



## **SUBMISSIONS COMMITTEE OF COUNCIL TERMS OF REFERENCE**

Purpose	to facilitate the hearing of submissions if a person is given a right to make a submission to the Council under section 233 of the Local Government Act 1989, or more generally under this Act, the Local Government Act 2020, or any other Act, or, by resolution of Council that submissions be heard by this Committee
Composition:	all Councillors
Quorum:	at least a majority of the members of the Committee
Chair:	the Mayor to chair meetings; or a Councillor appointed by the Committee members who are present at the meeting
Voting:	all members are entitled to vote (except in the case of a conflict of interest) with the Chair having a casting vote, in accordance with the Governance Rules
Meeting time and frequency:	dates and times as required, as determined by Council
Reporting requirements:	matters to be determined at a Council meeting must be presented to Council as soon as practicable after a meeting of the Committee
Right to speak:	subject to a written request to be heard being received by close of the submissions period, a submitter will be given the opportunity to be heard by the Submissions Committee with a restriction of five (5) minutes in each case, or for a longer period for a presentation if warranted by circumstances, at the discretion of the Chair