



SHIRE OF MUNDARING

DEVELOPMENT APPROVALS COMMITTEE

This note is prepared to:

- (a) Assist residents and applicants in presenting their views to the Committee on a particular item on the Agenda.
- (b) Ensure that items are handled as efficiently as possible during the meeting.

Please help us with this as our meetings may be long and we wish to keep things flowing as much as possible while give everyone a fair go. All speakers should be brief, factual, relevant and provide any information that may assist the Committee.

The person that has submitted a particular application to the Council will have received a copy of the Service report and recommendation that is being presented to the Committee.

Prior to the commencement of the meeting please advise the Secretary of the names of speaker(s) who wish to present their views to the Committee.

WHEN YOUR ITEM IS CALLED THE FOLLOWING STEPS WILL BE FOLLOWED:

- 1 You may sit at the end of the Committee table if you wish.
- 2 The Chairperson will ask the Committee to discuss the item first
- 3 If:
 - (a) any Committee Member opposes the agenda recommendation;
 - (b) there are conditions to the approval that YOU do not accept; or
 - (c) the Agenda recommendation is to oppose the application

THEN:

The Chairperson will give you the opportunity to ADDRESS the Committee before a decision is made.

- 4 The Chairperson will then ask any persons who has nominated to speak, to address the Committee
- 5 The Chairperson will then bring the debate back to Committee for a motion and final debate
- 6 The motion will be put, closing debate on the item

THE DECISION WILL PASSED BY FULL COUNCIL (IN TWO WEEKS TIME). THIS DECISION MAY BE DIFFERENT TO THE DECISION MADE AT THIS COMMITTEE MEETING.