

# CAMPASPE PROCEDURE - PETITIONS AND JOINT LETTERS

PROCEDURE NUMBER PR101

Date Approved: 22 August 2018

Scheduled for review: August 2020



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## PURPOSE

To provide guidance on how to process a petition or joint letter.

## PROCEDURE STATEMENT

The Oxford on-line dictionary definition of a petition is:

*"A formal written request, typically one signed by many people, appealing to authority in respect of a particular cause".*

For Council purposes petitions and joint letters are considered the same.

Meeting Procedure 2018 Local Law No 1 cl. 6.8 provides clarity on Council's requirements for a valid petition or a joint letter. The requirements are:

- There is a clear and concise statement identifying the subject matter of the petition.
- Everybody signing the petition has provided their name and address
- The subject matter appears at the top of each page of the petition.
- It must not be defamatory, indecent, abusive or objectionable in language or content.
- It must not relate to matters beyond the powers of Council.

Petitions relating to town planning items are dealt with as part of the formal planning process, rather than separately at a council meeting.

Petitions or joint letters are received in a number of ways. They may be received by email, post or hand delivered or they may be given to a councillor for tabling at a council meeting.

### 1. If a petition is received by mail, email or hand delivered the following process will be undertaken:

- a) The Information Management Department will note it in the Customer Request Management module (CRM), assign the petition to the Council Support Officer and provided the hard copy to the Council Support Officer.
- b) The Council Support Officer will refer the petition to the Governance Manager for checking.
- c) The Governance Manager will check that the petition:
  - i. Has a clear and concise statement identifying the subject matter of the petition.
  - ii. Everybody signing the petition has provided their name and address and, if possible, their email address.
  - iii. Has the subject matter appearing at the top of each page of the petition.
  - iv. Is not defamatory, indecent, abusive or objectionable in language or content
- d) If the petition is not in accordance with these requirements the Governance Manager will contact the chief petitioner or where this is not nominated, the first named petitioner to get the petition corrected.

- e) Once checked the Governance Manager will advise the Council Support Officer of the results of the check.
- f) If the petition is valid the Council Support Officer will:
  - i. Acknowledge receipt and advise when it will be tabled at the Council meeting and confirm whether the chief petitioner would like to speak to the item when the response to the petition is presented to a Council meeting.
  - ii. Redact the petitioner's street name and number but not town.
  - iii. Give to either a ward councillor or portfolio councillor for tabling at a Council meeting.
  - iv. The Councillor will then table it at the next available Council meeting. When a councillor tables a petition at a Council meeting the Councillor should move as follows:
 

*"I move that the petition received from ..... concerning..... be tabled and referred to the CEO for a report to be prepared for consideration by Council".*
  - v. The resolution will then be recorded in the minutes and the Council Support Officer will task the redacted copy to the Governance Manager for acknowledgment to the petitioners and to the actioning officer for preparation of a council report.
  - vi. The actioning officer will prepare a Council report responding to the petition and there will be a full copy of the redacted petition attached to the report.
  - vii. A letter will be sent to the key contact person or first named signatory by the actioning officer advising of the Council decision.

**2. If a petition is given to a Councillor the following process will be undertaken:**

- a) The Councillor will give the petition to the Council Support Officer who will process it in the Customer Request Management Module (CRM) and refer it to the Governance Manager for checking.
- b) The Governance Manager will check that the petition:
  - i. Has a clear and concise statement identifying the subject matter of the petition.
  - ii. Everybody signing the petition has provided their name and address and, if possible, their email address.
  - iii. Has the subject matter appearing at the top of each page of the petition.
  - iv. Is not defamatory, indecent, abusive or objectionable in language or content
- c) If the petition is not in accordance with these requirements the Governance Manager will contact the first name petitioner to get the petition corrected.
- d) Once checked the Governance Manager will advise the Council Support Officer of the results of the check.
- e) If the petition is valid the Council Support Officer will:
  - i. Acknowledge receipt and advise when it will be tabled at the Council meeting and confirm whether the chief petitioner would like to speak to the item when the response to the petition is presented to a Council meeting.
  - ii. Redact the petitioners' street name and number but not town, phone number and email address.
  - iii. Give to either a ward councillor or portfolio councillor for tabling at a Council meeting

- iv. The Councillor will then table it at the next available Council meeting. When a councillor tables a petition at a Council meeting the Councillor should move as follows:
- I) *"I move that the petition received from ..... concerning..... be tabled and referred to the CEO for a report to be prepared for consideration by Council".*
  - II) The resolution will then be recorded in the minutes and the Council Support Officer will task the redacted copy to the Governance Manager for acknowledgment to the petitioners and to the actioning officer for preparation of a council report.
  - III) The actioning officer will prepare a Council report responding to the petition and there will be a full copy of the redacted petition attached to the report.
  - IV) A letter will be sent to the key contact person or first named signatory by the actioning officer advising of the Council decision.

## EXCLUSIONS

Nil

## DEFINITIONS

Petition            A formal written request, typically one signed by many people, appealing to authority in respect of a particular cause

## RELATED LEGISLATION

Nil

## LINKS TO OTHER DOCUMENTS

Meeting Procedure 2018 Local Law No 1 cl. 6.8

## ATTACHMENTS

Petition template

## REVIEW PERIOD

Two years

## RESPONSIBLE OFFICER

Governance Manager

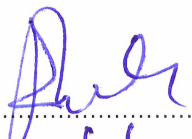
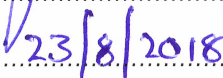
## APPROVAL HISTORY

Approved    22 August 2018  
Revised      (date)

Executive Management Group

Chief Executive Officer

Date

  
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