

Policy number	Policy 002
Policy title	Review of decisions
Strategic outcomes supported	CL3 - Accountability and good governance

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 Chief Executive Officer (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 in 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.

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 publicly available, to set out the relevant administrative matters relating to this policy.

Related documents

Responsible officers	Coordinator Governance and Strategy
Policy manager	Manager Governance and Strategy
Approval authority	Council
Next evaluation date	April 2025

Revision history

Version	Action	Date	Authority	Resolution number	Report number
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	18/08/2020	Council	489/2020	Item 15.1
4	Reviewed and amended	20/04/2021	Council	78/2021	Item 15.4
5	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
6	Administratively amended	24/08/2023	Delegation		