

	PROCEDURE 369	Version:	1
	Petitions to Council	Date Adopted:	12 Nov 2019
		Next Review Due:	August 2023

This procedure relates to the Local Government (Procedures at Meetings) Regulations 2013, regulation 10 and Code of Practice 104 - 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.

A petition proforma template is available at Council's website:

<http://www.wattlerange.sa.gov.au/councilmeetings>

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.

File Ref:	Classification:	Department:	Position Responsible:	Review Frequency:
GF/9.63.1/4	Public	Corporate Services	Chief Executive Officer	4 Yearly
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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
- Council Website: www.wattlerange.sa.gov.au

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

References	
Relevant Legislation:	<ul style="list-style-type: none"> • Local Government (Procedures at Meetings) Regulations 2013 – Regulation 10
Relevant Policies / Procedures / Guidelines	This procedure should be read in conjunction with <ul style="list-style-type: none"> • Code of Practice 6 - Public Access to Council and Committee Meetings and Associated Documents • Code of Practice 104 - Discretionary Procedures (Procedures at Meetings)

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

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