Circular to Councils

Subject/title	Approval of an alternative panel of conduct reviewers
Circular Details	Circular No 26-22 / 12 October 2026 / A1015489
Previous Circular	16-08 - Approval of investigation services suppliers specified under NSW Procurement's Performance and Management Services Prequalification Scheme for referrals of councils' code of conduct complaints
Who should read this	General Managers / Council Governance Staff/ Complaints Coordinators
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Information / Council to Implement

What's new or changing?

- The Office of Local Government (OLG) has approved the Performance and Management Services Prequalification Scheme administered by buy.nsw as an alternative panel of conduct reviewers under clause 6.2(b) of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW to supplement councils' appointed panels of conduct reviewers.
- The approval gives councils an additional pool of conduct reviewers they can source if conduct reviewers on their appointed panels are not available.
- This approval refreshes OLG's previous approval under clause 6.2(b) for councils to use the scheme originally made in 2016.

What will this mean for council?

- The approval of the Performance and Management Services Prequalification Scheme under clause 6.2(b) means that councils' complaints coordinators may refer code of conduct complaints to a supplier of investigation services specified under that scheme

as an alternative to referring the complaint to a conduct reviewer selected from the council's panel.

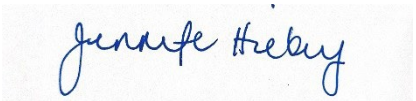
- When engaging a conduct reviewer under the scheme for referral of code of conduct matters, complaints coordinators should ensure that:
    - they comply with the scheme guidelines when engaging the supplier of investigation services; and
    - investigators engaged under the scheme also meet the eligibility requirements for conduct reviewers as outlined in Part 3 of the Procedures.

Key points

- Until the new Councillor Conduct Framework is in place, councils are required to continue to deal with code of conduct complaints about councillors in accordance with the Procedures.
- The approval of the Performance and Management Services Prequalification Scheme under clause 6.2(b) does not relieve councils of the requirement under the Procedures to appoint and maintain a panel of conduct reviewers.
- Councils are reminded that under the Procedures, panels of conduct reviewers have a term of up to four years and must be refreshed using an expression of interest process prior to the expiry of their term.

Where to go for further information

- For more information, contact OLG's Council Governance Team by telephone on 02 4428 4100 or by email at olg@olg.nsw.gov.au.
- For further information about the use of the Performance and Management Services Prequalification Scheme, go to the buy.nsw website at www.buy.nsw.gov.au or contact the NSW Procurement Client Support Centre on 1800 679 289 or nswbuy@treasury.nsw.gov.au.



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