

How Do I Lodge A Petition?

For further information, contact the City of Boroondara Governance Unit on:

Telephone: 9278 4471, Facsimile: 9278 4472



What is a Petition?

A petition is a letter to Council that has been signed by more than one person. Where a petition has been signed by less than 20 people it is forwarded directly to the appropriate Council Officer for action.

If a petition contains more than 20 signatures it is presented to Council and then forwarded to the appropriate Director for action. All petitions presented to Council are then subject to a Quarterly Report updating Councillors on the status of action taken by Council Officers as a result of receiving the petition.

In accordance with Council's commitment to privacy, when petitions are presented to Council, only the issues raised in the petition, along with the number of signatories, will be presented to Council.

How Do I Develop A Petition?

A petition can be simply a letter signed by more than one person. To assist you in developing a petition there is a blank form attached to this document.

So How Does My Petition Get Considered?

- All petitions received by Council either through the mail or by fax or handed to Customer Service are forwarded to the Governance Department.
- Governance ensures petitions that have been signed by more than 20 people are presented to the next Council Meeting.
- In accordance with Council's commitment to privacy, only the issues raised in the petition along with the number of signatories will be presented to Council. Copies of the petition, and any supporting correspondence, will not be published in Council agendas.
- Following the Council Meeting petitions are forwarded to the appropriate Directorate for further action.
- Governance send a letter to the organiser of the petition or, where this information is not available, to the first named signatory acknowledging receipt and providing further contact details
- The Director assigns the responsibility for dealing with the petition to the relevant council officer
- The council officer deals with the petition organiser (or the first named signatory) as appropriate to address the issue(s) raised in the petition
- The council officer closes the issue with a letter to the organiser of the petition (or the first named signatory).



What If My Petition Objects To A Planning Application?

If your petition is objecting to a planning application, once it has been presented to Council in the manner described above, it is forwarded to the Director of City Planning. The organiser of the petition (or first named signatory) is registered as an objector to the specific application and is dealt with through the planning application consultation process. For more information on this process please contact the Planning Department on 9278 4824.

