

POLICY TITLE: PUBLIC AND COMMUNITY INPUT

FOLDER NUMBER: F2007/00307

POLICY OWNER / DIVISION: Office of the General Manager

POLICY OWNER / BRANCH: Strategy and Place

FUNCTION: Communication/Consultation

RELEVANT LEGISLATION: Various

POLICY ADOPTION/AMENDMENT DATE: 11 May 2022 **REPORT NUMBER:** CS4/22

REVIEW YEAR: 2024

AMENDMENT HISTORY:

- 9 September 1998 (Report ST47/98)
- 11 November 1998 (Report CC135/98)
- 9 June 2004 (Report GM6/04)
- 10 October 2007 (Report GM13/07)
- 13 May 2009 (Report GM7/09)
- 18 May 2011 (Report GM12/11)
- 17 April 2013 (Report GM2/13)
- 8 April 2015 (Report CS6/15)
- 8 August 2018 (Report CS33/18)

RELATED POLICIES:

POLICY PURPOSE / OBJECTIVES:

1. To ensure that where public input is sought in respect of matters of significant community interest that the greatest opportunity is available for all interested parties to make a submission.
2. To ensure that members of the public receive appropriate notification of advertised or exhibited proposals by Council, by providing that such notification must not occur during the Christmas holiday period.

POLICY STATEMENT:

1. In respect of all matters of community significance where public input is sought, appropriate methods of publicity must be used.
2. Such publicity shall permit public input to be received within a minimum of 14 days or longer period as determined by Council.

3. All submissions are to be forwarded to the General Manager, but copies may be forwarded by staff or the public to Councillors for information.
4. All submissions received are to be considered by Councillors and staff in pursuing a matter of community significance.
5. Where Council advertises or exhibits a proposal to members of the community and invites submissions tenders or expressions of interest, the closing date for submissions or lodgement of the tender or expression of interest must not fall between 20 December and 20 January.
6. Where the proposal, tender or expression of interest is to be advertised or exhibited for a specified period of time, the period between 20 December and 20 January shall not be counted as part of the advertising or exhibition period. For example, if Council resolves to place an item on exhibition for 21 days from 10 December, the 21 day period would not be taken to expire until 31 January.
7. Clauses 5 and 6 of this policy will apply for all Council proposals, tenders or expressions of interest which are advertised or placed on exhibition unless the Council resolves, or the General Manager determines otherwise, due to the particular circumstances of a proposal.