

**8.7 POLICY DOCUMENT REGISTER AND REVIEW PLAN - PROGRESS UPDATE AND IMPLEMENTATION REVIEW 2023**

- Attachments:**
1. **Policy Document Register and Review Plan (clean)**
  2. **Policy Document Register and Review Plan (marked up)**
  3. **Policy Review Schedule 2024**
  4. **Policy Review Statistics**
  5. **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 for the remainder of 2024 at Attachment 3; and**
2. **NOTES the:**
  - 2.1 **Policy Review Statistics at Attachment 4; and**
  - 2.2 **Policy Review Summary at Attachment 5**

**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 3**, and to present a review of the Plan as summarised at **Attachment 4**.

**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.

The Plan is a live document with all updates tracked since its 2022 review. A "tracked changes" version of the Plan has been provided at **Attachment 2**.

In accordance with the Plan there are 46 reviews scheduled to be undertaken in 2024. These include seven Strategies, four Plans and 35 Policies.

The review schedule at **Attachment 3** identifies the indicative review program for 2024.

#### Policy Review Statistics

Administration has made the following improvements to the Plan:

- developed a live dashboard of report statistics to continuously monitor policy review progress;
- incorporated policy review statistic into monthly reports to the Executive Management Committee;
- included all repealed policies in review statistics; and
- included formulas and conditional formatting to clearly identify policy documents that are past their review date and the period of time that they are overdue by.

In compiling statistics, it was noted that the City has 112 policy documents consisting of nine plans, 93 policies and 10 strategies. 48 per cent of these documents are past their review date as identified in the policy review statistics at **Attachment 4**.

#### Policy Review Summary

Since the Policy Document Register and Review Plan (Plan) was adopted in October 2020 Administration has provided early consultation to Council Members through 104 policy paper reports across 30 publications and finalised the review of 95 policy documents.

The review summary at **Attachment 5** outlines the progress of the Plan.

<b>Completed reviews</b>	
Policy reviewed and updated	41
Policy reviewed and repealed	47
Strategy developed and adopted	3
Plan developed and adopted	4
<b>Grand Total</b>	<b>95</b>

#### **CONSULTATION/ADVERTISING:**

Nil.

#### **LEGAL/POLICY:**

Clause 5.3 of Council's [Policy Development and Review 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.*

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Local Planning Policy: Non Residential Parking	Policy	Strategy & Development	Manager Policy & Place	Accessible City	20/06/2023	20/06/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Parking Permits (3.9.3)	Policy	Infrastructure & Environment	Manager Ranger Services	Accessible City	05/04/2022	05/04/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Accessible City Strategy 2020-2030	Strategy	Strategy & Development	Manager Policy & Place	Accessible City	18/05/2021	18/05/2025	within review range	Not overdue	2025	Not yet commenced	ACS is intended to guide the review of the Bicycle Network Plan (2013) and the Precinct Parking Management Plans (2009). Minor review annually through InfoBulletin, major review in 2025
Car Sharing Policy (7.7.2)	Policy	Strategy & Development	Manager Policy & Place	Accessible City	30/06/2015	30/06/2019	overdue	4 years, 3 months, 19 days	2024/2025	Review commenced by Administration	Review scheduled for 24/25
Car Parking Strategy	Strategy	Infrastructure & Environment	Manager Ranger Services	Accessible City	09/03/2010	09/03/2015	overdue	8 years, 7 months, 10 days	January to March 2024	Review commenced by Administration	Nil
Precinct Parking Management Plan	Plan	Infrastructure & Environment	Manager Ranger Services	Accessible City	25/11/2009	25/11/2014	overdue	8 years, 10 months, 24 days	January to March 2024	Review commenced by Administration	Review to be undertaken as action of Integrated Transport Strategy
Advisory Groups Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Connected Community	17/10/2023	17/10/2027	within review range	Not overdue	2027	Not yet commenced	Nil.
Smoke Free Areas – Education and Enforcement Policy	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	26/07/2022	26/07/2026	within review range	Not overdue	2026	Not yet commenced	New policy adopted to support implementation of the City of Vincent Public Health Plan 2020-2025

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Community Funding	Policy	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	17/12/2021	17/12/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Community and Stakeholder Engagement Policy	Policy	Chief Executive Office	Executive Manager Communications and Engagement	Connected Community	14/09/2021	14/09/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Community and Stakeholder Engagement Strategy	Strategy	Chief Executive Office	Executive Manager Communications and Engagement	Connected Community	14/09/2021	14/09/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Library and Local History's Collection Policy	Policy	Infrastructure & Environment	Branch Librarian and Senior Local History Librarian	Connected Community	27/04/2021	27/04/2025	within review range	Not overdue	January to March 2024	Review commenced by Administration	This policy replaced Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2) - early review commenced as current Policy is no longer deemed adequate after changes to the State Library Inter library loans and the impact on acquisitions requested by patrons and community.
Public Health Plan 2020 - 2025	Plan	Strategy & Development	Manager Public Health & Built Environment	Connected Community	01/01/2020	01/01/2025	within review range	Not overdue	2025	Not yet commenced	The Public Health Plan 2020 – 2025 was adopted by Council at its OMC 20 October 2020
Mobile Food Vendors - Vending Vincent	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	20/10/2020	20/10/2024	within review range	Not overdue	Review postponed (See comments)	Review postponed (See comments)	Policy review on hold. PHBE releasing lead role on Policy.

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Innovate Reconciliation Action Plan 2022 – 2024	Plan	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	23/08/2022	23/08/2024	within review range	Not overdue	2024	Review commenced by Administration	Process initiated for the development of the Stretch RAP
Alcohol Management (3.8.7)	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	01/04/2015	01/04/2019	overdue	4 years, 6 months, 18 days	July to September 2024	Review postponed (See comments)	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. Postponed from October to December 2023 - Local Drug Action Group (Vincent, Subiaco, Perth) has formed and are meeting regularly. Group currently collecting and collating data, to form shared goals / actions / strategies. Propose to delay Policy review to July 2024, to incorporate findings of LDAG Group.
Concerts and Events (3.8.3)	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	01/03/2014	01/03/2018	overdue	5 years, 7 months, 18 days	July to September 2024	Review postponed (See comments)	Postponed review to incorporate a proposed regulatory change which would affect the policy Postponed from October to December 2023 Regulatory change delayed by WA Dept of Health. Propose to review within 23-24 FY, in preparation for new Regulations
Multicultural Plan 2013-2017	Plan	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	01/01/2013	01/01/2017	overdue	6 years, 9 months, 18 days	Review postponed (See comments)	Review postponed (See comments)	This plan will not be reviewed or updated. A new Community Development Plan will be developed in 2024 to include elements from the Multicultural plan

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Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7)	Policy	Infrastructure & Environment	Manager Beatty Park Leisure Centre	Connected Community	22/02/2011	22/02/2015	overdue	8 years, 7 months, 27 days	Review postponed (See comments)	Review postponed (See comments)	Review has been undertaken and presented to Elected Members in the September 2022 Policy Paper. Further consultation was requested. Review deferred to ensure alignment to the draft Sport and Facilities Plan which is now being replaced with a draft Community Infrastructure Plan. Once plans for the CIP are decided a way forward with this Policy will be decided.
Closed Circuit Television (3.9.12)	Policy	Infrastructure & Environment	Manager Ranger Services	Connected Community	13/04/2010	13/04/2014	overdue	9 years, 6 months, 6 days	Review postponed (See comments)	Review postponed (See comments)	Approval to advertise amended policy is being presented in late 2022 Postponed pending new privacy legislation which will inform final updates to the Policy.
Graffiti – Control and Removal (2.1.3)	Policy	Infrastructure & Environment	Manager Waste & Recycling	Enhanced Environment	16/05/2023	16/05/2027	within review range	Not overdue	2027	Not yet commenced	Nil.
Sustainable Environment Strategy 2019 - 2024	Strategy	Strategy & Development	Manager Policy & Place	Enhanced Environment	23/07/2019	23/07/2024	within review range	Not overdue	January to March 2024	Review commenced by Administration	Review is underway as part of 'the City's sustainability review. The sustainability review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.
Public Open Space Strategy 2018	Strategy	Strategy & Development	Manager Policy & Place	Enhanced Environment	11/12/2018	11/12/2023	within review range	Not overdue	2024	Review commenced by Administration	The City's sustainability review has commenced. The review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.

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Greening Plan 2018-2023	Plan	Chief Executive Office	Manager Parks	Enhanced Environment	18/09/2018	18/09/2023	overdue	0 years, 1 months, 1 days	2024	Not yet commenced	The City's sustainability review has commenced. The review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.
Waste Strategy 2018-2023	Strategy	Infrastructure & Environment	Executive Director Infrastructure & Environment	Enhanced Environment	18/09/2018	18/09/2023	overdue	0 years, 1 months, 1 days	2024	Not yet commenced	The City's Waste Strategy upon expiry will not be being renewed in its current form. This has been superseded by the statutory DWER Waste Plan, which duplicates this information requires annual reporting to DWER. It is being considered as part of the City's sustainability review.
Complaint Management Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	17/10/2023	17/10/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country and Acknowledgement of Council Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	25/07/2023	25/07/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Legal Representation for Council Members and Employees (4.2.01)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/06/2023	20/06/2027	within review range	Not overdue	2027	Not yet commenced	Nil

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Purchasing Policy	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	20/06/2023	20/06/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Risk Management Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	13/12/2022	13/12/2026	within review range	Not overdue	2026	Not yet commenced	Note: The City's Risk Appetite and Tolerance Statements are to be reviewed within three months of each ordinary Council election
Recordkeeping Plan 2021033	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	16/11/2021	16/11/2026	within review range	Not overdue	2026	Not yet commenced	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. Approved by the State Records Commission 16 November 2021
Development Compliance Enforcement Policy	Policy	Strategy & Development	Manager Public Health & Built Environment	Innovative & Accountable	18/10/2022	18/10/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Sponsorship to the City (4.1.32)	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	18/10/2022	18/10/2026	within review range	Not overdue	2026	Review commenced by Administration	Nil
Communications and Social Media Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	20/09/2022	20/09/2026	within review range	Not overdue	2026	Not yet commenced	Nil.
Recovery of Debts Rates and Service Charges (1.2.13)	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	20/09/2022	20/09/2026	within review range	Not overdue	2026	Not yet commenced	Nil

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Nuclear Free Zone	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	23/08/2022	23/08/2026	within review range	Not overdue	2026	Not yet commenced	Nil
CEO Annual Performance Review	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	26/07/2022	26/07/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Council Member Allowances, Fees, and Reimbursement of Expenses	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Council Member Contact with Developers	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Temporary Employment or Appointment of CEO	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2026	within review range	Not overdue	2026	Not yet commenced	Nil.
Code of Conduct Behaviour Complaints Management Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	05/04/2022	05/04/2026	within review range	Not overdue	2026	Not yet commenced	Nil.
Election Signs Policy	Policy	Strategy & Development	Executive Manager Corporate	Innovative & Accountable	08/02/2022	08/02/2026	within review range	Not overdue	2026	Not yet commenced	Nil.

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			Strategy & Governance								
Investment Policy	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	08/02/2022	08/02/2026	within review range	Not overdue	2026	Not yet commenced	Development of a more sophisticated investment strategy is under consideration. If approved the investment policy will require review to reflect strategic requirements and controls.
Fraud and Corruption Prevention Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	22/06/2021	22/06/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Attendance at Events Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	23/03/2021	23/03/2025	within review range	Not overdue	2025	Not yet commenced	Adopted in accordance with the requirements of section 5.90A of the Local Government Act 1995
Execution of Documents Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	within review range	Not overdue	2024	Not yet commenced	Nil
Meeting Procedures Policy & supporting Council Proceedings Guidelines	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	within review range	Not overdue	2024	Not yet commenced	Minor amendment to the policy is required to add the definition of "Committee Meeting"
Policy Development and Review Policy	Policy	Strategy & Development	Executive Manager Corporate	Innovative & Accountable	15/09/2020	15/09/2024	within review range	Not overdue	2024	Not yet commenced	Nil.

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			Strategy & Governance								
Corporate Business Plan 2021/2022 – 2024-2025	Plan	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/06/2023	20/06/2024	within review range	Not overdue	2024	Not yet commenced	Documents endorsed by Council that guide the business planning cycle include: Asset Management Plan, Workforce Plan & LTFP
Council Proceedings - Recording and Web Streaming Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	16/06/2020	16/06/2024	within review range	Not overdue	2024	Not yet commenced	Nil.
Council Members Continuing Professional Development Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2024	within review range	Not overdue	January to March 2024	Not yet commenced	This policy must be reviewed after each ordinary election.
Council Election Period Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/08/2019	20/08/2023	overdue	0 years, 1 months, 29 days	Review postponed (See comments)	Review postponed (See comments)	Amendments and review postponed pending proposed state-wide caretaker period policy Item 5.6 of proposed reform
Corporate Credit Cards (1.2.8)	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	30/04/2019	30/04/2023	overdue	0 years, 5 months, 19 days	April to June 2024	Review commenced by Administration	Implementation of the new credit card system is complete. Review is proposed for early 2024.
Organisational Structure and Designation of Senior Employees (4.1.7)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	05/03/2019	05/03/2023	overdue	0 years, 7 months, 14 days	Review postponed (See comments)	Review postponed (See comments)	Review postponed

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Freedom of Information Requests (4.1.04)	Policy	Chief Executive Office	Executive Manager Information and Communication Technology	Innovative & Accountable	04/04/2018	04/04/2022	overdue	1 years, 6 months, 15 days	Review postponed (See comments)	Review postponed (See comments)	Postponed pending update to Privacy Policy and drafting of new FOI Policy
Naming of City Facilities (4.1.18)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	26/02/2013	26/02/2017	overdue	6 years, 7 months, 23 days	January to March 2023	Early consultation with Council Members	Linked to laneway policy awaiting Engineering input. Late 2023
Privacy Management (4.1.31)	Policy	Chief Executive Office	Executive Manager Information and Communication Technology	Innovative & Accountable	01/11/2010	01/11/2014	overdue	8 years, 11 months, 18 days	Review postponed (See comments)	Review postponed (See comments)	The City is working with Department of Premier and Cabinet and their Privacy and Responsible Information Sharing readiness framework in preparation for new WA Govt Privacy legislation expected at the end of 2024. Key dates in the framework: Feb-24: Develop model Privacy Policy (template) and supporting guidance Mar-24: Develop and publish a Privacy Policy
Vehicle Management (4.1.16)	Policy	Infrastructure & Environment	Manager Engineering	Innovative & Accountable	28/09/2010	28/09/2014	overdue	9 years, 0 months, 21 days	January to March 2024	Not yet commenced	Postponed from April – June 2023
Asset Management (2.2.12)	Policy	Infrastructure & Environment	Manager City Buildings and Asset Management	Innovative & Accountable	10/03/2009	10/03/2013	overdue	10 years, 7 months, 9 days	April to June 2023	Community consultation underway	Community consultation approved at 22 August 2023 OMC
Council Members Requests - Contact	Policy	Strategy & Development	Executive Manager Corporate	Innovative & Accountable	22/04/2008	22/04/2012	overdue	11 years, 5 months, 27 days	Review postponed	Review postponed (See comments)	Postponed until publication of the DLGSC Council Communication Agreements template

# Policy Document Register and Review Plan

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with City Employees (4.2.05)			Strategy & Governance								
Appendix 6 - Brookman and Moir Street Design Guidelines	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	22/08/2023	22/08/2027	within review range	Not overdue	2023/2024	Not yet commenced	Nil
Local Planning Policy: Heritage Areas	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Local Planning Policy: Character Areas	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Minor Nature Development (7.5.1)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Local Planning Policy: Signs and Advertising	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	21/06/2022	21/06/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Built Form (7.1.1)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	16/06/2020	16/06/2024	within review range	Not overdue	2023/2024	Review commenced by Administration	Currently being reviewed
Local Planning Scheme No. 2 (As amended)	Strategy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/12/2018	11/12/2023	within review range	Not overdue	2023/2024	Review commenced by Administration	Currently being reviewed
Local Planning Strategy	Strategy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/12/2018	11/12/2023	within review range	Not overdue	2023/2024	Review commenced by Administration	Currently being reviewed
Substantial Commencement of Development (7.5.4)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	27/08/2017	27/08/2021	overdue	2 years, 1 months, 22 days	2023/2024	Review commenced by Administration	Currently being reviewed

## Policy Document Register and Review Plan

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Heritage Assistance Fund (7.6.9)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	05/04/2016	05/04/2020	overdue	3 years, 6 months, 14 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Amending MHI (7.6.5)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	30/06/2015	30/06/2019	overdue	4 years, 3 months, 19 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Construction Management Plans (7.5.23)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	24/06/2014	24/06/2018	overdue	5 years, 3 months, 25 days	2023/2024	Review commenced by Administration	Currently being reviewed
Domestic Satellite Dishes Microwave Antennae and Tower Masts (7.5.5)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	23/03/2014	23/03/2018	overdue	5 years, 6 months, 26 days	2024/2025	Not yet commenced	Review was scheduled for 2024/2025
Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	08/10/2013	08/10/2017	overdue	6 years, 0 months, 11 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Trees of Significance (7.6.3)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	25/06/2013	25/06/2017	overdue	6 years, 3 months, 24 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Appendix 11 - Non - Conforming Use Register	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/06/2013	11/06/2017	overdue	6 years, 4 months, 8 days	2024/2025	Not yet commenced	Review was scheduled for 2024/25

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Aged or Dependent Persons Dwellings (7.4.2)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	12/02/2013	12/02/2017	overdue	6 years, 8 months, 7 days	2023/2024	Community consultation underway	Currently being reviewed - advertising proposed revocation approved at 19/09/2023 OMC - consultation underway until 23/10/2023
Heritage Strategic Plan 2013 – 2017	Plan	Strategy & Development	Manager Policy & Place	Sensitive Design	01/01/2013	01/01/2017	overdue	6 years, 9 months, 18 days	2023/2024	Review commenced by Administration	Review scheduled for 2023/24 to integrate into Local Planning Strategy and remove standalone strategy
Sound Attenuation (7.5.21)	Policy	Strategy & Development	Manager Public Health & Built Environment	Sensitive Design	24/07/2012	24/07/2016	overdue	7 years, 2 months, 25 days	2024/2025	Not yet commenced	Review was scheduled for 2024/25
Heritage Management - Assessment (7.6.2)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	10/07/2012	10/07/2016	overdue	7 years, 3 months, 9 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Interpretation (7.6.4)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	10/07/2012	10/07/2016	overdue	7 years, 3 months, 9 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Telecommunication Facilities (7.5.6)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	28/02/2012	28/02/2016	overdue	7 years, 7 months, 21 days	2024/2025	Not yet commenced	Review was scheduled for 2024/2025
Amalgamation Condition on Planning Approvals (7.5.19)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	06/12/2011	06/12/2015	overdue	7 years, 10 months, 13 days	2023/2024	Review commenced by Administration	Currently being reviewed
Appendix 20 - Refunding and Waiving Planning And Building Fees	Policy	Strategy & Development	Manager Development & Design	Sensitive Design	27/11/2011	27/11/2015	overdue	7 years, 10 months, 22 days	April to June 2023	Early consultation with Council Members	Review brought forward. Review to progress in 23/24FY with adequate resourcing for Building and Planning teams.

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Sustainable Design (7.5.10)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	22/03/2011	22/03/2015	overdue	8 years, 6 months, 27 days	2024/2025	Not yet commenced	Review was scheduled for 2024/2025
Encroachments Over Crown Lands (7.4.9)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	14/04/2009	14/04/2013	overdue	10 years, 6 months, 5 days	2023/2024	Review commenced by Administration	Currently being reviewed
Heritage Management - Bonuses (7.6.7)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/06/2006	11/06/2010	overdue	13 years, 4 months, 8 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Enquiries (7.6.8)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/06/2006	11/06/2010	overdue	13 years, 4 months, 8 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - The Heritage List MHI (7.6.6)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	22/11/2005	22/11/2009	overdue	13 years, 10 months, 27 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	01/01/2001	01/01/2005	overdue	18 years, 9 months, 18 days	2024/2025	Not yet commenced	Review was scheduled for 2024/25
Arts Plan 2023 - 2028	Plan	& Strategy Development	Policy Manager Place &	Thriving Places	2023/08/22	2028/08/22	within review range	Not overdue	2028	Not yet commenced	Nil.
Thriving Places Strategy	Strategy	Strategy & Development	Manager Policy & Place	Thriving Places	22/08/2023	22/08/2027	within review range	Not overdue	2027	Early consultation with Council Members	Nil.

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Access and Inclusion Plan 2022-2027	Plan	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	26/07/2022	26/07/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Local Planning Policy: Percent for Art	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	15/11/2022	15/11/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Flying and Displaying of Flags and Banners	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Thriving Places	26/07/2022	26/07/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Local Planning Policy: Child Care and Family Day Care	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	24/06/2022	24/06/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Vibrant Public Spaces Policy	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	21/06/2022	21/06/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Memorials in Public Places and Reserves	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	05/04/2022	05/04/2026	within review range	Not overdue	2026	Not yet commenced	Nil.
Local Planning Policy: Short Term Accommodation	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	23/03/2021	23/03/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Street Activation Policy (3.10.3)	Policy	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	13/11/2018	13/11/2022	overdue	0 years, 11 months, 6 days	Review postponed (See comments)	Early consultation with Council Members	Next review 13/11/2022 Included in January 2023 Policy Paper. Review delayed - report to August workshop. Delayed until after elections.
Verge Treatments Plantings and Beautification (2.2.4)	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	21/08/2018	21/08/2022	overdue	1 years, 1 months, 28 days	October to December 2023	Review postponed (See comments)	Review was due 2022 postponed due to resourcing. October to December 2023

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Street Trees (2.1.2)	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	22/05/2018	22/05/2022	overdue	1 years, 4 months, 27 days	January to March 2023	Early consultation with Council Members	Early consultation commenced at June 2023 Workshop
Art Collection Policy (3.10.7)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	22/08/2017	22/08/2021	overdue	2 years, 1 months, 27 days	2023/2024	Review commenced by Administration	Currently being reviewed
Public Art (3.10.8)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	22/08/2017	22/08/2021	overdue	2 years, 1 months, 27 days	2023/2024	Review commenced by Administration	Currently being reviewed
Public Murals (3.10.9)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	10/03/2017	10/03/2021	overdue	2 years, 7 months, 9 days	2023/2024	Review commenced by Administration	Currently being reviewed
Consulting Rooms Policy (7.5.22)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	22/09/2015	22/09/2019	overdue	4 years, 0 months, 27 days	2023/2024	Community consultation underway	Community consultation approved at 22/08/2023
Licensed Premises (7.5.7)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	11/03/2014	11/03/2018	overdue	5 years, 7 months, 8 days	2023/2024	Not yet commenced	Currently being reviewed
2.2.10 Stormwater Drainage Connections	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	09/04/2013	09/04/2017	overdue	6 years, 6 months, 10 days	January to March 2024	Not yet commenced	Review required. Postponed from April – June 2023 additional time required to review the technical information in regards to storm events
Laneways and Rights of Way (2.2.8)	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	09/04/2013	09/04/2017	overdue	6 years, 6 months, 10 days	January to March 2024	Review commenced by Administration	Review in early stages
Truncations (2.2.6)	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	28/02/2012	28/02/2016	overdue	7 years, 7 months, 21 days	January to March 2024	Review commenced by Administration	Review in final stages. Postponed from April – June 2023

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Affordable Housing Strategy	Strategy	Strategy & Development	Manager Policy & Place	Thriving Places	24/02/2009	24/02/2014	overdue	9 years, 7 months, 25 days	2023/2024	Review commenced by Administration	Review scheduled for 2023/24 to integrate into Local Planning Strategy and remove standalone strategy
Diversity Access and Equity Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	01/02/2010	01/02/2014	overdue	9 years, 8 months, 18 days	October to December 2023	Early consultation with Council Members	Included in September 2023 Policy Paper

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Local Planning Policy: Non Residential Parking	Policy	Strategy & Development	Manager Policy & Place	Accessible City	20/06/2023	20/06/2027	within review range	Not overdue	2027	Not yet commenced	Policy updated 20/06/23 (Item 9.3)
Parking Permits (3.9.3)	Policy	Infrastructure & Environment	Manager Ranger Services	Accessible City	05/04/2022	05/04/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Accessible City Strategy 2020-2030	Strategy	Strategy & Development	Manager Policy & Place	Accessible City	18/05/2021	18/05/2025	within review range	Not overdue	2025	Not yet commenced	ACS is intended to guide the review of the Bicycle Network Plan (2013) and the Precinct Parking Management Plans (2009). Minor review annually through InfoBulletin, major review in 2025
Car Sharing Policy (7.7.2)	Policy	Strategy & Development	Manager Policy & Place	Accessible City	30/06/2015	30/06/2019	overdue	4 years, 3 months, 19 days	2024/2025	Review commenced by Administration	Review scheduled for 24/25
Car Parking Strategy	Strategy	Infrastructure & Environment	Manager Ranger Services	Accessible City	09/03/2010	09/03/2015	overdue	8 years, 7 months, 10 days	January to March 2024	Review commenced by Administration	Nil
Precinct Parking Management Plan	Plan	Infrastructure & Environment	Manager Ranger Services	Accessible City	25/11/2009	25/11/2014	overdue	8 years, 10 months, 24 days	January to March 2024	Review commenced by Administration	Review to be undertaken as action of Integrated Transport Strategy
Advisory Groups Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Connected Community	17/10/2023	17/10/2027	within review range	Not overdue	2027	Not yet commenced	Nil.
Smoke Free Areas – Education and Enforcement Policy	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	26/07/2022	26/07/2026	within review range	Not overdue	2026	Not yet commenced	New policy adopted to support implementation of the City of Vincent Public Health Plan 2020-2025

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Community Funding	Policy	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	17/12/2021	17/12/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Community and Stakeholder Engagement Policy	Policy	Chief Executive Office	Executive Manager Communications and Engagement	Connected Community	14/09/2021	14/09/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Community and Stakeholder Engagement Strategy	Strategy	Chief Executive Office	Executive Manager Communications and Engagement	Connected Community	14/09/2021	14/09/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Library and Local History's Collection Policy	Policy	Infrastructure & Environment	Branch Librarian and Senior Local History Librarian	Connected Community	27/04/2021	27/04/2025	within review range	Not overdue	January to March 2024	Review commenced by Administration	This policy replaced Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2) - early review commenced as current Policy is no longer deemed adequate after changes to the State Library Inter library loans and the impact on acquisitions requested by patrons and community.
Public Health Plan 2020 - 2025	Plan	Strategy & Development	Manager Public Health & Built Environment	Connected Community	01/01/2020	01/01/2025	within review range	Not overdue	2025	Not yet commenced	The Public Health Plan 2020 – 2025 was adopted by Council at its OMC 20 October 2020
Mobile Food Vendors - Vending Vincent	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	20/10/2020	20/10/2024	within review range	Not overdue	Review postponed (See comments)	Review postponed (See comments)	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

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
											the Vending-Vincent Policy to consider a maximum period of trade within a single location. Policy review on hold. PHBE releasing lead role on Policy.
Innovate Reconciliation Action Plan 2022 – 2024	Plan	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	23/08/2022	23/08/2024	within review range	Not overdue	2024	Review commenced by Administration	Process initiated for the development of the Stretch RAP
Alcohol Management (3.8.7)	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	01/04/2015	01/04/2019	overdue	4 years, 6 months, 18 days	July to September 2024	Review postponed (See comments)	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. <del>Postponed from December 2022. Discussions with the Mental Health Commission regarding Alcohol and Drug related harm and strategies are scheduled for 2023 as part of the Public Health Plan. This will inform the review and update of this policy. Postponed from October to December 2023 – Local Drug Action Group (Vincent, Subiaco, Perth) has formed and are meeting regularly. Group currently collecting and collating data, to form shared goals / actions / strategies. Propose to delay Policy review to July 2024, to incorporate findings of LDAG Group. Postponed from October to December 2023 - Local Drug Action</del>

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
											<a href="#">Group (Vincent, Subiaco, Perth) has formed and are meeting regularly. Group currently collecting and collating data, to form shared goals / actions / strategies. Propose to delay Policy review to July 2024, to incorporate findings of LDAG Group.</a>
Concerts and Events (3.8.3)	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	01/03/2014	01/03/2018	overdue	5 years, 7 months, 18 days	July to September 2024	Review postponed (See comments)	Postponed review to incorporate a proposed regulatory change which would affect the policy <a href="#">Postponed to December 2023-Postponed from October to December 2023</a> <a href="#">Regulatory change delayed by WA Dept of Health. Propose to review within 23-24 FY, in preparation for new Regulations</a>
Multicultural Plan 2013-2017	Plan	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	01/01/2013	01/01/2017	overdue	6 years, 9 months, 18 days	Review postponed (See comments)	Review postponed (See comments)	This plan will not be reviewed or updated. A new Community Development Plan will be developed in 2024 to include elements from the Multicultural plan
Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7)	Policy	Infrastructure & Environment	Manager Beatty Park Leisure Centre	Connected Community	22/02/2011	22/02/2015	overdue	8 years, 7 months, 27 days	Review postponed (See comments)	Review postponed (See comments)	Review has been undertaken and presented to Elected Members in the September 2022 Policy Paper. Further consultation was requested. Review deferred to ensure alignment to the draft Sport and Facilities Plan which is now being replaced with a draft Community Infrastructure Plan. Once plans for the CIP are decided a way forward with this Policy will be decided.

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Closed Circuit Television (3.9.12)	Policy	Infrastructure & Environment	Manager Ranger Services	Connected Community	13/04/2010	13/04/2014	overdue	9 years, 6 months, 6 days	Review postponed (See comments)	Review postponed (See comments)	Approval to advertise amended policy is being presented in late 2022 <a href="#">Approval to advertise April 2023 OMC Postponed pending new privacy legislation which will inform final updates to the Policy.</a>
Graffiti – Control and Removal (2.1.3)	Policy	Infrastructure & Environment	Manager Waste & Recycling	Enhanced Environment	16/05/2023	16/05/2027	within review range	Not overdue	2027	Not yet commenced	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. Nil.
Sustainable Environment Strategy 2019 - 2024	Strategy	Strategy & Development	Manager Policy & Place	Enhanced Environment	23/07/2019	23/07/2024	within review range	Not overdue	January to March 2024	Review commenced by Administration	Review is underway as part of the City's sustainability review. The sustainability review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.
Public Open Space Strategy 2018	Strategy	Strategy & Development	Manager Policy & Place	Enhanced Environment	11/12/2018	11/12/2023	within review range	Not overdue	2024	Review commenced by Administration	The City's sustainability review has commenced. The review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.
Greening Plan 2018-2023	Plan	Chief Executive Office	Manager Parks	Enhanced Environment	18/09/2018	18/09/2023	overdue	0 years, 1 months, 1 days	2024	Review commenced by Administration	<del>Proposed review in 2023.</del> The City's sustainability review has commenced. The review will

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
											encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.
Waste Strategy 2018 -2023	Strategy	Infrastructure & Environment	Executive Director Infrastructure & Environment	Enhanced Environment	18/09/2018	18/09/2023	overdue	0 years, 1 months, 1 days	2024	Review commenced by Administration	On track for review 2023 The City's Waste Strategy upon expiry will not be being renewed in its current form. This has been superseded by the statutory DWER Waste Plan, which duplicates this information requires annual reporting to DWER. It is being considered as part of the City's sustainability review.
Complaint Management Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	17/10/2023	17/10/2027	within review range	Not overdue	2027	Not yet commenced	Out for community consultation Nil
Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country and Acknowledgement of Council Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	25/07/2023	25/07/2027	within review range	Not overdue	2027	Not yet commenced	Presented at July Council for endorsement. Nil
Legal Representation for Council Members and Employees (4.2.01)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/06/2023	20/06/2027	within review range	Not overdue	2027	Not yet commenced	October-2022. Nil

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Purchasing Policy	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	20/06/2023	20/06/2027	within review range	Not overdue	2027	Not yet commenced	A recent review of the City's procurement practices identified key areas for improvement. Approved for advertising at April 2023-OMC Review complete
Risk Management Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	13/12/2022	13/12/2026	within review range	Not overdue	2026	Not yet commenced	Note: The City's Risk Appetite and Tolerance Statements are to be reviewed within three months of each ordinary Council election
Recordkeeping Plan 2021033	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	16/11/2021	16/11/2026	within review range	Not overdue	2026	Not yet commenced	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. Approved by the State Records Commission 16 November 2021
Development Compliance Enforcement Policy	Policy	Strategy & Development	Manager Public Health & Built Environment	Innovative & Accountable	18/10/2022	18/10/2026	within review range	Not overdue	2026	Not yet commenced	New policy replaced Policy No. 4.1.22 – Prosecution and Enforcement
Sponsorship to the City (4.1.32)	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	18/10/2022	18/10/2026	within review range	Not overdue	2026	Review commenced by Administration	Late 2022 – Subject to consultation. Nil
Communications and Social Media Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Innovative & Accountable	20/09/2022	20/09/2026	within review range	Not overdue	2026	Not yet commenced	New policy replaced Media (4.1.25) and Social Media Protocol (4.1.20) policies
Recovery of Debts Rates and Service Charges (1.2.13)	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	20/09/2022	20/09/2026	within review range	Not overdue	2026	Not yet commenced	Policy updated 20/09/2022 (Item 11.5)

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Nuclear Free Zone	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	23/08/2022	23/08/2026	within review range	Not overdue	2026	Not yet commenced	Nil
CEO Annual Performance Review	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	26/07/2022	26/07/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Council Member Allowances, Fees, and Reimbursement of Expenses	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Council Member Contact with Developers	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2026	within review range	Not overdue	2026	Not yet commenced	Nil
Temporary Employment or Appointment of CEO	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2026	within review range	Not overdue	2026	Not yet commenced	Nil.
Code of Conduct Behaviour Complaints Management Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	05/04/2022	05/04/2026	within review range	Not overdue	2026	Not yet commenced	New policy required in accordance with the Local Government (Model Code of Conduct) Regulations 2021
Election Signs Policy	Policy	Strategy & Development	Executive Manager Corporate	Innovative & Accountable	08/02/2022	08/02/2026	within review range	Not overdue	2026	Not yet commenced	New policy required to support Local Law

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
			Strategy & Governance								
Investment Policy	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	08/02/2022	08/02/2026	within review range	Not overdue	2026	Not yet commenced	Development of a more sophisticated investment strategy is under consideration. If approved the investment policy will require review to reflect strategic requirements and controls.
Fraud and Corruption Prevention Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	22/06/2021	22/06/2025	within review range	Not overdue	2025	Not yet commenced	Nil
Attendance at Events Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	23/03/2021	23/03/2025	within review range	Not overdue	2025	Not yet commenced	Adopted in accordance with the requirements of section 5.90A of the Local Government Act 1995
Execution of Documents Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	within review range	Not overdue	2024	Not yet commenced	Nil
Meeting Procedures Policy & supporting Council Proceedings Guidelines	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	within review range	Not overdue	2024	Not yet commenced	Minor amendment to the policy is required to add the definition of "Committee Meeting"
Policy Development and Review Policy	Policy	Strategy & Development	Executive Manager Corporate	Innovative & Accountable	15/09/2020	15/09/2024	within review range	Not overdue	2024	Not yet commenced	Replaced Policy Manual - Adoption and Review (4.1.01)

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
			Strategy & Governance								
Corporate Business Plan 2021/2022 – 2024-2025	Plan	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/06/2023	20/06/2024	within review range	Not overdue	2024	Not yet commenced	Documents endorsed by Council that guide the business planning cycle include: Asset Management Plan, Workforce Plan & LTFF
Council Proceedings - Recording and Web Streaming Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	16/06/2020	16/06/2024	within review range	Not overdue	2024	Not yet commenced	Nil.
Council Members Continuing Professional Development Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	17/05/2022	17/05/2024	within review range	Not overdue	January to March 2024	Not yet commenced	This policy must be reviewed after each ordinary election.
Council Election Period Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/08/2019	20/08/2023	overdue	0 years, 1 months, 29 days	Review postponed (See comments)	Review postponed (See comments)	Amendments and review postponed pending proposed state-wide caretaker period policy Item 5.6 of proposed reform
Corporate Credit Cards (1.2.8)	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	30/04/2019	30/04/2023	overdue	0 years, 5 months, 19 days	April to June 2024	Review commenced by Administration	Review postponed until Promaster implementation is completed. Implementation of the new system will change how the finance team reconcile the monthly credit card statements. Implementation of the new credit card system is complete. Review is proposed for early 2024.

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Organisational Structure and Designation of Senior Employees (4.1.7)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	05/03/2019	05/03/2023	overdue	0 years, 7 months, 14 days	Review postponed (See comments)	Review postponed (See comments)	Review postponed
Freedom of Information Requests (4.1.04)	Policy	Chief Executive Office	Executive Manager Information and Communication Technology	Innovative & Accountable	04/04/2018	04/04/2022	overdue	1 years, 6 months, 15 days	Review postponed (See comments)	Review postponed (See comments)	Outcome of review was presented to June 2022. Approval to advertise proposed for October 2022. Postponed pending update to Privacy Policy and drafting of new FOI Policy
Naming of City Facilities (4.1.18)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	26/02/2013	26/02/2017	overdue	6 years, 7 months, 23 days	January to March 2023	Early consultation with Council Members	Review presented in the April 2022 Policy Paper. Further consideration and consultation required. Representing late 2022 linked to laneway policy awaiting Engineering input. Late 2023
Privacy Management (4.1.31)	Policy	Chief Executive Office	Executive Manager Information and Communication Technology	Innovative & Accountable	01/11/2010	01/11/2014	overdue	8 years, 11 months, 18 days	Review postponed (See comments)	Review postponed (See comments)	The City is working with Department of Premier and Cabinet and their Privacy and Responsible Information Sharing readiness framework in preparation for new WA Govt Privacy legislation expected at the end of 2024. Key dates in the framework: Feb-24: Develop model Privacy Policy (template) and supporting guidance Mar-24: Develop and publish a Privacy Policy
Vehicle Management (4.1.16)	Policy	Infrastructure & Environment	Manager Engineering	Innovative & Accountable	28/09/2010	28/09/2014	overdue	9 years, 0 months, 21 days	January to March 2024	Not yet commenced	Nil. Postponed from April – June 2023

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Asset Management (2.2.12)	Policy	Infrastructure & Environment	Manager City Buildings and Asset Management	Innovative & Accountable	10/03/2009	10/03/2013	overdue	10 years, 7 months, 9 days	April to June 2023	Community consultation underway	Community consultation approved at 22 August 2023 OMC
Council Members Requests - Contact with City Employees (4.2.05)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	22/04/2008	22/04/2012	overdue	11 years, 5 months, 27 days	Review postponed (See comments)	Review postponed (See comments)	Postponed until publication of the DLGSC Council Communication Agreements template
Appendix 6 - Brookman and Moir Street Design Guidelines	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	22/08/2023	22/08/2027	within review range	Not overdue	2023/2024	Not yet commenced	Policy updated 22/08/2023
Local Planning Policy: Heritage Areas	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	Not yet commenced	Policy updated 25/07/23 (Item 9.8)
Local Planning Policy: Character Areas	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	Not yet commenced	Policy updated 25/07/23 (Item 9.8)
Minor Nature Development (7.5.1)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	Not yet commenced	Policy updated 25/07/23 (Item 9.6)
Local Planning Policy: Signs and Advertising	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	21/06/2022	21/06/2026	within review range	Not overdue	2026	Not yet commenced	Policy updated 21/06/2022 (Item 9.4)
Built Form (7.1.1)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	16/06/2020	16/06/2024	within review range	Not overdue	2023/2024	Review commenced by Administration	Currently being reviewed
Local Planning Scheme No. 2 (As amended)	Strategy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/12/2018	11/12/2023	within review range	Not overdue	2023/2024	Review commenced by Administration	Currently being reviewed

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Local Planning Strategy	Strategy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/12/2018	11/12/2023	within review range	Not overdue	2023/2024	Review commenced by Administration	Currently being reviewed
Substantial Commencement of Development (7.5.4)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	27/08/2017	27/08/2021	overdue	2 years, 1 months, 22 days	2023/2024	Review commenced by Administration	Currently being reviewed
Heritage Assistance Fund (7.6.9)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	05/04/2016	05/04/2020	overdue	3 years, 6 months, 14 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Amending MHI (7.6.5)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	30/06/2015	30/06/2019	overdue	4 years, 3 months, 19 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Construction Management Plans (7.5.23)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	24/06/2014	24/06/2018	overdue	5 years, 3 months, 25 days	2023/2024	Review commenced by Administration	Currently being reviewed
Domestic Satellite Dishes Microwave Antennae and Tower Masts (7.5.5)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	23/03/2014	23/03/2018	overdue	5 years, 6 months, 26 days	2024/2025	Not yet commenced	Review was scheduled for 2024/2025
Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	08/10/2013	08/10/2017	overdue	6 years, 0 months, 11 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Trees of Significance (7.6.3)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	25/06/2013	25/06/2017	overdue	6 years, 3 months, 24 days	2023/2024	Early consultation	Currently being reviewed - <a href="#">Review update included in January 2023 Policy Paper</a>

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
										with Council Members	
Appendix 11 - Non-Conforming Use Register	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/06/2013	11/06/2017	overdue	6 years, 4 months, 8 days	2024/2025	Not yet commenced	Review was scheduled for 2024/25
Aged or Dependent Persons Dwellings (7.4.2)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	12/02/2013	12/02/2017	overdue	6 years, 8 months, 7 days	2023/2024	Community consultation underway	Currently being reviewed - advertising proposed revocation approved at 19/09/2023 OMC - consultation underway until 23/10/2023
Heritage Strategic Plan 2013 – 2017	Plan	Strategy & Development	Manager Policy & Place	Sensitive Design	01/01/2013	01/01/2017	overdue	6 years, 9 months, 18 days	2023/2024	Review commenced by Administration	Review scheduled for 2023/24 to integrate into Local Planning Strategy and remove stand alone strategy
Sound Attenuation (7.5.21)	Policy	Strategy & Development	Manager Public Health & Built Environment	Sensitive Design	24/07/2012	24/07/2016	overdue	7 years, 2 months, 25 days	2024/2025	Not yet commenced	Review was scheduled for 2024/25
Heritage Management - Assessment (7.6.2)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	10/07/2012	10/07/2016	overdue	7 years, 3 months, 9 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Interpretation (7.6.4)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	10/07/2012	10/07/2016	overdue	7 years, 3 months, 9 days	2023/2024	Early consultation with Council Members	Currently being reviewed - <u>Review update included in January 2023 Policy Paper</u>

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Telecommunication Facilities (7.5.6)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	28/02/2012	28/02/2016	overdue	7 years, 7 months, 21 days	2024/2025	Not yet commenced	Review was scheduled for 2024/2025
Amalgamation Condition on Planning Approvals (7.5.19)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	06/12/2011	06/12/2015	overdue	7 years, 10 months, 13 days	2023/2024	Review commenced by Administration	Currently being reviewed
Appendix 20 - Refunding and Waiving Planning And Building Fees	Policy	Strategy & Development	Manager Development & Design	Sensitive Design	27/11/2011	27/11/2015	overdue	7 years, 10 months, 22 days	April to June 2023	Early consultation with Council Members	Review brought forward. Review to progress in 23/24FY with adequate resourcing for Building and Planning teams.
Sustainable Design (7.5.10)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	22/03/2011	22/03/2015	overdue	8 years, 6 months, 27 days	2024/2025	Not yet commenced	Review was scheduled for 2024/2025
Encroachments Over Crown Lands (7.4.9)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	14/04/2009	14/04/2013	overdue	10 years, 6 months, 5 days	2023/2024	Review commenced by Administration	Currently being reviewed
Heritage Management - Bonuses (7.6.7)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/06/2006	11/06/2010	overdue	13 years, 4 months, 8 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Enquiries (7.6.8)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	11/06/2006	11/06/2010	overdue	13 years, 4 months, 8 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - The Heritage List MHI (7.6.6)	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	22/11/2005	22/11/2009	overdue	13 years, 10 months, 27 days	2023/2024	Early consultation with Council Members	Currently being reviewed - Review update included in January 2023 Policy Paper

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge	Policy	Strategy & Development	Manager Policy & Place	Sensitive Design	01/01/2001	01/01/2005	overdue	18 years, 9 months, 18 days	2024/2025	Not yet commenced	Review was scheduled for 2024/25
Arts Plan 2023 - 2028	Plan	& Strategy Development	Policy Manager Place &	Thriving Places	2023/08/22	2028/08/22	within review range	Not overdue	2028	yet Not commenced	Nil
Thriving Places Strategy	Strategy	Strategy & Development	Manager Policy & Place	Thriving Places	22/08/2023	22/08/2027	within review range	Not overdue	2027	Early consultation with Council Members	Nil
Access and Inclusion Plan 2022-2027	Plan	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	26/07/2022	26/07/2027	within review range	Not overdue	2027	Not yet commenced	Nil
Local Planning Policy: Percent for Art	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	15/11/2022	15/11/2026	within review range	Not overdue	2026	Not yet commenced	Policy updated 15/11/22 (Item 9.2)
Flying and Displaying of Flags and Banners	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Thriving Places	26/07/2022	26/07/2026	within review range	Not overdue	2026	Not yet commenced	Policy updated 26/07/2022 (Item 12.1)
Local Planning Policy: Child Care and Family Day Care	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	24/06/2022	24/06/2026	within review range	Not overdue	2026	Not yet commenced	Policy updated 21/06/2022 (Item 9.5)
Vibrant Public Spaces Policy	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	21/06/2022	21/06/2026	within review range	Not overdue	2026	Not yet commenced	Policy updated 21/06/22 (Item 9.6)

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Memorials in Public Places and Reserves	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	05/04/2022	05/04/2026	within review range	Not overdue	2026	Not yet commenced	Nil.
Local Planning Policy: Short Term Accommodation	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	23/03/2021	23/03/2025	within review range	Not overdue	2025	Not yet commenced	Policy updated 31/03/21 (Item 9.6)
Street Activation Policy (3.10.3)	Policy	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	13/11/2018	13/11/2022	overdue	0 years, 11 months, 6 days	Review postponed (See comments)	Early consultation with Council Members	Next review 13/11/2022 Included in January 2023 Policy Paper. Review delayed - report to August workshop. Delayed until after elections.
Verge Treatments Plantings and Beautification (2.2.4)	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	21/08/2018	21/08/2022	overdue	1 years, 1 months, 28 days	October to December 2023	Review postponed (See comments)	Review was due 2022 postponed due to resourcing. October to December 2023
Street Trees (2.1.2)	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	22/05/2018	22/05/2022	overdue	1 years, 4 months, 27 days	January to March 2023	Early consultation with Council Members	Nil. <a href="#">Early consultation commenced at June 2023 Workshop</a>
Art Collection Policy (3.10.7)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	22/08/2017	22/08/2021	overdue	2 years, 1 months, 27 days	2023/2024	Review commenced by Administration	Currently being reviewed
Public Art (3.10.8)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	22/08/2017	22/08/2021	overdue	2 years, 1 months, 27 days	2023/2024	Review commenced by Administration	Currently being reviewed
Public Murals (3.10.9)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	10/03/2017	10/03/2021	overdue	2 years, 7 months, 9 days	2023/2024	Review commenced by Administration	Currently being reviewed
Consulting Rooms Policy (7.5.22)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	22/09/2015	22/09/2019	overdue	4 years, 0 months, 27 days	2023/2024	Community consultation underway	Community consultation approved at 22/08/2023

## Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Licensed Premises (7.5.7)	Policy	Strategy & Development	Manager Policy & Place	Thriving Places	11/03/2014	11/03/2018	overdue	5 years, 7 months, 8 days	2023/2024	Not yet commenced	Currently being reviewed
2.2.10 Stormwater Drainage Connections	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	09/04/2013	09/04/2017	overdue	6 years, 6 months, 10 days	January to March 2024	Not yet commenced	Review required. Postponed from April – June 2023 additional time required to review the technical information in regards to storm events
Laneways and Rights of Way (2.2.8)	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	09/04/2013	09/04/2017	overdue	6 years, 6 months, 10 days	January to March 2024	Review commenced by Administration	Review presented in the April 2022 Policy Paper. Updated Policy is being developed. Approval to advertise is proposed for late 2023. Review in early stages
Truncations (2.2.6)	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	28/02/2012	28/02/2016	overdue	7 years, 7 months, 21 days	January to March 2024	Review commenced by Administration	Review in final stages. Postponed from April – June 2023
Affordable Housing Strategy	Strategy	Strategy & Development	Manager Policy & Place	Thriving Places	24/02/2009	24/02/2014	overdue	9 years, 7 months, 25 days	2023/2024	Review commenced by Administration	Review scheduled for 2023/24 to integrate into Local Planning Strategy and remove stand alone strategy
Diversity Access and Equity Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	01/02/2010	01/02/2014	overdue	9 years, 8 months, 18 days	October to December 2023	Early consultation with Council Members	Included in September 2023 Policy Paper

# Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Commence early consultation (Policy Paper)	Review Progress	Comments
Appendix 12 - Elven On The Park Design Guidelines	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	Repealed	Repealed	Not overdue	Repealed	Repealed	Policy rescinded 25/07/23 (Item 9.8)
Appendix 14 - Design Guidelines No95 Lot75 and Part Lot76 Chelmsford Road	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	Repealed	Repealed	Not overdue	Repealed	Repealed	Policy rescinded 25/07/23 (Item 9.8)
Appendix 15 - Joel Terrace Design Guidelines	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	Repealed	Repealed	Not overdue	Repealed	Repealed	Policy rescinded 25/07/23 (Item 9.8)
Appendix 16 - Design Guidelines Perth	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	Repealed	Repealed	Not overdue	Repealed	Repealed	Policy rescinded 25/07/23 (Item 9.8)
Appendix 17 - Design Guidelines Lacey Street	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	Repealed	Repealed	Not overdue	Repealed	Repealed	Policy rescinded 25/07/23 (Item 9.8) and included in Character Areas Policy
Appendix 18 - Design Guidelines William	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	Repealed	Repealed	Not overdue	Repealed	Repealed	Policy rescinded 25/07/23 (Item 9.8)
Appendix 3 - Design Guidelines for Richmond on The Park	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	25/07/2023	Repealed	Repealed	Not overdue	Repealed	Repealed	Policy rescinded 25/07/23 (Item 9.8)
Temporary Viewing Platform (7.5.8)	Repealed	Strategy & Development	Manager Policy & Place	Repealed	25/07/2023	Repealed	Repealed	Not overdue	Repealed	Repealed	Policy rescinded 25/07/23 (Item 9.6)
Appendix 8 - Highgate Design Guidelines	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	22/08/2023	Repealed	Repealed	Not overdue	2023/2024	Repealed	Policy repealed 22/08/2023
Art Development Action Plan 2018-2020	Repealed	Strategy & Development	Manager Policy & Place	Thriving Places	22/08/2023	Repealed	Repealed	Not overdue	2023/2024	Repealed	Currently being reviewed - Updated Arts Plan to be presented to Council Meeting in August 2023 - Repealed and replaced with Arts Plan 2023-2028 22 August 2023 OMC.

# Indicative Policy Review Schedule 2024

<b>January to March 2024</b>
<b>Sustainable Environment Strategy 2019 - 2024</b>
Review is underway as part of the City's sustainability review. The sustainability review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.
<b>Vehicle Management (4.1.16)</b>
Nil. Postponed from April – June 2023
<b>Truncations (2.2.6)</b>
Review in final stages. Postponed from April – June 2023
<b>Stormwater Drainage Connections (2.2.10)</b>
Review required. Postponed from April – June 2023 additional time required to review the technical information in regards to storm events
<b>Library and Local History's Collection Policy</b>
This policy replaced Library Collection Management Policy (3.11.1) and Local History Collection Management Policy (3.11.2) - early review commenced as current Policy is no longer deemed adequate after changes to the State Library Inter library loans and the impact on acquisitions requested by patrons and community.
<b>Laneways and Rights of Way (2.2.8)</b>
Review presented in the April 2022 Policy Paper. Updated Policy is being developed, Approval to advertise is proposed for late 2023. Review in early stages
<b>Council Members Continuing Professional Development Policy</b>
This policy must be reviewed after each ordinary election.
<b>Car Parking Strategy</b>
Review is underway
<b>Precinct Parking Management Plan</b>
Review is underway
<b>July to September 2024</b>
<b>Concerts and Events (3.8.3)</b>
Postponed review to incorporate a proposed regulatory change which would affect the policy Postponed to December 2023 Postponed from October to December 2023 Regulatory change delayed by WA Dept of Health. Propose to review within 23-24 FY, in preparation for new Regulations
<b>Alcohol Management (3.8.7)</b>
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. Postponed from December 2022. Discussions with the Mental Health Commission regarding Alcohol and Drug related harm and strategies are scheduled for 2023 as part of the Public Health Plan. This will inform the review and update of this policy. Postponed from October to December 2023 - Local Drug Action Group (Vincent, Subiaco, Perth) has formed and are meeting regularly. Group currently collecting and collating data, to form shared goals / actions / strategies. Propose to delay Policy review to July 2024, to incorporate findings of LDAG Group. Postponed from October to December 2023 - Local Drug Action Group (Vincent, Subiaco, Perth) has formed and are meeting regularly. Group currently collecting and collating data, to form shared goals / actions / strategies. Propose to delay Policy review to July 2024, to incorporate findings of LDAG Group.
<b>2023/2024 (no set date)</b>
<b>Trees of Significance (7.6.3)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Substantial Commencement of Development (7.5.4)</b>
Currently being reviewed
<b>Public Murals (3.10.9)</b>
Currently being reviewed
<b>Public Art (3.10.8)</b>
Currently being reviewed

D23/167045

<b>2023/2024 (no set date)</b>
<b>Local Planning Strategy</b>
Currently being reviewed
<b>Local Planning Scheme No. 2 (As amended)</b>
Currently being reviewed
<b>Licensed Premises (7.5.7)</b>
Currently being reviewed
<b>Heritage Strategic Plan 2013 – 2017</b>
Review scheduled for 2023/24 to integrate into Local Planning Strategy and remove stand alone strategy
<b>Heritage Management - The Heritage List MHI (7.6.6)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Heritage Management - Interpretation (7.6.4)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Heritage Management - Enquiries (7.6.8)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Heritage Management - Bonuses (7.6.7)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Heritage Management - Assessment (7.6.2)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Heritage Management - Amending MHI (7.6.5)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Heritage Assistance Fund (7.6.9)</b>
Currently being reviewed - Review update included in January 2023 Policy Paper
<b>Encroachments Over Crown Lands (7.4.9)</b>
Currently being reviewed
<b>Consulting Rooms Policy (7.5.22)</b>
Community consultation approved at 22/08/2023
<b>Construction Management Plans (7.5.23)</b>
Currently being reviewed
<b>Built Form (7.1.1)</b>
Currently being reviewed
<b>Art Collection Policy (3.10.7)</b>
Currently being reviewed
<b>Appendix 6 - Brookman and Moir Street Design Guidelines</b>
Policy updated 22/08/2023
<b>Amalgamation Condition on Planning Approvals (7.5.19)</b>
Currently being reviewed
<b>Aged or Dependent Persons Dwellings (7.4.2)</b>
Currently being reviewed - advertising proposed revocation approved at 19/09/2023 OMC - consultation underway until 23/10/2023
<b>Affordable Housing Strategy</b>
Review scheduled for 2023/24 to integrate into Local Planning Strategy and remove stand alone strategy

D23/167045

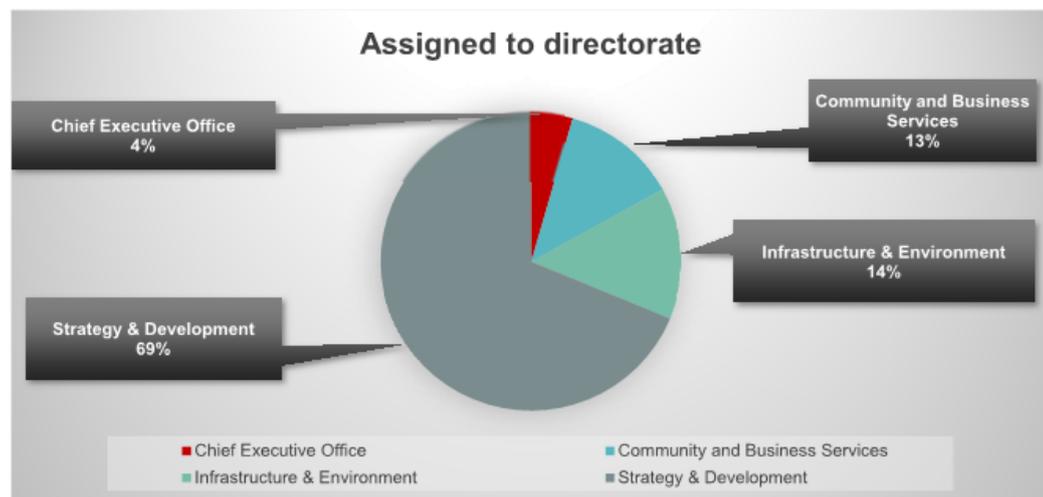
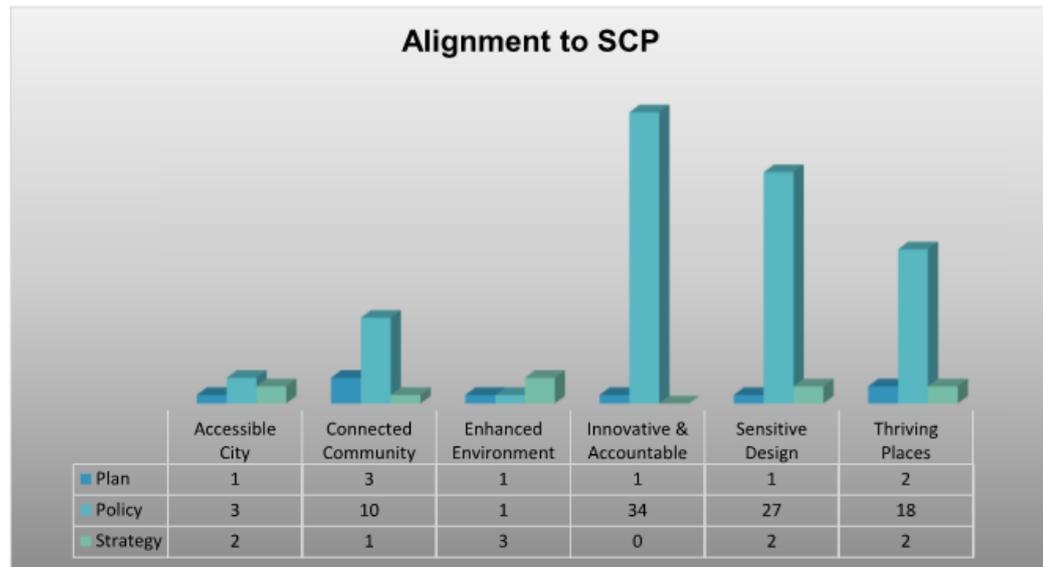
<b>2024 (no set date)</b>
<b>Policy Development and Review Policy</b>
Replaced Policy Manual - Adoption and Review (4.1.01)
<b>Meeting Procedures Policy &amp; supporting Council Proceedings Guidelines</b>
Minor amendment to the policy is required to add the definition of "Committee Meeting"
<b>Innovate Reconciliation Action Plan 2022 – 2024</b>
Process initiated for the development of the Stretch RAP
<b>Execution of Documents Policy</b>
Nil
<b>Council Proceedings - Recording and Web Streaming Policy</b>
Nil.
<b>Corporate Business Plan 2021/2022 – 2024-2025</b>
Documents endorsed by Council that guide the business planning cycle include Asset Management Plan, Workforce Plan & LTFP
<b>Waste Strategy 2018 -2023</b>
The City's Waste Strategy upon expiry will not be being renewed in its current form. This has been superseded by the statutory DWER Waste Plan, which duplicates this information requires annual reporting to DWER. It is being considered as part of the City's sustainability review.
<b>Public Open Space Strategy 2018</b>
The City's sustainability review has commenced. The review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.
<b>Greening Plan 2018-2023</b>
The City's sustainability review has commenced. The review will encompass the Sustainable Environment Strategy, Public Open Space Strategy, Waste Strategy and Greening Plan.

D23/167045

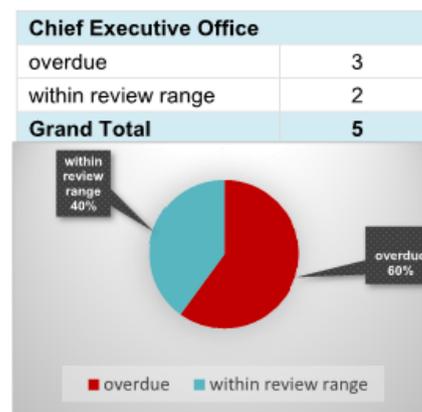
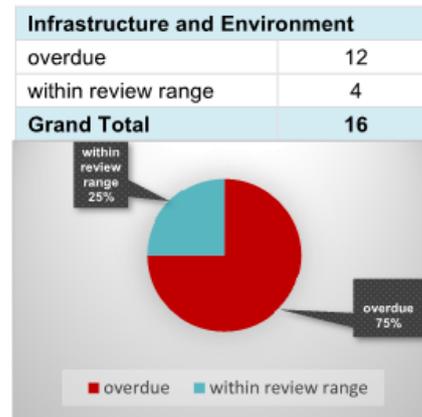
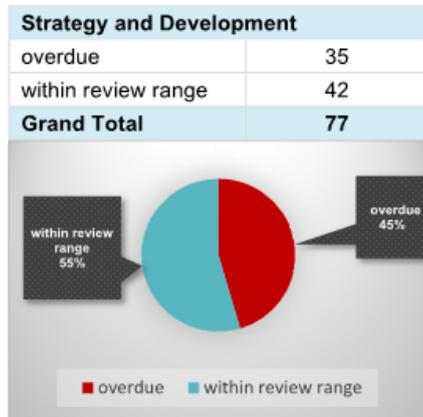
# Policy Review Stats

The City has 112 policy documents consisting of 9 plans, 93 policies and 10 strategies.

The City's policy documents are aligned to the SCP and assigned to each directorate as follows:



There are currently 54 policy documents that are past their review date (48%). These are divided across directorates as follows:



The status of overdue policy documents are detailed below:

Status of overdue policy documents	Plan	Policy	Strategy	Total
Community consultation underway	0	3	0	3
Early consultation with Council Members	0	14	0	14
Not yet commenced	0	9	0	9
Review commenced by Administration	3	11	3	17
Review postponed	1	10	0	11
<b>Total overdue</b>	<b>4</b>	<b>47</b>	<b>3</b>	<b>54</b>

The following table identifies those policies that are overdue and have either been postponed or the review has not yet commenced.

Policy Document	Review Due	Status	Overdue by	Scheduled	Comments
Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge	01/01/2005	overdue	18 years, 9 months, 23 days	2024/2025	Review was scheduled for 2024/25
Council Members Requests - Contact with City Employees (4.2.05)	22/04/2012	overdue	11 years, 6 months, 2 days	Review postponed (See comments)	Postponed until publication of the DLGSC Council Communication Agreements template
Closed Circuit Television (3.9.12)	13/04/2014	overdue	9 years, 6 months, 11 days	Review postponed (See comments)	Approval to advertise amended policy is being presented in late 2022 <a href="#">Approval to advertise April 2023 OMC Postponed pending new privacy legislation which will inform final updates to the Policy.</a>
Vehicle Management (4.1.16)	28/09/2014	overdue	9 years, 0 months, 26 days	Review postponed (See comments)	Nil. Postponed from April – June 2023

Policy Document	Review Due	Status	Overdue by	Scheduled	Comments
Privacy Management (4.1.31)	01/11/2014	overdue	8 years, 11 months, 23 days	Review postponed (See comments)	The City is working with Department of Premier and Cabinet and their Privacy and Responsible Information Sharing readiness framework in preparation for new WA Govt Privacy legislation expected at the end of 2024. Key dates in the framework: Feb-24: Develop model Privacy Policy (template) and supporting guidance Mar-24: Develop and publish a Privacy Policy
Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7)	22/02/2015	overdue	8 years, 8 months, 2 days	Review postponed (See comments)	Review has been undertaken and presented to Elected Members in the September 2022 Policy Paper. Further consultation was requested. Review deferred to ensure alignment to the draft Sport and Facilities Plan which is now being replaced with a draft Community Infrastructure Plan. Once plans for the CIP are decided a way forward with this Policy will be decided.
Sustainable Design (7.5.10)	22/03/2015	overdue	8 years, 7 months, 2 days	2024/2025	Review was scheduled for 2024/2025
Telecommunication Facilities (7.5.6)	28/02/2016	overdue	7 years, 7 months, 26 days	2024/2025	Review was scheduled for 2024/2025
Sound Attenuation (7.5.21)	24/07/2016	overdue	7 years, 3 months, 0 days	2024/2025	Review was scheduled for 2024/25
Multicultural Plan 2013-2017	01/01/2017	overdue	6 years, 9 months, 23 days	Review postponed (See comments)	This plan will not be reviewed or updated. A new Community Development Plan will be developed in 2024 to include elements from the Multicultural plan
2.2.10 Stormwater Drainage Connections	09/04/2017	overdue	6 years, 6 months, 15 days	January to March 2024	Review required. Postponed from April – June 2023 additional time required to review the technical information in regards to storm events
Appendix 11 - Non - Conforming Use Register	11/06/2017	overdue	6 years, 4 months, 13 days	2024/2025	Review was scheduled for 2024/25
Concerts and Events (3.8.3)	01/03/2018	overdue	5 years, 7 months, 23 days	July to September 2024	Postponed review to incorporate a proposed regulatory change which would affect the policy <del>Postponed to December 2023</del> Postponed from October to December 2023-Regulatory change delayed by WA Dept of Health. Propose to review within 23-24 FY, in preparation for new Regulations

Policy Document	Review Due	Status	Overdue by	Scheduled	Comments
Licensed Premises (7.5.7)	11/03/2018	overdue	5 years, 7 months, 13 days	2023/2024	Currently being reviewed
Domestic Satellite Dishes Microwave Antennae and Tower Masts (7.5.5)	23/03/2018	overdue	5 years, 7 months, 1 days	2024/2025	Review was scheduled for 2024/2025
Alcohol Management (3.8.7)	01/04/2019	overdue	4 years, 6 months, 23 days	July to September 2024	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. <del>Postponed from December 2022. Discussions with the Mental Health Commission regarding Alcohol and Drug related harm and strategies are scheduled for 2023 as part of the Public Health Plan. This will inform the review and update of this policy. Postponed from October to December 2023 - Local Drug Action Group (Vincent, Subiaco, Perth) has formed and are meeting regularly. Group currently collecting and collating data, to form shared goals / actions / strategies. Propose to delay Policy review to July 2024, to incorporate findings of LDAG Group. Postponed from October to December 2023 - Local Drug Action Group (Vincent, Subiaco, Perth) has formed and are meeting regularly. Group currently collecting and collating data, to form shared goals / actions / strategies. Propose to delay Policy review to July 2024, to incorporate findings of LDAG Group.</del>
Freedom of Information Requests (4.1.04)	04/04/2022	overdue	1 years, 6 months, 20 days	Review postponed (See comments)	Outcome of review was presented to June 2022. Approval to advertise proposed for October 2022 Postponed pending update to Privacy Policy and drafting of new FOI Policy
Verge Treatments Plantings and Beautification (2.2.4)	21/08/2022	overdue	1 years, 2 months, 3 days	Review postponed (See comments)	Review was due 2022 postponed due to resourcing. October to December 2023
Organisational Structure and Designation of Senior Employees (4.1.7)	05/03/2023	overdue	0 years, 7 months, 19 days	Review postponed (See comments)	Review postponed

Policy Document	Review Due	Status	Overdue by	Scheduled	Comments
Council Election Period Policy	20/08/2023	overdue	0 years, 2 months, 4 days	Review postponed (See comments)	Amendments and review postponed pending proposed state-wide caretaker period policy Item 5.6 of proposed reform

# Policy Review Summary

Since the Policy Document Register and Review Plan (Plan) was adopted in October 2020 Administration has provided early consultation to Council Members through 104 policy paper reports across 30 publications and finalised the review of 95 policy documents as detailed below:

Completed reviews	
Policy reviewed and updated	41
Policy reviewed and repealed	47
Strategy developed and adopted	3
Plan developed and adopted	4
<b>Grand Total</b>	<b>95</b>

There are a further 14 policies in early consultation with Council Members and 3 out for community consultation as detailed below:

Early consultation with Council Members
Appendix 20 - Refunding and Waiving Planning And Building Fees Review brought forward. Review to progress in 23/24FY with adequate resourcing for Building and Planning teams.
Diversity Access and Equity Policy Included in September 2023 Policy Paper
Heritage Assistance Fund (7.6.9) Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Amending MHI (7.6.5) Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Assessment (7.6.2) Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Bonuses (7.6.7) Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1) Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Enquiries (7.6.8) Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - Interpretation (7.6.4) Currently being reviewed - Review update included in January 2023 Policy Paper
Heritage Management - The Heritage List MHI (7.6.6) Currently being reviewed - Review update included in January 2023 Policy Paper
Naming of City Facilities (4.1.18) Review presented in the April 2022 Policy Paper. Further consideration and consultation required. Representing late 2022 linked to laneway policy awaiting Engineering input. Late 2023
Street Activation Policy (3.10.3) Next review 13/11/2022 Included in January 2023 Policy Paper. Review delayed - report to August workshop. Delayed until after elections.
Street Trees (2.1.2) Nil. Early consultation commenced at June 2023 Workshop

Last updated 24 October 2023

Early consultation with Council Members
Trees of Significance (7.6.3)
Currently being reviewed - Review update included in January 2023 Policy Paper

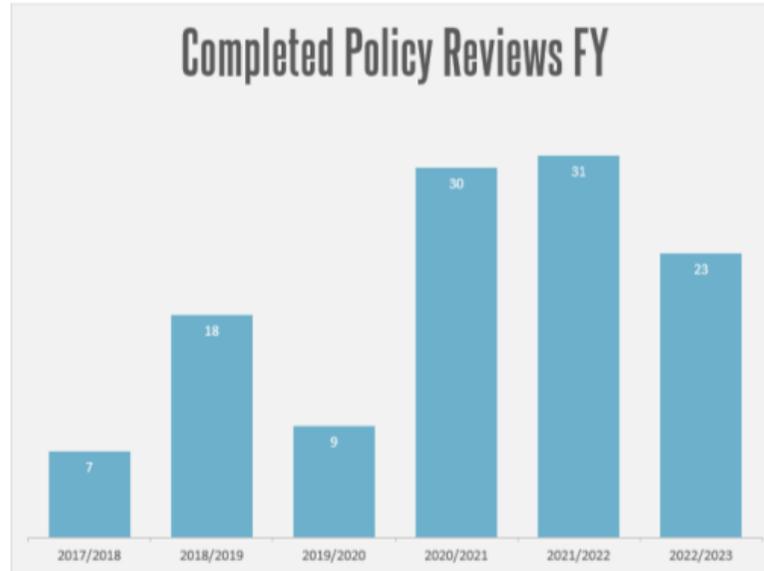
  

Community consultation underway
Asset Management (2.2.12)
Community consultation approved at 22 August 2023 OMC
Consulting Rooms Policy (7.5.22)
Community consultation approved at 22 August 2023 OMC
Aged or Dependent Persons Dwellings (7.4.2)
Currently being reviewed - advertising proposed revocation approved at 19/09/2023 OMC - consultation underway until 23 October 2023.

Last updated 24 October 2023

The following chart defines the exponential increase of policy review output since implementation of the Plan.

Date	Completed Policy Reviews FY
2017/2018	7
2018/2019	18
2019/2020	9
2020/2021	30
2021/2022	31
2022/2023	23



Last updated 24 October 2023