This procedure relates to the Local Government (Procedures at Meetings) Regulations 2013, regulation 10 and Code of Practice104 - Discretionary Procedures (Procedures at Meetings).

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 a Council’s Principal office ‘Civic Centre’, George Street, Millicent.

Please note: Petitions are to be received 5 clear days prior to the Council meeting, to be included on the Agenda.


2.2 Guidelines for a Petition

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

- Clearly define the request or submission of the petitioners in writing,
- Include the name and contact details of the head petitioner (person submitting the petition),
- Include the name and address of each person who signed or endorsed the petition,
- The date the petition was initiated.

2.3 Handling Petitions

Petitions which have followed the guidelines listed above will be placed in their entirety on the agenda for the next Council Meeting.
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 available for inspection without charge at the following location during ordinary business hours:

- Principal Office, “Civic Centre”, George Street, Millicent

A copy of the procedure may be purchased from the Principal Council Office upon payment of the fee specified in Council’s Schedule of Fees and Charges.

5. **REFERENCES & FURTHER READING**

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<th>References</th>
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<td>Local Government (Procedures at Meetings) Regulations 2013 – Regulation 10</td>
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<table>
<thead>
<tr>
<th>Relevant Policies / Procedures / Guidelines</th>
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<tbody>
<tr>
<td>This procedure should be read in conjunction with</td>
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<tr>
<td>Code of Practice 6 - Public Access to Council and Committee Meetings and Associated Documents</td>
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<td>Code of Practice 104 - Discretionary Procedures (Procedures at Meetings)</td>
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6. **ADOPTION & AMENDMENT HISTORY**

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

<table>
<thead>
<tr>
<th>Version No:</th>
<th>Issue Date:</th>
<th>Authorised by:</th>
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<tr>
<td>1</td>
<td>12 November 2019</td>
<td>Council</td>
<td>New procedure</td>
<td>Folio 8695; Item 15.2.5</td>
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