

Policy Making Policy 2025

POL036



Policy No:	POL036
Policy Title:	Policy Making Policy
Section Responsible:	Executive Services
Minute/Ref No:	25/152
Doc ID:	8373

1. INTENT

The purpose of this policy is to provide guidelines for development of all Narrandera Shire Council (NSC) policies.

2. SCOPE

Applicable to all policies developed on behalf of NSC.

3. OBJECTIVE

To develop and standardise procedures for the preparation of Policies and Practices in accordance with the NSW Local Government Act 1993.

4. POLICY STATEMENT

1. To allow public consultation in relation to the adoption of policies that affect the public in their dealings with Council.
2. To adopt Council practices that standardise internal procedures.

5. PROVISIONS

5.1 EXTERNAL POLICIES

1. Council shall resolve to prepare a policy, or staff shall prepare a draft policy or review an existing policy with significant edits.
2. The draft or revised policy shall be submitted to Council for consideration in accordance with the External Policy Development & Review Process.
3. If a policy is considered to be of significance that requires community consultation, Council shall:
 - resolve to place the draft policy on public exhibition to allow public consultation.
 - further resolve to deem the policy as adopted should no submissions be received from the community at the conclusion of the exhibition period.

4. If a policy requires public consultation, an appropriate notice entitled “Draft Policy” shall be advertised for a minimum of 21 days in Council’s monthly newsletter and on Council’s website.
5. In the event of submissions from the public, a report will be prepared with consideration to submission content and submitted for Council’s consideration as soon as possible after the closing period.
6. External policies will be uploaded to Council’s website.

5.2 INTERNAL POLICIES

1. Internal policies create a standard method for dealing with matters associated with Council business.
2. Public notice is not required for policies relating to internal administrative procedures.
3. Depending on the nature of the practice, internal policies must be approved by the Executive Leadership Team (ELT), the General Manager, or the Council.
4. The ELT shall resolve to prepare a policy, or staff shall prepare a Draft Policy or review of an existing policy with significant edits.
5. The Draft Policy shall be submitted to ELT for consideration in accordance with the Internal Policy Development & Review Process.
6. If the policy is considered to be of significance that requires staff consultation, the ELT shall:
 - resolve to submit the Draft Policy to the Consultative Committee and/or the Health & Safety Committee and be placed on internal exhibition to allow staff consultation.
 - further resolve to deem the Draft Policy as adopted should no submissions be received from staff at the conclusion of the exhibition period.
7. If a policy requires staff consultation, an appropriate notice entitled “Draft Policy” shall be placed in Council’s internal Communique and advertised for a minimum period of 21 days.
8. In the event of submissions from staff, a report will be prepared with consideration to submission content and submitted for ELT’s consideration as soon as possible after the closing period.

5.3 LOCAL POLICIES CONCERNING APPROVALS AND ORDERS

Local policies concerning approvals and orders shall be prepared, exhibited, and adopted as per Part 3 Adoption of Local Policies Concerning Approvals and Orders of the Local Government Act 1993.

5.4 REVOKING A LOCAL POLICY (APPROVALS AND ORDERS)

In accordance with Part 3 Section 165(4) of the NSW Local Government Act 1993, a local policy (other than a local policy adopted since the last general election) is automatically

revoked at the expiry of twelve (12) months after the declaration of the poll for that election.

Public notice to be given on local Policies that are revoked other than those local policies which are revoked through Section 165(4) of the Local Government Act.

5.5 POLICY REGISTER

When Council resolves to adopt a new policy or alter an existing policy, a copy of the policy will be distributed to the relevant Council Officers, together with the registration of the policy in the Council's Policy Register.

6. DEFINITIONS

- **NSC:** Narrandera Shire Council
- **ELT:** Executive Leadership Team

7. ROLES AND RESPONSIBILITIES

7.1 GENERAL MANAGER

- The General Manager is authorised, pursuant to Section 377 of the Local Government Act 1993, to allow a matter that does not conform with a policy to proceed, if the General Manager is of the opinion that the variation from the Policy is of a minor nature. Significant variations from the Policy should be referred to Council for determination.

8. RELATED LEGISLATION

- Local Government Act 1993
- Any other Act or Regulation as stated within individual policies.

9. RELATED POLICIES AND DOCUMENTS

- REGISTER – Policy Documents (MagiQ #506092)
- PROCEDURE Policy Development & Review Process – Internal (#532499)
- PROCEDURE Policy Development & Review Process – External (#532497)
- WORK INSTRUCTION - Create or Review Council Policies (#684043)
- WORK INSTRUCTION - Finalise Policies (#680150)

10. VARIATION


Council reserves the right to review, vary or revoke this policy in accordance with legislation, regulation and award changes, where applicable. Council may also make changes to this policy and the relevant procedures from time-to-time to improve the effectiveness of its operation.

11. PREVIOUS VERSIONS

Reference to a superseded policy number and/or name is also considered a reference to the new policy number. This policy was previously named:

- ES140 Policy Making Policy
- S5040 Policy Making Policy

POLICY HISTORY

Responsible Officer	General Manager		
Approved by	General Manager		
Approval Date	21 August 20252		
GM Signature <i>(Authorised staff to insert signature)</i>			
Next Review	01 July 2029		
Version Number	Endorsed by ELT	Endorsed by Council	Date signed by GM
1 Adopted	-	-	18/10/2005
2 Reviewed	-	17/02/2009	21/04/2009
3 Reviewed	12/04/2021	-	22/06/2021
4 Reviewed	23/05/2024	23/05/2024	12/06/2024
5 Reviewed	03/07/2025	19/08/2025	21/08/2025

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12. Acknowledgement of Training Received

I hereby acknowledge that I have received, read, and understood a copy of Council's Policy Making Policy.	
Employee Name	
Position Title	
Signature	
Date	