

Policy number	Policy 002
Policy title	Review of decisions
Strategic outcomes supported	CL8 – Visionary civic leadership with sound and accountable governance that reflects objective decision making.

POLICY OBJECTIVE:

To provide for review of decisions made under the policies of Council.

POLICY SCOPE:

This policy applies in respect of the review of decisions made by the CEO and other officers of the Town under the Policies of Council.

This policy does not apply if:

- (a) a statutory process for review or appeal exists the State Administrative Tribunal or a court in respect of a decision;
- (b) the decision is made by a panel, committee, working group or similar body established by a Policy.

DEFINITIONS:

a person includes:

- a. An owner or occupier of property within the Town
- b. An employee or agent of an owner or occupier of property within the Town
- c. A body corporate.

but does not include an employee of the Town seeking a review of a decision relating to their employment.

Policy means a policy adopted by Council under section 2.7 of the *Local Government Act 1995*. This does not include management practices or local planning policies made under the *Planning and Development (Local Planning Scheme) Regulations 2015*.

POLICY STATEMENT:

1. A person objecting to or aggrieved by a decision made by the CEO or an officer under a Policy of Council may have that decision reviewed.
2. In providing notice of a decision made under a policy, that notice of decision must contain information explaining that a person can seek to have that decision reviewed under this policy.
3. Requests for a review of a decision are to be submitted in writing, in the form determined by the CEO, clearly

stating the grounds for the review.

4. A request for review of a decision must be made within 20 working days of the original decision being communicated to the person.
5. Every request of review will be referred to, and determined by, the decision maker's immediate supervisor and where the CEO is the decision maker, the Council.
6. Where a request for review is received the Town will use its best endeavours to resolve the review within 20 working days.
7. The CEO shall establish a management practice, which shall be made publically available, to set out the relevant administrative matters relating to this policy.

RELATED DOCUMENTS:

[Local Government Act 1995 \(WA\)](#)

Policy manager	Manager – Governance and Strategy
Responsible officers	Governance Officer - Compliance
Approval authority	Council
Next Evaluation Date	

REVISION HISTORY

Version	Approved, Amended, Rescinded or Reviewed	Date	Authority	Resolution Number	Key Changes/Notes
1	Approved	28/09/1999	Council	-	Item 4.1
1	Reviewed	15/08/2006	Council	-	Item 4.1
1	Reviewed	09/07/2013	Council	-	Item 10.1
1	Reviewed	11/08/2015	Council	-	Item 10.1
2	Reviewed and Amended	20/08/2019	Council	148/2019	Item 10.1
3	Reviewed and Amended				