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SUBMISSION FORM

GUIDE TO MAKING SUBMISSIONS

- Please ensure that your submission is lodged prior to **4:00pm on the closing day for public comment**.
- Outline why you support or oppose certain aspects using your own words. Please be as specific as possible.
- Sending an email to chatter@chittering.wa.gov.au is an acceptable form of submission.
- Please make all points easy to read ('dot points' are acceptable).
- Please refrain from offensive language, personal attacks or comments. Submissions that contain offensive material may not be considered.

ITEMS CONSIDERED AT AN ORDINARY COUNCIL MEETING

- In an effort to improve transparency in decision making, if you choose to provide comment on the application, we advise that your comments, name and address may be included in a publically available officer report should this application be referred to an Ordinary Council Meeting.
- Once your submission has been received, you will be added to a mailing list and if this item is referred to an Ordinary Council Meeting, we will notify you of the date of the meeting.
- To help us be able to notify you more efficiently, please provide an email address on your submission.
- If you would like to make a deputation in regards to this item at an Ordinary Council Meeting, please contact the Shire's Executive Support Officer by 4PM on the day before the meeting.

