# Please delete this and enter the title of your petition here.

The petitioners whose names, addresses and signatures appear hereunder, petition the Hepburn Shire Council as follows:

# Please delete this and insert the terms of the request you are making to Hepburn Shire Council

Please make sure you include your name and address as well as signing the petition, otherwise the petition may not be accepted.

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| **Name** | **Address/Contact Details** | **Signature** |
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# **Additional Information**

Petitions are one of the ways the community can ensure their views are heard by Council.  To make sure that your petition is valid and able to be accepted by Council, the petition must meet the requirements of [Council’s Governance Rules 2022](https://www.hepburn.vic.gov.au/files/assets/public/council/documents/other/hepburn-shire-council-governance-rules-adopted-16-august-2022-current.pdf).

Petitions can be submitted to any Customer Service Centre, or via email to shire@hepburn.vic.gov.au.

A petition must:

1. be in legible and permanent writing (other than pencil);
2. not be defamatory, indecent, abusive or objectional in language

and content;

1. not relate to matters beyond the powers of Council;
2. bear the wording of the whole of the petition or request upon each

page of the petition;

1. include the name, email address or phone number, suburb and

signatures of petitioners; and

1. consist of single pages of paper and must not be pasted, stapled,

pinned or otherwise affixed to any other piece of paper if in hard copy

other than another page of the petition or joint letter.

1. the petition or joint letter must nominate a person to whom a reply

must be sent to, but if no person is nominated or is the obvious contact

person, Council may reply to the first signatory which appears on the

petition.

If the petition meets the requirements above, it will be presented to the next scheduled Ordinary Meeting of Council. Please note: the deadline for petition submissions is 10am the day before the Council Meeting.

If the petition relates to an operational matter, Council must refer it to the Chief Executive Officer for consideration.

Council may resolve to receive the petition and refer the matter for a report or appropriate action as required to the next appropriate Council meeting, unless Council agrees to deal with it earlier.

A petition relating to a planning permit application does not constitute an objection. Objections must be lodged separately with Council’s Planning Department.