## **PETITIONS**

Program:Executive OfficeDate of Adoption:26 April 2023Resolution Number:ORD-2023-102

**Review Date:** 

#### Scope

This policy applies to all Petition submissions to Mackay Regional Council (MRC) for its consideration.

### **Objective**

To set the parameters for submitting Petitions to MRC and provide a consistent approach on how they will be processed.

#### **Policy Statement**

MRC welcomes the submission of Petitions from members of its community and recognises them as being part of the community engagement process allowing community members to express their views to Council.

MRC considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.

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This process to remain in force until otherwise determined by Mackay Regional Council



## **PETITIONS**

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### **PETITIONS**

#### 1.0 Principles

Individuals and organisations within the jurisdiction of MRC may seek to have Petitions presented to Council for consideration. A Petition expresses a point of view, usually on matters of public policy, and contains a request for action, or in some cases, not to take action.

Besides the traditional paper Petition, an e-Petition can be started and signed online.

These methods and their rules are detailed below.

#### 2.0 Petition Details

#### 2.1 <u>Principal Petitioner</u>

The Principal Petitioner is responsible for coordinating the production and lodging of the Petition and whom MRC can contact to discuss the Petition's submission and processing.

#### 2.2 <u>Petition Rules</u>

#### A Petition MUST:

- a) Include the Principal Petitioner's details;
- b) Include the Petition topic on each page;
- c) Be clearly written and include no alterations;
- d) Be written in English or accompanied by an English translation if written in another language and certified by a qualified translator that it is a true and correct translation of the petition details. Contact details of translator must also be included;
- e) Be brief and to the point;
- f) Be polite and modest in language;
- Not request a grant or public money or a remission of any duties or debts;
- h) Not have letters, affidavits or other documents attached;
- i) Include more than 25 Petitioner signatures;
- j) Relate to a matter which is within Council's jurisdiction; and
- k) Contain on each page the request, suggestion or grievance and name of the Principal Petitioner.



### **PETITIONS**

NOTE: Only one Petition per topic will be accepted (i.e., you cannot have an e-Petition and a paper Petition on the same topic). MRC reserves the right to review all/any submitted Petition to ensure compliance and jurisdiction. Any Petition not meeting the above rules will not be accepted.

#### 3.0 Types of Petitions

#### 3.1 Paper Petition

The MRC preferred Petition template is attached hereto and may be used as a guide.

#### 3.2 <u>e-Petitions</u>

Besides the traditional paper Petition, an e-Petition can be started and signed online via MRC's e-Petition portal.

E-Petitions enable Principal Petitioners to:

- Access a broader target audience.
- Constantly monitor the number of signatures for an issue
- Easily collate signatures.

When the e-Petition closes, the completed e-Petition will be reviewed for compliance prior to MRC sending an email to the Principal Petitioner advising that:

- The Petition has met MRC's requirements and the Principal Petitioner may lodge the e-Petition with Council at their convenience; or
- The Petition has not met MRC's requirements and cannot be presented to Council.

The e-Petition will then be removed from the e-Petitions' portal.

#### 4.0 Lodging a Petition

Your completed Petition can be submitted to MRC in the following ways:

- In person at the following council Client Services Centres:
  - MRC Mackay Office 73 Gordon Street, Mackay
  - MRC Sarina Office 65 Broad Street, Sarina
  - MRC Mirani Council Office 20 Victoria Street, Mirani
- Email to council@mackay.qld.gov.au
- Posted to:

   Chief Executive Officer
   Mackay Regional Council



### **PETITIONS**

PO Box 41 MACKAY QLD 4740

Once lodged, the Petition will be reviewed to ensure compliance and jurisdiction with an email being provided to the Principal Petitioner advising that:

- a) The Petition has met MRC's requirements and the date the Petition will be presented to Council for their consideration; or
- b) The Petition has not met MRC's requirements and will not be presented to Council.

Once presented, in accordance with Mackay Regional Council's Standing Orders, Council can either reject or accept the Petition.

If accepted, it will be referred to the Chief Executive Officer for investigation following which a report will be developed and presented to Council for final decision.

#### 5.0 When a Decision is Made

The Principal Petitioner will be sent correspondence informing them of Council's determination following the relevant Ordinary Meeting.

#### 6.0 Information Privacy

MRC collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which MRC manages personal information is governed by the Information *Privacy Act 2009* (Qld). We collect personal information so that we can register the Petition and to correspond regarding the process. The Petition may be made public as part of Council's agenda and minute process. Generally, we will not disclose personal information outside of Council unless we are required to do so by law, or unless your consent has been given to such disclosure. For further information about how we manage personal information please see our <u>Information Privacy Policy</u>.

Any questions concerning privacy, or the use of personal information should be referred to the MRC's Corporate Governance program.

#### 7.0 Complaints

Any complaints in relation to a decision or a service relating from this policy will be assessed and managed in accordance with MRC's Administrative Action Complaints Policy, a copy of which can be found on MRC's website.

When an individual feels that they are the subject of MRC's failure to act compatibly with human rights, they can make a complaint directly to MRC. These complaints will be assessed against the Human Rights Act 2019.

Complaints may be made as following:



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In writing to: Chief Executive Officer Mackay Regional Council PO Box 41 MACKAY QLD 4740

Via Email - complaints@mackay.qld.gov.au

In person at the following Council Client Services Centres:

- MRC Mackay Office 73 Gordon Street, Mackay
- MRC Sarina Office 65 Broad Street, Sarina
- MRC Mirani Council Office 20 Victoria Street, Mirani

#### 8.0 Definitions

To assist in interpretation the following definitions shall apply:

**Chief Executive Officer (CEO)** shall mean a person who holds an appointment under section 194 of the *Local Government Act 2009*. This includes a person acting in this position.

**Council** shall mean all elected representatives including the Mayor of Mackay Regional Council.

**e-Petition** shall mean the form of Petition which is signed online via MRC's e-Petition portal. Visitors to the online Petition sign by adding their details such as name and email address. MRC's e-Petition portal can be found via the portal link.

**Human Rights Complaint** shall mean a complaint about an alleged contravention of section 58-1 by a public entity in relation to an act or decision of the public entity.

MRC shall mean Mackay Regional Council.

**Petition** shall mean a formal, written request, signed by a minimum of twenty-five (25) persons seeking action or special consideration of a particular matter pertaining to the legislative responsibilities of Mackay Regional Council who are owners/residents/members of the public who either live or work in the MRC local government area. MRC's Petition Template is attached hereto.

**Principal Partitioner** shall mean the person who is coordinating the production of the Petition and whom Council can contact to discuss the submission and processing of the Petition.

#### 9.0 Review of Policy

This policy will be reviewed when any of the following occur:

The related documents are amended or replaced.



## **PETITIONS**

 Other circumstances as determined from time to time by a resolution of Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

#### 10.0 Reference

- Local Government Act 2009
- Local Government Regulation 2012
- Information Privacy Act 2009
- MRC Policy 102 Standing Orders (Meeting) 2023
- MRC Policy 046 Information Privacy
- MRC Corporate Standard 120.01 E-Petitions

#### 11.0 Attachments

1. Petition Template

Version Control:

Version	Reason / Trigger	Change	Adopted	Date
1	New		ORD-2023-102	26.04.23



## **PETITIONS**

# Petition to Mackay Regional Council



If any further signatures required, a copy of this page must be used each time. Pages of signatures without the information provided on this form will not be accepted. Photocopies will not be accepted.

Petition Request Petition Republication Re					
We the und	ersigned request that	Council give consideration to:			
Name and	Address of Principal	Petitioner (if no Principal Petitioner is appoint	ted the first signatory on the natition		
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Address: _			Poetcode:		
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Privacy Disclaimer: Mackay Regional Council collects and manages personal information in the course of performing its activities, functions and duties. We respect the privacy of the personal information held by us. The way in which Mackay Regional Council manages personal information is governed by the Information Privacy Act 2009 (QId). We are collecting your personal information so that we can register your petition and to correspond with you regarding the process. This petition may be made public as part of Council's agenda and minute process. Generally, we will not disclose your personal information outside of Council unless we are required to do so by law, or unless you have given us your consent to such disclosure. For further information about how we manage your personal information please see our Information Privacy Policy



## CORPORATE **STANDARD**

#### **E-PETITIONS**

**Program Executive Office Date of Endorsement** 26 April 2023 **Review Date** 26 April 2026

#### 1.0 Scope

This Corporate Standard is to be read in conjunction with the Petitions Policy and will apply to all e-Petition submissions to Mackay Regional Council (MRC) for consideration.

#### 2.0 **Objective**

To provide guidance on applying and submitting of an e-Petition to MRC.

#### 3.0 Reference

- Local Government Act 2009
- Local Government Regulation 2012
- Information Privacy Act 2009
- MRC Policy 102 Standing Orders (Meeting) 2023
- MRC Policy 120 Petitions
- MRC Policy 046 Information Privacy

#### 4.0 **Definitions**

Council shall mean all elected representatives including the Mayor of Mackay Regional Council.

**e-Petition** shall mean the form of Petition which is signed online via MRC's e-Petition portal. Visitors to the online Petition sign by adding their details such as name and email address. MRC's e-Petition portal can be found via the portal link.

Human Rights Complaint shall mean a complaint about an alleged contravention of section 58-1 by a public entity in relation to an act or decision of the public entity.

MRC shall mean Mackay Regional Council.

**Petition** shall mean a formal, written request, signed by a minimum of twenty-five (25) persons seeking action or special consideration of a particular matter pertaining to the legislative responsibilities of Mackay Regional Council who are owners/residents/members of the public who either live or work in the MRC local government area. MRC's Petition Template is attached hereto.

Petition Rules shall mean the rules detailed in clause 2.2 of MRC Policy 120 – Petitions.



#### **E-PETITIONS**

**Petitioner** shall mean a person signing in support of a Petition.

Principal Petitioner shall mean the person who is coordinating the production of the Petition and whom Council can contact to discuss the submission and processing of the Petition.

**Staff** shall mean all persons employed by Mackay Regional Council on a permanent, temporary, casual basis, or otherwise engaged by Mackay Regional Council including those under a contract of service or a volunteer program.

#### 5.0 **Standard Statement**

This standard is intended to provide the process with an e-Petition and must be read in conjunction with this associated MRC Policy 120 - Petitions.

#### 5.1 Request an e-Petition

The process to request an e-Petition is detailed below:

- 1. Select the menu 'Request an e-Petition':
- 2. Enter your personal details and exact e-Petition wording in the respective fields.

Include the e-Petition:

- Title: a).
- b). Opening and closing dates; and
- Division, issue or grievance and action required. c).
- 3. Be clear and concise with your message and read over it carefully before submitting.

The discussion topic should be in MRC's jurisdiction (that is, something MRC has the power to change).

Before any e-Petition is published on MRC's website, the e-Petition's will be reviewed to ensure it complies with the Petition Rules (for example, checking the e-Petition submitter details are correct and that the language is appropriate).

As a Principal Petitioner, your name and suburb will be published on MRC's e-Petition website.

#### 5.2 How long can an e-Petition be posted on the Website?

An e-Petition can be posted on the MRC e-Petition portal for a minimum period of one week to a maximum of four weeks.



#### **E-PETITIONS**

#### 5.3 Promotion of an e-Petition

The Principal Petitioner is responsible for raising awareness in the community of the availability of their e-Petition.

The name and address of the Principal Petitioner will be provided on the website.

#### 5.4 Signing an e-Petition

MRC's e-Petition portal allows community members (a Petitioner) to sign an e-Petition online by registering their details in support.

- 1. To sign an e-Petition, select the e-Petition which you wish to support from the 'Current e-Petitions' page.
- Select the 'sign e-Petition' link and complete the contact details.
- 3. Thoroughly read and accept the portal's 'terms and conditions' via the check box.
- 4. The Petitioner will receive an email via the email address supplied to verify their contact details and support for the e-Petition.

**NOTE**: e-Petition confirmation emails may automatically be treated as spam or junk mail by some email providers.

5. The Petitioners initials and suburb will be published as a signatory next to the e-Petition signed (for example AB Smith).

As a Petitioner signing an e-Petition, your initials and suburb will be published on MRC's e-Petition portal.

MRC's e-Petition portal will not allow you to sign a Petition twice. It is fraudulent to represent yourself as someone else, whether that be as any other real or imaginary person.

#### 5.5 e-Petitioners' Personal Information

MRC understands that visitors and Petitioners of the e-Petitions portal are concerned about their privacy, and the level of confidentiality and security provided by MRC.

MRC is committed to protecting user privacy. MRC, however, does require the full name, postal and email addresses of Petitioners as mandatory information. This information is a means of verifying the Petitioner and their eligibility to sign the e-Petition.

For e-Petition purposes, your personal details are provided to MRC. At their discretion, MRC may choose to contact the Petitioner in relation to the e-Petition matter.



## CORPORATE STANDARD

### **E-PETITIONS**

The personal details of Petitioners cannot be seen on the portal, other than initials and suburb listed under 'signatures'.

#### 6.0 Review of Standard

This Corporate Standard will be reviewed when any of the following occur:

- 1. When any related policy documents are amended or replaced.
- 2. Other circumstances as determined from time to time.

Notwithstanding the above, this Corporate Standard is to be reviewed at intervals of no more than three (3) years.

#### 7.0 Attachments

E-Petitions Fact Sheet

Version Control:

Version	Reason / Trigger	Change	Adoption	Date
1	New		ORD-2023-102	26.04.23





# e-petitions

# A new online platform for the community to petition





#### What is an e-petition?

Besides the traditional paper petition, a petition can be started and signed online. These are called e-petitions. e-petitions enable petitioners:

- access a broader target audience
- constantly monitor the number of signatures for an issue
- provide the ability to easily collate signatures.

# How to register an e-petition

The process to request an e-petition:

- Visit mackay.qld.gov.au/ petitions
- Select the menu 'request an e-petition'.
- Enter your personal details and the exact e-petition wording in the respective fields. Include the e-petition title, opening and closing dates, suburb, issue or grievance and action required.
- Be clear and concise with your message and read over it carefully before submitting.
   Ensure the discussion point is something that council has jurisdiction over (that is, something council has the power to change).

Before any e-petition is published on Mackay Regional Council's website, the e-petition's legitimacy is checked through an approval process (for example, checking the e-petition submitter details are correct and that the language is appropriate).

As a principal petitioner (owner of petition), your name and suburb will be published on council's e-petition portal.

#### How to sign an e-petition

Council's e-petition portal allows community members (petitioners) to respond to a petition online by registering personal details in support.

 Visit mackay.qld.gov.au/ petitions





#### **E-PETITIONS**





- Select the e-petition which you wish to support from the 'current e-petitions' page.
- Select the 'sign e-petition' link and complete the contact details.
- Thoroughly read and accept the website's 'terms and conditions' via the check box.
- 5. You will receive an email via the email address supplied to verify your contact details and support for this e-petition. (Please note some e-petition emails may automatically be treated as spam or junk mail by some email providers).
- Your initials and suburb will be published as a signatory next to the e-petition signed

- (for example, GB Sarina). This will be published on council's e-petition webpage.
- Council's e-petition webpage will not allow you to sign a petition twice. It is fraudulent to represent yourself as someone else, whether that be as any other real or imaginary person.
- Please contact customer service on 1300 MACKAY (622 529) if you are experiencing any difficulties.

#### e-petiton closure

When the e-petition closes, the completed e-petition will be reviewed for compliance prior to council sending an email to the principal petitioner advising the outcome.

Outcome results are either the petition has met council's requirements and the principal petitioner may lodge the e-petition with council at their convenience or the petition has not met council's requirements and cannot be presented to council.

The e-petition will then be removed from the e-petitions portal.

#### For more details

Contact council's Corporate Governance team on 1300 MACKAY (622 529) or email council@mackay.qld. gov.au

mackay.qld.gov.

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