

## Circular to Councils

Subject	Councillor Handbook 2024
Circular Details	Circular No 24-16 / 4 September 2024 / A903792
Previous Circular	24-15 Post-Election Guide launched on the Office of Local Government's website
Who should read this	Councillors / General Managers / Council Governance Staff
Contact	Council Governance/ (02) 4428 4100 / <a href="mailto:olg@olg.nsw.gov.au">olg@olg.nsw.gov.au</a>
Action required	Council to Implement

### What's new or changing?

- The Office of Local Government (OLG) has issued a 2024 edition of the Councillor Handbook to assist and inform new and returning councillors in the exercise of their functions.
- The Councillor Handbook is a “how to” guide to being a councillor and provides comprehensive guidance to councillors on all aspects of their role and responsibilities.
- The Councillor Handbook can be accessed under ‘Key Resources’ on OLG’s [Being a councillor](#) webpage.

### What will this mean for council?

- Councils are encouraged to include the Councillor Handbook in the induction packs for new and returning councillors.
- Holding an induction program for councillors each council term is a mandatory requirement under the Local Government (General) Regulation 2021.
- OLG has issued Councillor Induction and Professional Development Guidelines to guide councils on how to develop and deliver induction programs for newly elected and returning mayors and councillors.

## Key points

- The Councillor Handbook provides guidance and information on a range of topics including:
  - an overview of local government in NSW
  - a councillor's role, responsibilities and relationships
  - the code of conduct and guidance for acting ethically
  - how to make the most of meetings
  - strategic planning and reporting
  - financial management
  - support for councillors.

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## Where to go for further information

- For more information, visit the 'Key Resources' section on OLG's [Being a councillor](#) webpage.
- For more information on inducting new and returning councillors, see the [Councillor Induction and Professional Development Guidelines](#) on OLG's website.
- For further information please contact OLG's Council Governance Team on 02 4482 4100 or by email at [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au).



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