

## Schedule 2: Guidelines for Petitions 2013

---

In support of Council's Meeting Procedure Protocol, these Guidelines for Petitions are provided to assist the community and Council staff to lodge and process petitions.

### **How are petitions considered by Council?**

- A petition is a written request from members of the public for information or action in relation to a particular matter, from more than one person and signed by the persons whose names and addresses appear on the petition
- All petitions are to be tabled at a Council Meeting
- If a petition with notice is addressed to a specific Councillor, that Councillor may read the petition out at a Council Meeting without debate, otherwise the CEO will read out all other petitions
- Where a petition has been signed by less than 15 people, it is noted at the Council Meeting, and then forwarded by the CEO to the appropriate member of Council staff for action and a response
- A copy of the Officer response to petitions signed by less than 15 people will be provided to Councillors no later than 1 business day after the response has been sent to petitioners
- If a petition is signed by more than 15 people, it is noted at a Council Meeting and unless a response can be provided by the CEO at that time, the petition is forwarded by the CEO to the appropriate Director for action. A report is then presented to a subsequent Council Meeting, including Council's response
- Council staff will deal with the petition organiser (or the first named signatory) as appropriate to clarify any of the issues raised in the petition
- All petitions presented to Council are then subject to a Quarterly Ordinary Council Meeting Report, updating Council on the actions of Council staff, and
- In accordance with Council's commitment to privacy, only the issues raised in the petition, along with the number of signatories, will be presented to Council and included in the Agenda and Minutes.

For a petition to be presented at a Council Meeting, the Requirements of a Petition included on the next page must be met.

### **How to write a petition?**

A sample Petition has been provided at the end of these guidelines.

### **How are petitions relating to Town Planning applications handled?**

Any petition referring to specific Town Planning applications will not be viewed as a petition, but a joint submission. This is because:

- Council has a range of separate legal requirements (under the Planning and Environment Act 1987), such as notice and time limits relating to Town Planning applications, and
- Council is required to consider each individual matter on its planning merits.

### **Requirements of a petition**

A petition will be presented at a Council Meeting only if it meets all of the following requirements:

- Although initial copies of petitions can be conveyed by email or facsimile, the original document must be sighted and received by Council in a hardcopy format
- The petition must be legible and in permanent writing (i.e. no pencil)
- The petition must be in the English language, or accompanied by a translation, which will need to be certified by the CEO who will present it to be correct
- The petition must be addressed to the CEO, the Mayor, or a Councillor, containing a request for action to be taken by Council
- Each page of the petition must repeat the full wording of the petition as contained on the first page of the petition
- Any signature appearing upon a page which does not bear the whole of the petition or request will not be considered by Council
- In addition to the signatures of the petitioners, the names and residential addresses of all persons who signed the petition must be provided
- All signatures must be original signatures, not photocopied, scanned or faxed copies
- The petition should not be indecent, abusive or objectionable in language or content
- The petition should not relate to a Town Planning Application, and
- Every page of a petition, including signatories to the Petition must be on an original piece of paper and not pasted, stapled, or otherwise affixed to any other piece of paper.

### **How to lodge a petition?**

Petitions should be forwarded by mail to Wyndham City Council via at PO Box 197, Werribee Vic 3030 or delivered in person to the Wyndham City Civic Centre, 45 Princes Highway, Werribee.

**See the next page for a suggested Sample Petition.**

