**TO THE COUNCIL OF THE CITY OF WHITTLESEA**

**We, the undersigned, residents and ratepayers of the City of Whittlesea, request the Council to:**

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| --- |
| *Insert details here of what is being requesting of Council. This wording must appear at the top of every page of the petition and must not exceed 200 words in length* |

**Lead petitioner details *[please print]***

| **Name:** |  |
| --- | --- |
| **Address:** |  |
| **Telephone / Mobile:** |  |
| **Email:** |  |
| **Signature:** |  |
| Do you as head petitioner or representative of the head petitioner give consent for your name to be published in a Council Meeting Agenda and Minute document. | Yes **☐**No **☐** | Do you give consent to your name, address, contact phone number and email address being provided to media outlets if requested? | Yes **☐**No **☐** |

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| **Full Name *[please print full name]*** | **Full Address *[must provide full address]*** | **Signature** |
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| **Full Name *[please print full name]*** | **Full Address *[must provide full address]*** | **Signature** |
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Council will, through Public Question Time, accept a maximum of one (1) standalone joint letter or petition from each person or entity, to be read out if the Chair determines there is adequate time.

A petition must:

* be in writing and not be more than 200 words in length;
* contain the request of the petitioners or signatories and be signed by at least 12 people;
* include the full name, address and contact details of the head petitioner;
* include the full name and full address of each person who signs the petition to be counted as a valid signature (eg: John Smith 12 Citizen Drive South Morang 3752) (please see our website for rules about signatures which includes where a person is unable to sign due to incapacity or sickness);
* only have each individual sign this Petition once (ie. one person can’t sign multiple times); and
* refer to a matter which is within the power of Council to address in accordance with Governance Rule 49.

**Electronic or online** petitions or joint letters must contain the full name and email addressof each petitioner or signatory, which details will, for the purposes of Rule 49 qualify as the address and signature of such petitioner or signatory. Where email addresses are not provided for within the petition, sub-Rule 49.4 must apply.

Petitions or joint letters must be submitted prior to 12 noon on the day prior to a Scheduled Council Meeting.

Please do not:

* attach letters or other documents to the petition or joint letter; and/or
* paste or attach signatures to the petition or joint letter, or incorporate photocopies of names.

Every page of a hard copy petition or joint letter must be a single page of paper and not be posted, stapled, pinned or otherwise affixed or attached to any piece of paper other than another page of the petition or joint letter.

All correspondence in relation to the petition or joint letter will be addressed to the head petitioner. It is the head petitioner’s responsibility to update the rest of the petitioners in relation to the matter.

If a petition or joint letter relates to an operational matter, the Chief Executive Officer will instead address it directly through Council’s service operations or complaint handling program.

Please note that the contents of this form will be maintained in accordance with the *Public Records Act 1973* and *Privacy and Data Protection Act 2014.*