

12.3 REVIEW OF POLICY FRAMEWORK AND ADVERTISING OF AMENDED POLICY DEVELOPMENT AND REVIEW POLICY

- Attachments:**
1. Policy Review Summary
 2. Policy Document Register and Review Plan (marked up)
 3. Indicative Policy Review Schedule 2025
 4. Policy Development and Review Policy (marked up)
 5. Policy Development and Review Policy (clean copy)

RECOMMENDATION**That Council:**

1. **RECEIVES** the Policy Review Summary at Attachment 1; and
2. **APPROVES** the:
 - 2.1 updated Policy Document Register and Review Plan, at Attachment 2;
 - 2.2 Policy Review Schedule for 2025 at Attachment 3; and
 - 2.3 proposed amendments to the [Policy Development and Review Policy](#) at Attachment 4, for the purpose of community consultation.

PURPOSE OF REPORT:

1. To present a review of the Policy Document Register and Review Plan (Plan) as summarised at **Attachment 1**;
2. Approve the updated Plan at **Attachment 2** and review schedule for 2025 at **Attachment 3**; and
3. Approve, for the purpose of community consultation, the proposed amendments to the [Policy Development and Review Policy](#) (Policy) as detailed at **Attachment 4**.

DELEGATION:

Section 2.7 of the *Local Government Act 1995* sets out the Role of Council as being to 'determine the local government's policies'. There is no delegation to Administration to make, review or repeal policies.

The Policy Document Register and Review Plan is required to be reviewed annually, and the outcome of each review presented to Council.

BACKGROUND:

The [Policy Development and Review Policy](#) was developed in consultation with Council Members and adopted at the Council Meeting 15 December 2020. The Policy provides guidance on the development and review of the City's strategies, policies and action plans to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements. In accordance with clause 5.1 of the Policy, this is now due for periodic review.

The Policy Document Register and Review Plan (Plan) was presented and approved by Council at its 13 October 2020 meeting. The Plan supports implementation of the Policy, in particular a systematic review of Policy Documents and alignment with the priorities of the Strategic Community Plan (SCP). In accordance with clause 5.3 of the Policy, Administration is required to review the Plan annually and present the outcome of each review to Council.

DETAILS:Policy Framework Overview:

The City's Policy Framework includes two key documents that provide the foundation for the management and review of all policy documents:

1. Policy Development and Review Policy

- Identifies the legislative hierarchy of governing documents.
- Aligns all documented City positions (strategies, policies, and action plans) with the priorities of the SCP.
- Guides Council and Administration on the development, consultation, implementation, review, amendment and repeal of policy documents.
- Reviewed by Council every four years to ensure continued relevance and alignment with the City's priorities.

2. Policy Document Register and Review Plan

- Provides a central repository for all policy documents, tracking their adoption and review history.
- Aligns policy documents with the SCP, recording review outcomes and proposed future review dates.
- An annual review of the Plan is required, with the outcomes presented to Council in accordance with clause 5.3 of the Policy.

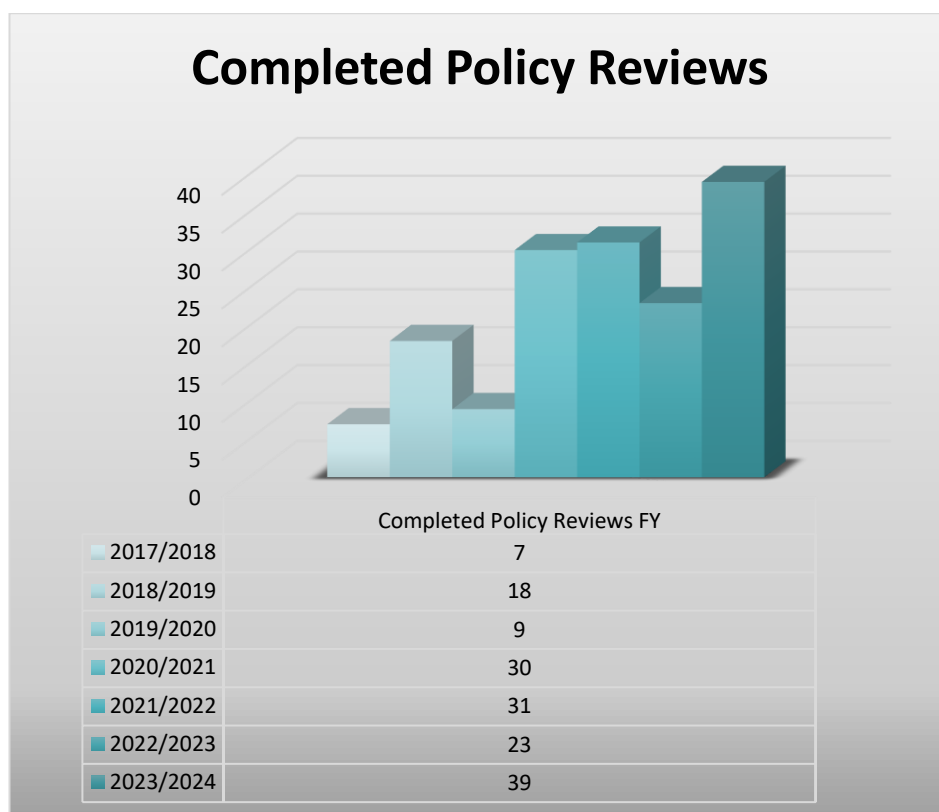
Policy and Plan Review Summary

Since the Policy and Plan were adopted in late 2020 Administration has engaged with Council Members through 133 policy paper reports across 33 publications and finalised the review of 123 policy documents as detailed below.

The Framework has facilitated a clear and constant policy review program which is reflected in the exponential increase of policy review output.

The monthly Policy Paper facilitates engagement and early consultation with Council Members to provide robust and well considered policy outcomes.

The review summary at **Attachment 1** outlines the progress of the Plan.



The Plan identifies the agreed early consultation dates from the schedule approved in 2023 and notes where an extension has been requested. Additional comments have also been tracked in the updated Plan at **Attachment 2**.

In compiling implementation statistics, it was noted that there are 36 reviews scheduled to be undertaken in 2025. These include 23 of the 47 overdue policy documents.

There are 29 overdue reviews commencing, and/or in the final stages of consultation, and the remaining 7 are postponed with reasons noted in the comments section of the Plan.

The City has 111 policy documents. Review requirements based on these documents are as follows:

- 89 policies averaging a 4-year review period = 22.25 per year;
- 8 Strategies averaging a 5-year review period = 1.6 per year;
- 14 Plans averaging a 5-year review period = 2.8 per year.

To maintain periodic reviews Administration will need to finalise **27 reviews** per year.

Based on the review trend from the last 4 years Administration has completed an average of **29 policy reviews** per year.

Assuming the review rate continues, meets the proposed schedule and excluding postponed or extended consultation periods, it will take approximately 2 years to clear all overdue policy reviews.

The review schedule at **Attachment 3** identifies the indicative review program for 2025.

An evaluation of the effectiveness of the existing Policy and practice

While the Framework provides a strong foundation for policy development and review requirements, an evaluation of its effectiveness has identified areas where the Policy could better meet the needs of the City.

Title and Scope Clarification:

The current title, Policy Development and Review Policy, may be misleading as it does not explicitly reference strategies or action plan. To reflect its broader scope, a more inclusive title such as Corporate Document Development Policy is recommended. This would better communicate that the policy governs the creation and maintenance of all strategic documents, not just policies. The name reflects the comprehensive nature of the policy's application across all Council documented positions, including policies, strategies, and action plans, ensuring clarity.

Effectiveness of consultation

The review has highlighted an opportunity to enhance consultation practices by categorising amendments based on their significance and potential impact on the community. This approach ensures that all changes are communicated clearly, and that the community is adequately consulted and engaged wherever appropriate.

To achieve this, it is proposed to introduce a classification system similar to that used for local planning scheme amendments. Amendments would be categorised as *Complex, Standard, or Administrative*, ensuring transparency and consistency in consultation practices while maintaining alignment with the [Community and Stakeholder Engagement Policy](#).

Complex Amendments

- Definition: Substantial changes that alter a policy's objectives, purpose, or have a significant impact on the community.
- Consultation Requirement: Broad public engagement is required, in accordance with the Community and Stakeholder Engagement Policy, to ensure that significant changes are communicated effectively, and that the community has ample opportunity to provide input.

Standard Amendments

- Definition: Modifications to policy provisions that do not fundamentally change the policy's core objectives but may adjust its implementation.
- Consultation Requirement: Standard amendments will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. The level of consultation will be tailored to the nature and potential impact of the changes, with recommendations for engagement platforms presented to Council for determination.

Administrative Amendments (formerly referred to as Minor Amendments)

- Definition: Amendments of a non-substantive nature that do not affect the intent, purpose, or application of the policy. These include:
 - Grammatical and formatting corrections.
 - Updates to titles, organisational structures, or position names.
 - Adjustments to reflect changes in legislation or regulatory references.
- Consultation and Council Approval: Administrative amendments have not previously required consultation or Council approval, in accordance with clause 5.6 of the Policy, as they are procedural and do not materially impact policy objectives or community outcomes. This approach will continue to ensure that administrative updates can be actioned efficiently. The term *Administrative Amendments* has been proposed to provide greater clarity and better align with the procedural nature of these updates. This change eliminates any confusion around the term "Minor Amendments" by clearly reflecting the intent that such changes are administrative in scope and do not require public consultation or Council approval.

The categorisation system reinforces Council's commitment to ensuring that the community is engaged and consulted on all amendments that may affect them, while enabling Council and Administration to prioritise resources on those that require more extensive engagement efforts.

This approach ensures that consultation efforts are both meaningful and proportional, strengthening community engagement for impactful changes while maintaining efficiency for minor, non-substantive updates.

Additional Clause to Support Prioritisation of Early Consultation

To streamline the review process, an additional dot point to clause 1.3 has been introduced requiring the identification of the amendment category during early consultation.

By clearly outlining the significance of proposed changes, this clause will assist Elected Members in prioritising their review of early consultation materials. It enables focused attention on amendments most likely to impact policy outcomes and require Council input to shape the direction of the document prior to formal drafting. This will ensure Council's time and resources are effectively allocated.

A tracked version of the policy, highlighting proposed amendments, is included at **Attachment 4**. For ease of reading, a clean version of the policy with the proposed amendments is provided at **Attachment 5**.

Financial impacts of policy:

Improving community engagement and enhancing early consultation practices will ensure that Council allocates its time and resources efficiently.

Requirement for a documented City position (including community need or legislative requirement):

The Policy was created in response to the growing need for timely and systematic reviews of outdated policies and the requirement for Council direction and oversight. The Policy ensures that all policy documents, including policies, strategies, and action plans, are regularly reviewed, updated, and aligned with the City's strategic priorities and legislative requirements.

A documented position remains essential to guarantee ongoing accountability and to reduce the backlog of overdue policy reviews, providing clear processes for their management and alignment with Council objectives.

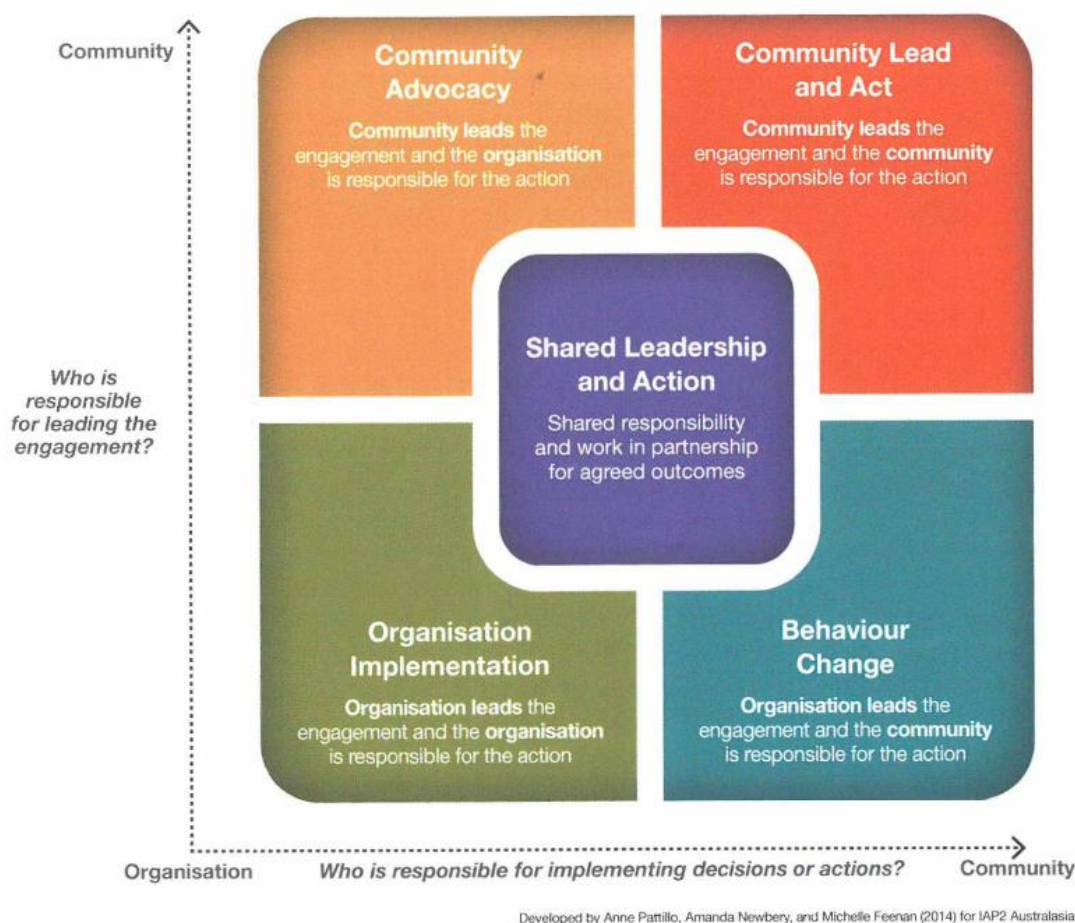
Proposed objective of the policy:

The Policy objective is to:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (SCP);
- align the City's policy documents with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of policy documents.

There is no change proposed to the Policy objective.

CONSULTATION/ADVERTISING:

**Organisation Implementation**

Organisations lead engagement and seek input, shape the policies, projects and services for which they are responsible. This is a familiar and traditional approach to policy development, project management and service delivery.

Tension: People feel forced leading to an unresponsive process.

Mitigation: Increasing the level of influence, and implementing a transparent, robust process.

Required under regulations/legislation

Communicate how community and stakeholder input has influenced the decision-making or implementation

In accordance with the City's [Community and Stakeholder Engagement Policy](#), community consultation of all new and significantly amended policies must be provided for a minimum 21 days in the following ways:

- notice published on the City's website.

LEGAL/POLICY:

Clause 5.1 of the [Policy Development and Review Policy](#) requires the Policy to be reviewed by Administration at least once every four years.

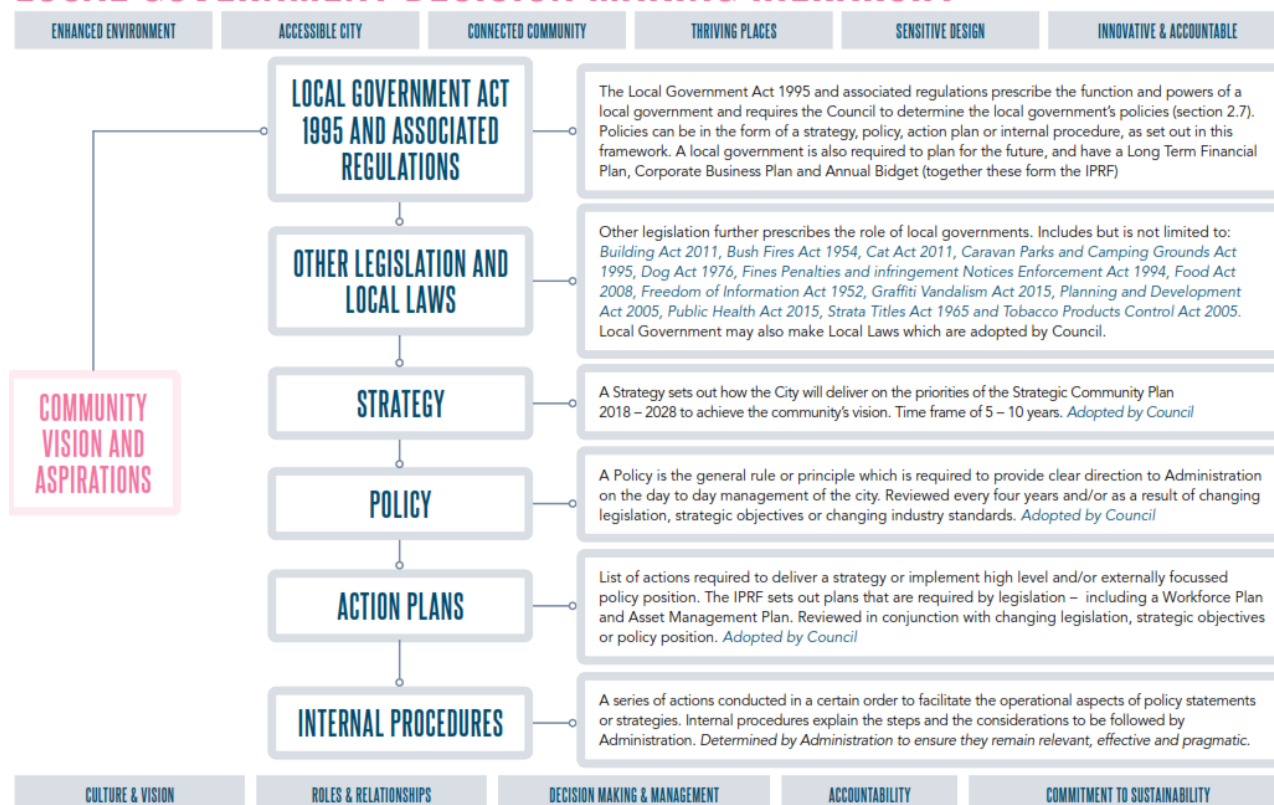
Clause 5.3 of the [Policy Development and Review Policy](#) requires Administration to review the Plan annually and present the outcome of the review to Council.

In accordance with section 2.3 of the Policy Development and Review Policy:

The purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;

The purpose of the Policy is to provide guidance on the development and review of the City's strategies, policies and action plans (policy documents) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

LOCAL GOVERNMENT DECISION MAKING HIERARCHY



RISK MANAGEMENT IMPLICATIONS

Risk Category	Risk Appetite and tolerance statement	description/clarifications
Less than better practice for Governance, Due diligence, Accountability and Sustainability	The City has a low risk tolerance for less than better practice decision making for governance, due diligence, accountability, and sustainability, as measured by accepted industry standards and practices.	The City's governance Framework (Framework) supports this tolerance level by defining the systems, policies, processes and a methodology for ensuring accountability and openness in the conduct of city business. The Framework describes the principles and key roles that guide Council in its decision-making and demonstrates to the community the processes by which the City uses to achieve its strategic priorities and undertake its service delivery.

Low: It is low risk for Council to approve amendments to the Policy for the purpose of advertising as these changes improve clarity, accountability and enshrine Council's expectations in regards to the preparation of corporate documents.

Annual review of the policy review schedule is aligned with Council's adopted [Risk Appetite and Tolerance Statements](#). As outlined in the applicable section above, the review schedule is in line with the Governance Framework as a tool that defines systems, processes and allows Council to track the progress of policy review. The annual review is a necessary accountability check to demonstrate that policies are being prioritised and progressed in line with the organisations strategic priorities.

STRATEGIC IMPLICATIONS:

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

Innovative and Accountable

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

SUSTAINABILITY IMPLICATIONS:

This does not contribute to any environmental sustainability outcomes. This action/activity is environmentally neutral.

PUBLIC HEALTH IMPLICATIONS:

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

FINANCIAL/BUDGET IMPLICATIONS:

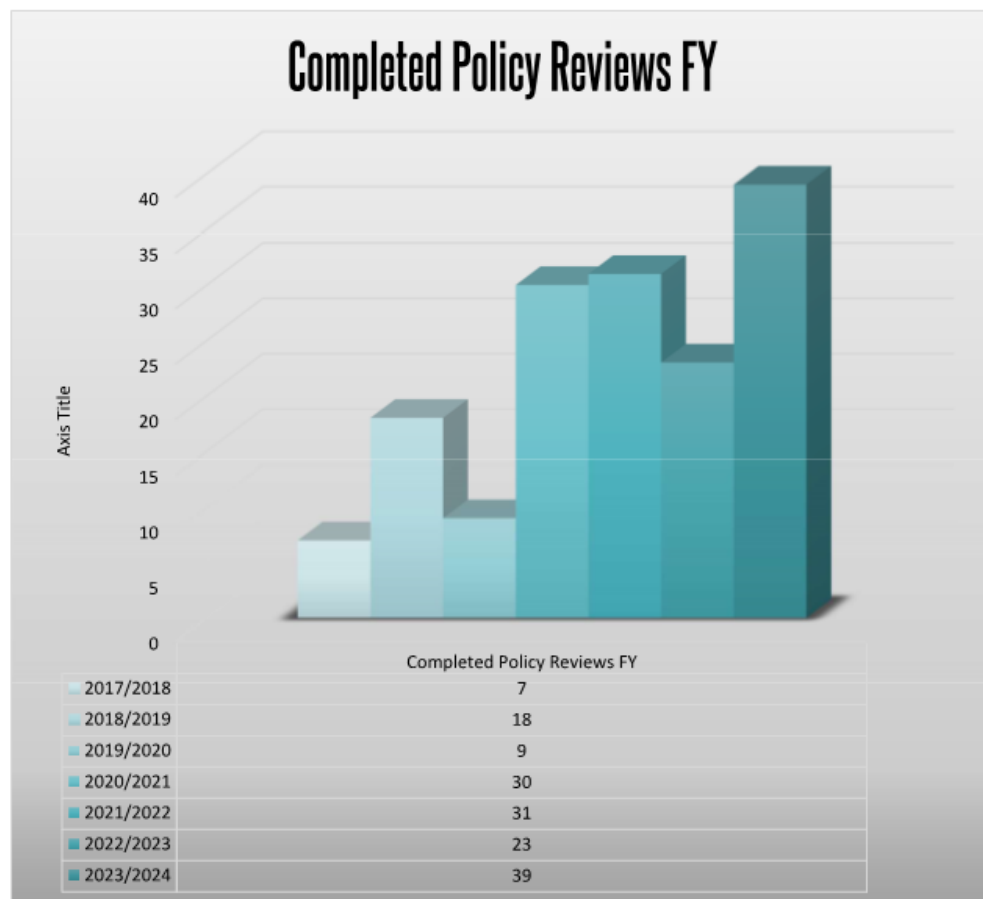
Nil

Policy 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 133 policy paper reports across 33 publications and finalised the review of 123 policy documents as detailed below:

Completed reviews	
Policy reviewed and updated	49
Policy reviewed and repealed	56
Strategy developed and adopted	5
Plan developed and adopted	13
Grand Total	123

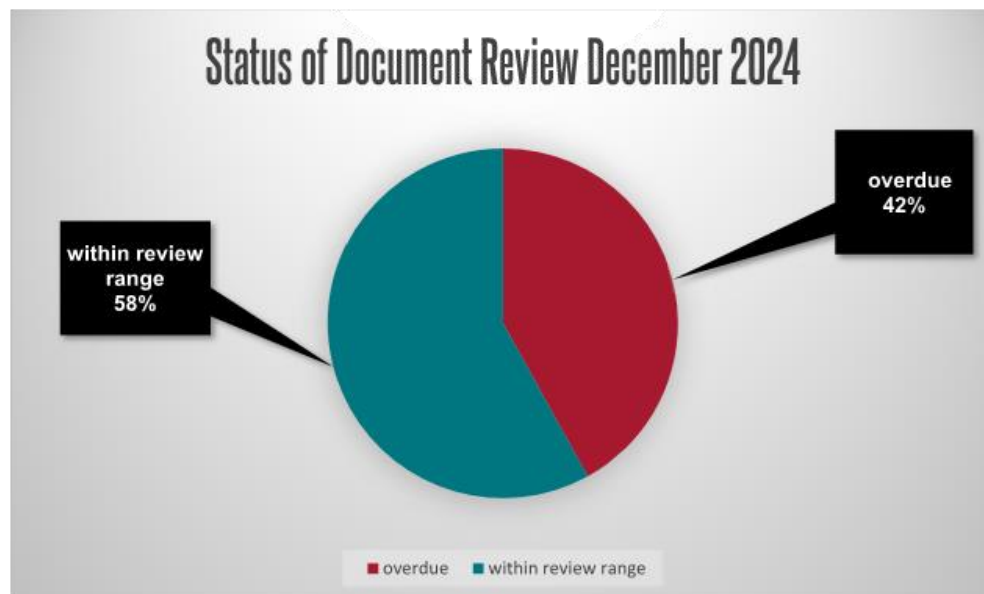
The following chart defines the exponential increase of policy review output since implementation of the Plan.



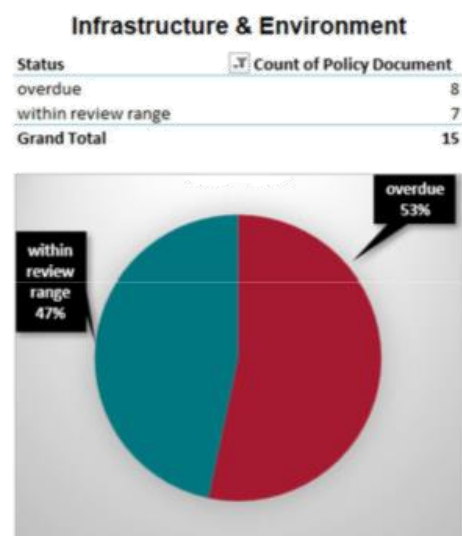
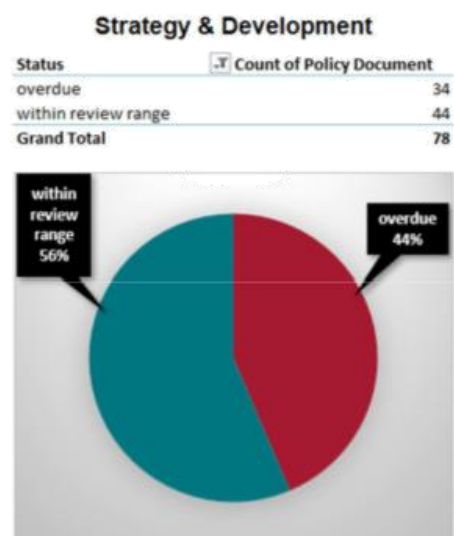
Last updated 20 November 2024

There are currently 47 policy documents that are past their review date (42%).

Status	Plan	Policy	Strategy	Total
within review range	8	53	3	64
overdue	6	36	5	47
Total	14	89	8	111



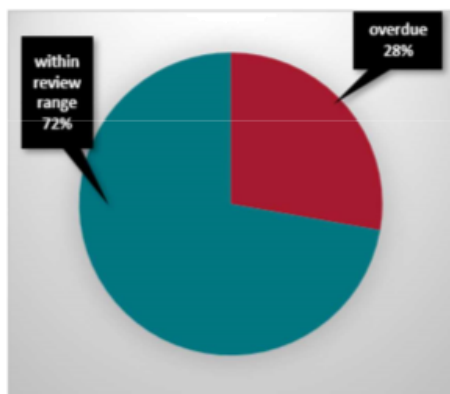
Responsibility of these reviews is split across three directorates as follow:



Last updated 20 November 2024

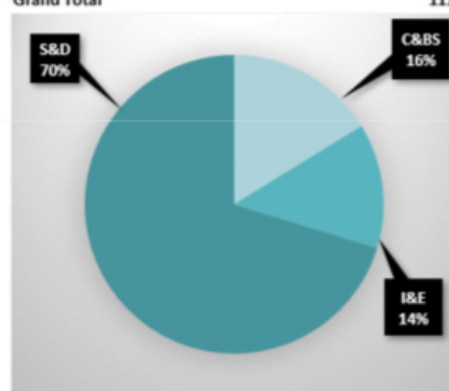
Community and Business Services

Status	Count of Policy Document
overdue	5
within review range	13
Grand Total	18



Document Ownership

Row Labels	Count of Type
Community and Business Servi	18
Infrastructure & Environment	15
Strategy & Development	78
Grand Total	111



The review progress of those policies listed as overdue is noted below.

Overdue Review Progress	Plan	Policy	Strategy	Total
Community consultation underway	1	1	0	2
Early consultation with Council Members	1	12	2	15
Commenced by Administration	2	7	3	12
Postponed	1	6	0	7
Not yet commenced	1	10	0	11
Total	6	36	5	47

Review requirements based on current Policy documents:

- 89 policies averaging a 4-year review period = 22.25 per year
- 8 Strategies averaging a 5-year review period = 1.6 per year
- 14 Plans averaging a 5-year review period = 2.8 per year

To maintain periodic reviews Administration will need to finalise **27 reviews** per year.

Based on the review trend from the last 4 years Administration has completed an average of **29 documents** per year.

Assuming the review rate continues, meets the proposed schedule and excluding postponed or extended consultation periods, it will take approximately 2 years to clear all overdue policy reviews.

Last updated 20 November 2024

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge Council Members Requests - Contact with City Employees (4.2.05)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	1/01/2001	1/01/2005	overdue	19 years, 10 months, 0 days	2024/2025	No	No change	Not commenced	Review was scheduled for 2024/25
Affordable Housing Strategy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	22/04/2008	22/04/2012	overdue	12 years, 6 months, 10 days	Postponed	No	No change	Postponed	Postponed until publication of the DLGSC Council Communication Agreements template
Closed Circuit Television (3.9.12)	Strategy	Strategy & Development	Manager Strategic Planning	Thriving Places	24/02/2009	24/02/2014	overdue	10 years, 8 months, 8 days	2023/2024	Yes	2024/2025	Review commenced	Review scheduled for 2023/24 to integrate into Local Planning Strategy and remove standalone strategy
Vehicle Management (4.1.16)	Policy	Infrastructure & Environment	Manager Ranger Services	Connected Community	13/04/2010	13/04/2014	overdue	10 years, 6 months, 19 days	Postponed	No	No change	Postponed	Approval to advertise amended policy is being presented in late 2022 Postponed pending new privacy legislation which will inform final updates to the Policy.
Privacy Management (4.1.31)	Policy	Infrastructure & Environment	Manager Engineering	Innovative & Accountable	28/09/2010	28/09/2014	overdue	10 years, 1 months, 4 days	April to June 2024	Yes	2024	Early consultation underway	Included in November Policy Paper
	Policy	Community and Business Services	Executive Manager Information and Communication Technology	Innovative & Accountable	1/11/2010	1/11/2014	overdue	10 years, 0 months, 0 days	Postponed	No	No change	Postponed	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.

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Precinct Parking Management Plan	Plan	Infrastructure & Environment	Manager Ranger Services	Accessible City	25/11/2009	25/11/2014	overdue	9 years, 11 months, 7 days	April to June 2024	No	No change	Early consultation underway	Review is complete updated plans were presented to Council Workshop 27 August 2024, a report to Council for endorsement to be prepared.
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	9 years, 8 months, 10 days	2024	No	No change	Early consultation underway	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. Included in November Policy Paper
Sustainable Design (7.5.10)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	22/03/2011	22/03/2015	overdue	9 years, 7 months, 10 days	2024/2025	No	No change	Review commenced	Currently being reviewed following community consultation
Appendix 20 - Refunding and Waiving Planning And Building Fees	Policy	Strategy & Development	Manager Development & Design	Sensitive Design	27/11/2011	27/11/2015	overdue	8 years, 11 months, 5 days	April to June 2024	No	No change	Early consultation underway	Included in August 2024 Policy Paper & scheduled for Council workshop September 2024
Truncations (2.2.6)	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	28/02/2012	28/02/2016	overdue	8 years, 8 months, 4 days	April to June 2024	Yes	2024/2025	Review commenced	Publication proposed for November Policy Paper
Telecommunication Facilities (7.5.6)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	28/02/2012	28/02/2016	overdue	8 years, 8 months, 4 days	2024/2025	No	No change	Not commenced	Review was scheduled for 2024/2025
Sound Attenuation (7.5.21)	Policy	Strategy & Development	Manager Public Health & Built Environment	Sensitive Design	24/07/2012	24/07/2016	overdue	8 years, 3 months, 8 days	2024/2025	No	No change	Not commenced	Review was scheduled for 2024/25. Propose review will not commence prior to final quarter of 24/25 financial year.

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Multicultural Plan 2013-2017	Plan	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	1/01/2013	1/01/2017	overdue	7 years, 10 months, 0 days	Postponed	No	No change	Postponed	This plan will not be reviewed or updated. A new Community Development Framework will be developed in 2024 to include elements from the Multicultural plan
Heritage Strategic Plan 2013 – 2017	Plan	Strategy & Development	Manager Strategic Planning	Sensitive Design	1/01/2013	1/01/2017	overdue	7 years, 10 months, 0 days	2023/2024	Yes	2024/2025	Review commenced	Review scheduled to commence 2024/25.
Laneways and Rights of Way (2.2.8)	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	9/04/2013	9/04/2017	overdue	7 years, 6 months, 23 days	April to June 2024	Yes	January to March 2025	Review commenced	Review in early stages Proposed publication January to March 2025
Appendix 11 - Non - Conforming Use Register	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	11/06/2013	11/06/2017	overdue	7 years, 4 months, 21 days	2024/2025	Yes	2025	Not commenced	Review was scheduled for 2024/25. Review to be informed by the outcome of the Local Planning Strategy
Trees of Significance (7.6.3)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	25/06/2013	25/06/2017	overdue	7 years, 4 months, 7 days	2023/2024	Yes	2024	Early consultation underway	Included in August 2024 Policy Paper.
Concerts and Events (3.8.3)	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	1/03/2014	1/03/2018	overdue	6 years, 8 months, 0 days	July to September 2024	Yes	2024/2025	Not commenced	Statewide (public health) regulatory changes not expected for at least another 12 - 18months. Policy review to progress. Request extension to complete review to December 2024. this will enable Administration to consider implications associated with the Local Planning Policy: Planning Exemptions.
Licensed Premises (7.5.7)	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	11/03/2014	11/03/2018	overdue	6 years, 7 months, 21 days	2023/2024	Yes	2024/2025	Not commenced	Review scheduled for 2024/25
Domestic Satellite Dishes Microwave Antennae	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	23/03/2014	23/03/2018	overdue	6 years, 7 months, 9 days	2024/2025	No	No change	Not commenced	Review was scheduled for 2024/2025

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
and Tower Masts (7.5.5)													
Construction Management Plans (7.5.23)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	24/06/2014	24/06/2018	overdue	6 years, 4 months, 8 days	2024	No	No change	Early consultation underway	Early consultation commenced February 2024 and is ongoing
Alcohol Management (3.8.7)	Plan	Strategy & Development	Manager Public Health & Built Environment	Connected Community	1/04/2015	1/04/2019	overdue	5 years, 7 months, 0 days	July to September 2024	Yes	2024/2025	Not commenced	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 (LDAG) (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. In July 2024, LDAG finalised an Alcohol Action Plan, to be implemented between 2024 - 2027. One objective is 'to use local health and community safety data to inform Local Government strategies, plans, policies... to create healthier and safer settings. Review of this Policy to progress. Propose report to Council in last quarter of 2024 i.e. seek extension 3 months.
Car Sharing Policy (7.7.2)	Policy	Strategy & Development	Manager Strategic Planning	Accessible City	30/06/2015	30/06/2019	overdue	5 years, 4 months, 2 days	2024/2025	No	No change	Review commenced	Review scheduled for 24/25

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Heritage Assistance Fund (7.6.9)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	5/04/2016	5/04/2020	overdue	4 years, 6 months, 27 days	2023/2024	No	No change	Community consultation underway	Deferred at June 2024 Council Meeting. To be presented to December 2024 Council Meeting following review of Community Funding Policy
Public Murals (3.10.9)	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	10/03/2017	10/03/2021	overdue	3 years, 7 months, 22 days	2023/2024	No	No change	Early consultation underway	Included in August 2024 Policy Paper
Art Collection Policy (3.10.7)	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	22/08/2017	22/08/2021	overdue	3 years, 2 months, 10 days	2023/2024	No	No change	Early consultation underway	Included in August 2024 Policy Paper
Public Art (3.10.8)	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	22/08/2017	22/08/2021	overdue	3 years, 2 months, 10 days	2023/2024	No	No change	Early consultation underway	Included in August 2024 Policy Paper
Substantial Commencement of Development (7.5.4)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	27/08/2017	27/08/2021	overdue	3 years, 2 months, 5 days	2023/2024	Yes	2024/2025	Review commenced	Commence early consultation In 2025.
Freedom of Information Requests (4.1.04)	Policy	Community and Business Services	Executive Manager Information and Communication Technology	Innovative & Accountable	4/04/2018	4/04/2022	overdue	2 years, 6 months, 28 days	Postponed	Yes	2024	Early consultation underway	Postponed pending update to Privacy Policy and drafting of new FOI Policy A review of this policy was presented to Council Members in the monthly Policy Paper in June 2022; however, its progression was postponed pending updates to the City's Privacy Management Policy. With those updates now in progress, the review of the Freedom of Information Policy can proceed
Verge Treatments Plantings and	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	21/08/2018	21/08/2022	overdue	2 years, 2 months, 11 days	2024	Yes	2024/2025	Not commenced	Review was due 2022 postponed due to resourcing.

Policy Document Register and Review Plan

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Beautification (2.2.4)													
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	1 years, 11 months, 19 days	Postponed	Yes	2025	Not commenced	Delayed until early 2025.
Organisational Structure and Designation of Senior Employees (4.1.7)	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	5/03/2019	5/03/2023	overdue	1 years, 7 months, 27 days	Postponed	No	No change	Postponed	Nil
Corporate Credit Cards (1.2.8)	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	30/04/2019	30/04/2023	overdue	1 years, 6 months, 2 days	April to June 2024	Yes	July to September 2024	Early consultation underway	Included in August 2024 Policy Paper, proposed repeal scheduled for consideration at November OMC
Council Election Period Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/08/2019	20/08/2023	overdue	1 years, 2 months, 12 days	Postponed	No	No change	Postponed	Amendments and review postponed pending proposed state-wide caretaker period policy Item 5.6 of proposed reform
Greening Plan 2018-2023	Plan	Infrastructure & Environment	Manager Parks	Enhanced Environment	18/09/2018	18/09/2023	overdue	1 years, 1 months, 14 days	2024	Yes	2024/2025	Review 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.
Public Open Space Strategy 2018	Strategy	Strategy & Development	Manager Strategic Planning	Enhanced Environment	11/12/2018	11/12/2023	overdue	0 years, 10 months, 21 days	2024	Yes	2024/2025	Review 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. Part of preparation of EES

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Local Planning Scheme No. 2 (As amended)	Strategy	Strategy & Development	Manager Strategic Planning	Sensitive Design	11/12/2018	11/12/2023	overdue	0 years, 10 months, 21 days	2023/2024	Yes	2024/2025	Review commenced	Not commenced. The review of LPS2 will be informed by the amended Local Planning Strategy. It intended the review of LPS2 commence once the Local Planning Strategy has been endorsed by Council.
Local Planning Strategy	Strategy	Strategy & Development	Manager Strategic Planning	Sensitive Design	11/12/2018	11/12/2023	overdue	0 years, 10 months, 21 days	2023/2024	No	No change	Early consultation underway	Early consultation commenced February 2024 and is ongoing. Update provided in November 2024 Policy Paper.
Council Proceedings - Recording and Web Streaming Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	16/06/2020	16/06/2024	overdue	0 years, 4 months, 16 days	2024	No	No change	Early consultation underway	Part 2A of the Local Government (Administration) Regulations 1996, which covers electronic broadcasting and recording of council meetings, will take effect on 1 January 2025. These regulations will replace the need for this policy, proposal to repeal it will be presented to Council in February 2025.
Built Form (7.1.1)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	16/06/2020	16/06/2024	overdue	0 years, 4 months, 16 days	2023/2024	No	No change	Early consultation underway	Currently being reviewed. Early consultation commenced July 2024 and is ongoing. Awaiting determination of Built Form Policy to inform scope of review
Sustainable Environment Strategy 2019 - 2024	Strategy	Strategy & Development	Manager Strategic Planning	Enhanced Environment	23/07/2019	23/07/2024	overdue	0 years, 3 months, 9 days	January to March 2024	No	No change	Early consultation underway	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. Review has commenced with update provided at August 2024 Council Workshop
Innovate Reconciliation Action Plan 2022 - 2024	Plan	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	23/08/2022	23/08/2024	overdue	0 years, 2 months, 9 days	2024	No	No change	Community consultation underway	Process initiated for the development of the Stretch RAP. Community consultation of the Stretch RAP 2025-2027 was approved at the October OMC and is now underway.

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Meeting Procedures Policy & supporting Council Proceedings Guidelines	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	overdue	0 years, 1 months, 17 days	2024	Yes	2024/2025	Review 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 Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	overdue	0 years, 1 months, 17 days	2024	No	No change	Early consultation underway	Presented in September Policy Paper, Framework review and proposed policy amendments scheduled for presentation to Council in November 2024
Execution of Documents Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	15/09/2020	15/09/2024	overdue	0 years, 1 months, 17 days	2024	Yes	2024/2025	Review commenced	Review required to capture CEO Land Management requirements
Mobile Food Vendors - Vending Vincent	Policy	Strategy & Development	Manager Public Health & Built Environment	Connected Community	20/10/2020	20/10/2024	overdue	0 years, 0 months, 12 days	Postponed	No	No change	Postponed	Policy review on hold. PHBE releasing lead role on Policy.
Property Management Policy	Policy	& Strategy Development	Executive Manager Corporate & Strategy Governance	& Innovative Accountable	17/11/2020	17/11/2024	overdue	years, 0 months, 3 days	2025	No	No change	Not commenced	Nil
Stormwater Drainage Connections Development Guidelines for Heritage Places	Policy	Infrastructure & Environment	Manager Engineering	Thriving Places	17/09/2024	17/09/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	17/09/2024	17/09/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Arts Plan 2023 - 2028	Plan	& Strategy Development	Executive Manager Corporate Strategy & Governance	Thriving Places	2023/08/22	2028/08/22	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Thriving Places Strategy	Strategy	Strategy & Development	Executive Manager Corporate	Thriving Places	22/08/2023	22/08/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
			Strategy & Governance										
Vibrant Public Spaces Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Thriving Places	21/06/2022	21/06/2026	within review range	Not overdue	2026	No	No change	Early consultation underway	Included in Policy Paper 29/04/2024
Accessible City Strategy 2020-2030	Strategy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Accessible City	18/05/2021	18/05/2025	within review range	Not overdue	2025	No	No change	Not 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
Collection Management Policy	Policy	Infrastructure & Environment	Branch Librarian and Senior Local History Librarian	Connected Community	19/11/2024	19/11/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Healthy Food and Drink Policy	Policy	& Strategy Development	Manager Public Health Built & Environment	Connected Community	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Property Investment and Disposal Policy	Policy	& Strategy Development	Executive Manager Corporate & Strategy Governance	& Innovative Accountable	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Street Tree Policy	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Local Planning Policy: Amending the LHS, Heritage List and	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Designating Heritage Areas													
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	No	No change	Not commenced	Nil
Child Safe Awareness Policy	Policy	Community and Business Services	Coordinator Community Development	Connected Community	12/12/2023	12/12/2027	within review range	Not overdue	2027	No	change No	Not commenced	Nil
Asset Management Policy	Policy	Infrastructure & Environment	Manager City Buildings and Asset Management	Innovative & Accountable	12/12/2023	12/12/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Diversity Access and Inclusion Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Thriving Places	12/12/2023	12/12/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
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	No	No change	Not commenced	Nil
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	No	No change	Not commenced	Nil

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
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	No	No change	Not 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	No	No change	Not commenced	Nil
Purchasing Policy	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	20/06/2023	20/06/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
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	No	No change	Not commenced	Nil
Local Planning Policy: Assessing Cultural Heritage Significance	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil
Local Planning Policy: Interpretation of Heritage Places	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	18/06/2024	18/06/2028	within review range	Not overdue	2028	No	No change	Not commenced	Nil

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Minor Nature Development (7.5.1)	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Local Planning Policy: Consulting Rooms and Medical Centres	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	21/11/2023	21/11/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Local Planning Policy: Heritage Areas	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Local Planning Policy: Non Residential Parking	Policy	Strategy & Development	Manager Strategic Planning	Accessible City	20/06/2023	20/06/2027	within review range	Not overdue	2027	No	No change	Not 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	No	No change	Not commenced	Note: The City's Risk Appetite and Tolerance Statements are to be reviewed within three months of each ordinary Council election
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	No	No change	Review commenced	Nil
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	No	No change	Not 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	No	No change	Not commenced	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	No	No change	Not commenced	Nil

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed 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	No	No change	Not 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	No	No change	Not 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	No	No change	Not 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	No	No change	Not commenced	Nil
Local Planning Policy: Planning Exemptions	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	2023/07/25	2027/07/25	within review range	Not overdue	2027	No	No change	Not commenced	Nil
Council Member Allowances, Fees, and Reimbursement of Expenses	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/08/2024	17/05/2026	within review range	Not overdue	2026	No	No change	Not 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	No	No change	Not 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	No	No change	Not commenced	Nil

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Parking Permits (3.9.3)	Policy	Infrastructure & Environment	Manager Ranger Services	Accessible City	5/04/2022	5/04/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Code of Conduct Behaviour Complaints Management Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	5/04/2022	5/04/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Memorials in Public Places and Reserves	Policy	Infrastructure & Environment	Manager Parks	Thriving Places	5/04/2022	5/04/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Investment Policy	Policy	Community and Business Services	Chief Financial Officer	Innovative & Accountable	8/02/2022	8/02/2026	within review range	Not overdue	2026	No	No change	Not 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.
Election Signs Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	8/02/2022	8/02/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
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	No	No change	Not commenced	Nil
Local Planning Policy: Restricted Premises - Smoking	Policy	& Strategy Development	Manager Strategic Planning	Thriving Places	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	No change	Not commenced	nil
Local Planning Policy: Percent for Art	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	15/11/2022	15/11/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Local Planning Policy: Child Care and	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	24/06/2022	24/06/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Family Day Care													
Leederville Town Centre Place Plan (LTCP)	Plan	Strategy & Development	Executive Manager Corporate & Strategy Governance	Thriving Places	20/08/2024	20/08/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Beaufort Street Town Centre Place Plan (BSTCP)	Plan	Strategy & Development	Executive Manager Corporate & Strategy Governance	Thriving Places	20/08/2024	20/08/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Pickle District Place Plan (PDPP)	Plan	Strategy & Development	Executive Manager Corporate & Strategy Governance	Thriving Places	20/08/2024	20/08/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
North Claisebrook Place Plan (NCP)	Plan	Strategy & Development	Executive Manager Corporate & Strategy Governance	Thriving Places	20/08/2024	20/08/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Public Health Plan 2020 - 2025	Plan	Strategy & Development	Manager Public Health & Built Environment	Connected Community	1/01/2020	1/01/2025	within review range	Not overdue	2025	No	No change	Not commenced	The Public Health Plan 2020 – 2025 was adopted by Council at its OMC 20 October 2020. Review not 'due' until October 2025. Plan will remain in effect until then. Administration has commenced project for the delivery of new Public Health Plan 2025 - 2030, to be presented to Council in October 2025.
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	No	No change	Early consultation underway	Review commenced as requested by Council. Included in September Policy Paper
Community and Stakeholder Engagement Policy	Policy	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	14/09/2021	14/09/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
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	No	No change	Not 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	No	No change	Not commenced	Nil
Community and Stakeholder Engagement Strategy	Strategy	Community and Business Services	Executive Manager Communications and Engagement	Connected Community	14/09/2021	14/09/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Local Planning Policy: Signs and Advertising	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	21/06/2022	21/06/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Local Planning Policy: Short Term Accommodation	Policy	Strategy & Development	Manager Strategic Planning	Thriving Places	23/03/2021	23/03/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Corporate Business Plan 2023/24 - 2026/27	Plan	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	18/06/2024	18/06/2025	within review range	Not overdue	2025	No	No change	Not commenced	Nil
Council Members Continuing Professional Development Policy	Policy	Strategy & Development	Executive Manager Corporate Strategy & Governance	Innovative & Accountable	20/08/2024	20/08/2026	within review range	Not overdue	2026	No	No change	Not commenced	Nil
Local Planning Policy: Character Areas	Policy	Strategy & Development	Manager Strategic Planning	Sensitive Design	25/07/2023	25/07/2027	within review range	Not overdue	2027	No	2024	Community consultation underway	Consultation on proposed amendment to the policy to include character area guidelines for Auckland Street is underway. Outcome scheduled to be presented to Council in December 2024

Policy Document Register and Review Plan

Policy Document	Type	Responsible Directorate	Responsible Officer	Alignment to SCP	Last Reviewed	Review Due	Status	Overdue by	Approved Early Consultation (Policy Paper)	Extension Requested	Proposed Early Consultation (Policy Paper)	Review Progress	Comments
Heritage Management - Bonuses (7.6.7)	Repealed	Strategy & Development	Manager Policy & Place	Sensitive Design	18/06/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Amalgamation Condition on Planning Approvals (7.5.19)	Repealed	Strategy & Development	Manager Strategic Planning	Sensitive Design	14/05/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Naming of City Facilities (4.1.18)	Repealed	Strategy & Development	Executive Manager Corporate Strategy & Governance	Repealed	21/05/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Heritage Management - Enquiries (7.6.8)	Repealed	Strategy & Development	Executive Manager Urban Design & Strategic Projects	Sensitive Design	13/02/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Heritage Management - The Heritage List MHI (7.6.6)	Repealed	Strategy & Development	Executive Manager Urban Design & Strategic Projects	Sensitive Design	13/02/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed
Corporate Credit Cards (1.2.8)	Repealed	Community and Business Services	Chief Financial Officer	Innovative & Accountable	19/11/2024	Repealed	N/A	N/A	N/A	N/A	N/A	Repealed	Repealed

Indicative Policy Review Schedule 2025

The following table identifies the early consultation date of those policies listed.

Early consultation should be in the form of a policy paper report providing all information contained in clause 1.3 of the [Policy Development and Review Policy](#).

Proposed publication	overdue	within range	Total
2024/2025	19		19
Verge Treatments Plantings and Beautification (2.2.4)	1		1
Truncations (2.2.6)	1		1
Telecommunication Facilities (7.5.6)	1		1
Sustainable Design (7.5.10)	1		1
Substantial Commencement of Development (7.5.4)	1		1
Sound Attenuation (7.5.21)	1		1
Public Open Space Strategy 2018	1		1
Meeting Procedures Policy & supporting Council Proceedings Guidelines	1		1
Local Planning Scheme No. 2 (As amended)	1		1
Licensed Premises (7.5.7)	1		1
Heritage Strategic Plan 2013 – 2017	1		1
Greening Plan 2018-2023	1		1
Execution of Documents Policy	1		1
Domestic Satellite Dishes Microwave Antennae and Tower Masts (7.5.5)	1		1
Concerts and Events (3.8.3)	1		1
Car Sharing Policy (7.7.2)	1		1
Appendix 22 - Development Design Guidelines for Structures Above or Adjacent to the Graham Farmer Freeway Tunnel Northbridge	1		1
Alcohol Management (3.8.7)	1		1
Affordable Housing Strategy	1		1

Proposed publication	overdue	within range	Total
2025	4	13	17
Street Activation Policy (3.10.3)	1		1
Public Health Plan 2020 - 2025		1	1
Property Management Policy	1		1
Pickle District Place Plan (PDPP)		1	1
North Claisebrook Place Plan (NCPP)		1	1
Local Planning Policy: Short Term Accommodation		1	1
Leederville Town Centre Place Plan (LTCP)		1	1
Laneways and Rights of Way (2.2.8)	1		1
Fraud and Corruption Prevention Policy		1	1
Council Members Continuing Professional Development Policy		1	1
Corporate Business Plan 2023/24 - 2026/27		1	1
Community and Stakeholder Engagement Strategy		1	1
Community and Stakeholder Engagement Policy		1	1
Beaufort Street Town Centre Place Plan (BSTCPP)		1	1
Attendance at Events Policy		1	1
Appendix 11 - Non - Conforming Use Register	1		1
Accessible City Strategy 2020-2030		1	1

CORPORATE DOCUMENT POLICY DEVELOPMENT

POLICY



CITY OF VINCENT

Legislation / local law requirements	Section 2.7 of the <i>Local Government Act 1995</i> Policy 4.1.5 – Community Consultation - appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 <u>Corporate Document</u> Register and Review Plan – D20/126085 & D21/3270 <u>Corporate Document</u> Development and Review Procedure – D20/84189 <u>Corporate Document</u> Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084

PURPOSE

To provide guidance on the development and review of the City's strategies, policies and action plans (~~policy-Corporate d~~Documents) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

OBJECTIVES

To:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (**SCP**);
- align the City's ~~policy-documents~~ Corporate Document with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of ~~policy-documents~~ Corporate Document.

SCOPE

This policy applies to the development and review of ~~policy-documents-by-the-City;~~ Corporate Document including policies, strategies, and action plans.

DEFINITIONS

Corporate Document: Documents that guide the City's strategic direction, operations and decision-making processes, including policies, strategies, action plans, and other governance or planning documents developed to align with the priorities set out in the City's Strategic Community Plan.

Early Consultation: The process of engaging Elected Members and relevant stakeholders at the initial stages of developing or amending a Corporate Document. Early consultation provides an opportunity to present objectives, preliminary ideas, or proposed changes, ensuring alignment with the City's strategic priorities and enabling feedback to shape the direction of the document prior to formal drafting or community engagement.

CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT

POLICY



CITY OF VINCENT

Community Engagement: The process of consulting with stakeholders, including residents, businesses, and other interested parties, to inform, involve, or collaborate on the development or review of Corporate Document. Engagement is conducted in accordance with the Community and Stakeholder Engagement Policy.

Complex Amendments: Substantial changes that alter a Corporate Document's objectives, purpose, or have a significant impact on the community. These amendments typically require extensive consultation to ensure the proposed changes are communicated effectively and allow for meaningful community input.

Standard Amendments: Modifications to specific provisions within a Corporate Document that do not fundamentally alter its objectives but may adjust its implementation. Consultation requirements for these amendments are tailored based on their potential impact and are undertaken in accordance with the Community and Stakeholder Engagement Policy.

Administrative Amendments: Non-substantive amendments that do not affect the intent, purpose, or application of a strategic document. These include:

- Grammatical and formatting corrections.
- Updates to titles, organisational structures, or position names.
- Adjustments to reflect changes in legislation or regulatory references.

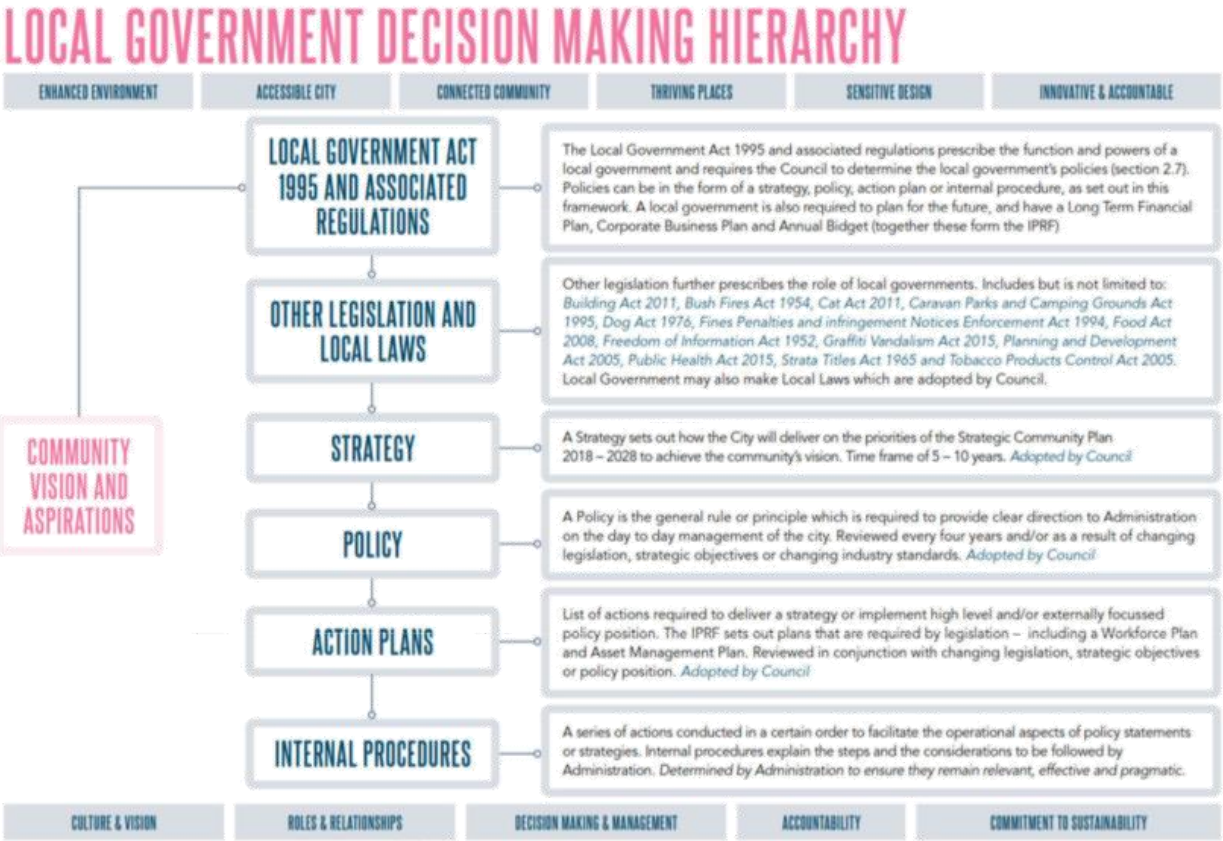
Amendment Categories: The classification of proposed changes to Corporate Document as Complex, Standard, or Administrative, which informs the level of consultation required and ensures resources are allocated proportionally based on the impact and significance of the changes.

LOCAL GOVERNMENT DECISION MAKING HIERARCHY

The below hierarchy of documents drives the delivery of the City's long-term vision, as set out in the SCP. It also establishes the process by which each ~~policy document~~ Corporate Document is developed and reviewed in consultation with Council and the community.

CORPORATE DOCUMENT POLICY DEVELOPMENT POLICY

Local Government Decision Making Hierarchy (Updated Grpahpic)



CORPORATE DOCUMENT POLICY DEVELOPMENT

POLICY



CITY OF VINCENT

POLICY

1. Objective and Agenda Setting

- 1.1 the development of a Corporate Document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a policy-document Corporate Document:
 - a legislative requirement;
 - new or changing industry standards;
 - to meet the City's strategic objectives;
 - there is a community need or expectation; or
 - as a result of a Council resolution.
- 1.2 documenting the City's objective or agenda should result in:
 - clarity and consistency in decision making;
 - improved efficiency and effectiveness; or
 - improved customer and community outcomes.
- 1.3 objective and agenda setting must occur in consultation with Elected Members. Elected Members will be provided with the following information:
 - a draft objective for the policy-document Corporate Document;
 - the requirement for a documented City position (including evidence of a community need or legislative requirement);
 - how the objectives align with the SCP;
 - examples of current / best practice;
 - proposed level of community engagement required;
 - an evaluation of the effectiveness of any existing relevant policy-document Corporate Document;
 - an assessment of where the proposed document sits within the local government decision making hierarchy;
 - the proposed review timeframe and expiry period, if applicable; and
 - any financial impacts arising from the proposed policy-document Corporate Document, including any impact on the adopted budget or the City's Long-Term Financial Plan; and
 - where amendments are proposed the relevant amendment category will be summarised in the title field of the early consultation materials

2. Policy-Document Corporate Document hierarchy

- 2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more policy-documents Corporate Document;
- 2.2 the purpose of a strategy is to set out at a high level how the City will deliver on the long-term priorities of the SCP to achieve the community's vision;
- 2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;

CORPORATE DOCUMENT ~~POLICY~~ DEVELOPMENT

POLICY



CITY OF VINCENT

- 2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions; and
- 2.5 ~~policy-documents~~ Corporate Document must align with one or more objectives in the SCP.
- 3. Content of ~~Policy-Documents~~Corporate Document**
- ~~Policy-documents~~ Corporate Document should be:
- 3.1 consistent with the City's strategic priorities, values, and risk appetite and tolerance;
 - 3.2 compliant with relevant legislation and any State policies and schemes;
 - 3.3 consistent with the City's Writing Style Guide; and
 - 3.4 written in plain English and convey clear and concise direction.
- 4. Consultation**
- 4.1 the formation of an objective or agenda position is to occur in consultation with Elected Members, as specified in clause 1.3
 - 4.2 following objective or agenda setting the development of a ~~policy-documents~~ Corporate Document will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed ~~policy-document~~ Corporate Document;
 - 4.3 draft ~~policy-documents~~ Corporate Document will then be presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.6, will be advertised in accordance with, but not limited to, the requirements of the City's Community Engagement Policy and guided by the following amendment classifications:
- Complex Amendments
- Broad public engagement will be required, aligned with the Community and Stakeholder Engagement Policy, to ensure significant changes are thoroughly communicated and reviewed.
- Standard Amendments
- Standard amendments will be advertised for a minimum of 21 days in accordance with the Community and Stakeholder Engagement Policy. Consultation methods will be tailored based on the potential impact of the amendments, with recommendations presented to Council for determination.
- 4.4 a summary of submissions received and Administrations response to submissions will be presented to Council along with a recommendation that the ~~policy-document~~ Corporate Document is either adopted as originally presented, or adopted with amendments based on the submissions received;
 - 4.5 if no submissions are received a report is prepared for Council advising this, and recommending that the ~~policy-document~~ Corporate Document is adopted; and
 - 4.6 once adopted all ~~policy-documents~~ Corporate Document are to be included in the City's Local Government Hierarchy, recorded in the City's ~~Policy Document~~ Corporate Document Register and Review Plan.

CORPORATE DOCUMENT POLICY DEVELOPMENT

POLICY



CITY OF VINCENT

5. Review

5.1 ~~Policy documents Policies~~ are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the ~~Policy Corporate~~ Document Register and Review Plan);

5.15.2 ~~Strategies and Action Plans are to be reviewed at the end of their adopted lifespan. This review may include a close-out report measuring the success and outcomes of the strategy or plan;~~

5.25.3 ~~the policy document Corporate Document~~ review process includes a review of where the document sits in the Local Government Hierarchy;

5.35.4 ~~the City's Policy Corporate~~ Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review;

5.45.5 ~~the outcome of each policy document Corporate Document~~ review is to be presented to Elected Members for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy;

5.55.6 ~~the outcome of each review is to be noted in the policy document Corporate Document~~ and recorded in the City's ~~Policy Document Corporate Document~~ Register and Review Plan;

5.6 ~~if minor amendments to a policy document are required these can be made administratively. Minor amendments are amendments that are not of a substantive nature, and include grammatical and formatting changes, changes to positions, titles or organisation structure and legislative references or requirements;~~

5.7 ~~Complex or standard amendments any substantive amendments, which are changes to the policy document content,~~ require the approval of Council in the same manner as a new ~~policy document Corporate Document~~ would which includes community consultation in accordance with clauses 4.1 to 4.6;

5.8 ~~Administrative amendments do not require the approval of Council or community consultation;~~ and

5.8 5.9 Council approval of the repeal of a ~~policy document Corporate Document~~ is required.

OFFICE USE ONLY	
Responsible Officer	Executive Manager Corporate Strategy and Governance.
Initial Council adoption	DATE: 15/12/2020, REF# <TRIM REF>
Reviewed / Amended	DATE: <APPROVAL DATE>, REF#: <TRIM REF>
Next Review Date	DATE: 15/12/2024,



CORPORATE DOCUMENT DEVELOPMENT POLICY

Legislation / local law requirements	Section 2.7 of the <i>Local Government Act 1995</i> Policy 4.1.5 – Community Consultation - appendix 2
Relevant delegations	Nil
Related policy procedures and documents	Local Government Decision Making Hierarchy – D20/148390 Corporate Document Register and Review Plan – D20/126085 & D21/3270 Corporate Document Development and Review Procedure – D20/84189 Development and Review Guidelines – D20/84086 Policy Template – D20/84083 Procedure Template – D20/84084

PURPOSE

To provide guidance on the development and review of the City's strategies, policies and action plans (**Corporate Documents**) to achieve transparent and consistent decision making which aligns with the City's objectives, strategic priorities and legislative requirements.

OBJECTIVES

To:

- identify the hierarchy of governing documents that drive the delivery of the community's long-term vision as set out in the City's Strategic Community Plan (**SCP**);
- align the City's Corporate Document with the priorities of the SCP; and
- guide Council and Administration on the development, consultation requirements, implementation, review, amendment and repeal of Corporate Document.

SCOPE

This policy applies to the development and review of Corporate Document including policies, strategies, and action plans.

DEFINITIONS

Corporate Document: Documents that guide the City's strategic direction, operations and decision-making processes, including policies, strategies, action plans, and other governance or planning documents developed to align with the priorities set out in the City's Strategic Community Plan.

Early Consultation: The process of engaging Elected Members and relevant stakeholders at the initial stages of developing or amending a Corporate Document. Early consultation provides an opportunity to present objectives, preliminary ideas, or proposed changes, ensuring alignment with the City's strategic priorities and enabling feedback to shape the direction of the document prior to formal drafting or community engagement.



CORPORATE DOCUMENT DEVELOPMENT POLICY

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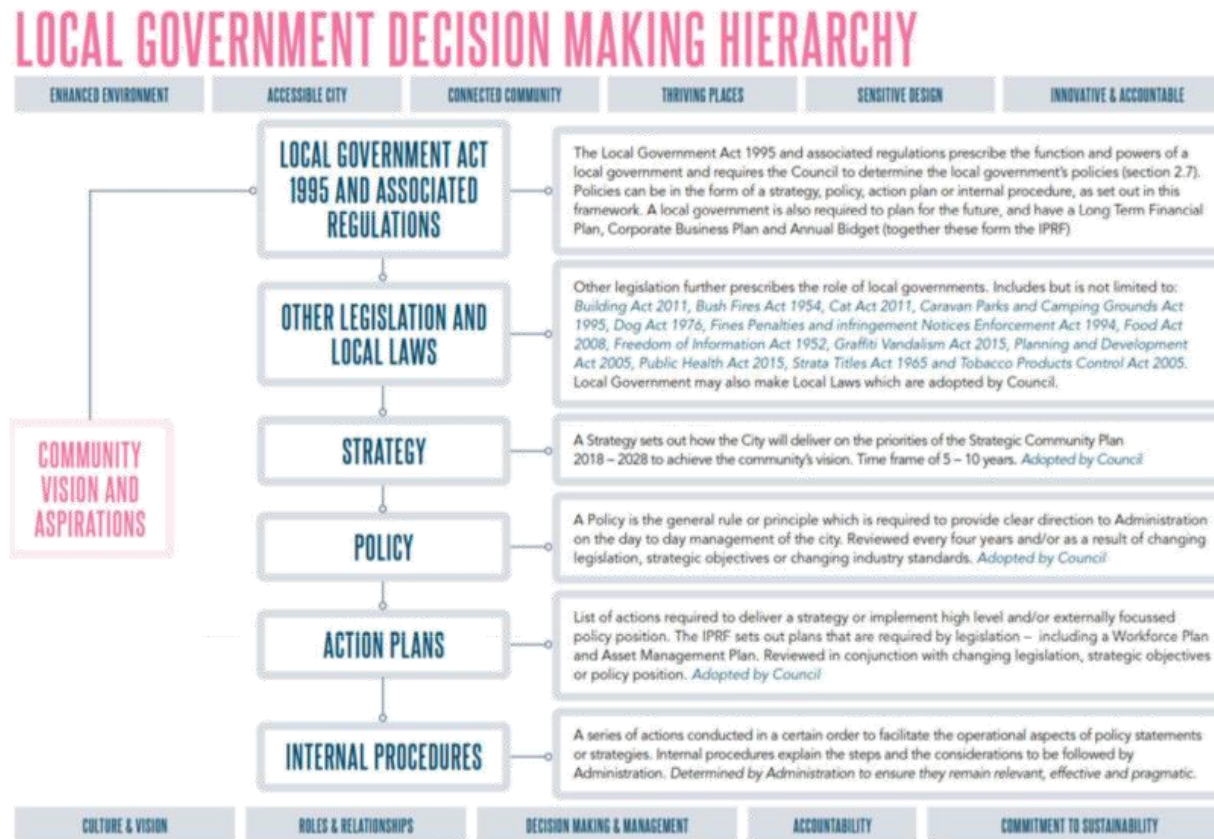
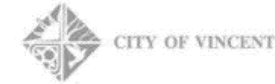
Amendment Categories: The classification of proposed changes to Corporate Document as Complex, Standard, or Administrative, which informs the level of consultation required and ensures resources are allocated proportionally based on the impact and significance of the changes.

LOCAL GOVERNMENT DECISION MAKING HIERARCHY

The below hierarchy of documents drives the delivery of the City's long-term vision, as set out in the SCP. It also establishes the process by which each Corporate Document is developed and reviewed in consultation with Council and the community.

CORPORATE DOCUMENT DEVELOPMENT POLICY

Local Government Decision Making Hierarchy





CORPORATE DOCUMENT DEVELOPMENT POLICY

POLICY

1. Objective and Agenda Setting

- 1.1 the development of a Corporate Document is required to establish the City's objective or agenda on an issue or to provide further guidance in respect to a legislative requirement. The following may result in the requirement for the City to form and document an objective or agenda position through a Corporate Document:
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 - as a result of a Council resolution.
- 1.2 documenting the City's objective or agenda should result in:
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- 1.3 objective and agenda setting must occur in consultation with Elected Members. Elected Members will be provided with the following information:
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 - the requirement for a documented City position (including evidence of a community need or legislative requirement);
 - how the objectives align with the SCP;
 - examples of current / best practice;
 - proposed level of community engagement required;
 - an evaluation of the effectiveness of any existing relevant Corporate Document;
 - an assessment of where the proposed document sits within the local government decision making hierarchy;
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 - where amendments are proposed the relevant amendment category will be summarised in the title field of the early consultation materials

2. Corporate Document hierarchy

- 2.1 depending on the nature of the objective or agenda, it may be appropriate to prepare one or more Corporate Document;
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- 2.3 the purpose of a policy is to provide a general rule or principle to guide Administration and the community on the City's decision making and advocacy;
- 2.4 the purpose of an action plan is to set the pathway or process to deliver a strategy or implement high level and/or externally focused policy positions; and
- 2.5 Corporate Document must align with one or more objectives in the SCP.



CORPORATE DOCUMENT DEVELOPMENT POLICY

3. Content of Corporate Document

Corporate Document should be:

- 3.1 consistent with the City's strategic priorities, values, and risk appetite and tolerance;
- 3.2 compliant with relevant legislation and any State policies and schemes;
- 3.3 consistent with the City's Writing Style Guide; and
- 3.4 written in plain English and convey clear and concise direction.

4. Consultation

- 4.1 the formation of an objective or agenda position is to occur in consultation with Elected Members, as specified in clause 1.3
- 4.2 following objective or agenda setting the development of a Corporate Document will incorporate consultation with relevant statutory and regulatory agencies and any other key stakeholders (including preliminary community engagement if required) that may be impacted by the proposed Corporate Document;4.3 draft Corporate Document will then be presented to Council for approval and authorisation to commence community consultation. All proposed changes, other than those covered by clause 5.6, will be advertised in accordance with, but not limited to, the requirements of the City's Community Engagement Policy and guided by the following amendment classifications;
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5. Review

- 5.1 Policies are to be reviewed at least every four years, or more frequently as specified in the document (and reflected in the Corporate Document Register and Review Plan);
- 5.2 Strategies and Action Plans are to be reviewed at the end of their adopted lifespan. This review may include a close-out report measuring the success and outcomes of the strategy or plan;
- 5.3 the Corporate Document review process includes a review of where the document sits in the Local Government Hierarchy;
- 5.4 the City's Corporate Document Register and Review Plan is to be reviewed annually by Administration, with a report presented to Council at the outcome of the annual review;
- 5.5 the outcome of each Corporate Document review is to be presented to Elected Members for review and comment. This includes a review which results in no recommended change to the document content or position in the local government hierarchy;



CITY OF VINCENT

CORPORATE DOCUMENT DEVELOPMENT POLICY

- 5.6 the outcome of each review is to be noted in the Corporate Document and recorded in the City's Corporate Document Register and Review Plan;
- 5.7 Complex or standard amendments , require the approval of Council in the same manner as a new Corporate Document would which includes community consultation in accordance with clauses 4.1 to 4.6;
- 5.8 Administrative amendments do not require the approval of Council or community consultation; and
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