

## PETITION & JOINT LETTER GUIDELINES

### PETITIONS

#### What is a Petition?

*“A formal written complaint or request, typed or printed without erasure, requesting Council to take action, from 3 or more persons from different households and signed by each of the persons whose name and physical address appears on a page of the petition bearing the wording of the whole of the Petition.”*

#### Requirements of a Petition:

A Petition will be presented at an Ordinary Council meeting only if it meets all of the following criteria:

- The original document must be received by Council in a hardcopy format, legible and in permanent writing (i.e., no pencil);
- The Petition must be addressed to the Council, Mayor, Councillor or Council Officer, containing a request for action to be taken by Council;
- Each page of the Petition must bear the whole of the wording of the Petition. Please note: 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 signature(s) of the petitioners, the name(s) and physical address(es) of all persons who signed the Petition must be provided;
- All signatures must be original signatures, not photocopies or faxed copies;
- The Petition should not be defamatory, indecent, abusive or objectionable in language or content;
- The Petition should not relate to matters beyond the powers of Council;
- The Petition should not relate to a statutory planning application or planning scheme amendment process;
- 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; and
- 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.

\*\*\* A sample petition is attached

# JOINT LETTERS

## What is a Joint Letter?

*“A formal letter from 3 or more persons from different households, on any subject, which is not in the formal written format of a Petition.”*

## Requirements of a Joint Letter:

A Joint Letter will be presented at an Ordinary Council meeting only if it meets all of the following criteria:

- The original document must be received by Council in a hardcopy format, legible and in permanent writing (i.e., no pencil);
- The Joint Letter must be addressed to the Council, Mayor, Councillor or Council Officer, containing a request for action to be taken by Council;
- The Joint Letter should not be defamatory, indecent, abusive or objectionable in language or content;
- The Joint Letter should not relate to matters beyond the powers of Council;
- The Joint Letter should not relate to a statutory planning application or planning scheme amendment process;
- Every page of a Joint Letter, must be on an original piece of paper and not pasted, stapled, or otherwise affixed to any other piece of paper; and
- The Joint Letter 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.

Any Petition or Joint Letter that takes the form of an objection to, or support of, a statutory planning application or planning scheme amendment will be presented to the Planning Committee/Council meeting at which the said application/amendment is to be considered and will be treated in accordance with the requirements of the *Planning and Environment Act 1987*.

In order that a Petition or Joint Letter can be presented, ensure that:

- The Petition/Joint Letter is in conformity with the ‘Requirements of a Petition/Joint Letter’.
- The Petitions and Joint Letters should be forwarded **by mail to Council at 2- 6 Rae Street, PO Box 283, Colac 3250**, or delivered in person to the Colac Otway Shire Offices 2 – 6 Rae Street, Colac.

# SAMPLE PETITION

## Petition to Colac Otway Shire Council

**We the undersigned, petition the Council to:**

(please print a clear and concise statement identifying the action required)

.....  
.....  
.....  
.....

**For the following reasons:**

.....  
.....  
.....

I, ..... can be contacted at  
(insert petition contact name)

.....  
(insert address, email address & phone number)

Name (please print name)	Address (please print full address)	Signature (Petitioners must sign his/her name)

\*\*\* Please note all additional pages must include the full text of the petition