

**FILE NO:** PSC2013-05621  
**TITLE:** RECEIPT OF PETITIONS  
**POLICY OWNER:** GOVERNANCE MANAGER

**PURPOSE:**

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.

**CONTEXT/BACKGROUND:**

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.

**SCOPE:**

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.

1. Upon receipt of a petition the relevant Group will register the petition and refer the original copy to the General Manager's Office.
2. 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. The relevant Group will keep the representative informed of the progress.
4. Objections to Building or Development applications will not normally be considered as petitions under this policy. However, they will be considered as part of the building/development application assessment.

**DEFINITIONS:**

**Petition** A petition in respect to this policy is a written document that contains at least twenty (20) signatures.

**POLICY STATEMENT:**

The objectives of this policy is to ensure that petitions are dealt with an an appropriate manner and that all the elected Council are advised of all petitions upon its receipt.

Any decision regarding the petition subject matter will be a decision of the elected Council.

**POLICY RESPONSIBILITIES:**

- 1) The Executive Administration Coordinator will be responsible for acknowledging the petition and providing a report for Council. The relevant Group will be responsible for the ongoing consultation on th subject matter.
- 2) The Governance Manager will be responsible for compliance, monitoring, evaluating, reviewing and providing advice on the policy.

**RELATED DOCUMENTS:**

- 1) *Local Government Act 1993*
- 2) Code of Conduct

---

**CONTROLLED DOCUMENT INFORMATION:**

This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's website <a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a>			
<b>EDRMS container No</b>	PSC2013-05621	<b>EDRMS record No</b>	18/63958
<b>Audience</b>	Port Stephens community		
<b>Process owner</b>	Governance Manager		
<b>Author</b>	Governance Manager		
<b>Review timeframe</b>	Two years	<b>Next review date</b>	13 February 2020
<b>Adoption date</b>	25 July 1995		

**VERSION HISTORY:**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Details</b>	<b>Minute No.</b>
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

---

**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: \_\_\_\_\_