

Presenting a Petition to Council

Members of the public can voice concerns about local issues at Council and Committee meetings, including submitting a petition.

A petition is a formal document addressed to the Council containing residents' names, addresses, and signatures. It draws the Council's attention to specific matters or requests that it consider making a particular decision.

If you or a group would like to raise an issue with the Council, you can contact your Council Members or the Chief Executive Officer via letter, telephone, or in person.

The following information serves as a guide. The Council's Code of Practice – Procedures at Meetings outlines all the requirements that a petition must meet.

The template provided in this guide is a suggestion only; it includes basic information that the Council requires in a petition. It is up to the Head Petitioner to determine the content and format of the petition. If you need further assistance in preparing your petition or have any questions about the petition process, please contact the Council, and we will be happy to help you.

Preparing your petition for signatures

The *Local Government (Procedures at Meetings) Regulations 2013* requires a petition must:

- be legibly written or typed or printed; and
- clearly set out the request or submission of the petitioners; and
- include the name and address (postal – number, street name and suburb or PO Box details) of each person who signed or endorsed the petition; and
- be addressed to City of Victor Harbor and delivered to the Council Office, 1 Bay Road, Victor Harbor

In addition, the Council's Code of Practice – Procedures at Meetings requires a petition to:

- be the original of each page of the document
- contain the name and contact details of the head petitioner on each page of the petition
- relate to a matter within the jurisdiction of the council
- not contain material that is offensive or defamatory

Your petition should clearly state that it is a public document and that by signing it, you agree that the names, addresses, and signatures on the petition will be made available in the public realm, including publishing in a Council/Committee meeting agenda on the Council website. The City of Victor Harbor will record these details for the purpose of the petition only.

It is important that you are aware that:

- Electronic petitions must meet the requirements for a petition listed above. It should be noted that petitions created through change.org or similar websites may not have a function to include



a street address and, therefore, do not comply with the petition requirements as set out in the regulations.

- Pages or names that don't meet the criteria contained in the regulations and code of practice cannot be included as part of the petition.
- Petitions that do not meet the criteria contained in the regulations and code of practice will be treated as joint letters.
- Under the Local Government Bylaws, it is not legal to collect signatures on Local Government Land without permission. If you are collecting signatures on private land, e.g., shopping centre, you will need the permission of the centre owner or manager.

Submitting your Petition

When you have completed collecting your signatures on your petition, please forward the original pages to the Council addressed to the Chief Executive Officer.

Petitions need to be received nine days before the next scheduled council meeting to allow for a covering report to be prepared.

What happens when Council receives a petition

The Head Petitioner will be contacted to confirm receipt of the petition and will be advised of the Council Meeting it will be presented to.

All Petitions received that meet the criteria outlined in the regulations and Code of Practice will be placed on the agenda for the next ordinary Council meeting with a covering report.

The covering report will contain the number of signatures, it is important to note that duplicate signatures will be counted as one entry and any signatures which do not have a full postal address (street number, street name and suburb or full PO Box details) will not be counted.

The report and one page of your petition will be published in the Council Meeting Agenda and will be available on Council's website.

Petitioners are welcome to attend the meeting, however, cannot participate in the debate at the meeting.

If the head petitioner wishes to speak to the petition a request for a deputation needs to be made separately to submitting the petition.

After the Council meeting the outcome of the Council's deliberation will be included in the minutes of that meeting and the Head Petitioner advised.

It is up to the Head Petitioner if they wish to communicate the outcome of the petition to signatories.



To, the Council of the City of Victor Harbor

Petition Title:

We, the undersigned residents petition that the Council:

The contact person for this petition is:

Name:

Address:

Phone Number:

Name (Surname and Given Name)	Address (number, street name and suburb or PO Box in full)	Signature

Petition page _____ of _____

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[illegible]

Petition page_____ of _____

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[illegible]

Petition page_____ **of** _____

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