

## **POLICY IS COMPLIANT WITH THE CHARTER OF HUMAN RIGHTS LEGISLATION**

### **PURPOSE**

This policy sets the Council's approach to receiving and responding to petitions and joint letters.

### **SCOPE**

This policy applies to all officers and Councillors of the Yarra City Council.

### **COUNCIL POLICY**

The Yarra City Council is committed to participatory democracy and will ensure that residents, traders and other stakeholders have convenient and practical means to participate in Council's decision-making process.

The Chief Executive Officer will ensure a procedure is maintained for receiving and responding to petitions and joint letters received by Yarra City Council.

The Petitions and Joint Letters Procedure maintained by the Chief Executive Officer shall:

- Adhere to the spirit of this policy;
- Ensure that a letter of acknowledgment is sent to the individual or relevant organisation within seven days;
- Ensure that the Mayor and relevant Ward Councillor(s), or where appropriate, all Councillors, are informed (formally or informally) of the receipt of petitions and joint letters promptly;
- Ensure that petitions and joint letters are responded to as quickly as appropriate having regard to their size, nature and complexity;
- Ensure Council is advised of any changes to the Petitions and Joint Letters Procedure, when made with the Chief Executive Officer's approval from time to time;
- Provide guidance to community members and staff alike as to the procedure to be followed in preparing, submitting and responding to petitions and joint letters; and
- Address any other issue considered relevant by the Chief Executive Officer.

### **CONSULTATION**

This policy was developed with the input of Council's Governance and Yarra Access Branches.

### **RELATED DOCUMENTS AND ATTACHMENTS**

- Petitions and Joint Letters Procedure
- Meeting Procedure Local Law, (No. 1 of 2011).