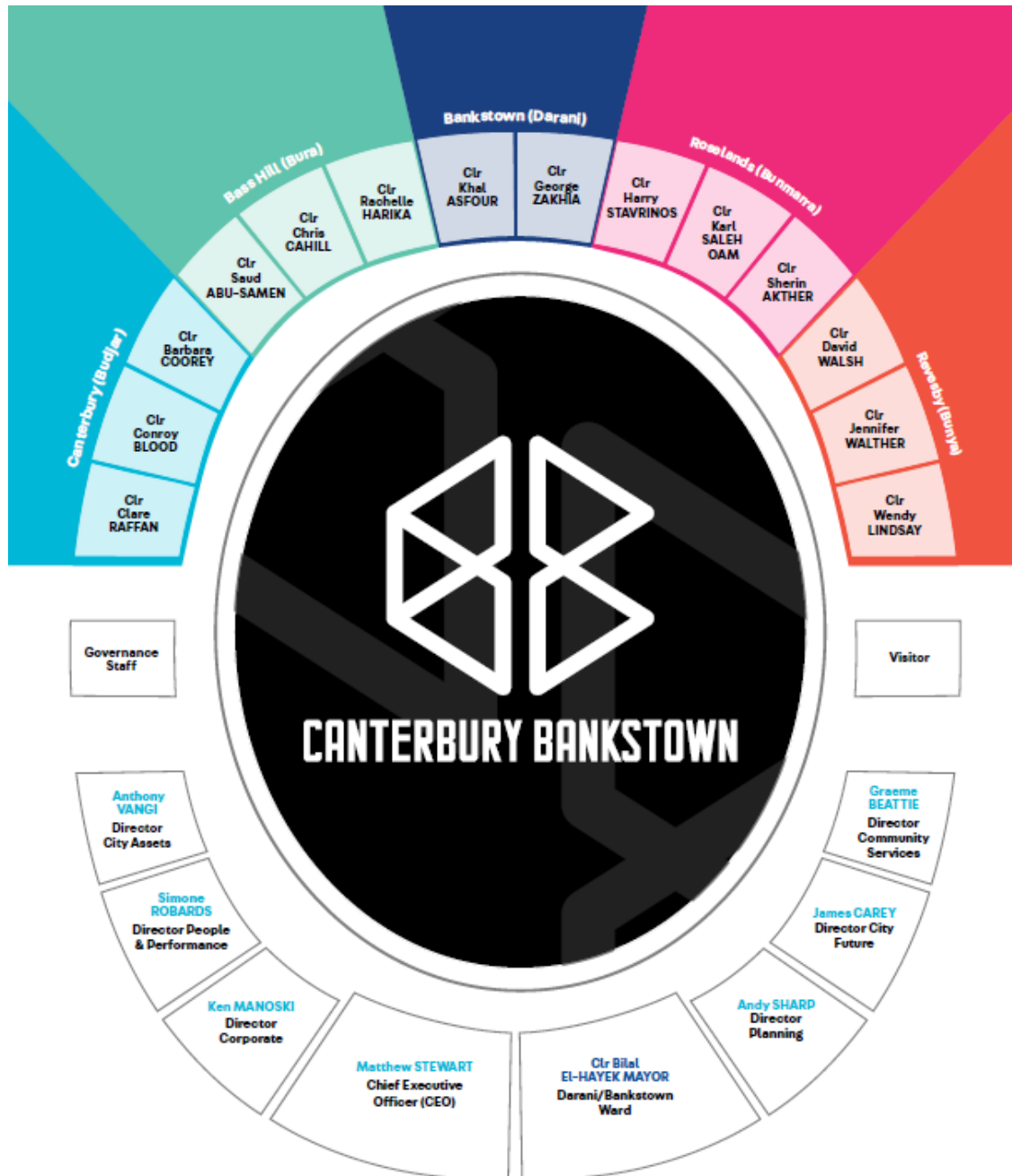




Agenda for the Ordinary Meeting

16 September 2025





Statement of Ethical Obligations

Oath or Affirmation of Office

In taking the Oath or Affirmation of Office, each Councillor has made a commitment to undertake the duties of the office of councillor in the best interests of the people of Canterbury Bankstown and Canterbury Bankstown Council and that they will faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993 or any other Act to the best of their ability and judgment.

Conflicts of Interest

A councillor who has a conflict of interest in any matter with which the council is concerned, and who is present at a meeting of the council when the matter is being considered, must disclose the interest and the nature of the interest to the meeting as soon as practicable. Both the disclosure and the nature of the interest must be recorded in the minutes of the Council meeting where the conflict of interest arises. Councillors should ensure that they are familiar with Parts 4 and 5 of the Code of Conduct in relation to their obligations to declare and manage conflicts of interests.

Governance and Administration Matters - 16 September 2025

ITEM 8.4 2025 Model Meeting Code

AUTHOR **Corporate**

SUMMARY

- The Office of local Government (OLG) recently issued its new Model Code of Meeting Practice (COMP). The COMP must come into effect from 1 January 2026.
- Council must adopt a COMP that incorporates the mandatory provisions of the 2025 Model COMP issued by OLG.
- Council's Draft COMP, which is the model code aligned to Council's policy position, is attached for Councillors' consideration.
- Under Section 361 of the *Local Government Act 1993* (the Act), before adopting a new COMP, Council must first exhibit its Draft COMP for at least 28 days and provide members of the community at least 42 days in which to comment on the Draft COMP.
- The purpose of this report is for Council to both consider the matter and agree to place the Draft COMP on exhibition now so that we may meet the Minister's timetable for implementation of the new Code.

RECOMMENDATION That -

1. Council endorses its Draft Code of Meeting Practice for the purpose of public exhibition.
2. A further report be submitted to Council, following the conclusion of the public exhibition period.

ATTACHMENTS [Click here for attachment](#)

1. Model Code of Meeting Practice for Local Councils In NSW 2025

INTEGRATED PLANNING AND REPORTING ALIGNMENT

- The policies/documents are aligned with the *Leading and Engaged* destination of the CBCity 2036 Community Strategic Plan.

STRATEGIC IMPACT

- Adoption of the policies/documents the subject of this report ensures Council abides by good governance practices and meets its legislative obligations.
- The adoption of these policies provides our community the assurance that relevant policies and practices are in place to ensure that Council meets its obligations under the *Local Government Act 1993* and its Corporate Governance Framework

DETAILED INFORMATION

Purpose

- The purpose of this report is for Council to both consider Council's Draft COMP and agree to place it on exhibition for public comment.

Background

- This Model Code of Meeting Practice for Local Councils in NSW (the Model Meeting Code) is prescribed under section 360 of the Act and the *Local Government (General) Regulation 2021 (the Regulation)*.
- The OLG recently issued its new 2025 Model COMP. The COMP applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council).
- Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.
- Under Section 361 of the Act, before adopting a new COMP, Council must first exhibit its Draft COMP for at least 28 days and provide members of the community at least 42 days in which to comment on the Draft COMP.
- The new COMP must come into effect from 1 January 2026.

Discussion

- Having regard to the recent legislative changes, Council has prepared its new Draft COMP for Councillors consideration – draft attached.
- As indicated above, all NSW Councils must adopt a COMP that incorporates the mandatory provisions of the Model COMP. These provisions are highlighted in black throughout the Draft COMP.
- The Model Code also provides discretion for Councils to include certain non-mandatory provisions prescribed in the Model COMP which cover areas of meeting practice that are common to most councils. The non-mandatory provisions (highlighted in red) also operate to set a benchmark based on what OLG sees as best practice for the relevant area of practice.
- Separately, the Model Code provides councils the discretion to also include supplementary provisions (highlighted in green) to provide clarity on certain matters specific to individual councils, so long as they are not inconsistent with the mandatory provisions of the Model COMP.

Recommended Approach

Subject to its consideration, it is recommended that Council:

- Endorses the Draft Code of Meeting Practice for the purpose of public exhibition; and
- A further report be submitted to Council, following the conclusion of the public exhibition period.