POLICY NAME	POLICY ON POLICY MAKING 2026	
Date Adopted	28 October 2026	
Resolution Number	238/26	
Policy Custodian	Director Corporate Services	
Policy Development Officer	Governance Officer	
Review Date	October 2029 (3 years from resolution date)	
Relevant Legislation	*Local Government Act 1993* *Local Government (General) Regulation 2021*	
Related Documents	All Policies & Procedures	

POLICY OBJECTIVES

This Policy establishes Tenterfield Shire Council's standards for the development and review of Policies endorsed by the Governing Body and Procedures endorsed by the General Manager and Leadership Executive Team to ensure consistent, high-quality documents which are readily accessible and understood by Councillors, Council Officers and the community.

POLICY SCOPE

This policy applies to all Council Officials.

POLICY DEFINITIONS

Definition	Meaning
Council	Tenterfield Shire Council
Council Official	Includes Councillors, members of staff of a Council, administrators, Council committee members, delegates of Council.
Delegates of Council	A person (other than a Councillor or member of staff of Council) or body, and the individual members of that body, to whom a function of the Council is delegated.
ALTUS	Council's Electronic Document Records Management System (Content Manager).
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.
Procedure	A set of instructions to ensure consistent implementation of a Policy.
LET	Meeting of Council's Leadership Executive Team

Major Policy Review	A review of an existing Policy that results in substantial amendments which materially change the Policy's purpose, scope, obligations, responsibilities, decision-making arrangements or impact on the community, stakeholders or Council employees.
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).

POLICY STATEMENT

Development of new Policies and Procedures

The main purpose of formulating a Policy or Procedure is to establish broad guidance for Council decision making and activities, ensure compliance with statutory requirements and support operational objectives. Policies and procedures 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 and Procedures will not simply duplicate or re-state legislative requirements but, where appropriate, may expand on Council's application of legislation.

Policy and Procedure Adoption

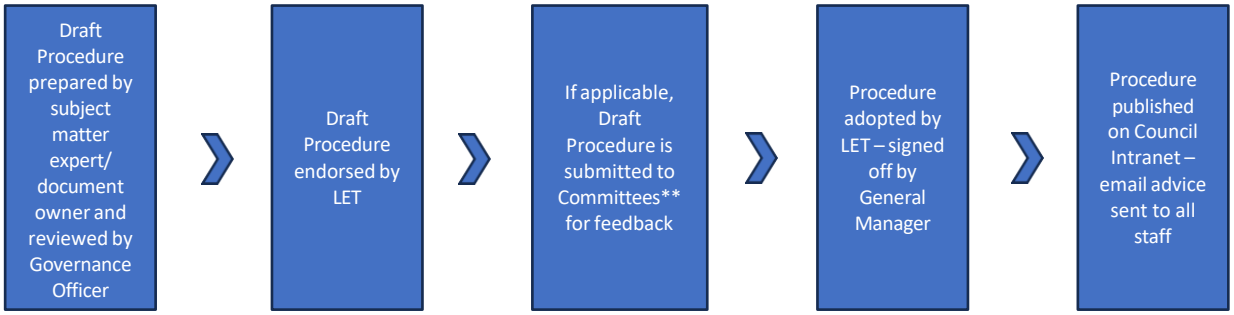
When a policy or procedure is newly developed or has undergone a major review, the policy must be approved as per below depending upon if it is a policy or procedure.

Policies



*External Policies are placed on Public Exhibition for a minimum of 28 days, unless otherwise legislated

Procedures



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

Policy and Procedure Review

Policies and Procedures are reviewed as required to address organisational needs or legislative changes. All policies and procedures must be reviewed at least once every Council term, (4years) unless otherwise legislated or as determined by Council resolution.

Minor changes to Policy and Procedures

Minor Policy changes are made without re-adoption. However, all minor Policy changes must be submitted to the LET for endorsement. All changes are recorded in the version control and change history table of the policy to ensure a clear audit trail and the policy is republished on Council's website/intranet, ALTUS, and Council's Policy Register (completed by Governance Officer).

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. Where a Policy review results in minor amendments the LET endorsed Policy is provided to Councillors for their information.

Minor Procedure changes still need to be taken to the LET for endorsement before recording in the version control and change history table, republishing on Council's intranet, ALTUS and Council's Policy Register (Completed by Governance Officer).

Major Policy Review

Major Policy review changes must follow the same process for Policy adoption as set out on page 2 of this policy.

Policy/Procedure Recission

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

- Policy – must be revoked by Council resolution, and
- Procedure – must be revoked by the LET.

Consultation and Communication

A draft external Policy is to be publicly exhibited for a minimum of 28 days, unless otherwise legislated. Public exhibition is undertaken in accordance with Council's Community Engagement Strategy.

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 that may prompt a material change to the draft Policy. The report should outline any recommended amendments to the draft Policy based on the submissions and explain the reasons for those changes.

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 constitute a breach of Council's Code of Conduct.

Policy and Procedure Register
Every Policy and Procedure adopted by Council or endorsed by the Executive (as the case may be) must be recorded in a central register. This register should include key details for each Policy or Procedure, the identity of the document owner, and the date when the Policy or Procedure is next scheduled for review.

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

Roles and Responsibilities

Roles	Responsibilities
Community	• Provide feedback on Policies via submissions
Communications Officer	• 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 • Publish endorsed Procedures on Council's intranet
Councillors	• Review Policies • Endorse public exhibition of draft Policies • Consider community submissions • Adopt Policies • Rescind Policies where required • Identify new Policies required
Council's Administration Building	• Publicly exhibit Policies in accordance with the TSC Community Engagement Strategy (coordinated by Governance Officer)
Council's Library	• Publicly exhibit Policies in accordance with the TSC Community Engagement Strategy (coordinated by Governance Officer)
Council Staff	• Adhere to Council's Policies and Procedures • Where applicable provide feedback on Policies and Procedures • Assist with reviews as part of a Policy or Procedure review project team, as required
Document owner/Subject Matter Expert	• Review Policy/Procedure in line with legislative and organisational timeframes and requirements

	• Ensure Policy/Procedures are updated to current legislation as required
Governance Officer	• Is the Document Owner for this policy and is responsible for its implementation • Development of appropriate templates for Policy and Procedures • Maintain a Policy and Procedure Register • Maintain a Policy Folder in Council's ALTUS content management system • Facilitate Policy and Procedure reviews with document owners • Coordinate project teams for Policy and Procedure reviews as required • Approve the draft going to the LET • Facilitate or complete Council reports relating to Policies as required • Coordinate Public Exhibition of Policies • Ensure the Policies and Procedures on Council's website and intranet reflect currency • Communicate adopted Policies and Procedures to Council employees • Communicate monthly status reports on outstanding Policies and Procedures to the LET
LET	• Review and provide feedback on draft Policies and draft Procedures • Endorse Policies to be submitted to Council for consideration for adoption • Endorse Procedures with General Manager's sign off • Rescind Procedures and endorse Policies to be recommended for recission by Council • Advise on new Policies and Procedures required to be developed

Dispute Resolution

The Mayor is the sole interpreter of all Policies, unless otherwise delegated.
The General Manager is the sole interpreter of all Procedures, unless otherwise delegated.

VERSION CONTROL & CHANGE HISTORY

Previous Versions	Date of Adoption by Council	Resolution #	Author/Editor	Summary of Changes
V.1	28/10/26	238/26	Governance Officer	New Policy