



# Guidelines for Petitions

Whitehorse City Council welcomes petitions from members of the community as a way to raise issues or request Council action.

These guidelines explain how to prepare and submit a petition so it can be formally received and considered by Council.

## Requirements for Petitions

### Petitions Must

All petitions must comply with Councils Governance Rules.

- 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.

### Additional 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?

1. Petitions are checked for validity against the criteria above before being listed on the Council agenda, including signature verification.
2. An acknowledgement of receipt is sent to the person who lodged the petition (Lead Petitioner) or the first signatory.
3. Councillors receive a copy of the petition, but only the request summary appears in public Council reports.
4. Petitions are normally received at the next scheduled Council meeting, unless treated as Urgent Business.
5. Once received by Council resolution, the petition is referred to the relevant officer or Director for consideration.
6. The Lead Petitioner and Councillors are advised of the outcome once the matter is finalised.

### Exceptions

*Petitions relating to current planning applications are treated as objections under planning legislation. Petitions relating to operational matters are referred to the Chief Executive Officer.*

### Further Information

Please contact the governance team email: [governance@whitehorse.vic.gov.au](mailto:governance@whitehorse.vic.gov.au) or call 9262 6023