

# Policy Document Register and Review Plan



## ENHANCED ENVIRONMENT



The natural environment contributes greatly to our inner-city community. We want to protect and enhance it, making best use of our natural resources for the benefit of current and future generations.

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Sustainable Environment Strategy 2019 - 2024	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2019	On track for review 2024	Early/mid 2024
Public Open Space Strategy 2018	Manager Policy & Place	Adopted 11/12/2018	On track for review 2023	2023
Waste Strategy 2018 - 2023	Executive Director Infrastructure and Environment	Adopted 18/09/2018	On track for review 2023	2023
Waste Management (2.2.11)	Manager Waste and Recycling	Adopted 22/09/1997 Last review 13/05/2008 Review was due May 2013	Reviewed as part of the Commercial Options Appraisal February 2020. Next review scheduled for July 2021, when commercial, bulk hard waste and FOGO service details/changes are confirmed.	July 2021
Graffiti – Control and Removal (2.1.3)	Manager Parks & Urban Green	Adopted 22/03/2000 Last review 11/2010 Review was due November 2015	Review as part of Graffiti Management Review Project –November 2020.	Present outcome of review to Council Workshop February 2021
Greening Plan 2018-2023	Senior Sustainability and Innovation Advisor	Adopted 18/09/2018	Proposed review in 2023.	2023
Water Efficiency Action Plan (WEAP)	Manager Parks & Urban Green	Completed 2016	On track for review 2020	2020

# Policy Document Register and Review Plan



<div> <div>ACCESSIBLE CITY</div> <p>We want to be a leader in making it safe, easy, environmentally friendly and enjoyable to get around Vincent.</p> </div>				
Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Car Parking Strategy	Manager Policy & Place	09/03/2010	Currently being reviewed.	
Parking Permits (3.9.3)	Manager Ranger Services	20/09/2016	Next review is required in May 2021	May 2021
Residential Parking – Verge Information Signage (3.9.4)	Manager Ranger Services	23/11/2010 Review was due November 2015	Recommended for repeal – operational content. Relevant content will be transferred to an internal procedure.	Recommended for repeal - October 2020
Non-residential Development Parking Requirements (7.7.1)	Manager Policy & Place	Adoption not documented	Review originally scheduled for 20/21. Recruitment delays due to COVID mean that this project is now proposed to be completed in 21/22 instead.	2021/22
Car Sharing Policy (7.7.2)	Manager Policy & Place	Adopted 30/06/2015 Review was due June 2020	Review scheduled for 24/25.	2024/25
Precinct Parking Management Plan	Manager Policy and Place	25/11/2009	Review to be undertaken as action of Integrated Transport Strategy.	3 – 5 years

# Policy Document Register and Review Plan



## CONNECTED COMMUNITY



We are a diverse, welcoming and engaged community. We want to celebrate what makes us unique and connect with those around us to enhance our quality of life.

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Community Engagement Strategy	Manager Marketing & Communications	Being developed		
BPLC - Awarding of Life Membership (1.3.1)	Manager Beatty Park Leisure Centre	Adopted 12/06/01 Last review 28/02/12 Review was due February 2017	Review scheduled for October / November 2020	Present outcome of review to CW February 2021
Parks Reserves and Hall Facilities - Conditions of Hire of Use (2.1.7)	Manager Marketing and Partnerships	Adopted 14/04/1998 Last review 22/02/2011 Review was due February 2016	Policy review is recommended prior to the development of the Sport and Recreation Facilities Plan however this review cannot be scheduled until May /June 2021 due to resourcing limitations.  Review will be undertaken in consultation with Policy and Place	May/June 2021
Concerts and Events (3.8.3)	Senior Public Health Officer	Last review 03/2014 Review was due June 2018	Review and update as part of the Public Health Plan - scheduled July 2021	July 2021
Safe Needle Syringe Collection and Disposal Strategy (3.8.4)	Senior Public Health Officer	Adopted Last review 02/2013 Review was due February 2018	This is an operational document that has no legal, legislative or regulatory requirements.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan
Public Buildings - Use of Open Fires (3.8.6)	Senior Public Health Officer	Adopted Last review 02/2012	This replicates existing legislation – <i>Health (Public Buildings) Regulations 1992</i> . The legislative requirements will	

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		Review was due February 2017	be reviewed and if necessary internal guidelines developed.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan
Alcohol Management (3.8.7)	Senior Public Health Officer	Adopted Last review 04/2015 Review was due April 2015	Under review as part of the Public Health Plan implementation.	July 2021
Rodent and Vermin Control - Assistance to Ratepayers (3.8.8)	Senior Public Health Officer	Adopted Last review 02/2012 Review was due February 2017	This is an operational document. There is no legal, legislative or regulatory requirements that need to be included in the policy.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan
Healthy Vincent (3.8.9)	Senior Public Health Officer	Adopted Last review 12/2009 Review was due December 2014	The Public Health Plan will be the guiding document for the City on health and wellbeing, so this policy is no longer required.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan
Food Act 2008 (3.8.10)	Senior Public Health Officer	Adopted Last review 03/2014 Review was due March 2019	This policy replicates existing legislation (Food Act 2008). The legislative requirements will be reviewed and if necessary an internal procedure drafted.	Recommended for repeal at 20 October 2020 OMC, on adoption of Public Health Plan

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Shade and Sunsmart (3.8.11)	Senior Public Health Officer	Adopted Last review 08/2016	Review proposed for August 2021 when developing the Sun Protection Policy for the City.	August 2021
Mobile Food Vendors - Vending Vincent (3.8.12)	Senior Public Health Officer	Adopted 08/2016 Last review 2019	Under review – policy has been amended and community consulted	Outcomes of consultation and amended policy presented to 20 October OMC.
Closed Circuit Television (3.9.12)	Manager Ranger Services	Adopted 13/04/2010 Review was due April 2015	This policy is being reviewed as part of the new CCTV Strategy. Proposing to report back to Council in December this year to align with the CCTV Strategy. – being developed.	Present outcome of review to CW February 2021
Community Funding (3.10.11)	Manager Marketing and Partnerships	Adopted 23/01/2007 Last Review 27/06/2017, further amendments July and September 2018	Amendments to the policy were approved by Council in July 2020. Amended policy is being advertised	Present outcomes of advertising to Council in October 2020
Library Collection Management (3.11.1)	Manager Customer and Library Services	Adopted 13/05/2014	Under review	Present outcomes of review October 2020
Local History Collection Management (3.11.2)	Manager Customer and Library Services	Adopted 13/05/2014	Under review	Present outcomes of review October 2020
Student Citizenship Awards (4.1.02)	Manager Marketing & Communications	Adopted 11/1997 Review was due February 2018	This is an administrative function that is facilitated in liaison with the Office of the Mayor. This program is budgeted for in	Recommended for repeal

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## CONNECTED COMMUNITY



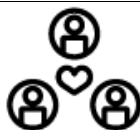
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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
			the 'Youth Budget' which is allocated as part of the annual budget process.	
Community Consultation (4.1.05) Appendix 1, Appendix 2, Appendix 3, Appendix 4, Appendix 5, Community Consultation Guidelines	Manager Policy and Place	Adopted 25/09/2001 Last review 22/07/2014 Review was due July 2019	Project re-scoped to align with marketing and communications review. Next step is to host a Council Workshop to clarify the problem definition. Original project scope not met due to recruitment delays as a result of COVID and inability to hold community workshops. Still to be delivered this financial year.	July 2021
Precinct groups (4.1.6)	Manager Community Partnership	Adopted 28/07/1997 Last review 01/02/2010 Review was due 01/02/2015	The content is operational. The City's Community Funding Policy ensures that financial support is available to community groups and clubs through waiving of fees and through the pool of funding allocated for donations and grants. The proposed Property Management Framework also provides an avenue for City tenants.	Recommended for repeal in October.
Disaster Appeals - Donations and Assistance (4.1.27)	Executive Manager Financial Services	Adopted 22/11/2005 Last review 04/04/2018	This policy sets out appropriate financial limits to financial and non-financial support for disaster appeals. Policy amounts are updated to reflect CPI to July 2017. Review scheduled July 2021	July 2021

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Recognition of Ratepayers - Residents - Centenary Birthday - Golden Wedding Anniversary (4.1.28)	Manager Marketing & Communications	Adopted 23/07/2007 Last review 28/02/2012 Review was due 28/02/2017	This policy is outdated, does not represent current practice and does not align with the City's current method of recognition.  Civic processes are initiated by the Office of the Mayor and supported by administration. Budget is allocated as part of the annual budget process.  The current practice is operational, and a documented policy position is unnecessary.	Recommended for repeal in October.
Advisory Groups (4.2.12)	Policy and Place	Adopted 09/02/2010 Last review 11/10/2011 Review was due October 2016	The review is occurring as part of the community engagement review in 20/21.	July 2021
Multicultural Plan 2013-2017	Manager Marketing & Communications	2013		TBC
Reconciliation Action Plan 2019 - 2021   Innovate	Manager Marketing & Communications	2019	Develop a new RAP.	2021
Public Health Plan	Senior Public Health Officer	Currently being developed	Currently being developed and consulted on	Present to Council at October 2020 OMC for adoption

# Policy Document Register and Review Plan



## THRIVING PLACES



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

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Economic Development Strategy 2011 - 2016	Manager Policy & Place	November 2010	Currently under review to be finalised following progression of Vincent Rebound Plan.	2021/22
Affordable Housing Strategy	Manager Policy & Place	24/2/2009	Review scheduled for 2024/25. It would be most appropriate to undertake this review at the same time as the Local Planning Strategy Review.	2024/25
Street Trees (2.1.2)	Manager Parks & Urban Green	Adopted 22/05/2007 Last review 22/05/2018	Next review – May 2022	May 2022
Memorial in Parks and Public Reserves (2.1.5)	Manager Parks & Urban Green	Adopted 22/08/1997 Last review 09/02/2010 Review was due February 2015	Review is scheduled for November 2020	Present outcome of review to CW February 2021
Verge Treatments Plantings and Beautification (2.2.4)	Manager Parks & Urban Green and Manager Engineering	Adopted 14/08/2007 Updated 21 August 2018	Update not required currently. Next review 2022	2020
Truncations (2.2.6)	Manager Engineering	Adopted 08/05/2007 Last review 28/02/2012 Review was due February 2017	Requires review. Sections of Policy now covered by State Planning Act and Main Roads Act.	July 2021

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Laneways and Rights of Way (2.2.8)	Executive Manager, Corporate Strategy and Governance & Manager Engineering	Adopted 22/09/1997 Last Review 9/04/2013 Last amendment 5/03/2019 Review was due February 2018	The process and criteria for laneway naming will be reviewed by June 2021, which will include the clauses relating to the use of Noongyar words for naming rights of ways. Administration will consider whether a separate policy to deal with laneway naming is more appropriate.  A review of the balance of the policy will occur by June 2022.	June 2021 & June 2022
Stormwater Drainage Connections (2.2.10)	Manager Engineering	Adopted 22/09/1997 Review was due February 2018	Review required.	December 2021
Parklets (2.2.13)	Manager Policy & Place	Approval to advertise amendments to this policy was carried at OMC 5 March 2019.	Review and amendment currently underway.	Present outcome of review to CW February 2021
Hiring of Banner Poles and Displaying Promotional Banners (3.10.1)	Manager Marketing and Partnerships	Adopted 12/09/2000 Last review 22/10/2005 Review was due November 2010	The City no longer hires the banner poles. Community signage may be displayed in accordance with the City's Signs and Advertising policy.	Recommended for repeal October 2020
Access and Equity (3.10.2)	Manager Marketing and Partnerships	Adopted 25/06/2002 Last review 01/02/2010	Under review – proposed presentation to Council Workshop October 2020	October 2020

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<a href="#">Street Activation Policy (3.10.3)</a>	Manager Marketing and Communications	Adopted 13/11/2018	Next review 13/11/2022	November 2022
<a href="#">Art Collection Policy (3.10.7)</a>	Manager Marketing and Communications	Adopted 09/02/2015 Last Review 22/08/2017	Next review 22/08/2021	August 2021
<a href="#">Public Art (3.10.8)</a>	Manager Marketing and Communications	Adopted 22/08/2017 Last	Next review 22/08/2021	August 2021
<a href="#">Public Murals (3.10.9)</a>	Manager Marketing and Communications	Adopted 13/09/2011 Last review March 2017	Next review March 2021	August 2021
<a href="#">Flying and Displaying of Flags and Banners (4.1.09)</a>	Manager Ranger Services	Adopted 14/10/1996 Last review 22/02/2011 Review was due in February 2016	Policy requires review.	July 2021
<a href="#">Temporary Accommodation (7.4.5)</a>	Manager Policy & Place	Adopted 26/02/2015 Amended 19/20	Currently under review. Name changing to Short Term Accommodation.	Present outcome of review to CW February 2021
<a href="#">Education and Care Services (7.5.3)</a>	Manager Policy & Place	Adopted 27/03/2001 Amended 12/03/2013 Review was due March 2018	This policy is not providing sufficient guidance in its current form; a significant portion of the policy is duplicated in the Education and Care Services National Regulations 2012. Review scheduled for 2022/23	2022/23

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## THRIVING PLACES



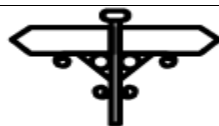
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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Licensed Premises (7.5.7)	Manager Policy & Place	Adopted 11/03/2014 Review was due Due 17/03/2020	Review scheduled for 23/24.	2023/24
Home Business Home Occupation Home Office and Home Store (7.5.9)	Manager Policy & Place	Adopted 23/09/2014 review was due 23/09/2019	Review originally scheduled for 20/21. This will not be met as a result of recruitment delays due to COVID. Now scheduled to be delivered in 21/22.	2021/22
Percent for Public Art (7.5.13)	Manager Policy & Place	Adopted 24/08/1998 Amendment 22 September 2015	Currently under review.	Present outcome of review to CW February 2021
Consulting Rooms Policy (7.5.22)	Manager Policy & Place	Adopted 21/11/2006 amended 12/03/2013 Review was due March 2018	Currently under review.	July 2021.
Disability Access and Inclusion Plan 2017 – 2022	Manager Marketing & Communications	2017		
Art Development Action Plan 2018-2020	Manager Marketing & Communications		Currently being developed.	

# Policy Document Register and Review Plan



## SENSITIVE DESIGN



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

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Local Planning Scheme No. 2 (As amended)	Manager Policy & Place	2018	Review scheduled for 24/25	2024/25
Local Planning Strategy	Manager Policy & Place	2018	Review scheduled for 24/25	2024/25
Built Form (7.1.1)	Manager Policy & Place	Amendment 2 complete 19/20	Currently researching and scoping Amendment 3 as a result of State Government planning reform changes. Amendment 2 progressing through WAPC.	2021
Aged or Dependent Persons Dwellings (7.4.2)	Manager Policy & Place	Adopted 27/03/2001 Amended 12/02/2013 Review was due December 2015	Review scheduled for 21/22. However, this policy is not urgent enough to be reviewed as a high priority. Proposed to shift to 2022/23.	2022/23
Encroachments Over Crown Lands (7.4.9)	Manager Policy & Place	Adopted 14/04/2009 No amendment documented	Review originally scheduled for 21/22. However, this policy is not urgent enough to be reviewed as a high priority. Proposed to shift to 2022/23.	2022/23
Minor Nature Development (7.5.1)	Manager Policy & Place	Minor Amend 19/20	Currently under review. Relies on timing of State Government planning reform so may be completed late 2020 or early 2021.	2020/21

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Signs and Advertising (7.5.2)	Manager Policy & Place	Adopted 20/11/2001 Amended 30/08/2011	Review scheduled for 21/22	2021/22
Substantial Commencement of Development (7.5.4)	Manager Policy & Place	Adopted 27 August 2013 Review was due August 2018	Review scheduled for 20/21. This will not be met as a result of recruitment delays due to COVID. Now scheduled to be delivered in 22/23. Not urgent enough to be delivered as a priority next year.	2022/23
Domestic Satellite Dishes Microwave Antennae and Tower Masts (7.5.5)	Manager Policy & Place	Adopted 21/03/2001 Amended 23/03/2010	Review scheduled for 22/23.	2022/23
Telecommunication Facilities (7.5.6)	Manager Policy & Place	No adoption date or amendment date documented	Review scheduled for 23/24.	2023/24
Temporary Viewing Platform (7.5.8)	Manager Policy & Place	Adopted 8/04/2014 Review was due April 2017	Review scheduled for 22/23.	2022/23
Sustainable Design (7.5.10)	Manager Policy & Place	Adopted 22/03//2011	Review scheduled for 21/22	2021/22
Character Retention and Heritage Areas (7.5.15)	Manager Policy & Place	Adopted 22/09/2015 Review was due December 2017 Commenced 19/20	Currently being amended to incorporate Mt Hawthorn.	Present outcome of review to CW February 2021

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Amalgamation Condition On Planning Approvals (7.5.19)	Manager Policy & Place	Adopted 23/05/2006 Amended 19/20	Review scheduled for 23/24.	2023/24
Street Addressing (7.5.20)	Manager Policy & Place	Adopted 27/03/2001 Amended 14/07/2009 Review was due July 2014	Review scheduled for 24/25.	2024/25
Sound Attenuation (7.5.21)	Manager Policy & Place	Adopted 23/05/2006 Amended 24/07/2012	Review scheduled for 24/25.	2024/25
Construction Management Plans (7.5.23)	Manager Policy & Place	Adopted 26/10/2010 amended 24/06/2014 review was due June 2019	Review scheduled for 23/24.	2023/24
Heritage Management - Development Guidelines for Heritage and Adjacent Properties (7.6.1)	Manager Policy & Place	Adopted 27/06/2006 Reviewed 8/10/2013 review was due July 2015	Review originally scheduled for 20/21. Unlikely to be met this financial year due to other policies like Built Form and Minor Nature Development taking priority. These nine policies are a major body of work and should be undertaken simultaneously.	2022/23

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Heritage Management - Assessment (7.6.2)	Manager Policy & Place	Adopted 17/01/2006 Last reviewed 10/07/2012 Review was due July 2015	As above.	2022/23
Trees of Significance (7.6.3)	Manager Policy & Place	Adopted 27/03/2001 Last reviewed 25/06/2013 review was due June 2018	As above.	2022/23
Heritage Management - Interpretation (7.6.4)	Manager Policy & Place	Adopted 21/12/2005 Last Review 10/07/2012 review was due July 2015	As above.	2022/23
Heritage Management - Amending MHI (7.6.5)	Manager Policy & Place	Adopted 21/06/2006 Last reviewed 30/06/2015 review was due July 2017	As above.	2022/23
Heritage Management - The Heritage List MHI (7.6.6)	Manager Policy & Place	Adopted 22/11/2005	As above.	2022/23
Heritage Management - Bonuses (7.6.7)	Manager Policy & Place	Adopted 11/06/2006	As above.	2022/23
Heritage Management - Enquiries (7.6.8)	Manager Policy & Place	Adopted 11/06/2006	As above.	2022/23

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<a href="#">Heritage Assistance Fund (7.6.9)</a>	Manager Policy & Place	Adopted 05/04/2016 Review is due April 2021	As above.	2022/23
<a href="#">Heritage Strategic Plan 2013 – 2017</a>	Manager Policy & Place	2013	Review scheduled for 22/23.	2022/23

# Policy Document Register and Review Plan



## INNOVATIVE AND ACCOUNTABLE



We have a significant role to play in supporting our community to realise its vision. To achieve this, we will be an innovative, honest, engaged and responsible organisation that manages resources well, communicates effectively and takes our stewardship role seriously.

Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Asset Management Strategy	Executive Director Infrastructure and Environment		Asset Management and Sustainability Strategy 2020-2030 is currently being developed.	
Information and Communications Technology - Conditions of Use (1.1.1)	Executive Manager Information and Communication Technology	Adopted 13/06/2000 Last review November 2010 Review as due in November 2015	This policy should be repealed. Content updated and moved to Code of Conduct and procedure. Proposed repeal with adoption of updated Code of Conduct for staff and Code of Conduct for Elected Members. October / November 2020	October / November 2020
Terms of Lease (1.2.1)	Executive Manager, Corporate Strategy and Governance	Adopted 11/10/1999 Last review 01/02/2010	Property Management Policy is proposed to replace this policy	Recommended for repeal at December 2020 OMC
Code of Tendering (1.2.2)	Executive Manager Financial Services	Adopted 11/07/2000 Last reviewed November 2010 Review was due in November 2015	A contract management policy is being developed which will replace this policy.	February 2021.
Purchasing Policy (1.2.3)	Executive Manager Financial Services	Adopted 06/03/2018	Currently under review to bring in line with amendments to the <i>Local Government (Functions and General) Regulation 1996</i> to increase the tender threshold to \$250,000 presentation  Review presented at September OMC, recommended for advertising.	Outcomes of advertising will be presented to December 2020 OMC

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Investment Policy (1.2.4)	Executive Manager Financial Services	Adopted 4/02/1997 Amended 06/12/2017	The Investment Guidelines have been updated. The Policy content aligns with current practices. Next review is due 6/12/2022	December 2022
Corporate Credit Cards (1.2.8)	Executive Manager Financial Services	Adopted 30/04/2019	Next review - April 2021	April 2021
Rates and Service Charges (1.2.12)	Executive Manager Financial Services	Adopted 08/06/2010 Review was due June 2015	Review required.	July 2021.
Recovery of Debts Rates and Service Charges (1.2.13)	Executive Manager Financial Services	Adopted 08/06/2010 Review was due in June 2015	Review required.	July 2021.
Asset Management (2.2.12)	Manager Engineering	Adopted 10/03/2009 Review was due March 2015	To be reviewed as part of the review of the Strategy	
Policy Manual - Adoption and Review (4.1.01)	Executive Manager, Corporate Strategy and Governance	Adopted 23/01/2007 Last review February 2012	New policy being advertised and will be presented to December 2020 OMC	December 2020
Customer Service Complaints (4.1.03)		Adopted 27/09/2005	Review scheduled as part of the customer service charter review	July 2021

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
	Library and Customer Service	Last review November 2010 Review was due in November 2015		
Freedom of Information Requests (4.1.04)	Executive Manager Information and Communication Technology	Adopted 14/04/1998 Last reviewed 04/04/2018	Next review 04/04/2022	April 2022
Organisational Structure and Designation of Senior Employees (4.1.7)	Executive Manager, Corporate Strategy and Governance	Adopted 09/02/2010 Last review 05/03/2019	Next review 05/03/2023	March 2023
Nuclear Free Zone (4.1.08)	Executive Manager, Corporate Strategy and Governance	Adopted 24/07/1995 Last reviewed 04/04/2018	Next review 04/04/2022	April 2022
Execution of Documents Policy	Executive Manager, Corporate Strategy and Governance	Adopted 04/11/2003 Reviewed 2020 Updates adopted 15/09/2020	Next review 15/09/2024	September 2024
Council Logo (4.1.11)	Manager Marketing and Communications	Adopted 4/11/2003	Review due.	December 2021.

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		Last review 26/02/2013 Review was due in February 2018		
Vehicle Management (4.1.16)	Manager Engineering	Original Policy adopted 22/09/1997 Amended 10/06/2008 Last review 28/09/2010 Review was due in February 2015	Review due.	December 2021.
Fraud and Corruption Prevention Policy (4.1.17)	Executive Manager, Corporate Strategy and Governance	Adopted 26/02/2013	Review is occurring as part of the development of the City's fraud management plan, which is scheduled to be completed by December 2020.	Present outcome of review to CW February 2021
Naming of City Facilities (4.1.18)	Policy and Place	Adopted 22/09/1997 Last review 26/02/2013 Review was due February 2018	Review required.	December 2021.

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<a href="#">Social Media Protocol (4.1.20)</a>	Manager Marketing and Communications	Adopted 28/02/2012 Last review 23/10/2012 Review was due October 2017	Review required It is proposed that this policy will be combined with <a href="#">Media (4.1.25)</a> . as part of the review Need to review and check that the policy aligns with <a href="#">WALGA's updated social media guidelines</a>	December 2021.
<a href="#">Prosecution and Enforcement (4.1.22)</a>	Manager Built Environment and Wellbeing	Adopted 22/02/2005 Last review 01/02/2010 Review was due February 2015	Review occurring.	July 2021
<a href="#">State Administrative Tribunal (4.1.23)</a>	Executive Director Strategy and Development	Adopted 24/05/2005 Last review 01/02/2010 Review was due February 2015	The policy sets out the procedure for Administration to deal with SAT appeals. and is consistent with current SAT practices and requirements. Therefore a review is not a priority, and will occur in 2021/22.	July 2022.
<a href="#">Media (4.1.25)</a>	Manager Marketing and Communications	Adopted 23/01/2007 Last review 25/05/2010 Review was due May 2015	Review required It is proposed that this policy will be combined with <a href="#">Social Media Protocol (4.1.20)</a> as part of the review	December 2021.

# Policy Document Register and Review Plan



## INNOVATIVE AND ACCOUNTABLE



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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Civic Functions - hospitality etc. (4.1.29)	Manager Marketing and Communications	Adopted 8/07/1996 Last review 28/02/2012 Review was due February 2017	Under review	July 2021.
Recognition of Noongar Boodjar Culture and History through Welcome to Country and Acknowledgement of Country (4.1.30)	Manager Marketing and Partnerships	Adopted 11/2010 Last review 06/2018	Next review – June 2022	June 2022
Privacy Management (4.1.31)	Executive Manager, Corporate Strategy and Governance	Adopted 11/2010 Review was due November 2015	Review is required - scheduled for early 2021	Present outcome of review to CW July 2021
Sponsorship to the City (4.1.32)	Marketing and Partnerships	Adopted 11/2010 Review was due November 2015	Review scheduled	July 2021.
Third Party Mediation - Citizens Advice Bureau (4.1.33)	Executive Manager Corporate Strategy and Governance	Adopted 10/05/2011 Last review 04/04/2018	Next review – 04/04/2022	April 2022
Active Citizens Award Policy (4.1.35)	Manager Marketing and Partnerships	Adopted 27/08/2013 Review was due 27/08/2018	The City no longer runs these awards. An annual Christmas event is hosted by the Mayor to recognise community members and volunteers.	Recommended for repeal October 2020

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
Legal Representation for Council Members and Employees (4.2.01)	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2002, Last review 04/04/2018	Next review – 04/04/2022	April 2022
Council Meetings - Preserving Order (4.2.02)	Executive Manager Corporate Strategy and Governance	Adopted 27/06/2006 Last review 28/02/2012 Review was due 28/02/2019	The content of this policy is addressed in the City's Meeting Procedures Local law - recommended for repeal.	Recommended for repeal October 2020
Council Members Requests - Contact with City Employees (4.2.05)	Executive Manager Corporate Strategy and Governance	Adopted 09/04/1996 Last review 22/04/2008 Review was due 22/04/2013	This policy will be reviewed as part of the annual review of the Governance Framework.	November 2021
Council Members - Allowances etc. (4.2.07)	Executive Manager Corporate Strategy and Governance	Adopted 23/07/2002 Last review 06/03/2018	Next review – 06/03/2021. Recommended for early review in response to the City of Perth Inquiry findings.	Present outcome of review to CW February 2021
Council Members and Employees Business Dealings with the City (4.2.10)	Governance / HR	Adopted 28/06/2005 Last review 01/02/2010	Review occurring over the next four months	Present outcome of review to CW February 2021

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
		Review was due 01/02/2015		
Local Government Elections (4.2.14)	Executive Manager Corporate Strategy and Governance	Adopted 12/02/2014 Review was due February 2018	Will review prior to next election. Commence review February 2021	Present outcome of review to CW June/July 2021
Council Member Contact with Developers (4.2.15)	Executive Manager Corporate Strategy and Governance	Adopted 02/06/2015 Last review 18/10/2016	Next review – 18/10/2020	Present outcome of review to CW February 2021
CEO Annual Performance Review (4.2.16)	Executive Manager Human Resources	Adopted 14/11/2017	Next review – 14/11/2020	Present outcome of review to CW February 2021
Council Election Period Policy	Executive Manager Corporate Strategy and Governance	Adopted 20/08/2019	Next review – 20/08/2023	August 2023
Council Proceedings - Recording and Web Streaming Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	Next review – 16/06/2025	June 2025
Elected Members Continuing Professional Development Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	This policy must be reviewed after each ordinary election.	October 2021
Risk Management Policy	Executive Manager Corporate Strategy and Governance	Adopted 16/06/2020	Next review – 16/06/2025	June 2025
Meeting Procedures Policy & supporting guidelines: <ul style="list-style-type: none"> <li>Electronic Meeting Guidelines</li> </ul>	Executive Manager Corporate Strategy and Governance	Adopted 15/09/2020	Next review – 24/09/2024 (Policy) Electronic Meeting Guidelines requested review December 2020	Policy – 2024 Electronic Meeting Guidelines - December 2020

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Policy Document	Responsible Officer	Adoption and last review date	Review Comments and Plan	Proposed Review Date
• <a href="#">Council Briefing Guidelines</a>				
Workforce Plan	Executive Manager Human Resources		The Workforce Plan is a 1-year plan for the 2020/2021 financial year. A 5-year workforce plan will be developed by February next year.	February 2021
Asset Management Plan	Manager Engineering		TBC	TBC

# Policy Document Register and Review Plan



## Repealed policies

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

# Policy Document Register and Review Plan



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