



## Written Submissions from the Public at Meetings Guidelines

To assist the decision-making process, Council has provided the opportunity to members of the public to submit written submissions to Council.

Members of the public are required to register their written submission by midday on the Friday prior to the meeting. All written submissions will be distributed to Councillors after the midday deadline on the Friday prior to the meeting.

Please note that there will be no opportunity for speakers to address Council or Committee of Council meetings in person, written submissions only will be accepted.

Privacy Note: Please be aware that:

- Council and Committee of Council meetings are webcast; and
- Your personal information is collected for Council purposes and handled in accordance with the *Privacy and Personal Information Protection Act 1998*. It may be available to the public under various legislation including the *Government Information (Public Access) Act 2009*.

**Need more information?** Any questions, please phone Civic Services on 9952 8200.