



## Willoughby City Council

### Policy Register

<b>Short Title</b>	Petitions Policy
<b>Division</b>	Customer & Corporate
<b>Category</b>	Administration
<b>Date adopted by Council</b>	24 May 1993
<b>Amended by Council</b>	1997 25 August 2014 8 May 2017
<b>Ratified by Council</b>	8 May 2017

#### **POLICY**

1. That a letter or document concerning a specific issue or cause must have more than ten (10) signatures before it will be accepted as a petition.
2. Petitions received must be presented to the next available Council meeting.
3. Petitions should contain an introduction of the basis of the petition on each page on which the name, address and signature of a petitioner appears.
4. Council is not required to write to each signatory to the petition but correspondence or response will be made with either:
  - a. The person named on the covering letter attached to the petition; or
  - b. The head petitioner.
5. Council will distribute petitions to Councillors:
  - a. via Council's Dashboard (with access limited to Councillors, ELT and the Governance Unit); and by Council email; and
  - b. by Council report to be included in the agenda specifying:
    - i. the head petitioner
    - ii. the petition topic and/or property associated with the subject of the petition; and
    - iii. the number of petitioners
6. Councillors will also be available to inspect petitions at the Council Meeting at which they are presented.