

PROCEDURE FOR LODGING PETITIONS WITH THE MORNINGTON PENINSULA SHIRE



What is a Petition?

A petition is a letter submitted to Council which has been signed by three or more people from different households. It is the formal process for members of the community to bring issues to the attention of Council. All petitions are listed in the Agenda for a Council Meeting, after which they are referred to a Shire officer for actioning. Petitions must be received 14 business days prior to the Council Meeting. Petitions received after this time will be included in the Agenda for the next Council Meeting for consideration.

In accordance with Council's commitment to privacy, only details of the issues raised in the petition and the number of signatories will be included in the Council Agenda, along with an "Immediate Comment" from the appropriate Shire Officer.

Details Required in a Petition

- A petition should give details of the petition organiser, including an email, address and telephone number.
- The petition should outline the issue of concern and what you would like Council to do.
- Underneath the description, there should be a table for other members of the community who support the petition to give their name, email or street address and signature.
- Where the petition extends beyond a page, please ensure that the description carries over to the top of each page. This ensures that any signatories are clear as to what it is they are supporting and that Council is sure that all signatures are representing that particular issue.
- An example of a petition is attached below.
- Online petitions from platforms such as 'Change.org' will be accepted. They must be submitted directly to the Shire as outlined in this procedure.

Process for Council Considering Petitions

All petitions received, either by mail, emailed to council.reports@mornpen.vic.gov.au or hand delivered to any Shire customer service office.

Governance will acknowledge the petition, notifying the petition organiser of the Council Meeting at which the petition will be listed as well as providing the name and contact details for the Shire officer who will be managing the petition once it has been heard.

Governance will arrange for the petition to be circulated in the Council Meeting Agenda with an immediate comment from the relevant Shire officer. During the Council Meeting there will be no debate or discussion on the item by Councillors, other than to vote on a motion to formally receive the petition or joint letter and refer it to the appropriate Shire officer for further action.

After the Council Meeting, Governance will organise the appropriate Shire officer to respond to the petition organiser. A copy of this response is circulated to Councillors for their information.

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What if the petition objects or supports a planning application?

The Shire's Planning Services team receives submissions, including petitions, in relation to advertised planning applications. All advertised planning applications are listed on the Shire's website along with the date the application will be decided.

All submissions, including petitions, relating to planning applications to be determined under officer delegation will be considered by the relevant Planning Services officer in accordance with statutory requirements and will not be presented to Council with an immediate comment.

In cases where planning applications are called in by Council for determination, all submissions, including petitions, will be provided to Councillors for consideration.

Petition Example

Date

Name, address, email and telephone number of petition organiser

We, the undersigned, petition the Mornington Peninsula Shire Council to:

	Name	Email or Street Address	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Please be aware that this is a public document. Although this petition will not appear in any Council Agenda or Minutes on the Shire's website, it is still available for public inspection.