

# How the Formal Submission process works



## Draft proposal for consultation

A draft proposal is developed and adopted by Council. To find out what the community thinks, the proposal is opened for public consultation, usually for one month.



## Have your say and make a formal submission

You can make a submission online or in writing. Make sure it reaches Council before the deadline.



**Online**  
Fill in the **submission form** on our website.

OR

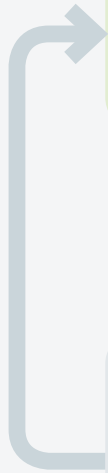


**On paper**  
Print out a **submission form** from our website or pick one up from Council offices or the local library.



## Final proposal

Any changes are made, the proposal is finalised and adopted by Council.



## When are decisions made?

Elected Members make decisions, based on the submissions and research, during what is called **Deliberations**. These are open meetings, so you can come and listen!



## Do you want to be heard?

You can choose whether or not you would like to speak in support of your submissions at the relevant Council meeting. This is called a **Hearing**. There is usually a 10 minute timeframe for each speaker.

