

# COMMUNITY QUESTIONS AND HEARINGS COMMITTEE

## *Submissions Guidelines*

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*In accordance with Clause 65 of the Mitchell Shire Council Meeting Procedure Local Law 2014*

*Guidelines adopted by Council on Monday 10 November, 2014.*

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### **(1) Submission to Special Committee Meeting**

A submitter wishing to be heard during a designated part of a designated meeting of a *Special Committee* must have lodge a written submission in accordance with:

- a) section 223 of the *Local Government Act 1989*;
- b) *Planning Environment Act 1987*; or
- c) guidelines adopted by Mitchell Shire Council.

Submitters must speak to their written submission. There will be no opportunity to introduce new material.

### **(2) Limitations upon Speakers**

The *Special Committee* may hear the person that lodge the written submission or nominated person specified in the submission.

Joint/multiple submissions will be expected to nominate a spokesperson to speak on their behalf.

There will be no opportunity to introduce new material.

### **(3) Speaking Times**

A submitter must not speak longer than the time set out below, unless granted an extension by the *Committee*.

- a) Submitter and/or nominated representative: 5 minutes;
- b) Only one time extension is permitted at the discretion of the Chair up to a maximum of 5 minutes.

*Contact us:*

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e: [mitchell@mitchellshire.vic.gov.au](mailto:mitchell@mitchellshire.vic.gov.au)  
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### **(4) Questions but no discussion permitted**

Councillors (in the case of a designated part of a *Council meeting*) or members of the *Special Committee* (in the case of a designated meeting of a *Special Committee*) and members of *Council* staff may question the Submitter on matters raised by it for purposes of clarification but no discussion will be allowed.

### **(5) Matter to be Determined at a subsequent meeting**

No motion must be allowed on any submission to a designated meeting of a *Special Committee* until the next *Special Committee* meeting after the submission has been heard unless the *Special Committee*, by resolution, decides otherwise.

### **(6) Relaxation of Requirements**

Nothing in this Guideline prevents:

- (1) the *Chief Executive Officer* determining which *Special Committee* meeting will consider the submission;
- (2) *Council* from resolving to hear from a submitter at any time.

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