

## Petitions Policy

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### 1. Scope

1.1 This Policy applies to all Petitions submitted to City of Parramatta Council (**Council**); all persons submitting Petitions to Council; and all Councillors and Council Staff who handle Petitions.

### 2. Purpose

2.1 The purpose of this Policy is to effectively manage and respond to Petitions, received by Council in a consistent and transparent manner.

### 3. Policy

3.1 Council is committed to engaging and listening to the community, and welcomes Petitions, on matters of interest and concern. Petitions are taken into consideration as part of the decision-making process, if submitted in accordance with this Policy.

### 4. Delegation

4.1 There are Administrative Legislative Delegations applicable to this Policy.

### 5. Procedure

5.1 A Petition must be about a matter on which Council has power to act.

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5.2 A Petition should:

- (a) be a clear and concise statement that the petitioners wish to bring to the notice of Council;
- (b) conclude with a request that Council do, or do not do, something or take some course of action;
- (c) where possible, be clearly written, typed or printed; and
- (d) be respectful, and not offensive in its language.

5.3 Paper Petitions

The Chief Petitioner must ensure that the petition:

- (a) is signed by at least ten people (including the Chief Petitioner);
- (b) is accompanied by a completed Petitions Lodgement Form including:
  - i. the number of signatories and number of pages of the Petition; and
  - ii. the full printed name, street address, phone number and signature of the Chief Petitioner (together with the name of the organisation or group they represent, if the Petition is submitted on behalf of an organisation or group).
- (c) adopts the format of the Petitions Template, in that each page:
  - i. clearly state at the top of the page the subject of the Petition and the action requested;
  - ii. contains the full name, postcode, and signature of each petitioner; and
  - iii. clearly states at the top of the page the subject of the petition and the action requested.

5.4 Electronic Petitions

5.4.1 An Electronic Petition (e-Petition) is a Petition that is signed on-line through Council's e-Petitions webpage.

5.4.2 The Chief Petitioner must ensure that the e-Petition:

- (a) is signed on-line by at least ten people (including the Chief Petitioner);
- (b) a clear and concise statement identifying the subject matter of the Petition (i.e. the reason you are writing to Council) and the nature of the action requested (i.e. what you are asking Council to do);
- (c) identifies the total number of signatories to the Petition;

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- (d) the full printed name, street address, email address, and phone number of the Chief Petitioner (together with the name of the organisation or group they represent, if the petition is submitted on behalf of an organisation or group); and
- (e) the full name and postcode of all petitioners.

**5.5 Submitting a Petition to the Chief Executive Officer (CEO)**

**5.5.1 Petitions must be addressed to the CEO:**

- (a) by mail to City of Parramatta, PO Box 32, Parramatta NSW 2124;
- (b) by email to [governance@cityofparramatta.nsw.gov.au](mailto:governance@cityofparramatta.nsw.gov.au); or
- (c) in person at City of Parramatta Council during business hours at the: *Corporate Reception at 126 Church St, Parramatta*  
Opening hours: - Monday - Friday, 8.30am - 4.30pm.

**5.5.2 Petitions received by staff will be forwarded to the Office of the CEO.**

**5.6 Submitting a Petition to a Councillor**

5.6.1 A Petition submitted directly to a Councillor must clearly indicate whether the petitions is to be tabled at a Council meeting or forwarded directly to the CEO.

5.6.2 A Petition can be submitted to a Councillor via email or paper.

**5.7 Petitions received by the CEO**

5.7.1 On receipt of the Petition, staff will assess the Petition for compliance in accordance with this Policy.

5.7.2 Petitions will be acknowledged by Council within five working days and further information may be requested during assessment.

**5.8 Petitions received by Councillors**

5.8.1 Where a Petition has been received by a Councillor, the Councillor may table the Petition to a Council meeting or send it directly to the CEO's Office if the Chief

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Petitioner has requested the petition not to be table the Petition in a Council meeting.

5.9 Tabling of Petitions at Council Meeting received by the CEO

5.9.1 Petitions received by the CEO must indicate if they are to be tabled at a Council meeting.

5.9.2 Petitions to be tabled at a Council meeting must be submitted to the CEO by 4.00pm on the Thursday the week before the Council meeting is to be held.

5.9.3 Petitions are not subject to discussion or debate at Council meetings.

5.9.4 A copy of the response will also be communicated to Councillors within 28 days.

5.10 Tabling of Petitions at Council Meeting received by Councillors

5.10.1 Petitions received by Councillors may be tabled at any Council meeting.

5.10.2 These Petitions are not subject to discussion or debate at Council meetings.

5.11 Actioning of Petitions

5.11.1 All Petitions will be forwarded to the manager responsible for the matter raised in the petition. They will investigate, consider the matter, and respond to the Chief Petitioner.

5.11.2 All decisions on valid Petitions can be accessed on Council's e-Petitions page on Council's website.

5.12 Rejection of Petitions

5.12.1 If any requirements for Petition content, format or lodgement are not complied with, the Petition may be rejected.

5.12.2 Reasons for non-compliance:

- (a) relating to a planning decision already determined by Council Staff, or Council's Local Planning Panel; or other determining authority;

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- (b) containing irrelevant statements or information, including logos, photos or slogans;
- (c) considered to be frivolous, vexatious, or lacking in substance;
- (d) considered to be defamatory;
- (e) containing threatening or offensive language;
- (f) proposing any action which may be unlawful;
- (g) altered in a way from the Petition as signed by the petitioners;
- (h) affected by legislation, legal, or insurance proceedings (including potential impacting on Council's ability to respond or deal with the matter.

5.12.3 Petitions submitted directly to the CEO's Office and rejected after being assessed by staff will be forwarded to the Councillors before the Chief Petitioner is notified.

### 5.13 Communications of Petitions

5.13.1 Council will only communicate with the Chief Petitioner and will not respond individually to all petitioners. It is the responsibility of the Chief Petitioner to communicate information to other signatories to the Petition.

5.13.2 Council may at its absolute discretion, verify the name and address and signatures of any person supporting the Petition, should it be considered necessary for any reason.

### 5.14 Repeat Petitions

5.14.1 A Petition will not be considered where it is received within three months of another Petition being considered by Council on the same matter. Where a Petition is received on a similar issue to a previous Petition, the Chief Petitioner will be notified of the outcome of the previous petition if the Council considers that the issues raised have been addressed.

## 6. Definitions

Chief Petitioner	The main or head petitioner identified with appropriate contact details, or, if not identified as such, the first petitioner.
Councillor	A person elected or appointed to civic office as a member of the governing body of Council, including the Lord Mayor.

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e-Petition or Electronic Petition	Refers to a Petition lodged on Council's e-Petitions online portal.
Petition	A formal written request to Council seeking action or special consideration of a particular matter, that Council is authorised to determine.
Staff	A person who is directly employed by Council on a full time, part time, temporary, or casual basis.

<b>ASSOCIATED POLICIES</b>	Code of Conduct Code of Meeting Practice Privacy Management Policy and Plan
<b>ATTACHMENTS</b>	Petitions Lodgement Form

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