

## FINANCE AND GOVERNANCE COMMITTEE

September 3, 2025

## ITEM 1

## BROKEN HILL CITY COUNCIL REPORT NO. 180/25

SUBJECT: OFFICE OF LOCAL GOVERNMENT 2025 MODEL CODE OF MEETING PRACTICE D25/40973

## Recommendation

1. That Broken Hill City Council Report No. 180/25 dated September 3, 2025, be received.
2. That the Office of Local Government Council Circular 25-20 2025 Model Meeting Code, be received and noted.
3. That the Office of Local Government 2025 Model Code of Meeting Practice and Council's Draft Code of Meeting Practice Policy be placed on public exhibition for 28 days, and that Council accepts submissions for a period of 42 days.
4. That a Councillor Workshop be held during the public exhibition and submission period for Councillors to review Council's Draft Code of Meeting Practice to ensure all of Broken Hill City Council's intricacies are included.
5. That a report be presented to Council at the conclusion of the public exhibition and submissions period, outlining submissions received and any recommended amendments arising from the public exhibition or from the Councillor Workshop.

### Executive Summary:

Pursuant to the *Local Government Act 1993 Chapter 12 Part 2 and Chapter 14 Part 1*, Councils must adopt a Code of Meeting Practice and a Code of Conduct that incorporate the provisions of the OLG Model Code of Meeting Practice and Model Code of Conduct.

The Office of Local Government (OLG) have released Council Circular 25/20 regarding the new 2025 Model Code of Meeting Practice on 29 August 2025.

Council's must adopt a Code of Meeting Practice that incorporates the mandatory provisions (indicated in black font) of the 2025 Model Code of Meeting Practice no later than 31 December 2025.

Transitional provisions in the Regulation will provide that if a Council does not adopt a Code of Meeting Practice that incorporates the mandatory provisions of the 2025 Model Code of Meeting Practice by 31 December 2025, from 1 January 2026, any provision of the Council's Code of Meeting Practice that is inconsistent with a mandatory provision of the 2025 Model Meeting Code, it will be automatically overridden by the relevant mandatory provision of the 2025 Model Meeting Code.

Under section 361 of the *Local Government Act 1993* (the Act), before adopting a new Code of Meeting Practice, Councils must first exhibit a Draft Code of Meeting Practice for at least

28 days and provide members of the community at least 42 days in which to comment on the draft Code.

**Report:**

Following the Office of Local Government's extensive consultation with Councils, the new 2025 Model Code of Meeting Practice for Local Councils in NSW (2025 Model Meeting Code) has been finalised.

The new 2025 Model Meeting Code has been published in the Government Gazette and is expected to be prescribed under the *Local Government (General) Regulation 2021* (the Regulation) shortly.

Among other changes, the mandatory provisions of the 2025 Model Meeting Code will prohibit pre-Council Meeting briefings.

Councils must also livestream meetings of the Council and Committees comprising wholly of Councillors from 1 January 2026 using an audio-visual recording. Recordings of meetings must be published on the council websites for the balance of the council term or for 12 months, whichever is the later date.

The 2025 Model Meeting Code has two elements:

- mandatory provisions (indicated in black font), and
- non-mandatory provisions (indicated in red font) covering areas of meeting practice that are common to most councils but where there may be a need for some variation in practice between councils based on local circumstances. The non-mandatory provisions also operate to set a benchmark based on what the Office of Local Government sees as best practice for the relevant area of practice.

The 2025 Model Meeting Code also applies to meetings of the boards of joint organisations and county councils. The provisions that are specific to meetings of boards of joint organisations are indicated in blue font.

A Draft Code of Meeting Practice Policy is attached which is based on the Office of Local Government's 2025 Model Meeting Code and includes in yellow highlight Broken Hill City Council's intricacies and current meeting practices as last adopted by Council at the commencement of the new Term of Council (December 2024).

**Community Engagement:**

Council's Draft Code of Meeting Practice Policy will be placed on public exhibition for 28 days and Council will provide members of the community up to 42 days in which to comment.

**Strategic Direction:**

Key Direction:	4	Our Leadership
Objective:	4.1	Openness and transparency in decision making
Strategy:	4.1.4	Support the organisation to operate its legal framework

**Relevant Legislation:**

*Local Government Act 1993, Chapter 12 Part 2 and Chapter 14 Part 1*  
*Local Government (General) Regulation 2021 Part 8 and Part 10*

**Financial Implications:**

Nil

**Attachments**

1. 25-20 Circular to Councils and FAQ  
[↓](#)
2. 2025-Model-Code-of-Meeting-Practice-for-Local-Councils-in-NSW  
[↓](#)
3. Draft Code of Meeting Practice Policy based on 2025 Model Code and Council's current meeting practices  
[↓](#)

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