

	PROCEDURE	Version:	2
	Petitions to Council	Date Adopted:	10 Sep 2024
		Next Review Due:	10 Sep 2028

This procedure relates to regulation 10 of the Local Government (Procedures at Meetings) Regulations 2013 and Council's Meeting Procedures Code of Practice.

1. DEFINITIONS

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

Clear Days means the time between the giving of the notice and the day of the meeting but excluding both the day on which the notice was given and the day of the meeting, e.g. notice is given on a Thursday for a following Monday meeting, the clear days are Friday, Saturday and Sunday.

2. PROCEDURE

2.1 Submitting a Petition

All petition submissions must be submitted in writing to Council's Chief Executive Officer by:

Email	council@wattlerange.sa.gov.au Note: A system generated return email is automatically sent acknowledging receipt of an email submission. If you do not receive this, Council may not have received your email.
Letter	Sent to PO Box 27 Millicent SA 5280; or Lodged at the Council Service Centre, 12 North Terrace, Millicent SA 5280.

Please note: Petitions need to be received at least 7 clear days prior to a Council meeting to be included on the agenda.

A petition proforma template is included as Attachment 1 and is available on Council's website: https://www.wattlerange.sa.gov.au/data/assets/pdf_file/0034/299437/petitionproforma.pdf

2.2 Guidelines for a preparing a Petition

All petitions must be legibly written, typed or printed and contain the following information:

- a clear statement of the request or submission of the petitioners (i.e. the issue the petitioners want Council to consider)
- the name and contact details of the head petitioner (i.e. the person submitting the petition)
- the name and address of each person who signed or endorsed the petition as per the petition proforma and
- the date the petition was initiated.

2.3 Handling Petitions

Petitions that have followed the guidelines listed above will be placed in their entirety on the agenda for the next Ordinary Meeting of the Council.

CD:	Classification:	Department:	Position Responsible:	Review Frequency:
152	Public	Corporate Services	Chief Executive Officer	4 Yearly
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Council is not required to make any formal decision in relation to the matters raised in a petition. Any decision that is made will be recorded in the minutes of the meeting. Minutes are published on Council's website following each meeting: www.wattlerange.sa.gov.au and are available for inspection at Council's Principal Office, 12 North Terrace, Millicent SA 5280.

3. REVIEW

This procedure will be reviewed every four years after each general election.

Upon review the Executive Leadership Team (ELT) must be consulted.

4. AVAILABILITY

This procedure is publicly available on Council's website: www.wattlerange.sa.gov.au.

A printed copy may be purchased from Council offices upon payment of the relevant fee in Council's Fees and Charges Schedule.

5. REFERENCES & FURTHER READING

References	
Relevant Legislation:	• Local Government (Procedures at Meetings) Regulations 2013 – Regulation 10
Relevant Policies / Procedures / Guidelines	This procedure should be read in conjunction with • Public Access to Council and Committee Meetings and Associated Documents Code of Practice • Meeting Procedures Code of Practice

6. ADOPTION & AMENDMENT HISTORY

The table below sets out the adoption, review and amendment history of the procedure.

Version No:	Issue Date:	Authorised by:	Description of Change:	Minutes Reference:
1	12 November 2019	Council	New procedure	Folio 8695; Item 15.2.5
2	10 September 2024	Council	Reviewed	Folio 11093; Item 15.2.2

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Attachment 1

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PETITION

WATTLE RANGE COUNCIL

***DATE:** _____

***HEAD PETITIONER NAME:** _____

***HEAD PETITIONER CONTACT NUMBER:** _____

***HEAD PETITIONER ADDRESS:** _____

***We the undersigned, petition to Council to ask that:**

*NAME	*ADDRESS	*SIGNATURE

**Please note that these are mandatory fields. If the petition is compliant, it will be placed on the agenda for the next ordinary meeting of Council as required by the Local Government (Procedures at Meetings) Regulations 2013.*

Completed on Date: _____

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PETITION

WATTLE RANGE COUNCIL

***DATE:** _____

***HEAD PETITIONER NAME:** _____

***HEAD PETITIONER CONTACT NUMBER:** _____

***HEAD PETITIONER ADDRESS:** _____

***We the undersigned, petition to Council to ask that:**

*NAME	*ADDRESS	*SIGNATURE

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