

SHIRE POSITION STATEMENT 4.1 Informal Petitions to Council

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| Responsible Department: | Office of the CEO |
| Responsible Business Unit: | Governance |
| Date of Adoption: | 15 April 2026 |
| Council Resolution: | 120426 |

STATEMENT OF POSITION

The Shire of Chittering recognises petitions as an important mechanism through which community members may raise matters of concern or interest with Council.

Council supports the consideration of petitions that do not strictly comply with the procedural requirement of the Standing Orders Local Law where they represent a genuine expression of community interest.

Council acknowledges that informal petitions may still provide valuable insight into community views and should be considered in a fair, transparent and accountable manner.

BACKGROUND / CONTEXT

Petitions are a longstanding form of community engagement with local government and provide a formal means for residents to bring matters to the attention of Council.

While formal petitions must comply with the requirements of the Standing Order Local Law, petitions may occasionally be submitted that do not meet those technical requirements.

This Position Statement recognises that informal petitions may still reflect legitimate community concerns and provides Council's position that such petitions may be considered where appropriate.

APPLICATION AND SCOPE

This Position Statement applies to:

- Elected Members
- The Chief Executive Off
- Shire Administration

It relates to petitions received by the Shire that do not conform with the formal requirements of the Standing Order Local Law 2023, but which are submitted to Council for consideration.

This statement establishes Council's position on the treatment of informal petitions and does not prescribe administrative procedures for managing petitions.

Petitions that contain defamatory content or propose unlawful actions will not be considered.

SHIRE POSITION STATEMENT 4.1

Informal Petitions to Council

IMPLEMENTATION DIRECTION

The Chief Executive Officer will determine the most appropriate administrative process for managing informal petitions.

This may include referring matters raised in informal petitions to Council or a relevant committee for consideration, investigation, or reporting where appropriate.

Operational procedures for managing petitions, including communication with petition submitters and reporting to Council, are the responsibility of the Chief Executive Officer.

COMPLIANCE

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| Legislation | <i>Local Government Act 1995</i> <i>Local Government (Constitution) Regulations 1996</i> |
| Industry | Nil |
| Organisational Documents Strategic Alignment | Shire of Chittering’s Standing Order Local Law 2023 |

ADMINISTRATION

| Review Cycle | Every 3 years | Next Review Due | December 2028 |
|---------------------|---------------------|------------------------|-------------------------|
| Version | Decision Ref | Date | Change |
| 1.0 | | 17/02/2010 | Policy initial adoption |
| 2.0 | | 16/09/2020 | Policy Amendment |
| 3.0 | | 19/07/2023 | Policy Amendment |
| 4.0 | 120426 | 15/04/2026 | Conversion to PS |