

Petition Policy

Purpose

To provide a framework for the presentation and tabling of petitions to Council.

Scope

This policy applies to all petitions forwarded to a Yass Valley Councillor or the General Manager. This policy excludes:

- Petitions that relate to objections to environmental planning applications or a planning decision that has already been made by Council; and
- Petitions about any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment.

Definitions

Term	Meaning
Petition	A formal written request, typically signed by many people, appealing to authority in respect of a particular case.

Policy Principles

Petitions are one of the many ways that members of the Yass Valley can voice their concerns about matters affecting the community. Properly managed, they can provide valuable community input into Council's decision making process.

Policy Provisions

Anyone in the community can organise, sign or submit a petition. Petitions can be submitted to any Yass Valley Councillor or the General Manager. The following types of petitions will be considered by Council:

- Matters relating to Council's responsibilities.
- Matters which affect Yass Valley Council or the Yass Valley community, as long as Council is in a position to exercise some degree of influence.

If a petition is about something over which Council has no direct control, we will consider making representations to the relevant body on behalf of the community. Where a petition relates to a matter over which Council has no responsibility or ability to influence, Council will return the petition to the petition organiser with an explanation and wherever possible provide advice. Petitions must contain:

- A clear and concise statement identifying the subject matter and the action requested.
- The name and contact details of the person submitting the petition (if this is not provided Council will assume the first signatory is the main contact).
- The minimum number of petitioners required for a petition to be valid is ten persons.
- In the case of a paper petition, a heading on each page indicating the subject matter and the action requested.
- A statement specifying the number of signatories.

- In the case of a paper petition, the full name, address and signature of each person. Document No: GM-POL-11 Created: 06/06 Review date: 06/2023 Version No:1 Author: General Manager Doc Type: 30 File Name: Petition Policy Adopted: 8 August 2019
- In the case of an electronic petition, the full name and address of the person supporting the petition along with a statement by that person certifying that the statement identifying the subject matter and the action requested as set out in the beginning of the petition has not been changed.

Council staff may contact individuals who have signed the petition for many reasons including to: clarify community sentiment; arrange a community forum; or provide correspondence about the subject matter.

Tabling of Petitions

Petitions received by Yass Valley Councillors will be forwarded to the General Manager for assessment against the requirements of this policy. All compliant petitions will be referred to the next ordinary Council meeting as a separate agenda item. The recommendation in the Council report will be “That the petition be received and noted”. Consideration of the petition by Council will be in accordance with the Local Government (Meetings) Regulation 1999.

Responsibilities & Review

The Governance Business Unit will review this policy incorporating relevant legislation, documentation released from relevant state agencies and best practice guidelines. This policy will be reviewed every four years from the adoption date. The next review date will be in 2023.

References

This policy is to be read in conjunction with the following:

Legislation	<i>Local Government ((Meetings) Regulation 1999 – Section 13</i>
	Yass Valley Council Code of Council Meeting Practice – Part 3
Policies and procedures	

Approval History

Stage	Date	Comment	MagiQ Reference
Original	29 August 2019	Adopted at Council Meeting	Min 186

Ownership and Approval

Responsibility	Role
Author	General Manager
Owner	General Manager
Endorser	EMT
Approver	Council