

## Petitions

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**Branch** Governance and Internal Control

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<b>Notes</b>	

# **POLICY**

## **PURPOSE**

The purpose of this policy is to determine a consistent approach to the accepting and consideration of petitions received by Council from members of the public.

## **BACKGROUND AND RELATED LEGISLATION**

This policy is based on the procedures and practices of the NSW Parliament in dealing with petitions.

## **SCOPE**

This policy relates to the management of petitions when received by Council.

## **POLICY**

A petition is a request made to Council seeking a particular action. Any person with a direct interest in Dubbo Regional Council such as residents, land owners, business people or in some other capacity may ask Council to change an existing Policy, a decision of Council or take action for a certain purpose or for the benefit of particular persons.

The subject of a petition must be a matter on which the Council has the power to act.

Care is to be taken in the wording of petitions as Council imposes certain requirements on their form and content. The petition should follow the guidelines detailed below.

- Be enclosed in a sealed envelope and addressed to "the Chief Executive Officer" of Dubbo Regional Council.
- Contain the names and addresses of the petitioners and their own original signatures. Any additional requests for information, such as telephone numbers or e-mails, should be clearly listed as optional.
- State the facts which the petitioners wish to bring to the notice of the Council (this is the 'grievance').
- Conclude with a request that the Council do, or do not do, something or take some course of action. Each page of a petition seeking signatures must be headed with the words of the request.
- Be clearly written, typed or printed and not have anything attached to it
- Be respectful, decorous and temperate in its language.

- Be in English, or be accompanied by a translation certified to be correct.
- Be in an original document format, not a postcard, leaflet or the like.

A petition must not:

- Contain irrelevant statements or information, including logos, photos, slogans etc
- Include headings that refer to an individual Councillor or staff member, or which contain photographs of a Councillor or staff member or similar information judged as 'additional' to the subject of the petition
- Contain material of a political campaigning nature.
- Be altered in any way from the petition as signed by the petitioners.

Signatures

- A petition must contain at least one signature
- Every signature must be original hand-writing, and signatures must not be pasted on, photocopied or transferred in any way.
- Every person signing a petition must write their full address after their signature.

Lodgement

- Petitions must be lodged in the format as specified in **Appendix 1** of the Petitions Policy
- Petitions may be lodged at a Council meeting however they are not to be considered or debated unless a resolution of Council is passed to transact the business of the meeting and the chairperson rules it as a matter of urgency in accordance with the Code of Meeting Practice.
- Petitions lodged with Council, either personally through a Councillor or staff member, will be presented to Council for consideration at the next available Ordinary meeting of Council where the agenda has not already been determined.
- Once a petition has been received and registered by Council, an acknowledgement letter will be sent to the person who initiated the petition.

What will happen next?

- Petitions lodged with Council, **containing 25 signatures or more**, will be included on the agenda of the next available Ordinary meeting of Council where the agenda has not already been determined with a recommendation for notation.
- Petitions lodged with Council, **with less than 25 signatures**, will not be placed on a Council meeting agenda and will be managed internally by staff. Councillors will be provided with a copy of these petitions informally for their information.
- Council shall consider the petition and a Councillor will need to move a motion, which will be required to be seconded, to either note the petition as recommended or to act on the petition in some way.

- Only the person who has lodged the petition and has included their contact details on the lodgement form will be advised of the outcome of Council's deliberations.

## **RESPONSIBILITIES**

Executive Manager Governance and Internal Control

## **APPENDICES**

Template for Petition lodgement



*[Subsequent pages of a petition must repeat the request from the first page of the petition.]*

The undersigned petitioners ask the Council to .....

.....  
*[Outline the action that the Council should, or should not, take.]*

Name	Address	Signature