How to lodge a petition for a road and drainage improvement project

June 2024

General

Bass Coast Shire Council manages an extensive network of unsealed roads and streets with inadequate drainage. There is approximately 100km of unsealed roads and inadequate drainage in urban areas across Bass Coast, with an estimated cost of $250 million required to undertake upgrades to meet current standards.

The Urban Roads and Drainage Improvement Policy outlines the process to upgrade the network of unsealed roads and inadequate drainage. The policy also programs the order that projects will be considered on a priority basis.

Projects can be reprioritised and brought forward in the program if there is strong support from the community. This can be in the form of a petition where at least 50% of property owners adjacent to road request the upgrade and are willing to financially contribute towards the project.

Petitions go to a Council meeting to be formally received. Petitions are a formal request to Council for action and may be made by an individual or organisation.

A petition template is shown on the following page.

Council can assist petitioner(s) by notifying property owners of the proposed petition if there is a high proportion of non-resident property owners along the selected road.

Specific Criteria

- A petition must be received by 5pm 10 days prior to the Council Meeting agenda being published.
- Unless Council resolves to deal with it earlier, no motion (other than a motion to receive the same) may be made on any petition until a future Council Meeting.
- Every petition presented to Council must be in writing (other than pencil), typing or printing, contain the request of the petitioners or signatories, be signed by at least 3 people and submitted by the lead petitioner with a cover letter containing their contact details.
- Every petition must be signed by the persons whose names are appended to it by their names or marks, and, except in cases of incapacity or sickness, by no one else and the residential address of every petitioner or signatory must be clearly stated.
- Every page of a petition 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.
- An electronic/online petition is required to adhere to all the requirements of a written petition unless Council resolves otherwise.

For more information

For enquiries regarding petitions, please contact Council's Governance Officer Chelsea Wilson. For more information regarding road upgrades, please contact Senior Project Engineer Luke Bryant. Contact phone number for either is 1300 226 278 or (03) 5671 2211. Email contact is basscoast@basscoast.vic.gov.au

Petition

Road name .....Estate.....Page .../...

We the undersigned, being owners of properties adjacent to the above road name within the above estate request that the Bass Coast Shire Council reprioritise an urban road and drainage infrastructure improvement project for this section of road in accordance with Council's Urban Roads and Drainage Improvement Policy. We understand that the project would be jointly funded by Council and property owners adjacent to the road and are willing to financially contribute towards the project.

Property address	Owner name	Signature