



Title	Petitions Policy
Category	Council Policy
Number & Version	SVC-COR-PO-42-01
Owner	People, Culture and Governance
Status	Draft
Endorsed by	General Manager upon recommendation from ELT
Approved by	Council
Effective date	<Insert effective date>
Due date for review	Every 2 years
Keywords	Petitions _r

Disclaimer

*Please note that this policy may not be current as Snowy Valleys Council (Council) regularly reviews and updates its policies and procedures. The latest controlled version can be found in Council's Records Management System or contact Council's Coordinator Governance and Risk on policy@snowyvalleys.nsw.gov.au for a hard copy of the latest version. **A hard copy of this electronic document is uncontrolled.***

Where there is a delegation identified in this policy, the reader will need to confirm if an alternative delegation exists in the Delegations Register. To the extent that there is any conflict perceived between the delegation/s identified in this policy and of those contained in the Delegations Register, then the delegation/s in the Delegations Register takes precedence. The General Manager will, if necessary, be the sole arbiter in resolving any issues of conflict.

1 PURPOSE

Snowy Valleys Council (SVC or Council) will accept Petitions from persons who have an interest in the Snowy Valleys Local Government Area (LGA) as residents, landowners, business people or in some other capacity.

Petitions must concern matters that Council is authorised to determine

Council aims to ensure that the views of the community are effectively communicated to Councillors and Employees, and considered by them in the decision-making process. This is a core aspect of accountable and transparent local government. One of the ways Councillors and Employees receive these views is by considering issues raised in Petitions lodged by members of the community.

This policy establishes a consistent process to ensure that each Petition is treated in a timely manner and effectively comes to the notice of Councillors and relevant Employees.

This policy seeks to manage risk and prevent corruption by providing a mechanism for open communication of community views to Council.

2 SCOPE

This policy applies to all Petitions submitted to Council; all persons submitting Petitions; and all Councillors and Employees who deal with Petitions.

3 DEFINITIONS

Employee - refers to a person employed by Council and whose conditions of employment are covered by the Local Government (State) Award 2017 and includes persons employed on a permanent, temporary or casual basis. Employees also include Senior Officers whose conditions of employment are covered by a written agreement or contract with Council.

Petition - a formal written request, typically signed by many people, in respect of a cause, an appeal or request

Chief Petitioner – the person lodging a Petition

4 DEALING WITH PETITIONS

4.1 CONTENT OF PETITIONS

The Chief Petitioner must ensure that the Petition has:

The *Petition Lodgement Form* containing:

- a. A clear and concise statement identifying the subject matter of the Petition.
- b. A statement specifying the number of signatories and the number of pages to the Petition.
- c. The full printed name, address, phone number and signature of the Chief Petitioner, together with the name of the organisation/group they represent if the Petition is submitted on behalf of an organisation or group.

The following details on each page of the Petition:

- d. The subject matter of the Petition and the action requested.
- e. The name, address and signature of those people who support the Petition.

4.2 ELECTRONIC PETITIONS

An electronic Petition (e-Petition) is a Petition that is 'signed' online, usually through a website

A person submitting an e-Petition must ensure that the Petition has:

- a. A clear and concise statement identifying the subject matter of the Petition.
- b. The total number of people 'signing' the Petition.
- c. The full name, address and phone number of the person submitting the Petition ('Chief Petitioner'), together with the name of the organisation/group they represent if the Petition is submitted on behalf of an organisation or group.
- d. The full name, address (including postcode), and email address of those people who support the e-Petition.

4.3 RECEIVING PETITIONS

Petitions will be addressed to the General Manager and be lodged with Council via:

- In Person Tumbarumba Office: Bridge Street, Tumbarumba
 Tumut Office: 76 Capper St, Tumut
- Via Post Tumbarumba Office: PO Box 61, Tumbarumba, NSW 2653
 Tumut Office: 76 Capper St, Tumut, NSW 2720
- Via Email info@svc.nsw.gov.au
- Online www.snowyvalleys.nsw.gov.au

All Petitions received must be forwarded to the Records Department, who will ensure the Petition is registered in Council's record management system and task assigned to the relevant Director.

The relevant Director will arrange for the Petition to be included on the Council agenda of the next meeting of Council, however, a Petition will not be included on the agenda if, in the opinion of the General Manager:

- It does not contain the content details outlined above, or
- It is defamatory, or
- It contains threatening statements or offensive material, or
- Any action it proposes is unlawful.

If the Petition is not included, the Chief Petitioner will be notified within 21 days of lodgement, together with the reasons for it not being included.

If the Petition is included ~~in~~ **on the Council** agenda, Council will advise the Chief Petitioner of the date of the meeting. Outcomes of the petition will be determined by Council.

4.4 OUTCOME OF PETITIONS

Council will decide what action, if any, it will take on the Petition. Generally, Council refers the Petition to the relevant Director for appropriate action. Council's decision can be accessed in the minutes of the meeting, which are available on Council's website.

The relevant Director will consider the Petition, take any action considered necessary and advise the Chief Petitioner accordingly.

5 RESPONSIBILITIES /ACCOUNTABILITIES

Employees - Are responsible for ensuring that any Petition that is made to them is dealt with in accordance with this Policy.

Councillors - The elected Councillors have a responsibility to consider Petitions and their outcomes on the community

Directors - will arrange for the Petition to be included on the agenda of the next meeting of Council

General Manager - has the responsibility of refusing the Petition to go the next meeting of Council if Petition is seen as not meeting the guidelines above.

Records Officer - responsible for populating ECM with the relevant information upon receipt of a Petition before task assigning to appropriate Director.

Public Officer – responsible for ensuring privacy or the use of personal information is used in accordance with Privacy and Personal Information Protection Act 1998

6 RELEVANT LEGISLATION

Petitions to Council are not specifically covered by legislation. However, the *Local Government Act 1993* encourages and assists the effective participation of local communities in the affairs of local government. Council deals with Petitions in keeping with this principle.

Privacy and Personal Information Protection Act 1998

7 RELATED POLICIES/DOCUMENTS

NIL

8 RELATED FORMS

Petition Lodgement Form [SVC-COR-F-039-01](#)

Petition Template [SVC-COR-F-040-01](#)

9 SUPERSEDING POLICY / PROCEDURE NUMBER AND TITLE

NIL

10 REVISION HISTORY

Date	Version Number	Activity log	Resolution Number	Resolution date
05.07.2018	1	New		

11 CONTACT OFFICER

Position: Division Manager People, Culture and Governance

Section: Internal Services

DRAFT