

## Petition Policy

### Objective

Any member of the public may submit a petition to Council for consideration.

The purpose of this policy is to:

- 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
- assist Council in effectively managing petitions in accordance with its legislative obligations and in the interests of the community; and
- ensure robust communication channels exist between Council and the public in relation to issues of community importance; and
- ensure adequate and fair opportunity for community participation in Council decision-making, including at formal Council meetings.

### Scope

This policy applies to all petitions submitted to Council.

### Policy Statements

The City of Albany welcomes petitions as one way in which people can let us know their concerns.

#### A: Submitting a Petition

- Any person may submit a petition to Council.
- Council will only communicate with the principal signatory in respect of a petition.
- The Chief Executive Officer is required to act in accordance with the policy position set by Council.
- A petition that is provided for consideration at a Council meeting extends to compliant petitions only.

#### B: Form of Petition

- Where a petition comprises multiple pages, the cause must be clearly set out on the top of each page.
- The petition must include the name and address of each signatory. For the purposes of this policy, an address may be a residential or business address (not an electronic address) and at the very least, must include reference to a street name and suburb.

- The number of the signatory's address may be omitted at the discretion of the signatory.

*Note: Council considers the inclusion of an address of a signatory to be essential because depending upon the nature of the cause; Council will have regard to the address of each signatory in determining the weight to be given to the petition.*

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

#### C: Electronic or Online Petitions

- That petitions created using on-line petition platforms will not be accepted by Council.
- For the avoidance of doubt, a compliant petition may be in an electronic format that is sent to the principal office of Council via email with 'Petition' typed in the subject line and addressed to:  
[staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au).
- The principal signatory must notify council of an online petition by including a link to the online petition within the body of the email. The mere existence of an online petition addressed to Council is not sufficient to trigger the application of this Policy.

#### D: Procedure upon receipt of a petition

- Council will acknowledge receipt of a petition within 7 business days, to the principal signatory.
- Council's acknowledgement of receipt of a petition will include a statement requiring that the principal signatory be responsible for all correspondence to signatories.
- If the petition is not a compliant petition, the Chief Executive Officer may determine whether to address the petition within the agenda for a Council meeting. The Chief Executive Officer's decision in this regard is final.
- If the petition is a compliant petition or the Chief Executive Officer determines that the petition should be addressed within the agenda for a Council meeting, the principal signatory will be advised of the date of the meeting at which the petition will be referred to in Council's agenda.

- A compliant petition that is received no less than 14 clear days prior to a scheduled ordinary Council meeting will be addressed within the agenda for that ordinary meeting. Upon receipt of a compliant petition less than 14 days prior to a scheduled meeting, Council will make a practical effort to include that petition in the upcoming agenda.
- The petition itself will not be placed on the agenda, but the cause as stated on the petition form and number of signatories endorsing the petition, will be extracted and included within the business papers.
- Prior to an upcoming meeting, Council members will receive a copy of any petitions to be received by Council for consideration.
- Persons who wish to speak to a petition received by council may submit a Deputation Request Form by application at least 1 days before the respective meeting.
- Upon Receipt of a petition, council may resolve to :
  - (1) Receive and note the petition,
  - (2) Prepare a report in relation to the cause for consideration by Council at a future meeting,
  - (3) Notify the principal signatory of the outcome,
  - (4) Publish the petition on the website for inspection
  - (5) Execute any other action council sees fit.
- 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.

## E: Privacy Considerations

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

## Definitions

Key terms and acronyms used in the policy, and their definitions:

- **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 appeal to the person in respect of a particular cause.
- **Online Petition** is a compliant petition, which is signed online, usually through a form on a website.

## Legislative and Strategic Context

Legislation and policy, which applies to this policy:

- There are no rules prescribed in the Local Government Act 1995 (the Act) with regard to petitions.
- Clause 4.5 of the *City of Albany Standing Orders Local Law 2014* (as amended), prescribes the overarching law pertaining to petitions.

This policy relates to the following elements of the City of Albany Strategic Community Plan:

- **Pillar:** Leadership.
- **Outcome:** Strong workplace culture and performance.
- **Pillar:** People
- **Outcome:** A diverse and inclusive community.

## Review Position and Date

This policy and procedure is to be reviewed by the document owner at least every three years.

## Associated Documents

Documents that have a bearing on this policy and that may be useful reference material for users of this policy follow:

- *City of Albany Standing Orders Local Law 2014* (as amended).
- *Electronic Transaction Act 2011*. This legislation is relevant in respect of electronic petitions. This legislation provides that if the law requires a person to give information in writing, in prescribed circumstances (which extend to the Council's receipt of an electronic petition) that requirement is taken to have been met if the person gives the information by means of an electronic communication.

## Attachments:

- Albany Petition Template

<b>Document Approval</b>			
<b>Document Development Officer:</b>		<b>Document Owner:</b>	
Manager Governance & Risk (MGR)		Executive Director Corporate & Commercial Services	
<b>Document Control</b>			
<b>File Number - Document Type:</b>	CM.STD.7 – Policy		
<b>Synergy Reference Number:</b>	NP22143749		
<b>Status of Document:</b>	<b>Council decision:</b> Adopted and reviewed.		
<b>Quality Assurance:</b>	Executive Management Team, Audit & Risk Committee, and Council.		
<b>Distribution:</b>	Public Document		
<b>Document Revision History</b>			
<b>Version</b>	<b>Author</b>	<b>Version Description</b>	<b>Date Completed</b>
1.0	MGR	Adoption Ref: OCM 14/12/2021 Resolution AR105. THAT the proposed Petition Policy be ADOPTED with the inclusion of the following conditions: <ul style="list-style-type: none"> <li>• That petitions created using on-line petition platforms will not be accepted by Council.</li> <li>• That the City of Albany petition template is updated to record the number of signatures received</li> </ul> Synergy Ref: NP22143749	14/12/2021
1.1	MGR	Reviewed annually with delegations in 2022 and 2023. OCM 28/03/2023 Resolution AR131.	19/07/2023

## Attachment 1: Petition Template

### Petition format

The City has prepared the following petition form for use by petition initiators.

If you have any questions or queries regarding petitions please email [councilliaison@albany.wa.gov.au](mailto:councilliaison@albany.wa.gov.au)

### PETITION

City of Albany

Office: 102 North Road Yakamia WA 6330

Postal: PO Box 484 Albany WA 6330 | Email: [staff@albany.wa.gov.au](mailto:staff@albany.wa.gov.au)

To the Mayor and Councillors of the City of Albany, we the undersigned, do respectfully request that the Council  
*(Set out a concise statement of facts and clearly define purpose)*

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**Principal Signatory of Petition:** As the initiator of this petition, my name and contact details are below:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

Acknowledging, as the initiator of this petition, I am the primary point of contact and am responsible for advising petitioners of the outcome of this petition.

**Total Number of Signatures Received:** \_\_\_\_\_

Signatories follow on additional page/s

