

POLICY NO

C1:19

POLICY TITLE

PUBLIC SUBMISSIONS

VERSION I:

Adopted 21 June 2005

Last reviewed:

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OBJECTIVES

To define Councils policy as regards the receipt and handling of public submissions.

BACKGROUND

Council calls for submissions from the general public for many reasons, community input into Council processes is a key element in the delivery of services to the community and enhances the transparency of Council in the decision making process when the Council has to weigh-up and take into consideration the opinions of the community.

POLICY STATEMENT

That when Council invites public submissions, all submissions received are allocated to an appropriate file and become documents of the Council. In most instances documents will be released to any third party upon application to Council under Sec 12 (6) of the Local Government Act 1993, unless on balance disclosure is contrary to the public interest.

If the submission is an objection to a development application, the Council will release such objections to the applicant/developer if they make application for such under Sec 12 (6) of the Local Government Act 1993.

Should an objector make an anonymous objection, the Council will not place weight on such objection when determining the development application.

In the event that a member of the public wishes to make an objection but considers that the release of their personal details (name and address) would place them or their family at risk from a personal safety perspective, they may request the general manager to suppress their personal details under Sec 739 of the Local Government Act. Such request will require the submission of evidence or a statutory declaration to that effect. Council would still release the submission with the removal of personal details.

When preparing reports for Council, staff shall codify and summarise all submissions and not utilise the personal details of members of the public who have made submissions.

Date Policy Adopted	Minute No	Authority
21 June 2005	32622	Council Resolution