



Policy Title	Submissions by Council
Relevant Legislation	<i>Local Government Act 1993</i> <i>Government Information (Public Access) Act 2009</i>
Responsible Officer	Manager, Governance and Risk

UNCONTROLLED WHEN PRINTED

Objective

The Submissions by Council policy documents the general principles that apply to submissions made by Council to government or non-government inquiries, reviews or consultation.

Policy Statement

Submissions offer Council an important opportunity to influence policies or strategies in areas of significance to Council or the Local Government sector.

Council may contribute submissions to inquiries or reviews or respond to reports arising from inquiries or reviews relevant to Campbelltown or the functions of Local Government.

The organisation holding the inquiry may make a request for a submission or response directly to Council, or may provide a general invitation to the public. Requests or invitations for submissions by Council may be made from:

- NSW Government or Parliamentary committees
- NSW statutory agencies (for example the Independent Pricing and Regulatory Tribunal)
- Commissions of Inquiry
- NSW or Commonwealth government agencies
- non-government organisations or other bodies

Scope

The requirements of this policy apply to all Council submissions.

Principles

Transparency and Accountability

Submissions will be reported to an open meeting of the Council for endorsement prior to submission where it is possible to do so in the timeframe available.

A submission that advocates a new policy position of Council, should be reported to Council prior to submission.

DATA AND DOCUMENT CONTROL - GOVERNANCE USE ONLY

Directorate: City Governance Section: Governance Record No.: CDO-24/534	Adopted Date: 03/08/2021 Revised Date: 13/08/2024 Minute Number: 271 Review Date: 30/09/2028	Page: 1 of 2
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Where required, draft submissions will be presented to a Councillor briefing prior to being reported to an open meeting of the Council.

Where the inquiry or review has a condensed submission timeframe, the Council will be briefed on the draft submission prior to lodgement. In these cases, the submission will be reported to an open meeting of the Council for endorsement after submission for noting.

Submissions will be published on Council's website.

Public participation

The community is encouraged to provide comment and feedback to Council on draft Submissions by addressing the Council at the Council Meeting.

Responsibility

All Council staff must comply with provisions set out in this policy and any related documentation.

Effectiveness of this Policy

This Policy will be reviewed every three years.

END OF POLICY STATEMENT