



Model Code of Meeting Practice for local councils

Overview

An updated model Code of Meeting Practice was prescribed by the Office of Local Government at the end of last year.

The new Code has been updated to reflect best practice and to current day meeting processes. It contains a number of important changes about meeting protocol and how the community participates in the meeting process.

This interactive and collaborative workshop is designed for local councillors and staff working in regional NSW who need an understanding of the new Code of Meeting Practice.

Key learning outcomes

Local councils should be implementing the Code now. Either before or after adopting the new Code, councils should also provide councillors and staff with training about the new requirements.

In this workshop, the key learning outcomes include:

- / Overview of the new structure and principles of the Code
- / Understanding of the key changes in the Code
- / Knowledge of new meeting protocols under the Code
- / Practical application of the Code to meeting scenarios

Who should attend

The workshop is suitable for:

- / New and experienced councillors
- / Senior staff (such as the General Manager, Directors and relevant Managers)
- / Other staff (such as governance staff) who apply the Code or attend Council meetings

Maximum attendees: 20 people per session

What you will receive

All attendees will receive a cheat sheet of the key procedural requirements in the Code (such as rules of debate and keeping order at meetings).

We also provide a unique follow up service to ensure that the skills and knowledge gained in the workshop “stick” in the longer term.

Location and price

We come to you to deliver our workshop – taking the cost and headache out of travel for your councillors and staff.

We do this for a fixed price inclusive of all travel costs. We ask that you book a suitable venue and provide light refreshments for attendees.

Make a booking

To book a workshop for your Council, contact Emma Broomfield on:

T 0421 180 881

E emma@localeconsulting.com.au



Our approach

We provide training and development workshops to councillors and staff because we believe this investment in the skills and knowledge of your elected members and staff improves the overall effectiveness of your council and therefore, the outcomes for your communities.

Our mission is to bring a fresh and exciting approach to training in the local government space by building the capability of your elected body and your council staff.

With this in mind, our approach is:

- / **strength based** – so that councillors and staff learn what to do, not just not what to avoid.
- / **collaborative and interactive** – so that councillors and staff can learn together and from each other as well as us.
- / **tailored** – so that councillors and staff can learn from content which is relevant to their communities needs and the situations they encounter.
- / **practical** – so that councillors and staff can learn from real life examples and not just the theory.

Our facilitators

Our facilitators are regional local government experts who have a unique combination of skills and training with qualifications in law, mediation, governance, planning and community engagement.

This means your councillors will gain insights from highly qualified experts who understand the regional context of local government.



Emma Broomfield
Director – Legal,
Governance & Mediation

Emma is a nationally accredited mediator and qualified lawyer with over 15 years experience in the local government industry. She is a nominated Code of Conduct reviewer for multiple councils across northern NSW and regularly conducts reviews and investigations under the Code.

Her passion is helping others solve problems and work together for the benefit of their community. Emma is known for her empathic approach, practical focus and industry knowledge.



Cinnamon Dunsford
Principal Planner

Cinnamon is a Registered Planner and experienced community engagement practitioner with over 15 years' experience in the local government sector. She has a range of strategic, coastal, rural, environmental and economic planning experience.

Cinnamon holds the leading qualifications in community engagement from IAP2 and is known for her fantastic facilitation and communication skills.