

POLICY:-	
Policy Title:	Petitions – Administration Policy
File Reference:	F10/618-05
Date Policy was adopted by Council initially:	28 April 2005
Resolution Number:	105/05
Other Review Dates:	16 July 2009, 17 May 2012, 19 March 2015, 18 April 2019
Resolution Number:	272/09, 155/12, 59/15, 91/19
Current Policy adopted by Council:	19 October 2023
Resolution Number:	204/23
Next Policy Review Date:	2026

PROCEDURES/GUIDELINES:-	
Date procedure/guideline was developed;	N/A
Procedure/guideline reference number:	N/A

RESPONSIBILITY:-	
Draft Policy developed by:	Chief Executive Officer
Committee/s (if any) consulted in the development of this Policy:	N/A
Responsibility for implementation:	Chief Executive Officer
Responsibility for review of Policy:	Chief Executive Officer

Objective

The aim of this policy is to define the responsibilities of staff and the procedures applicable for the placement of petitions by members of the public within Council owned or Council controlled premises.

Policy

That Upper Lachlan Shire Council staff members are directed not to allow the placement of petitions from any members of the public within Council owned or Council controlled premises without first gaining the permission of the Chief Executive Officer.

Petitions from the various Federal and State members dealing with issues that affect the Upper Lachlan Shire Council community may be placed within Council owned or Council controlled premises after authorisation from the Chief Executive Officer.

Petitions from members of the public dealing with local issues that affect the Upper Lachlan Shire Council community will be provided to the Chief Executive Officer and Council Mayor to seek authorisation before being placed within a Council owned or Council controlled premises.

RELEVANT LEGISLATION AND COUNCIL POLICIES

The following legislation and Council policies that are relevant to this Policy include:-

- Local Government Act 1993;
- Local Government (General) Regulation 2021;
- Government Information (Public Access) Act (GIPA) 2009;
- State Records Act 1998;
- Code of Business Practice;
- Code of Conduct for Local Councils in NSW and Code of Conduct Procedures;
- Council Customer Service Charter.

Variation

Council reserves the right to vary or revoke this policy.