
Governance and Administration Matters - 02 December 2025

ITEM 8.2 **Draft Code of Meeting Practice 2025**

AUTHOR **Corporate**

SUMMARY

- The purpose of this report is to advise Council of the public exhibition process and to seek Council's endorsement for the draft COMP.
- At its meeting on 16 September 2025 Council resolved that the Draft Code of Meeting Practice (COMP) be placed on exhibition for a period of at least 28 days and provide members of the community at least 42 days in which to comment on the draft COMP.
- The public exhibition closed on 13 November 2025. No submissions were received.

RECOMMENDATION

That Council adopts the Draft Code of Meeting Practice as outlined in the report.

ATTACHMENTS [Click here for attachments](#)

1. Draft Code of Meeting Practice 2025
2. Draft Updated Notice of Motion Template

INTEGRATED PLANNING AND REPORTING ALIGNMENT

- The Draft COMP is aligned with the *Leading and Engaged* destination of the CBCity 2036 Community Strategic Plan.

STRATEGIC IMPACT

- Adoption of the Draft COMP ensures Council abides by good governance practices and meets its legislative obligations.
- The adoption of this policy ensures that decisions are made in a way that is open and accountable, meetings are well organised, effectively run and skilfully chaired.

DETAILED INFORMATION

Purpose

- To seek Council's adoption of the COMP.

Background

- The requirement for Councils in NSW to adopt a COMP is prescribed under section 360 of the Act and the *Local Government (General) Regulation 2021 (the Regulation)*.
- The Office of Local Government (OLG) recently issued its new Model COMP. The COMP must come into effect for council meetings held after January 2026.
- Council must adopt a COMP that incorporates the mandatory provisions of the 2025 Model COMP issued by OLG.
- Under Section 361 of the Act, before adopting a new COMP, Council was required to exhibit its Draft COMP for 28 days and to provide members of the community at least 42 days in which to comment on the Draft COMP.

Discussion

Public Exhibition

- At its meeting on 16 September 2025 Council resolved that the Draft Code of Meeting Practice (COMP) be placed on exhibition for a period of at least 28 days and provide members of the community at least 42 days in which to comment on the draft COMP.
- The draft COMP was placed on public exhibition on Council's Have Your Say website from 2 October 2025 to 13 November 2025.
- Council's Draft Policy was viewed by fifty-one (51) people; however, no submissions were received.

Council's Draft COMP

- The numbering in Council's draft COMP is consistent with the numbering in the OLG's Model Code. Where a section of the Model Code does not apply to Council, the words "Not Applicable" have been inserted into Council's Code. For example, section 11.4 of the Model Code relates to voting at a meeting of Joint Organisations. As this requirement does not apply to Council, our COMP shows section 11.4 as not applicable.
- The current Model COMP does not include rules for Public Forums, which were included in the previous version of the Model Code.
- Therefore, our draft COMP includes rules for the Public Forum that are provided in Attachment A to the COMP. These rules are consistent with the previous Model Code and our current rules for Public Forums.

- The OLG have indicated that they will issue guidelines for the operation of Public Forums at some time in the future. When the guidelines are released, Council proposes to carry out a review of its rules for Public Forums.

Recommended Approach

- It is recommended that Council adopts the Draft Code of Meeting Practice with the suggested minor amendments.