

# SUBMISSION PROCESS FAQ – Delivering for our Community



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## Q1. What is a formal submission and hearing process?

We want to give our community members, groups and businesses, the opportunity to provide us with more detailed feedback – and a written submission is the best way to do this.

A hearing – in front of community members and Councillors – will also be held to hear directly from any people who made a submission, if they wish to speak about it.

## Q2. How do I submit a formal written submission? What do I put in it?

Even though it's described as 'formal', we are just asking you to write to us with your ideas, and your feedback, on these draft plans. We want to understand if our planning is on the right track.

Write to us at:

**Your Say website:** complete an online submission form [NOW](#)

## Q3. What happens next?

Council will read all the submissions we receive. People who want to speak to their written submission will have that opportunity at hearing on 20 May at 6pm. All the submissions, and a summary of what was spoken about at the hearing, will be provided to our Deliberative Engagement Panel, to take on board. Our Panel was formed by 39 Darebin community members - who are truly representative of the Darebin's diverse community – for this purpose. It is the same Panel that is developing the Community Vision 2041.

## Q4. If I make a formal submission, will I have to speak in front of Council?

No. You can certainly choose to speak to Council at the hearing, but you can also just send us your written submission and leave it at that. If you do decide to speak at the hearing, you will be one of a number of submitters speaking on the night, and we will just ask you to speak to the ideas and feedback you've included in your submission. Members of the hearing committee may also ask you questions, so they can better understand any ideas or opinions you've raised.

## Q5. When does all this happen?

The closing date for receiving written submissions is Friday 7 May.

The hearing will be held on Thursday 20 May at 6pm at the Preston Town Hall. Any person who made a submission will be able to speak to the hearing committee for up to five minutes. You can let us know in your written submission that you wish to speak at the hearing, but we will also contact you in the days after the closing date for submissions, just to confirm, and also to answer any questions you may have.

## Q6. What happens after that?

It's important to know that no decisions will be made at the Hearing – this is simply an opportunity for us to hear and understand.

Our Deliberative Engagement Panel will read and discuss all the feedback received through the engagement process – including the written submissions and a written summary of the hearing. Their job is to infuse that feedback into the draft Plans – and make sure the Council Plan (including the Municipal Public Health and Wellbeing Plan), the Financial Plan, and the Budget 2021-22 – are on the right track.

The Panel will provide these final draft Plans to Council, for Council to consider at the Council Meeting on 28 June 2021. Once adopted, these Plans will be used to guide Council's actions and spending for the Darebin community.

## **DELIVERING FOR OUR COMMUNITY**