

Management report to Council

Agenda item 6.6

Review of Submissions (Section 223) Committee

Council

Presenter: Keith Williamson, Manager Governance Services

24 February 2015

Purpose and background

1. The purpose of this report is to review the timing of Council's Submissions (Section 223) Committee (Submissions Committee) meeting dates.

Key issues

2. The Submissions Committee was established by Council on 28 August 2007 to consider submissions received in response to public notices placed under the *Local Government Act 1989* and make recommendations to the Council.
3. The composition of the Submissions Committee was reviewed by Council on 15 December 2009 and includes all branch managers other than the Manager Governance Services who is responsible for providing administrative support to the Submissions Committee.
4. As established, the Submissions Committee is scheduled to occur on the first business day of each month commencing at 3pm but only meets if there is a relevant submission process.
5. When a relevant public notice is placed, the notice must provide at least 28 days in which a person may lodge a submission and state the date the Submissions Committee will meet to consider the submissions and hear any person who wishes to speak in respect to their submission.
6. The meeting once a month can lead to significant delay in a process depending on when the public notice is placed. It is also problematic as:
 - 6.1. the day of the meeting will vary from month to month
 - 6.2. the meeting in January does not occur as it is considered inappropriate to have a public notice and submission process in the Christmas/New Year period
 - 6.3. the meeting in November usually does not occur due to the clash with the Melbourne Cup week with a three in seven chance the meeting will occur on the Monday
 - 6.4. the meeting generally occurs in the Council meeting room but this can cause issues where the first business day is a Tuesday
 - 6.5. any recommendations to Council from the meeting in December will likely miss the December Council meeting and have to wait until the February meeting.
7. To address the issues in paragraph 6, it is recommended the scheduled meeting date of the Submissions Committee be altered to every Thursday between 15 January and 15 December each year. This change would significantly increase the options when placing a public notice whilst still avoiding the Christmas/New Year period.

Recommendation from management

8. That Council resolves the Submissions (Section 223) Committee, meet (when required) on any Thursday between 15 January and 15 December each year commencing at 3pm at the Melbourne Town Hall Administration Building.

Attachments:

1. Supporting Attachment

Supporting Attachment

Legal

1. The Submissions Committee is an advisory Committee to Council and has no delegated authority. The final decision on any matter being considered by the Submissions Committee rests with the Council.

Finance

2. There are no direct financial implications to Council arising from the recommendation from management.

Conflict of interest

3. No member of Council staff, or other person engaged under a contract, involved in advising on or preparing this report has declared a direct or indirect interest in relation to the matter of the report.

Stakeholder consultation

4. Whilst no external consultation was undertaken the proposal is seen as an improvement in the service provided.

Environmental sustainability

5. Environmental sustainability issues or opportunities are considered not relevant to this proposal.