Communication Technology	Repealed OMC 08/02/2022 (Item ..)	Repealed with adoption of updated Code of Conduct for staff and Code of Conduct for Council Members.
State Administrative Tribunal (4.1.23)	Executive Director Strategy and Development	Repealed OMC 08/03/2022 (Item 9.6)	Repealed and replaced with a management practice
Council Logo (4.1.11)	Manager Marketing and Communications	Repealed OMC 05/04/2022 (Item 11.1)	Repealed as there is no requirement for a documented City position on the use of the logo
Local Government Elections (4.2.14)	Executive Manager Corporate Strategy and Governance	Repealed OMC 17/05/2022 (Item 12.5)	Provisions of the Act govern the process for Local Government Elections and the guiding principles of the Community Stakeholder and Engagement Strategy and objectives of the Community and Stakeholder Engagement Policy guide administration in facilitating community engagement.
Civic Functions - hospitality etc. (4.1.29)	Manager Marketing and Communications	Repealed OMC 17/05/2022 (Item 12.4)	Repealed and replaced with a procedural document that outlines the approval process for civic events and clarifies the order of precedence for invited dignitaries. A provision providing use of the Councillors meeting Room has been included in the Council Member Allowances, Fees, and Reimbursement of Expenses Policy

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Policy	Responsible Officer	Date repealed	Comments
Home Business Home Occupation Home Office and Home Store (7.5.9)	Manager Policy & Place	Repeal approved OMC 14/09/2021 (Item 9.6)	Consultation provided repeal occurred 23 February 2022
Street Addressing (7.5.20)	Manager Policy & Place		
Parklets (2.2.13)	Manager Policy & Place	Repealed OMC 21/06/2022 (item 9.6)	Replaced with Vibrant Public Spaces Policy
Waste Management (2.2.11)	Manager Waste and Recycling	Repealed OMC 25/08/2022 (Item 10.2)	The objectives of the policy are now contained in the Waste Strategy. The Health Local Law provides legislative capacity and contains relevant information about waste management which is used to direct customers in regard to non-compliance issues such as usage of bins and bin placement etc
Third Party Mediation - Citizens Advice Bureau (4.1.33)	Executive Manager Corporate Strategy and Governance	Repealed OMC 25/08/2022 (Item 12.2)	No requirement for a documented City position guidelines and procedures utilised by staff as a procedural document
Social Media Protocol (4.1.20)	Manager Marketing and Communications	Repealed OMC 20/09/2022 (Item 11.4)	Replaced with Communications and Social Media Policy
Media (4.1.25)			
Prosecution and Enforcement (4.1.22)	Manager Built Environment and Wellbeing	Repealed OMC 18/10/2022 (Item 9.6)	Replaced with Development Compliance Enforcement Policy

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2022/2023 Indicative Policy Review Schedule

October 2022	
Policy Document	Comment
Legal Representation for Council Members and Employees	Publication postponed from April 2022
November 2022	
Policy Document	Comment
Street Activation Policy (3.10.3)	Nil
Corporate Credit Cards (1.2.8)	Postponed from August 2022 to facilitate completion of Promaster implementation
December 2022	
Policy Document	Comment
Alcohol Management (3.8.7)	Nil
Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7) - as presented to Council Workshop – 26/10/2021	Review deferred to ensure alignment to the draft Sport and Facilities Plan
October to December 2022	
Policy Document	Comment
Economic Development Strategy 2011 - 2016 (Renamed to Thriving Places Strategy)	Postponed from 2021/22
Art Development Action Plan 2018-2020 (Renamed to Arts Plan)	Postponed from August 2021

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January to March 2023	
Policy Document	Comment
Concerts and Events (3.8.3)	Postponed from September 2022
Appendix 3 - Design Guidelines for Richmond on The Park	Postponed from 2022 schedule
Appendix 6 - Brookman and Moir Street Design Guidelines	Review was due August 2015, postponed from 2022 schedule
Appendix 8 - Highgate Design Guidelines	Postponed from 2022 schedule
Appendix 12 - Elven On The Park Design Guidelines	Postponed from 2022 schedule
Appendix 14 - Design Guidelines No95 Lot75 and Part Lot76 Chelmsford Road	Postponed from 2022 schedule
Appendix 15 - Joel Terrace Design Guidelines	Postponed from 2022 schedule
Appendix 16 - Design Guidelines Perth	Postponed from 2022 schedule
Appendix 17 - Design Guidelines Lacey Street	Postponed from 2022 schedule
Appendix 18 - Design Guidelines William	Postponed from 2022 schedule
Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country (4.1.30)	Postponed from 2022 schedule
Customer Service Complaints (4.1.03)	Publication postponed from December 2021 - Review is underway presentation proposed for early 2022. Updates will be emailed to Council Members,
Organisational Structure and Designation of Senior Employees (4.1.7)	Periodic Review
Meeting Procedures Policy & supporting Council Proceedings Guidelines	Minor amendment to the policy is required
Street Trees (2.1.2)	Postponed from May 2022
Naming of City Facilities (4.1.18)	Postponed from December 2021

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April – June 2023	
Policy Document	Comment
Consulting Rooms Policy (7.5.22)	Postponed from March 2018
Built Form (7.1.1)	Postponed from 2021/22
Sustainable Design (7.5.10)	Review was due March 2015, postponed from 2022 schedule
Advisory Groups (4.2.12)	Postponed from 2021/22
Appendix 20 - Refunding and Waiving Planning And Building Fees	Review brought forward from 2023/24 schedule
Truncations (2.2.6)	Review was due February 2017 postponed from 2022 schedule due to resourcing.
Stormwater Drainage Connections (2.2.10)	Review was scheduled December 2021 postponed due to resourcing.
Vehicle Management (4.1.16)	Publication postponed from December 2021
Asset Management (2.2.12)	Postponed from 2022 schedule
Verge Treatments Plantings and Beautification (2.2.4)	Review was due 2022 postponed due to resourcing
Mobile Food Vendors - Vending Vincent	Council have requested Administration review and amend the Vending Vincent Policy to consider a maximum period of trade within a single location.
Non-residential Development Parking Requirements (7.7.1)	Postponed from 2021/2022 schedule

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Policy Review Summary

The City has established a comprehensive Policy Framework that is embedded within the organisation. The Framework facilitates a clear and consistent policy review program which is reflected in the exponential increase of policy review output.

The monthly publication program facilitates engagement and early consultation with Council Members.

The review process incorporates community consultation and provides robust and well considered policy outcomes.

Since the program was initiated in April 2021 Administration has presented the review of 61 policies through monthly Policy Paper publications, 34 of these reviews have now been finalised and 17 are progressing to Council. The remainder require further review and consultation with Council Members.

Policy Paper	Policy	Review Stage	Completed
April 2021	Amendment to Electronic Meeting Guidelines (supporting Meeting Procedures Policy)	Minor amendments approved 18/05/2021	Y
	Review of Council Members and Employees Business Dealings with the City	Reviewed and repealed 22/06/2021	Y
May 2021	Review of Parking Permits Policy	Reviewed and updated 05/04/2022	Y
	Consideration of amendment to Council Member Contact with Developer Policy	Reviewed and updated 18/10/2022	Y
	Review of Minor Nature Development Policy	Approval to advertise 23/08/2022	N
June 2021	Council Proceedings Guidelines (supporting Meeting Procedures Local Law 2008 and Meeting Procedures Policy)	Reviewed and updated 17/08/2021	Y
July 2021	Home Business, Home Occupation Home Office and Home Store Policy		Y
	Review of Local Planning Policy No. 7.5.9	Reviewed and repealed 23/02/2022	Y
	Review of Local Planning Policy - No. 7.5.20 - Street Addressing		Y
	Review of Access and Equity Policy	Reviewed and updated 14/12/2021	Y
	Review of Community Funding Policy	Reviewed and updated 14/12/2021	Y
	Review of Policy No. 4.1.22 - Prosecution and Enforcement	Reviewed and repealed 18/10/2022	Y
	Review of Policy 4.1.29 Civic Events and Hospitality	Reviewed and repealed 17/05/2022	Y
August 2021	Review of Policy No. 3.8.11 - Shade and Sunsmart	Reviewed and repealed 12/10/2021	Y
	Review of Local Planning Policy No. 7.5.2 - Signs and Advertising	Reviewed and updated 21/06/2022	Y
	Review of Investment Policy	Reviewed and updated 08/02/2022	Y
September 2021	Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1)	Consultation with Council initiated review to continue 2023/24	N
	Heritage Management - Assessment (7.6.2)		N

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Policy Paper	Policy	Review Stage	Completed
	Trees of Significance (7.6.3)		N
	Heritage Management - Interpretation (7.6.4)		N
	Heritage Management - Amending MHI (7.6.5)		N
	Heritage Management - The Heritage List MHI (7.6.6)		N
	Heritage Management - Bonuses (7.6.7)		N
	Heritage Management - Enquiries (7.6.8)		N
	Heritage Assistance Fund (7.6.9)		N
	Review of Parks, Reserves and Hall Facilities – Conditions of Hire and Use Policy	Further consultation with Council Members is required	N
Review of Disaster Appeals - Donations and Assistance Policy	Reviewed and repealed 12/10/2021	Y	
October 2021	Review of Rates and Service Charges Policy	Reviewed and repealed 14/12/2021	Y
	Review of Information and Communications Technology - Conditions of Use policy	Reviewed and repealed 08/02/2022	Y
	Review of LPP No. 7.5.13 - Percent for Art and Development of Arts Plan Overview	Review underway presenting draft policy in September 2022 Policy Paper	N
	Review of Memorials In Public Places and Reserves Policy (2.1.5)	Reviewed and updated 05/04/2022	Y
November 2021	Review of Elected Members Continuing Professional Development Policy	Reviewed and updated 17/05/2022	Y
	Review of Council Members Requests - Contact with City Employees Policy	Postponed – to be reviewed against DLGSC template policy & customer service charter	N
	Review of Council Members - Allowances, Fees and Reimbursement of Expenses Policy (4.2.7)	Reviewed and updated 17/05/2022	Y
	Consideration of Temporary Employment or Appointment of CEO policy	Developed and adopted 17/05/2022	Y
	Review of Policy No. 7.5.3 - Education and Care Services	Reviewed and updated 21/06/2022	Y
	Review of Policy No. 4.1.23 - State Administrative Tribunal (SAT)	Reviewed and repealed 08/03/2022	Y
January 2022	Review of Council Logo Policy (4.1.11)	Reviewed and repealed 05/04/2022	Y
	Review of Media Policy (4.2.15) and Social Media Protocol (4.1.20)	Outcome of consultation proposed presentation 20/09/2022	N
	Review of Council Member Contact with Developers Policy	Reviewed and updated 18/10/2022	Y
	Review of CEO Annual Performance Review Policy	Reviewed and updated 26/07/2022	Y
	Review of Flying and Displaying of Flags and Banners Policy (4.1.09)	Reviewed and updated 26/07/2022	Y
February 2022	Update on the review of Heritage Local Planning Policy Nos. 7.6.1 - 7.6.9 and Heritage Management Program	Consultation with Council initiated re-presenting in August 2022 Policy Paper	
	Review of Local Government Elections Policy	Reviewed and repealed 17/05/2022	Y

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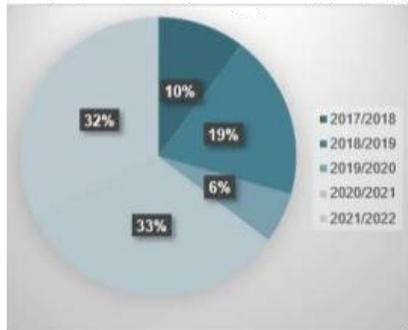
Policy Paper	Policy	Review Stage	Completed
March 2022	Review of the Design Guidelines	Consultation with Council initiated review to continue 2022/23	N
	Review of Policy No. 4.1.22 - Prosecution and Enforcement	Reviewed and repealed 18/10/2022	Y
April 2022	Laneways and Rights of Way (2.2.8)	Consultation with Council initiated review to continue January – March 2023	N
	Naming of City Facilities (4.1.18)	Consultation with Council initiated Further consultation and consideration is required. Representing late 2022	N
	Third Party Mediation - Citizens Advice Bureau (4.1.33)	Reviewed and repealed 23/08/2022	Y
	Recovery of Debts Rates and Service Charges (1.2.13)	Outcome of consultation proposed presentation 20/09/2022	N
June 2022	Review of Waste Management Policy (2.2.11)	Reviewed and repealed 23/08/2022	Y
	Review of Graffiti – Control and Removal Policy (2.1.3)	Approval to advertise 23/08/2022	N
	Review of Freedom of Information Requests Policy (4.1.04)	Approval of community consultation presenting October 2022	N
	Review of Nuclear Free Zone Policy (4.1.08)	Reviewed and retained 23/08/2022	Y
	Review of Minor Nature Development Policy (7.5.1)	Approval of community consultation 23/08/2022	N
	Review of Non-residential Development Parking Requirements	Consultation with Council initiated review to continue 2022/23	N
	Consideration of Restricted Premises - Smoking	Approval of community consultation 23/08/2022	N
July 2022	Proposed Amendments to Risk Management Policy	Approval of community consultation 23/08/2022	N
	Review of Policy No. 4.1.31 - Privacy Management Policy	Approval of community consultation presenting October 2022	N
	Development Incentives for Community Benefit - Amendment of Policy No. 7.1.1 - Built Form	Consultation with Council initiated review to continue 2022/23	N
August 2022	Review of Mobile Food Vendor Policy	Consultation with Council initiated review to continue 2022/23	N
	Review of Sponsorship to the City	Consultation with Council initiated review to continue 2022/23	N
September 2022	Percent for Public Art (7.5.13)	Consultation with Council initiated review to continue 2022/23	N

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The following chart identifies the exponential increase of policy review output since implementation of the policy in October 2020.

Policy Review Output

Date	Completed Policy Reviews
2017/2018	7
2018/2019	13
2019/2020	4
2020/2021	22
2021/2022	22



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