

Policy on Policy Making

2025

INFORMATION ABOUT THIS DOCUMENT

Date Adopted by Council		Resolution No.	
Document Owner	Manager Governance		
Document Development Officer	Manager Governance		
Review Timeframe	All policies are to be reviewed within a 4 year period.		
Last Review Date:	February 2025	Next Scheduled Review Date	February 2029

Document History

Doc No.	Date Amended	Details/Comments eg Resolution No.
UINT/25/405	20/02/2025	Document created - no reviews
Rev 1	25/02/2025	Prepared for Ordinary Meeting 25 February 2025

Further Document Information and Relationships

List here the related strategies, procedures, references, policy or other documents that have a bearing on this Policy and that may be useful reference material for users of this Policy.

Related Legislation*	<ul style="list-style-type: none"> Local Government Act 1993 (NSW) Local Government (General) Regulation 2021
Related Policies	NIL
Related Procedures/ Protocols, Statements, documents	NIL

Note: Any reference to Legislation will be updated in the Policy as required. See website <http://www.legislation.nsw.gov.au/> for current Acts, Regulations and Environmental Planning Instruments.

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1. OBJECTIVES

This policy establishes Uralla Shire Council’s standards for policy development and review to ensure consistent, high quality policy documents which are readily accessible and understood by Council Officers and the community.

2. SCOPE

This policy applies to all Council Officers (including Councillors, contractors, subcontractors, volunteers, and work experience students) and Committee Members.

3. DEFINITIONS

Council	Uralla Shire Council
Council Officer	A person authorised in writing by Council to undertake duties for Council (including Councillors, Council’s employees, contractors, subcontractors, and delegates of Council).
EDRMS	Council’s Electronic Document Records Management System (Content Manager)
External Policy	A formal statement of the Elected Council’s position covering the principles of its decision making in serving the community and implementing Council’s statutory responsibilities. These policies may have a direct impact on the community, Councillors, an individual or a business. A high-level, Council-wide, strategic document with an overarching statement or mandatory principle guiding Council’s intentions or objectives through decision making, which has been approved and adopted by Council.
Guideline	Complementary supporting information, advice or recommended best practice, and may allow some discretion or leeway in its interpretation, implementation or use.
Internal Policy	These policies guide how Council operates and do not have a direct impact on the community, Councillors, an individual or a business.
MANEX	Meeting of Council’s Managers and Executive Staff
Major Policy Review	This includes significant changes to an existing policy which results in a substantive change to the policy.
Minor Policy Review	This relates to minor changes to an existing policy. This could include administrative changes (for example, updating position titles, departments, Related Documents, hyperlinks and re-formatting), or could include minor changes which bring the existing document into alignment following the revision of legislation, but which does not materially change the intent or operation of the policy.
Procedure	A set of instructions to ensure consistent implementation of a policy.
Pulse	Pulse is an internally maintained Business Process Management Platform that is used to administer Council’s Delegations, Performance Management, Integrated Planning, and Policy registers.

4. STATEMENT

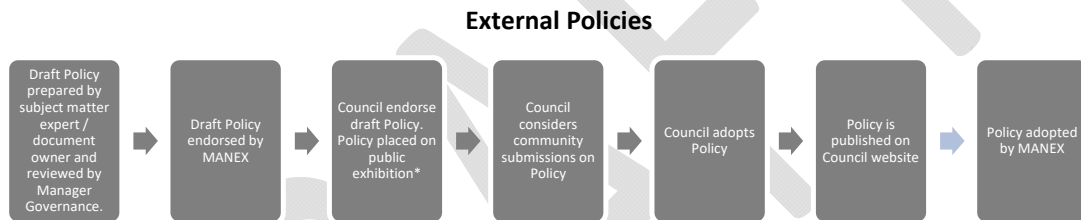
4.1. New policy development

The main purpose of formulating a policy is to establish broad guidance for Council decision making and activities, ensure compliance with statutory requirements and support operational objectives. A policy may be developed in response to current or anticipated circumstances and risks. Council will, where appropriate, adopt and implement relevant model NSW Government policies which have been prepared for local government, rather than establish distinct Council policies on the same topic.

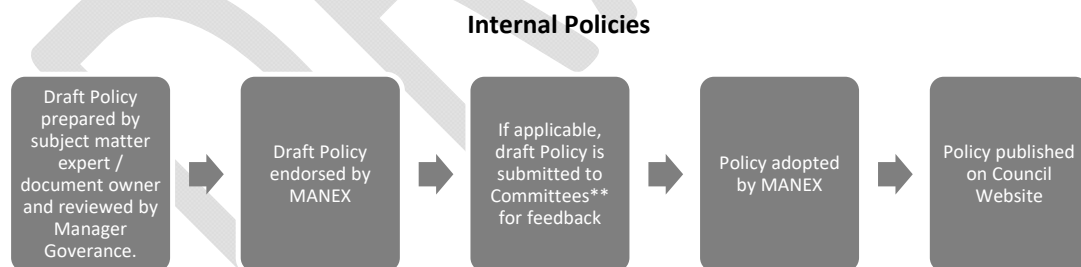
Council policies will not simply duplicate or re-state legislative requirements but, where appropriate, may expand on Council’s application of legislation.

4.2. Policy Adoption

When a policy is newly developed or has undergone a major review, the policy must be approved as per below depending upon if it is an External Policy or an Internal Policy:



*Public Exhibition is for a minimum of 28 days, unless otherwise legislated (refer to s 4.5 Consultation and Communication).



**Committees could include: the Audit, Risk and Improvement Committee, the Staff Consultative Committee, the WHS Committee, etc as relevant.

4.3. Policy Review

Policy reviews are conducted as needed by organisational or legislative needs. All policies must be reviewed at least once every Council term, (4 years) unless otherwise legislated or as determined by Council resolution.

4.3.1 Minor Policy Changes

Minor Policy Review changes are made without re-adoption. However, all Minor Policy Review changes must be submitted to MANEX for endorsement. All changes are recorded in the Version History table of the policy to ensure a clear audit trail and the policy is republished on Council's website, EDRMS, and Pulse.

Some Minor Policy Review changes may still need to go up to Council for adoption, such as the mandatory review of the Code of Conduct within the first 12 months of a new Council term.

4.3.2 Major Policy Review

Major Policy Review changes must follow the same process for Policy Adoption as set out in 4.2 of this Policy.

4.4. Policy Rescission

Should it be determined that a policy is no longer necessary or superseded, the recommendation to revoke the policy is made as follows:

- External Policy - must be revoked by Council resolution, and
- Internal Policy - must be revoked by a decision of MANEX.

4.5. Consultation and Communication

A draft External Policy is to be publicly exhibited for a minimum of 28 days, unless otherwise legislated. At a minimum, public exhibition must consist of:

- Exhibition on Council's Website; and
- A hardcopy being made available to view at Council's Administration Building and Library branches.

Public exhibition gives the community an opportunity to provide feedback on the draft policy via a submission. Submissions are accepted until the close of business of the last day of public exhibition.

A report to Council must be prepared to review and evaluate all submissions received. The report should outline any recommended amendments to the draft External Policy based on the submissions and explain the reasons for those changes. For submissions that do not result in recommended changes to the External Policy, the report must also include a brief explanation of why no changes are proposed.

4.6. Enforcement

Clause 3.1(b) of Council's Model Code of Conduct provides that Council Officials must not conduct themselves in a manner that is contrary to statutory requirements or Council's administrative requirements or policies. A breach of a policy may also constitute a breach of Council's Code of Conduct.

4.7 Policy register

Every policy adopted by the Council must be recorded in its policy register. This register should include key details for each policy, such as whether it is classified as an internal or external policy, the identity of the policy owner, and the date when the policy is next scheduled for review.

Maintaining a policy register provides several benefits. It ensures that all policies are centrally organized and easily accessible, promoting transparency and consistency across the Council. By clearly identifying the policy owner and review schedule, the register supports accountability and helps ensure policies remain current and relevant. This systematic approach also facilitates efficient policy management and compliance monitoring, ultimately contributing to better governance.

5. ROLES, RESPONSIBILITIES, AND DELEGATIONS

Roles	Responsibilities
Community	<ul style="list-style-type: none"> • Provide feedback on policies via submissions
Corporate Lead Communications and Events	<ul style="list-style-type: none"> • Publish draft policies on Council’s website for public exhibition • Publish adopted policies on Council’s website • Update policy documents on Council’s website when required
Councillors	<ul style="list-style-type: none"> • Review external policies • Endorse public exhibition of draft policies • Consider community submissions • Adopt external policies • Rescind external policies where required • Identify new policies required
Council’s Administration Centre	<ul style="list-style-type: none"> • Publicly exhibit external policies at Council’s Administration Centre during the exhibition period
Council Libraries	<ul style="list-style-type: none"> • Publicly exhibit external policies at the library branches during the exhibition period
Council Staff	<ul style="list-style-type: none"> • Adhere to Council’s policies • Where applicable provide feedback on policies • Assist with reviews as part of a policy review project team, as required
Document Owner / Subject Matter Expert	<ul style="list-style-type: none"> • Review policy in line with legislative and organisational timeframes and requirements • Ensure policy is updated to current legislation as required • The Document Owner is to complete business report for presentation to MANEX and Council

<p>Manager Governance and Service Centre</p>	<ul style="list-style-type: none"> • Is the Document Owner for this policy and is responsible for its implementation • Development of appropriate templates for policies • Maintain a Policy Register with all policies and their review dates, document owners and adoption details • Maintain the Policy folder in Council’s EDRMS • Facilitate policy reviews with document owners • Coordinate project teams for policy reviews as required • Approve the draft MANEX and Council reports relating to policies • Coordinate the Public Exhibition of policies • Ensure the Policies Register on Council’s website reflects current external policies • Communicate adopted policies to Council employees
<p>MANEX</p>	<ul style="list-style-type: none"> • Review and provide feedback on draft External Policies and draft Internal Policies • Endorse external policies to be submitted to Council for consideration for adoption • Adopt internal policies • Rescind internal policies and endorse external policies to be recommended for rescission by Council • Advise on new policies required to be developed

6. DISPUTE RESOLUTION

The General Manager is the sole interpreter of all policies, unless otherwise delegated.