Petition Information Sheet

The Alexandrina Council holds Ordinary Council meetings on the third Monday of each month. All Council meetings are held in the Council Community Chambers 'Wal Yuntu Warrin' Goolwa, commencing at 5.30 pm (unless stated otherwise).

A petition is a formal written request, typically signed by many people, appealing to Council in respect of a particular cause.

To assist those submitting a petition to Council, the following guidelines are provided (there is more detailed information contained in Council's *Code of Practice for Council Meeting Procedures* on Council's website):

1. As per Regulation 11 of the Local Government Meeting Procedures[1], a petition to Council must:
   a. be legibly written or typed or printed; and
   b. clearly set out the request or submission of the petitioners; and
   c. include the name and address of each person who signed or endorsed the petition; and
   d. be addressed to the council and delivered to the principal office of the council
2. In addition to the legislative requirements in item 1 above, Council has determined that a petition must meeting the following conditions:
   - include the name and address of the person submitting the petition (the Head Petitioner)
   - the cause, being the request, action or plea, should be stated at the top of each page of the petition;
   - relate to a matter within Council's jurisdiction, taking into account Council's role as an advocate on behalf of its community;
   - the signatories must complete the address field with a residential or business address, (not an electronic address)[2];
   - not contain material that, in the opinion of the CEO and / or Presiding Member, is misleading, defamatory or offensive;
   - be supplied to the Council either in person at the Council's Principal Office, by mail, or attached as a document and emailed to alex@alexandrina.sa.gov.au by 5.00 pm at least five (5) clear days[3] before the meeting at which the petition is presented to Council.
3. An online petition is a compliant petition provided it satisfies the above criteria.

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1 *Local Government (Procedures at Meetings) Regulations 2013*

2 Addresses, for the purposes of being valid, for the purposes of a petition must consist of a full street address and suburb name

3 Clear days do not include the day the deputation request is lodged or the day of the Council meeting (so for a Monday Council meeting, the petition would need to be lodged no later than the Tuesday prior).

4. If a petition is received and meets the above requirements, the Chief Executive Officer (**CEO**) must ensure that a summary of the petition including the nature of the request of submission (as stated on the petition) and the number of signatures, is placed on the agenda for the next ordinary meeting of the Council, and that access to a copy of the full petition will be provided to all Members of Council.

5. The CEO may (after conferring with the Presiding Member) refuse to place a petition on the agenda if it does not meet any one or more of the conditions at item 4 below. The Head Petitioner (if they can be identified) will be advised of this refusal and the reason(s) for the refusal and will be invited to submit a compliant petition.

6. Where a petition is accepted, the CEO will:

   - acknowledge receipt of the petition and advise of the Council meeting date at which the petition will be considered;
   - invite the Head Petitioner to make a Deputation to Council regarding the petition (an application for a Deputation will need to be made separately);
   - place the summary of the petition on the agenda for the next Ordinary Council meeting. Please note that the full petition will not be included in the Council agenda.

7. When considering a summary of a petition at a meeting, the Council will determine whether a further report will be prepared for Council consideration at a later date.

8. It is the responsibility of the Head Petitioner to ensure that signatories to a petition are aware of the public nature of petitions submitted to Council and that the information provided on a petition may appear on Council's website.

9. Any signature which is accompanied only by an electronic address, or by no address, will not be taken into account by Council when considering the petition.

10. A petition template is attached and also available on Council's website, where it can be completed electronically, or for printing and signing.

PETITION

To the Mayor and Councillors of Alexandrina Council

Part 1.

Head Petitioner (contact person):

Telephone .....

Address: .....

Must include full street address, suburb and .....

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Part 2.

The petition of (identify the individuals or group, e.g. Residents of Alexandrina Council)

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Part 3.

Draws the attention of the Council to (identify the circumstances of the case)

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Part 4.

The petitioners therefore request that the Council (outline the action that the petitioners are requesting Council should or should not take)

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Continued

PETITION

To the Mayor and Councillors of Alexandrina Council

Head Petitioner (contact .....

Telephone .....

Outline the action that the petitioners are requesting Council should take or not take (**Copy Part 4 on the first page**);

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Please use **CAPITAL LETTERS**

FULL NAME (i.e. JOHN SMITH)	**FULL ADDRESS** (i.e. 11 CADELL STREET, GOOLWA, SA, 5214)	**SIGNATURE**

This sheet may be copied and used for additional pages of the petition.