



# COUNCIL POLICY

## Petition Management

<b>Policy Number:</b>	PO140		
<b>Strategic Plan Objective</b>	Meet all legislative and compliance responsibilities		
<b>Policy Owner:</b>	Chief Executive Officer	<b>File Number:</b>	9.63.1
<b>Responsible Officer:</b>	Governance Officer	<b>Minute Reference:</b>	116/2013 (12/06/2013)
<b>Date Adopted:</b>	12/06/2013	<b>Next Review Date:</b>	June 2018

### 1. POLICY OBJECTIVES

To ensure petitions submitted to Council are considered and managed in a consistent and compliant manner.

### 2. SCOPE

2.1 This policy applies:

- i) To all petitions submitted to Council;
- ii) To all employees of the District Council of Yorke Peninsula;
- iii) To all Elected Members.

### 3. DEFINITIONS

Employee(s)	All personnel undertaking tasks/duties for and/or on behalf of the District Council of Yorke Peninsula, including persons employed directly by the Council in a full time, part-time or casual basis under an employment contract, volunteers, contractors, agency personnel and work experience placements.
Invalid Petition	<p>Petitions that contain abusive language.</p> <p>Petitions that contain remarks that could be deemed defamatory.</p> <p>Petitions that are not clear with their message.</p> <p>Petitions that are not legible.</p> <p>Petitions that seek to encourage an unlawful activity.</p>

### 4. POLICY STATEMENT

Council employees will deal directly with the person submitting the petition, a person nominated as the contact person or the first name listed on the petition. Council will not respond to all petitioners as this is the responsibility of the person submitting the petition.

Valid petitions received by Council will be registered to the Chief Executive Officer (CEO) and be presented by the CEO to the next Council meeting.

The full petition will be included in the Council Agenda if deemed appropriate by the CEO.

Petitions to Council must be under cover of Standard Form SF188 and meet the following criteria:

- Clearly be identified as a petition;
- Be legibly written, typed or printed;
- Relate to a matter that the Council has control over or is in a position to make a submission to other level of Governments;
- Clearly set out the request or submission of the petitioners;
- Clearly include the name and signature of all persons participating in the petition and provide an address wherever possible;
- Be addressed to the Council and delivered to the principal office of the Council as required by the Local Government (Procedures at Meetings) Regulations 2000.

Invalid Petitions

Invalid petitions will not be accepted and an explanation will be provided to the person submitting the petition, a person nominated as the contact person or the first name listed on the petition (as required), as to the reasons why the petition is invalid.

Requests to leave external petitions

Petitions for other Local Governments (including petitions to any representatives of other Governments) and other external bodies may be accepted for signing only with the CEO permission.

**5. COMPLAINTS**

Complaints relating to this policy can be made in writing to Council’s Governance Officer.

**6. REVIEW**

This policy will be reviewed every 5 years and as necessary in consideration of any changes to legislation and relevant standards, codes and guidelines.

**7. TRAINING**

Training needs will be identified through the performance review and audit processes.

Training will also occur as necessary in response to changes to legislation and relevant standards, codes and guidelines.

**8. RELATED COUNCIL POLICIES AND DOCUMENTS**

PO063 Records Management Policy

**9. REFERENCES AND LEGISLATION**

Local Government Act 1999

Local Government (Procedures at Meetings) Regulations 2000

**10. COUNCIL DELEGATION**

<b>Delegate:</b>	CEO
<b>Sub Delegate:</b>	Nil

**11. VERSION HISTORY**

<b>Archived Policy Name</b>	<b>Policy Number</b>	<b>Date Adopted</b>	<b>Last Reviewed</b>
Petition Management Policy	PO140	11/05/2011	11/05/2011