

FILE NO: PSC2013-05621

TITLE: RECEIPT OF PETITIONS

OWNER: GOVERNANCE SECTION MANAGER

1. PURPOSE:

1.1 The purpose of this policy is to provide the community with an opportunity to express their opinions to Council on matters of significant community interest and/or impact.

2. CONTEXT/BACKGROUND:

2.1 Council, in the past has received petitions from the community as a way of expressing their concern on many and varied interests of which Council is the responsible authority. The community often lodge petitions as a way of informing Council of the community's general concern, as a whole, with respect to issues before Council.

3. SCOPE:

3.1 A petition is a written document including the name, address and signature of at least 20 or more persons seeking some form of action of the Council, and includes the details of a representative as a contact for Council (**ATTACHMENT 1**). It may be in the form of a request, complaint or expression of interest in a matter of significance to Council signed by ratepayers/residents. The General Manager shall be the final arbiter as to whether the document constitutes a petition.

3.2 Upon receipt of a petition the relevant Group will register the petition and refer the original copy to the General Manager's Office.

3.3 The Executive Administration Coordinator will forward an acknowledgement to the representative who lodged the petition and provide an Information Paper to a Council meeting.

3.3 a) Where the number of signatories on a petition is over 500, Council will supply an agenda item at a Council meeting with a staff recommendation to note the petition, with alternative recommendations provided in the agenda item background to provide Councillors with options to try and help resolve whatever issue the petition relates to.

3.4 The relevant Group will keep the representative informed of the progress.

CONTROLLED DOCUMENT INFORMATION:

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EDRMS container No	PSC2013-05621	EDRMS record No	22/224812
Audience	Port Stephens community		
Process owner	Governance Section Manager		
Author	Governance Section Manager		
Review timeframe	3 years	Next review date	13 February 2025
Adoption date	25 July 1995		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1.0	25/07/1995	Assistant General Manager	Adopted by Council.	324
2.0	17/11/1998	Assistant General Manager	Adopted by Council.	562
3.0	19/10/2004	Governance Coordinator	Adopted by Council.	375
4.0	12/11/2013	Executive Officer	Adopted by Council.	326
5.0	09/02/2016	Governance Manager	Transferred into the new policy template and corporate branding. Inclusion of the petition cover sheet and minor wording amendments.	021
5.1	13/02/2018	Governance Manager	Policy reviewed and no amendments required.	016

Version	Date	Author	Details	Minute No.
5.2	12/05/2020	Governance Section Manager	Reviewed the policy, included numbering to each paragraph and updated the version control. Updated title of policy owner. 3.3, 5.1 and 6.1 – updated. 6.2 – inserted the word ‘Section’ in the title.	079
5.3	12/07/2022	Governance Section Manager	The policy has been updated in the new policy template and updated the version control.	175

ATTACHMENT 1

PETITION

This petition cover sheet or similar format should be included with any petition lodged with Council. The principal petitioner will be the contact person Council will communicate with concerning the petition.

PRINCIPAL PETITIONER

Name: _____ Signature: _____

Address: _____

Postcode: _____

Email: _____ Telephone: _____