



Submissions Committee

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 223 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

The Submissions Committee (Committee) comprises all Councillors.

Quorum

At least a majority of the members of the Committee.

Chair

The Mayor is to chair Committee meetings. In the absence of the Mayor, the Deputy Mayor (if one has been appointed) is to assume the role. In the event both the Mayor and Deputy Mayor are absent, 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.

The Committee does not have any delegated power to make decisions. The Committee will make recommendations to either the Council, or its Delegated Committee.

Meeting Time and Frequency

An annual schedule of meeting dates will be determined by Council resolution.

If there are no items for consideration at a meeting scheduled by Council, then reasonable notice of the cancellation of the meeting will be provided to the public.

The Committee may call a meeting of the Submissions Committee, or alternatively, the Mayor, or at least three Councillors, may by written notice call a meeting of the Submissions Committee.

Reporting Requirements

Matters to be determined at a Council or Delegated Committee meeting will 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/community engagement 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.