



# Protocols for the submission of licence applications, extensions or other materials

The Safety, Rehabilitation and Compensation Commission (the SRCC) has endorsed protocols in relation to the submission of materials in regard to its consideration of licence applications and extensions and other matters to bring greater openness and transparency to its decision-making processes. In addition, the protocols are aimed at ensuring that the SRCC has sufficient time to properly consider the material before it and that the application of natural justice can be applied. The protocols are designed to allow interested parties to make submissions to the SRCC and for some form of a right of reply to be accorded to the applicant or affected party in the process.

Different protocols apply to the consideration of licence applications and extensions and the consideration of other material.

## Licence applications and extensions

The protocols ensure that the SRCC has sufficient time to consider licence applications and extensions by imposing a deadline on the submission of licence applications or extensions before a scheduled SRCC meeting. The protocols also require the publication on the SRCC's website of any licence applications or extensions received and the imposition of a deadline for comments by interested parties on those licence applications or extensions.

The relevant timetables in respect of licence applications and extensions are given below.

Deadline for submission of licence application or extension	No later than 12 weeks prior to SRCC meeting
Notice of licence application or extension placed on SRCC website	ASAP after receipt of licence application or extension
Deadline for comments on licence application or extension	No later than four weeks prior to SRCC meeting

## Consideration of other material

The following protocols cover the consideration by the SRCC of material other than material in relation to licence applications and extensions.

- To allow for adequate investigation and evaluation of submitted material by Comcare and to allow for a right of reply for affected parties, submission of material must be received by the SRCC no later than **four weeks before a Commission meeting**.
- The protocols do not preclude the SRCC from considering urgent matters. The consideration of urgent matters by the SRCC is wholly at the SRCC's discretion.
- The protocols do not preclude Commissioners from raising matters of interest under the 'Other Business' agenda item. Matters to be raised under 'Other Business' should be notified to the Chair at the commencement of the meeting.