

<b>Corporate Plan Reference:</b>	<b><i>Theme No.5 – Excellence</i></b>  <i>Objective 5.5: Provide robust and transparent governance systems to build and strengthen community trust, supported by the implementation of an enterprise risk and opportunity management framework</i>
<b>Endorsed by Council:</b>	17 October 2024
<b>Policy Author:</b>	Chief Executive Officer

## **POLICY STATEMENT**

The Petitions Procedure outlines the process for community members to submit a formal written request, which can be used to advocate to Council. It also provides a mechanism for seeking action from Council when all other avenues to resolve an issue have been exhausted.

*This document should be read in conjunction with Standing Orders for Council Meetings Policy.*

## **PURPOSE**

The purpose of Council’s Petitions Procedure is to detail the format and requirements for the presentation of Petitions that are submitted for and presented to Council meetings on behalf of the Community.

## **SCOPE**

Petitions can be submitted by community members and/or community groups to Councils Ordinary Meetings and exclude Council’s Standing Committee and Special Meetings.

## **REVIEW**

This document will be reviewed once per Council term (every four years) or as required from time to time. As this is a new procedure it is recommended that it is reviewed annually to determine its effectiveness and suitability.

## DEFINITIONS

Term	Meaning
<b>Noosa Shire Council</b>	The organisation of the Noosa Shire as established by the <i>Local Government Act 2009</i> in Queensland
<b>CEO</b>	Chief Executive Officer of Noosa Shire Council
<b>Councillors</b>	Elected representatives who set the strategic direction for the organisation, monitor performance, liaise with stakeholders and represent our Shire

## COUNCIL PROCEDURE

Petitions will be presented in accordance with the following procedures:

1. In order for a paper petition to be eligible to be presented to Council, it must:
  - a) Utilise Council's Petition Template where practicable (available on Council's website)
  - b) Be received by Council two (2) business days prior to the Ordinary Meeting;
  - c) Include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue.);
  - d) Clearly state the relevant grievance and action requested of Council;
  - e) Clearly state that the petition seeks to be presented to the Council;
  - f) Be respectful and not contain any offensive language or content;
  - g) Contain a minimum of 10 signatures;
  - h) Clearly state the purpose of the petition on each page of the petition; and
  - i) Relate primarily to a local government matter.
2. For an electronic petition to be eligible to be presented to Council, by way of a hard copy cover document, it must:
  - a) Be received by Council's Chief Executive Officer two (2) business days prior to the Ordinary Meeting;
  - b) Identify the Principal Petitioner as defined under section 1 (b)
  - c) Clearly state the relevant grievance and action requested of Council;
  - d) Clearly state that the petition seeks to be presented to the Council;
  - e) Clearly state how the parties to the petition were obtained i.e. via reply email confirmation or confirm click in a web interface;
  - f) Have attached a paper copy of the email or web interface;
  - g) Be respectful and not contain any offensive language or content;
  - h) Have been responded to by a minimum of 10 persons who wish to be party to the petition;
  - i) Relate primarily to a local government matter.
3. If the petition misses the deadline for submission, then the petition will be presented at the next Ordinary meeting.
4. A Councillor may present a paper petition or a copy of an electronic petition where the petition seeks to be presented to a meeting of Council and the petition substantially meets the relevant Council petition requirements provided for in this procedure.

5. On presentation of a petition to a meeting of Council and in accordance with Council's Standing Orders, the Councillor tabling the petition can only move one of the following motions:
  - a) The petition not be received as it is deemed invalid; or
  - b) The petition be received and referred to the Chief Executive Officer to determine appropriate action; or
  - c) The petition be received and referred to the Chief Executive Officer or a Standing Committee for consideration and report back to a meeting of Council.
6. No debate on or in relation to a petition shall be allowed except that the Councillor presenting the petition may speak to the petition for a period of not more than one minute.
7. Principal petitioners are to be advised of the outcome of their request by the relevant operational Department.
8. By submitting a petition, the Principal Petitioner confirms authority to publish their name in the Agenda and Minutes of the meeting. Relevant details of the petition will be published as an attachment to the Minutes of the meeting it is presented to. All other personal information including names and signatures will be redacted to ensure privacy is maintained in line with the Council's Privacy Policy.

## RELEVANT LEGISLATION AND RELATED DOCUMENTS

Standing Orders for Council Meetings  
 Human Rights Policy  
 Privacy Policy  
 Local Government Act 2009  
 Local Government Regulation

## HUMAN RIGHTS STATEMENT

In developing this policy the subject matter has been considered in accordance with the requirements of the Queensland Human Rights Act 2019. It is considered that the subject matter does not conflict with any human rights and supports a human rights approach to decision making by Council.

Council representatives will endeavour to act and make decisions under this policy in a manner that is compatible with human rights. In particular, representatives will endeavour to:

- identify relevant human rights which may be affected by the action or decision;
- give proper consideration to the impact of its actions and decisions on human rights; and
- ensure that any conduct or decision by Council which limits an individual's human rights is reasonable and justifiable.

This policy should be read in conjunction with Council's Human Rights Policy.

Version control:

Version	Reason/ Trigger	Change (Y/N)	Endorsed/ Reviewed by	Date
1.0	New procedure	Y	Council	17/10/2024