



Gladstone Regional Council

Corporate Standard

Title	PETITIONS
Corporate Standard No.	CS-03-2018
Business Unit/s	CUSTOMER EXPERIENCE FINANCE GOVERNANCE AND RISK
Date of Approval by CEO	9 APRIL 2018
Date of Effect	9 APRIL 2018
Review Date	9 APRIL 2021
Date Repealed	

1.0 PURPOSE:

To provide administrative guidance on the management of public petitions submitted to Council.

2.0 SCOPE:

All public petitions submitted to Gladstone Regional Council that relate to matters which Council is authorised to determine. Submissions that form part of a statutory consultation process are excluded from the scope of this corporate standard.

3.0 RELATED LEGISLATION:

Local Government Act 2009

4.0 RELATED DOCUMENTS:

Petition Template
Petition Lodgement Form

5.0 DEFINITIONS:

To assist in interpretation of this corporate standard, the following definitions apply:

“General Manager” means those positions in Gladstone Regional Council that have the words General Manager in the position title and which are part of the Executive Team of Council.

“Petition” means a written and signed request for Council to do something or to refrain from doing something relating to matters which Council is authorised to determine. A petition must be signed by five (5) or more people with at least two (2) different residential addresses who have a direct interest in the Gladstone Regional Council local government

area as residents, property owners, business people or some other relevant capacity.

“Petitioner” means those that are signatories to a Petition.

“Principal Petitioner” means a Petitioner who has been nominated as the primary contact person in respect to the Petition.

“Submission” means a written comment, statement or opinion on an issue or a proposal that Council is considering or has on public exhibition as part of a formal consultation process. Submissions are usually invited from interested or impacted parties; for example, neighbours to a property with a pending development application or the public during proposed changes to local laws.

6.0 CORPORATE STANDARD STATEMENT:

6.1 Criteria for a Valid Petition

A valid petition will generally be accompanied by a Council Petition Lodgement Form or cover letter and will meet the following criteria:

- meet the definition of a Petition as defined in the definitions section of this Corporate Standard;
- must be in English in legible and permanent written form;
- provide a clear and concise statement identifying the subject matter of the petition and what action or outcome is being requested;
- provide the name and address of each person who signs the petition;
- contain the full name, address, phone number and signature of the Principal Petitioner (the person lodging the petition).
- will not be defamatory, indecent or abusive;
- nominate the number of pages in the petition and the number of signatures to the petition; and
- each page of the petition will include the petition subject and action/outcome sought and be signed by at least one person.

A person may not sign a petition on behalf of anyone else except in cases where an authorising Power of Attorney exists.

Council recommends that those proposing to raise a petition use the Petition Template and Petition Lodgement Form provided by Council, or follow the structure of the template and form, which is available from Council’s website.

6.2 Lodgement of Petitions

Original Petitions are to be lodged with Council by post, or by delivery to one of Council’s Offices during business hours. If a scanned copy of a petition is emailed/sent to Council, the original must also be posted or delivered.

6.3 Managing Petitions

Upon receipt of a Petition, Council officers will refer the Petition to the relevant area of Council.

A determination will be made by the relevant General Manager if a Petition is valid and an acknowledgement of the Petition / correspondence sent to the Principal Petitioner. Where it is determined that the Petition is not valid, the Principal Petitioner will be provided with advice on how the Petition can be made valid. Where the Petition is outside of the scope of Council's responsibilities the Principal Petitioner will be advised where the Petition can be sent for action.

Where a Petition relates to a legislative, local law or policy matter, the General Manager will arrange for the Petition to be tabled at a meeting of Councillors along with any supporting information considered appropriate (for example, an Officer Briefing Note).

Other Petitions relating to operational matters will be dealt with administratively, however, the General Manager will provide a precise of the Petition via email for the information of elected members.

In some circumstances Council may decide that a Petition requires formal consideration at a General or Committee Meeting. In these instances, a precise of the Petition (excluding any personal information of petitioners) will be tabled at a meeting along with appropriate supporting information if required.

Advice on the outcome of the Petition will be provided by the General Manager to the Principal Petitioner. It is the responsibility of the Principal Petitioner to keep other Petitioners informed.

6.4 Privacy Requirements

The contact details of persons signing a Petition will only be used by Council to verify that the signatories qualify as having a direct interest in the Gladstone Regional Council local government area.

Petitions addressed to Council would normally be considered public documents and the details contained within a Petition would therefore be available for public inspection. Organisers of Petitions should not provide guarantees to people signing a Petition to Council that their details contained within the Petition will be kept confidential.

Where it has been determined that a Petition will be considered by Council in a Council meeting open to the general public, Officers will ensure that a precise of the Petition is tabled excluding any personal information of the Petitioners (name, address and contact details).

7.0 ATTACHMENTS:

Nil

8.0 REVIEW TRIGGER:

This corporate standard will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced;
2. Other circumstances as determined by resolution of Council or the CEO with Executive Team endorsement; or

3. Three years from date of effect.

TABLE OF AMENDMENTS		
Document History	Date	Notes (including the prior CS No, precise of change/s, etc)
Originally Approved	09.04.2018	Introduced at the direction of the CEO following feedback from Council
Amendment 1		
Amendment 2		
Amendment 3		

APPROVED:

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ROSLYN BAKER
CHIEF EXECUTIVE OFFICER