

## **GUIDELINES FOR PETITIONS TO MONASH CITY COUNCIL**

Council has introduced guidelines and a template for petitions.

The introduction of a petition template and guidelines will not only refine the purpose of a petition within Council processes but also encourage concerned residents and community groups to raise their concerns with the aim of increasing participation and discussion on Council's programs, policies and strategies, to ensure an effective communication channel with our stakeholders are maintained.

A petition is a formal written request to Council, which has been signed by multiple people (who each provide their name and street address). It expresses a concern about an issue and requests Council to take action.

### **Submitting a petition to Council**

Any person may organise a petition and request that it be 'tabled' (formally received) at a meeting of the Council.

A petition may be submitted to the City of Monash for it to be 'tabled' at the next available Council meeting.

The submission of the petition will need to be made to a councillor of the City of Monash, as under the Council's Meeting Procedures Local Law, only a councillor may 'table' a petition at a meeting of the Council.

### **Components of a Petition**

A petition has three main components:

- A brief statement telling Council about the issue of concern.
- A brief statement telling Council what action is being requested.
- A list of peoples' names, street addresses and signatures, ie the 'signatories' to the petition.

### **Content of a Petition**

A petition must:

- Be legible.
- Be respectful and not offensive.
- Address issues which the Council has authority to deal with (some matters, for example, are the responsibility of the Federal Parliament or the State Parliament).

It is important that each individual page of the petition contains the three components mentioned above.

It is also important that:

- Each person signing the petition includes their physical street address.
- All signatures must be hand written.
- Signatures must be original — photocopies and scanned signatures will not be accepted.
- No-one signs on behalf of another person, (except a petitioner who is incapable of signing may have someone sign on their behalf).
- Each person includes their name, signature and address.
- Names, addresses and signatures are to be written on headed petition sheets only.

### **Processing of a Petition**

Once a petition is tabled at a Council meeting, the matter or issues raised in it will be investigated/assessed by the Council and the appropriate action taken.

This may include action by Council Officers or a recommendation to Council for a formal decision, depending on the results of the investigation/assessment.

### **Petitions Relating To Town Planning Applications**

Where a matter of concern relates to a Town Planning application, concerned residents/citizens should ensure that they submit the petition in accordance with the timeframes and other requirements that would apply under the Planning and Environment Act and which would be detailed in the public notices regarding the application, as the petition is an objection to the application.