# <<Insert petition title>>

## Petition to Melton City Council

|  |  |
| --- | --- |
| Date |  |
| Petition Organiser |  |
| Address |  |
| Telephone number |  |
| Email |  |
| Number of Signatures |  |

## How to use this guide

* Complete the petition front cover by writing the petition title where indicated and add the petition organiser’s details.
* On page two, double-click inside the header area at the top of the page. Type a clear description or summary of the matter you want Council to action.
* The petition organiser to complete the first line of the petition.
* To add more rows for signatures, click inside the last box of the table (bottom-right corner). Then press the "Tab" key until you have enough rows for all the signatures.
* When you're finished, print the document, but do not staple the pages together.
* If you need help using this template, please contact Governance team on 9747 7200.

## Petition Guidelines

* Petitions must be in writing (not pencil), clearly stating the request, and signed by at least 12 people.
* Each page that contains signatures must also display the request of the petition.
* Signatures must be made by the individuals themselves (except for incapacity) and include their address.
* Each person must sign their name on a separate line, and no one may sign on behalf of others (except in cases of incapacity).
* Each page must be standalone and be part of the petition (no attachments like staples or pins).
* Any signature appearing on a page which does not bear the request of the petition may not be considered by Council.
* Petitions must be verified for compliance with Rule 64 of Council’s Governance before being accepted.
* Petitions received after the agenda has been compiled will be presented to the next scheduled Council Meeting.
* Petitions request that Council take specific action or refrain from taking action on a particular matter that Council has control over or is in a position to advocate to other levels of government.
* Petitions related to operational matters will be referred by Council to the Chief Executive Officer for consideration.

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| --- | --- | --- | --- |
| No. | First Name & Last Name | Street Address & Suburb | Signature |
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