

<b>TITLE:</b>	Petition Management Policy		
<b>DIVISION:</b>			
<b>ADOPTED BY:</b>	Council		
<b>DATE OF ADOPTION:</b>	21 August 2014	<b>DATE OF REVIEW:</b>	1 August 2018
<b>MOTION NUMBER:</b>	159/14		
<b>POLICY NUMBER:</b>	CP000022		
<b>AUTHORISED:</b>	Chief Executive Officer		

## THIS POLICY APPLIES TO:

All employees of the Barkly Regional Council and Elected Members

## PREAMBLE

The aim of all policy is for Councillors to provide strategic input into the effective operational framework of the organisation under S.11 of the Local Government Act

## SUMMARY

This Policy sets out the administrative procedures relevant to the preparation, submission and consideration of Petitions which supplement the requirements of the *Barkly Regional Council Meeting Procedures By-law* in relation to receiving and considering petitions.

## OBJECTIVES

To ensure the views of the community can be presented to Members and staff to enable their consideration when making decisions are to be made; and, to set out a consistent approach to ensure that petitions are authentic and are handled in an effective and timely manner.

## BACKGROUND

Petitions are an avenue for the community to express their concerns and/or request action regarding issues which the Council has power to act upon. For example, petitions may ask the Council to change an existing policy, a decision of Council or take action for a certain purpose or for the benefit of particular persons. The Council's Meeting Procedures By-law sets forth required procedures in relation to By-laws.

## POLICY STATEMENT

A petition to council must:

- Be made by people who reside within the Council area
- Be legibly written or typed or printed
- Not relate to a matter outside Council's powers and functions
- Provide the name, contact details and signature of the organiser
- Contain the name, address and signature of each person making the request and the date each person signed

- Not contain offensive, indecent or abusive language or remarks that could be deemed defamatory
- Comply with the requirements of the *Barkly Regional Council Meeting Procedures By-law*

If requirements are not met:

- If any rule is not complied with the petition can be rejected.
- Petitions rejected are to be referred back to the organiser of the petition with the reason(s) why. If the organiser is not known then the first person named on the petition is to be advised).

Sending the petition to council:

The Petition should be addressed to either the Council President or the Chief Executive Officer.

Petitions should be posted to: Barkly Regional Council, PO Box 821, Tennant Creek NT 0861

Or: Lodged in person at any Council Office

When petitions are received they will be handled as follows:

- The petition will be immediately forwarded to the Chief Executive Officer
- The petition will be reviewed to determine whether it complies with Council's Policy
- The complying petitions will be placed on the Agenda for the next Ordinary Council Meeting
- A report will be prepared addressing the matter raised by the petitioners and included on the Agenda. If there is insufficient time to prepare a report the matter will still be brought to Council's attention at the next Ordinary Meeting with the recommendation that consideration be deferred pending completion of a Report
- A petition can be placed on the Agenda of a Special Council Meeting if approved by the Council President
- A letter will be sent to the organiser of the petition acknowledging receipt – it is the responsibility of the organiser of the petition, and not Council to contact all other signatories on the petition
- Petitioners may request a deputation to address Council by writing to the CEO. Such request will be considered by the Council President, who will determine the request and the conditions applicable to it in accordance with the Council's By-law.

Responses to Petition:

The organiser of the petition will be advised in writing of Council's decision or action proposed in relation to the petition.

## **By-law Requirements**

The *Barkly Regional Council Meeting Procedures By-law* sets out the following requirements for Petitions:

*A petition may be presented to a meeting by a member who, before presenting the petition, shall, as far as practicable, become acquainted with the subject matter of the petition;*

*A member, on presenting a petition to a meeting, shall state the nature and prayer of the petition; and read the petition;*

*A petition shall not be presented unless it is worded in respectful language;*

*Each page of a petition presented to the Council shall restate the whole of the petition;*

*Where a page of a petition does not comply with this By-Law the signatures on that page shall not be taken into account by the Council when considering the petition;*

*A person shall not append to a petition a signature purporting to be that of another person; or the name of another person;*

*Where a member presents a petition to a meeting no debate on or in relation to it shall be allowed and the only motion that may be moved is -*

*'That the petition be received for consideration and stand as an order of the day for the meeting or for a future meeting'; or*

*'That the petition be received and referred to a committee or officer for consideration and a report presented to the Council for consideration'.*

## **LEGISLATION, TERMINOLOGY AND REFERENCES**

*Barkly Regional Council Meeting Procedures By-law*

## **IMPLEMENTATION AND DELEGATION**

The CEO has delegated authority to implement this policy

## **EVALUATION AND REVIEW**

This Policy is to be reviewed every four (4) years, and may be reviewed at other times at the discretion of Chief Executive Officer.