

<b>Circular Details</b>	Circular No 16-46 / 28 November 2016 / A515616
<b>Previous Circular</b>	16/30 Local Government Amendment (Governance and Planning) Act 2016
<b>Who should read this</b>	Mayors / Councillors / General Managers / Council governance staff
<b>Contact</b>	Council Governance Team - 02 4428 4100
<b>Action required</b>	Response to OLG

## Development of a Model Code of Meeting Practice for Local Councils in NSW

### What's new or changing

- The recent amendments to the *Local Government Act 1993* (the Act) provide for a model code of meeting practice (model meeting code) to be prescribed by regulation.
- Work on developing the model meeting code has now commenced. The code will contain both mandatory and non-mandatory provisions. Once the model meeting code is finalised, and prescribed by regulation, councils will be required to adopt a code of meeting practice that incorporates its mandatory provisions. Councils' codes of meeting practice must not contain provisions that are inconsistent with the mandatory provisions of the model meeting code.
- It is anticipated that the mandatory provisions of the model meeting code will incorporate the meeting rules currently prescribed under the *Local Government (General) Regulation 2005* (the Regulation).
- Councils' adopted codes of meeting practice may also incorporate the non-mandatory provisions of the model meeting code and any other provisions. It is anticipated that the non-mandatory provisions of the model meeting code will contain better practice meeting rules.

### What this will mean for your council

- The Office of Local Government has commenced the process of developing a model meeting code. As part of this process, the Office is:
  - undertaking a review of the existing meeting rules prescribed by the Regulation, and
  - seeking to identify examples of better practice meeting rules contained in councils' adopted codes of meeting practice.
- The Office is seeking the assistance of councils in developing the model meeting code. In particular the Office is seeking submissions on the following:
  - how the current meeting rules prescribed by the Regulation can be improved,
  - any areas of meeting practice that are not currently prescribed that should be prescribed, and

- any examples of better practice that may be incorporated in the non-mandatory provisions of the model meeting code.

### Key points

- Submissions may be made by email to [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).
- Submissions should be labelled "model code of meeting practice development" and marked to the attention of the Office's Council Governance Team.
- Submissions should be made before Friday 20 January 2017.

### Where to go for further information

- For further information, contact the Office's Council Governance Team on 02 4428 4100.



**Tim Hurst**  
**Acting Chief Executive**