

# POLICY MAKING

## ES140



# NARRANDERA SHIRE COUNCIL POLICY

<b>Policy No:</b>	<b>ES140</b>
<b>Policy Title:</b>	<b>Policy Making</b>
<b>Section Responsible:</b>	<b>Executive Services</b>
<b>Minute No:</b>	<b>09/30</b>
<b>MagiQ No:</b>	<b>8373</b>
<b>Next Review Date:</b>	<b>As required</b>

---

### **Policy Objectives**

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

### **Policy Statement**

- 1 To allow public consultation in relation to the adoption of policies that affects the public in their dealings with Council.
- 2 To adopt Council practices to standardise internal procedures that relate to how work is done within Council.

### **Procedure**

#### **Part 1**

- 1 Council shall resolve to prepare a policy or staff shall prepare a draft review of an existing policy.
- 2 The draft policy shall be submitted for Council's consideration.
- 3 Council shall resolve to place the Draft Policy on public exhibition in accordance with point 1 of the Policy Statement only if the Policy is considered to be of significance that requires community consultation.
- 4 In the event that a policy requires public consultation an appropriate notice entitled "Draft Policy" will be placed in the local newspaper and shall be advertised for a minimum period of twenty one (28) days.
- 5 A report will be prepared, with consideration to submissions, and submitted for Council's consideration, as soon as possible after the closing period for the receipt of presentations.

- 6 Following approval of the Policy by Council it will be listed on Council's policy central register and web site.

## **Part 2**

- 1 A Practice relates to internal procedures associated with administration of policy and therefore public notice is not required.
- 2 The Practice is to create a standard method for dealing with matters that are associated with Council policy.
- 3 Depending on the nature of the Practice, it will be approved by the Director, General Manager or the Council.

### Revoking a local Policy (approvals and orders)

In accordance with 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.

### **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 Central Policy Register.

### **Delegation**

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.

### ***Variation***

***Council reserves the right to review, vary or revoke this policy.***

---

### **Policy History**

Adopted	18 October 2005
Reviewed/Amended	21 April 2009