



# PETITIONS

## Submission Process

The City of Unley's principal role is to act as an informed and responsible decision maker which represents the interests of its community through open and transparent decisions. The City of Unley makes decisions on behalf of the community, however, members of the community have a role to play in informing Council of their needs and/or to provide information that may assist or influence Council's decision(s).

One of the ways members of the community can advise Council of their concerns, and influence the decision-making process, is to take up a petition. Petitions provide a democratic mechanism for the community to make requests of, and provide information to, Council.

The City of Unley's *Code of Practice - Procedures at Meetings* (Code) sets out information relating to the presentation and receipt of a Petition. This form provides further information to assist members of the Community in preparing and submitting a Petition to the Council.

### What is a Petition?

A petition is a request for action. Examples include a request to install a footpath in a particular street or to implement a new service. The subject of a petition must be a matter which is within the power of Council and not a State or Federal Government issue. Often there are ways other than a petition to resolve an issue – direct contact with Council staff or with your local elected member.

A petition is a public document and may be presented in full to Council as part of a formal Council Agenda. This means that names and addresses of petitioners are visible to the public. Access to or copies of council documents may also be requested under the *Freedom of Information Act 1991*.

### Preparing a Petition

A petition to the Council must meet the requirements set out in the Code, which incorporates the *Local Government (Procedures at Meetings) Regulations 2013* (Regulations). These requirements are that a petition 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 full 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.

The following are some guidelines to assist you in this process.

### Submitting a petition

#### Step 1

Prepare your petition using Council's petition template, available for download from the Council's website ([www.unley.sa.gov.au](http://www.unley.sa.gov.au)) and distribute it to the community.

Ensure that you describe the specific request you are making of Council at Part 4 of the template, and that this is repeated at the top of each page of signatures you collect.

## **Step 2**

Provide a covering letter with the petition detailing the name, address and contact details of the Head Petitioner(s) to whom we can address correspondence.

Other requirements include:

1. The petition should be in the English language (or be accompanied by a translation and certified as such by a host petitioner).
2. The petition must be signed personally by every petitioner unless a Power of Attorney exists.
3. Photocopies or signatures pasted on to the petition are unacceptable.
4. Corporations must be signed under Seal.
5. No letters or affidavits or other document(s) can be attached.
6. The wording should not be disrespectful to the Council or of individuals and generally should be temperate in tone.
7. The original copy of each page of the petition must be provided to Council.

## **Step 3**

Submit the petition to Council by lodging with the Chief Executive Officer (CEO) at the Council's Civic Centre Offices, 181 Unley Road, Unley, SA 5061 no later than fourteen (14) clear days before a Council or Council Section 41 Committee meeting.

### ***After your petition is received by Council***

Once the petition is received by the CEO, Administration will arrange for it to be tabled at the beginning of the next ordinary Council meeting (or Council Section 41 Committee if more appropriate) with a short report indicating the number of signatures and a suggested course of action.

Receipt of the petition will be acknowledged to the Head Petitioner within three (3) business days, and you will be advised the date and time of the meeting it will be presented to.

The CEO may convey the document informally to Council Members so they are aware of its existence before the Council or Committee meeting. Members of the public are welcome to attend all Council and Section 41 Committee meetings but cannot participate in the debate at these meetings.

### ***Notification of the outcome***

Administration will contact the Head Petitioner regarding Council's consideration of your petition and any decision made by Council or Committee.

## **Deputations**

A deputation is an oral way of presenting an issue to all Council Members at a Council meeting. You may wish to make a Deputation to the Council meeting in support of a Petition you have prepared. Information on how to make a Deputation is available on Council's website: [www.unley.sa.gov.au](http://www.unley.sa.gov.au)

## **More information**

Civic Centre  
181 Unley Road  
Unley SA 5061

**Telephone:** (08) 8372 5111

**Email:** [pobox1@unley.sa.gov.au](mailto:pobox1@unley.sa.gov.au)

**Website:** [www.unley.sa.gov.au](http://www.unley.sa.gov.au)