

1. POLICY STATEMENT

The City of Marion's principal role is to act as an informed and responsible decision maker which represents the interests of its community through open and transparent decisions.

The City of Marion makes decisions on behalf of the community, however, members of the community have a role to play in informing Council of their needs and/or to provide information that may assist or influence Council's decision(s). One of the ways in which members of the community can advise Council of their concerns, and influence the decision making process, is to take up a petition.

Petitions provide a democratic mechanism for the community to make requests of, and provide information to, Council.

Council will accept written petitions from person that have a direct interest in the City of Marion Council area as residents, landowners, business people or in some other capacity. Petitions must concern matters that Council is authorised to determine.

As far as possible petitions must be in the form set out in, and otherwise comply with, this policy.

2. PRINCIPLES

When considering a petitioned request, Council will take into account the City of Marion's strategic directions, budget and programmed work. This will ensure that the needs and expectations of both the petitioner(s) and the wider community are considered.

In addition, Council will meet all legal requirements relating to the management of petitions and follow the principles set out in Regulation 11 of the Local Government (Procedures at Meetings) Regulations 2013 which states:

- (1) A petition to the council must –
 - a) be legibly written or typed or printed; and
 - b) clearly set out the request or submission of the petitioners; and
 - c) include the name and address of each person who signed or endorsed the petition; and
 - d) be addressed to the council and delivered to the principal office of the council.

If a petition is received as detailed above, the Chief Executive Officer must ensure that the petition with a statement as to the nature of the request or submission and the number of signatures is placed on the agenda for the next ordinary meeting of the council.

Note that should the provisions of Section 90(3)(a) of the Local Government Act apply, the Petition will be considered on a confidential basis.

The City of Marion has included these principles in Council's Code of Practice – Procedures at Meetings 2014.

3. POLICY SCOPE AND IMPLEMENTATION

All petitions whether written and delivered to the Council or submitted electronically must indicate the following:

- The nature of the petition, clearly setting out the request or submission on each page of signatories;
- The name and contact details of the head petitioner
- The name and address of signatories to the petition; and
- The date the petition was initiated.

3.1 WRITTEN PETITIONS

Petitions will be received at the Administration Centre of the City of Marion located at 245 Sturt Road, Marion. They can be hand delivered, faxed or posted.

If a petition is brought to a General Council Meeting it will be tabled and noted at that meeting and then brought back and considered at the subsequent General Council Meeting following the process below.

A petition proforma is available on Council's website and from the Administration Centre (Attachment 1).

3.2 SOCIAL MEDIA AND ONLINE PETITIONS

Pursuant to the Electronic Transactions Act section 13B(1)(b), an electronic communication is taken to have been received at the place where the addressee has its place of business. Therefore an email delivered to the chief executive officer of a council is taken to be an email delivered to the Council (council@marion.sa.gov.au). Petitions can be received electronically via the following means:

- An email containing a petition delivered to council;
- An email containing a link to a petition (Facebook or other application) delivered to council
- Posting a petition to City of Marion Social Media

In regards to a Petition being addressed to council, the following **does not** meet the requirements of the Petition Policy and will therefore not be considered as a petition. It may however be used to promote a petition and create awareness of its existence:

- "Likes" on facebook for photos, comments, posts, follows
- "Tagging" City of Marion in comments, tweets, posts
- Individual email, comments, posts supporting a particular request or submission

4. DEFINITIONS

- Petition** – a request to Council seeking action or special consideration of a particular matter, which is signed by more than two residents/members of the public at, at least, two different property addresses.
- Tagging** – To tag is to attach another Facebook members name to a photograph or post on the social networking site, Facebook.
- Like** – The Facebook "Like" button is a feature that allows users to show their support for specific comments, pictures, wall posts, statuses, or fan pages.
- Tweet** – Tweet, tweeting, tweeted. The act of posting a message, often called a "Tweet", on Twitter. A message posted via Twitter containing 140 characters or fewer
- Address** - The particulars of the place where someone lives or an organisation is situated.

5. REFERENCES

Social Media Policy
Code of Practice – Procedure at Meetings 2014
Petition Proforma – refer attached

6. RELEVANT LEGISLATION

Local Government Act 1999
Local Government (Procedures at Meetings) Regulations 2013
Electronic Transaction Act 2000

7. COUNCIL ENDORSEMENT

This Policy was adopted by resolution of the council on 28 April 2015

8. REVIEW

This Policy is scheduled for review by Council in April 2016