

## PETITIONS TO MANNINGHAM COUNCIL

### What is a Petition?

Petitions provide an opportunity for the community to bring to Council's attention a matter of concern and request action to be taken. The subject matter of a petition must relate to the powers of Council for it to be considered.

### Does a petition need to be in a particular form?

Manningham Council's *Meeting Procedure Law 2017* provides guidance on the content and form of your petition. The petition must:

- be in a legible and permanent form of writing, typing or printing
- must not be defamatory, indecent, abusive or objectionable in language or substance
- must not relate to a matter beyond the powers of Council; and
- with the exception of online petitions which have been printed by Council officers, bear the wording of the whole of the petition and include the name, address and signature of petitioners on every page of the petition.

### How do I submit my petition?

Petitions can be submitted by mail, email or in person and should be received by the Governance team no later than close of business on the Monday prior to the Council meeting. Petitions received after this time cannot be guaranteed to be heard at the meeting and may be held over to the next meeting for Council's consideration.

The Governance team's contact details are:

Email: [GovernanceTeam@manningham.vic.gov.au](mailto:GovernanceTeam@manningham.vic.gov.au)

Post: PO Box 1, Doncaster, Victoria 3108

In person: Manningham Civic Centre, 699 Doncaster Road, Doncaster 3108

### Who will present my petition to Council?

A Councillor will present your petition to the Council meeting. If the matter is ward related, it will usually be presented by your ward Councillor. The petition is then referred to the relevant Council officer for investigation. The lead petitioner will be advised of the progress of the petition as action is taken.

### What if I need help?

Manningham Council has prepared a petition template for use by petition organisers which meets the requirements of the *Meeting Procedure Law 2017*. You can download the template [here](#).

If you require any assistance or have any questions, please contact the Governance team on (03) 9840 9333 or email [GovernanceTeam@manningham.vic.gov.au](mailto:GovernanceTeam@manningham.vic.gov.au) .



