

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

## POLICY OBJECTIVE:

To provide for ~~appeals-review of decisions made under~~ against the policies of Council.

## POLICY SCOPE:

This policy applies ~~to the policies of the Town 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;
- (a)(b) the decision is made by a panel, committee, working group or similar body established by a Policy.

## DEFINITIONS:

**a person** ~~means~~ includes:

- a. An owner or occupier of property within the Town
- b. An ~~employee or authorised~~ agent of an owner or occupier of property within the Town
- ~~c. An employee of an owner or occupier of property within the Town~~
- c. An employee of the Town

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 appeal against that policy 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.

- ~~1. Any person other than those listed above may object to any Town policy but such objection shall be restricted to the wording or formulation of the policy, not its intent.~~
- ~~3. Appeals and objections~~ 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 appeal or objection review.
- ~~2.4.~~ 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 appeal 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.
- ~~3.7.~~ The CEO shall establish a management practice, which shall be made publically available, to set out the relevant administrative matters relating to this policy. ~~Council.~~

## RELATED DOCUMENTS:

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

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

## 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
<u>3</u>	<u>Reviewed and Amended</u>				