

# Petition Guidelines

## Petitions

A Council's principal role is to act as an informed and responsible decision maker which represents the interests of its community. The Port Augusta City Council 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.

**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.

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 Port Augusta City Council also has a *Code of Practice for Meeting Procedures* which is consistent with the principles set out in these Regulations.

## Process

### 1. Petition Requirements

- 1.1 Hard Copy petitions received by the Port Augusta City Council, 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

**A petition proforma is attached.**

Fields shaded in purple can be completed on screen and then printed for signatures.

- 1.2 Electronic On-line petitions received by the Port Augusta City Council, 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

### 2. Delivery

Petitions in hard copy may be delivered to Port Augusta City Council's Civic Centre located at 4 Mackay Street, Port Augusta SA 5700, or sent via mail to PO Box 1704 Port Augusta SA 5700.

Electronic copies of petitions can be printed and delivered as outlined above, or attached as documents and emailed to [admin@portaugusta.sa.gov.au](mailto:admin@portaugusta.sa.gov.au)

### 3. Presentation at a Council Meeting

Ordinary meetings of Council are held on the second and fourth Tuesdays of the month. (Due to Covid-19 Council Meetings are currently only held on the second Tuesday of the month).

Petitions shall be submitted at least 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 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.

If Council requires the request or issue to be further investigated, an Elected Member may move a motion for the Council to take further action, so that a subsequent report can be submitted to Council with an appropriate recommendation relating to the request or issue.

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

### **Further Information**

If you have any queries regarding petitions, please contact the Council on 8641 9100.

#### **Procedure References:**

Code of Practice for Meeting Procedures

#### **Other Related References:**

Regulation 11 of the Regulations under the Local Government Act 1999

**PETITION**

To the Port Augusta City Council

We, the undersigned residents petition the Council and ask that

The contact person for this petition is:

\_\_\_\_\_ (Name) \_\_\_\_\_ (Address) \_\_\_\_\_ (Phone)

NAME	ADDRESS	SIGNATURE