Petition Policy

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Legislation:	*Local Government Act 1999* *Local Government (Procedures at Meetings) Regulations 2013*
Related Documents:	Code of Practice – Meeting Procedures

CITY OF PROSPECT

1. Purpose:

1.1 Council's principal role is to act as an informed and responsible decision maker and represents the interests of its community through open and transparent decisions.

1.2 Any member of the public may submit a petition to Council for consideration. The purpose of the Petition Policy (the Policy) is to:

1.2.1 clearly communicate Council's expectations in relation to the information to be included with a petition submitted from a member of the public and to specify the legislative requirements that attach to petitions; and

1.2.2 assist Council in effectively managing petitions in accordance with its legislative obligations and in the interests of the community; and

1.2.3 ensure adequate and fair opportunity for community participation in Council decision-making, including at formal Council meetings.

1.3 This Policy supports the Chief Executive Officer, pursuant to Regulation 10(2) of the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations), in ensuring that all compliant petitions are addressed within the agenda for the next Ordinary Council meeting in accordance with the requirements of this Policy.

2. Scope:

2.1 This Policy applies to all petitions submitted to Council.

3. Definitions:

Business Days	Means Monday – Friday (inclusive) excluding public holidays
Cause	Means the request, plea or subject of the petition
Clear Days	Full days, including weekends and public holidays
Compliant Petition	Means a petition that satisfies the criteria under Regulation 10(1) of the *Local Government (Procedures at Meetings) Regulations 2013.* That is, a petition that: • is legibly written, typed or printed • clearly sets out the request or submission of the petitioners • includes the name and address (suburb only) of each person who signed or endorsed the petition • is addressed to Council and delivered to the principal office of Council (in person, by post or electronically via email) To be compliant, a Petition must also meet the requirements of Form and Content as outlined below.

Petition	Means a formal written request, typically signed by a number of people and addressed to a person in authority or power, soliciting a favour, right or benefit or that otherwise appeals to the person in respect of a particular cause
Principal Signatory	Is the person responsible for delivering the petition to Council
Online Petition	Is a compliant petition that is signed online, usually through a form or website
Signatory	Is a person who has signed the petition in support of the cause

4. Policy & Process:

4.1 *Submitting a Petition*

4.1.1 Any person may submit a petition to Council.

4.1.2 Council will only communicate with the Principal Signatory in respect to a petition.

4.1.3 For a petition to be presented to Council for consideration, it must be compliant.

4.2 *Form and Content of a Compliant Petition*

4.2.1 Where a petition comprises multiple pages, the cause must be clearly set out on the top of each page, as per the Petition Form at Appendix 1.

4.2.2 The petition must include the name and address of each signatory. For clarity, the address (suburb only) of a person signing or endorsing the petition may be a residential or business address (not an electronic/email address).

4.2.3 In addition to the requirements of a Compliant Petition, outlined above, the following criteria must also be met for a petition to be deemed valid:

- include the name and contact details of the principal signatory
- include the date the petition was initiated
- contain a minimum of ten (10) signatures

4.2.4 Petitions that contain certain material will not be accepted and in this event the principal signatory will be provided with an explanation of why this has occurred. Petitions will not be considered if they:

- contain abusive language
- contain remarks that could be considered defamatory towards a person or entity
- are not clear with their intent
- are not legible
- seek to encourage an unlawful activity
- are related to a Development Application and the petition has not met the requirements of the *Planning, Development and Infrastructure Act 2016* and associated Regulations.

4.2.5 Where a hardcopy petition is submitted to Council, the original petition must be submitted.

4.3 *Electronic or Online Petitions*

4.3.1 A petition in electronic format can be sent to Council, via the following means:

- An email containing a Petition delivered to Council
- An email containing a link to a Petition (Facebook or other application) delivered to Council
- Posting a Petition to the City of Prospect Social Media

4.3.2 The principal signatory must formally notify Council of an online/electronic petition via email at admin@prospect.sa.gov.au, for the petition to be considered valid.

4.3.3 The following electronic communication methods do not constitute Compliant Petitions under this Policy but may be used to promote a Petition or create awareness of its existence:

- "Likes" on Facebook for photos, comments, posts, or follows
- "Tagging" City of Prospect in comments, tweets, or posts
- Individual emails, comments or posts supporting a particular request or submission.

4.4 *Procedure on Receipt of Petition*

4.4.1 Any correspondence regarding the petition from Council will be addressed to the principal signatory, who is responsible for any contact with signatories.

4.4.2 Council will acknowledge receipt of a petition within 5 business days, to the principal signatory.

4.4.3 A Compliant Petition that is received at least 14 clear days prior to a scheduled ordinary Council meeting will be addressed within the agenda for that ordinary meeting. If a Compliant Petition is received less than 14 days prior to a scheduled meeting, Council will make a practical effort to include that petition in the upcoming agenda, however, it may be deferred to the following scheduled ordinary Council meeting.

4.4.4 The principal signatory will be advised of the date of the meeting at which the petition will be referred to in Council's agenda.

4.4.5 The petition itself will not be included within the agenda, but the cause as stated on the Petition Form and number of signatories endorsing the petition, will be extracted and placed in the agenda.

4.4.6 Prior to an upcoming meeting, Council Members will receive a copy of any petitions to be received by Council for consideration.

4.4.7 Persons who wish to speak to a petition received by Council may submit a *Deputation Request Form* at least 5 clear days before the respective meeting. Application template and information about deputations can be found on Council's website.

4.4.8 As soon as practicable after a petition has been considered by Council, the Chief Executive Officer (or delegate) will notify the principal signatory of any outcome made by Council in relation to it.

5. Privacy Considerations

5.1 As a public document, Council has discretion to publish a petition in the agenda, minutes, or to the Council website. Petitions published by Council will be done so as an image, or any other way which ensures the information cannot be searched or discovered by search engine.

5.2 It is the responsibility of the principal signatory to ensure that signatories to a petition are aware of the public nature of petitions once submitted to Council.

6. Review

6.1 The Policy will be reviewed every four (4) years or as required by legislation

7. Further Information

7.1 For further information about this policy please contact:

Team Leader Governance
City of Prospect
128 Prospect Road
Prospect SA 5082

Ph 8269 5355
Email admin@prospect.sa.gov.au

City of Prospect Petition Form

Date: _____

To: City of Prospect
128 Prospect Road
PO Box 171
PROSPECT SA 5082
admin@prospect.sa.gov.au

Section 1: Principal Signatory

The Principal Signatory is responsible for delivering the petition to Council, all correspondence with Council and for sharing communications with other signatories.

Name:	**Phone:**
Full Address:	
Email:	

Section 2: Petition

We, the undersigned, wish to submit the following petition to Council. We understand that a petition submitted to Council is a public document and may be published.

Section 3: List of Signatories to the Petition

Name	**Address (Suburb Only)**	**Signature**

City of Prospect Petition Form

We, the undersigned, wish to submit the following petition to Council. We understand that a petition submitted to Council is a public document and may be published.

List of Signatories to the Petition

Name	Address (Suburb Only)	Signature