



# Petition to Council

## Petitions

A Council's principal role is to act as an informed and responsible decision maker which represents the interests of its community. The City of Charles Sturt makes decision on behalf of the community, however, members of the community have a role to play in informing Council of their needs and concerns and/or to provide information that may assist or influence Council's decision.

A petition is one way in which members of the community may advise Council of their particular concerns regarding a specific issue or make requests of, and provide information to, Council.

## Definition:

**Petition** – a formally drawn up request to Council seeking action or special consideration of a particular matter, which is signed by more than two residents/members of the public, with at least, two different property addresses.

## Principles:

Regulation 11 of the Local Government (Procedures at Meetings) Regulations 2000 details the requirements for submission of petitions to Council, along with Council's handling of the petitions. The City of Charles Sturt also has a *Code of Practice for Meeting Procedures* which covers additional requirements relating to the handling of petitions and follow the principles set out in these Regulations.

## Process

Hard Copy petitions received by the City of Charles Sturt, in addition to the legislative requirements must:

- set out the request or submission of the petitioners on each page
- include the name and address of the person submitting the petition (the head petitioner)
- include the name and address or suburb and signature of the supporters to the petition

Electronic On-line petitions received by the City of Charles Sturt, in addition to the legislative requirements must:

- Include a cover page that details the request or submission
- Include the name and address of the person submitting the petition (the head petitioner)
- Include the name and address or suburb of the supporters of the petition

**A petition proforma is attached. (Fields shaded in purple can be completed on screen and then printed for signatures.)**

Petitions in hard copy will only be received at the City of Charles Sturt's Civic Centre located at 72 Woodville Road, Woodville or PO Box 1, Woodville SA 5011. Electronic copies of petitions can be faxed or attached as documents and emailed to [Council@charlessturt.sa.gov.au](mailto:Council@charlessturt.sa.gov.au)

Ordinary meetings of Council are held on the second and fourth Mondays of the month.

Petitions shall be submitted at least 7 (seven) clear days prior to the Council meeting, to enable a report to be included on the agenda for the next ordinary meeting of Council.

A report to Council will be prepared by the Governance Officer for the next Ordinary Council meeting detailing:

- the name of the petition contact person;
- the nature of the request or issue/s raised;
- the total number of signatories on the petition and the number of signatories within the Council area;
- a recommendation relating to the request or issue.

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If further investigation is required into the request or issue, this will be noted on the report. A subsequent report will be submitted to Council or one of its committees with an appropriate recommendation relating to the request or issue.

The responsible Department will write a letter to the petition contact person to advise the date of the Ordinary Meeting of Council at which the recommendations relating to the request or issue will be considered. A subsequent letter will be sent advising of Council's decision.

If you have any queries regarding petitions, please contact the Governance Section on 8408 1120.

**Procedure References:**

Code of Practice for Meeting Procedures

**Other Related References:**

Regulation 11 of the Regulations under the Local Government Act 1999



