



Guidelines for Petitions

Submitting a Petition

Petitions may be:

- Handed to an individual Councillor
- Emailed to governance@whitehorse.vic.gov.au
- Posted to:
Whitehorse City Council
Locked Bag 2
NUNAWADING VIC 3131
- Delivered to the Civic Centre,
399 Whitehorse Road, Nunawading

Requirements for Petitions

Petitions must:

- Be in writing (not pencil), typed or printed
- Be signed by at least 12 people and include the full name and street address of every signatory
- Contain a request for Council to take a course of action
- Relate to a matter within the duties, functions and powers of Council
- Not be defamatory, indecent, abusive, offensive, irrelevant or objectionable in language or substance
- Not concern subject matter already answered

Other Conditions

- The entire text of the petition must appear on each page containing signatures
- Every page must be a single piece of paper and not be posted, stapled, pinned or otherwise attached to any piece of paper other than another page of the petition or joint letter
- Signatories must be Victorian residents
- In cases of sickness or incapacity, a petitioner may nominate another person to sign on their behalf
- Petitions that do not conform to the requirements and conditions in these guidelines will not be considered by Council

How does Council handle Petitions?

Unless Council determines the matter to be an item of Urgent Business, a motion to receive a petition will be made at the *next* fixed Council meeting after that at which the petition was presented.

Validity of petitions will be checked prior to being listing on the Council Meeting Agenda. Signatures are checked for validity and duplication prior to the petition being presented.

Acknowledgement of lodgement of a petition will be sent to the person lodging it, or to the first signatory.

Councillors and Governance staff will receive a copy of the petition; however, only the details of the request will appear in the Council report. No personal information regarding the signatories (apart from general demographic information e.g., suburb, when relevant to the request) is made public.

Once a petition is received by Council resolution, it is referred to the appropriate officer for action and/or a report to a future Council meeting. Upon conclusion of the matter, the relevant officer will advise the outcome to the head petitioner or the first signatory.

Where a petition relates to a current planning application, it will be considered as an objection in accordance with the *Planning and Environment Act 1987* and will not be tabled separately at a Council meeting.

Where a petition relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.

Where can I find more information?

- Email: governance@whitehorse.vic.gov.au
- Phone: (03) 9262 6233
- [Whitehorse City Council Governance Rules](#)

