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# **Petitions Policy**

**September 2022**

# Petitions Policy

## Document Version Control

|                           |                              |
|---------------------------|------------------------------|
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| <b>Review Date:</b>       | September 2022               |
| <b>Owner:</b>             | City of Ryde                 |
| <b>Endorsed By:</b>       | Council on 27 September 2022 |
| <b>Distribution:</b>      | Internal and External        |

## Approval History

| Version | Review Date    | Author               | Reason for Change  |
|---------|----------------|----------------------|--|
| 1.0     | September 2022 | Corporate Governance | Policy endorsed by Council on 27 September 2022 for public exhibition.<br><br>No submissions received during public exhibition period (4 October 2022 to 31 October 2022). Policy adopted by Council on 27 September 2022. |

| Petition Policy             |                                      |                                  |
|-----------------------------|--------------------------------------|----------------------------------|
| Owner: Corporate Governance | Accountability: Corporate Governance | Endorsed: 27 September 2022      |
| CM Reference: D22/147711    | Last review date: September 2022     | Next review date: September 2026 |

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## ***Purpose / Objective***

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

## ***Scope***

This policy applies to all petitions forwarded to a City of Ryde Councillor or the Chief Executive Officer.

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***

| <b>Term</b> | <b>Meaning</b>   |
|-------------|--|
| Petition    | A formal written request, typically signed by many people, appealing to an authority in respect of a particular case |

## ***Policy Principles***

Petitions are one of the many ways that members of the City of Ryde 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 City of Ryde Councillor or the Chief Executive Officer. The following types of petitions will be considered by Council:-

- Matters relating to Council's responsibilities.
- Matters which affect City of Ryde Council or the City of Ryde 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.

| <b>Petition Policy</b>      |                                      |                                  |
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# Petitions Policy

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.
- 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 City of Ryde Councillors will be forwarded to the Chief Executive Officer 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”.

Councillors may also move to table a hardcopy petition during a Council meeting as per the Code of Meeting Practice. Councillors who are present in the Council Chambers must have a physical hardcopy of the petition to be tabled (if not provided to the Chief Executive Officer prior to the meeting). Councillors who are present via audio-visual link must provide a copy of the petition to the Chief Executive Officer prior to the commencement of the Council meeting so that Council staff can have a hardcopy ready to be tabled during the meeting. If a copy of the petition is not provided prior to the commencement of the meeting, the petition will not be able to be tabled until the next Ordinary Council meeting.

Consideration of the petition by Council will be in accordance with the Local Government (Meetings) Regulation 1999.

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## ***Responsibilities and Review***

The Corporate Governance Department 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 2026.

## ***References***

This Policy is to be read in conjunction with the following:-

|   |   |
|---|---|
| <b>Legislation, Policies and Procedures</b> | <i>Local Government (Meetings) Regulation 1999 – Section 13</i><br>City of Ryde Council Code of Meeting Practice – Part 3 |
|---|---|

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## PETITION

Date: .....

To the Mayor, Councillors and the Chief Executive Officer of City of Ryde Council, the petition of the undersigned is submitted for your attention.

State the subject matter:

.....  
.....

State the action sought by the petitioners:

.....  
.....

Total number of signatories to the petition: .....

The full printed name, address and signature of the person lodging the petition:

Name: .....

Postal Address: .....

Signature: .....

| Name (please print) | Address (please print) | Signature |
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