



Petitions to 'the Council'

'The Council' refers to the elected body of Council, being the 17 Elected Members. Any person, organisation or group can submit a petition to the Council, requesting a particular course of action.

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.

Drafting a Petition

Care should be taken when drafting a petition to ensure that it meets the necessary technical requirements in order to be presented to the Council.

The essential requirements of a petition include:

- It must be **addressed to the Council**;
- **Include the 'prayer'** in which the particular objects of the petition are expressed. The prayer does not need to follow any particular form of words, so long as it clearly sets out the request of the petitioners and is at the top of each page of signatures;
- The petition must contain **original signatures** and addresses of the signatories. Where a petition consists of more than one sheet, the signatories must sign the original sheet or on the reverse of it. It is acceptable to copy the 'prayer' to additional sheets. Signatures on additional sheets without the 'prayer' cannot be included as there is obviously no indication to precisely what the signatories were asked to support;
- The petition must be **legibly written, typed or printed**. Electronic documents will not be accepted.

A Petition Pro-forma is available at the end of this document.

Lodging a Petition

Petitions can be lodged at any Council facility, but preferably at the Municipal Offices, 12 James Street, Salisbury. Alternatively, they may be posted to PO Box 8, Salisbury 5108. Once a petition is received it is first assessed against the requirements under 'Drafting a Petition'. Should a petition not meet all of the requirements, staff will attempt to contact the first petitioner to discuss an appropriate course of action. An acknowledgement letter will be sent and a copy of the petition forwarded to the appropriate Council department for action and reporting back to Council.

A summary of the petition will be listed on the agenda for the next meeting of the Council and a copy of the full petition given to all Elected Members.

At the Council Meeting

Elected Members will acknowledge receipt of the petition at the meeting. They will also ask that staff bring back a report on the issue for further consideration.

Further Information

A lot of time can be spent obtaining signatures for petitions, so make sure the body of the petition is correct prior to starting to collect signatures by calling the City of Salisbury on 8406 8222.

PETITION

To the Mayor and Councillors of the City of Salisbury

Part 1 – Contact Details

Petition contact person: _____

Telephone number: _____

Address: _____

Part 2 – Identify Petitioners

The petition of (identify the individuals or group, eg. residents of the City of Salisbury):

Part 3 – Issue or Concern

Draws the attention of the Elected Members of the City of Salisbury to (identify the issue):

Part 4 – The Prayer

The petitioners therefore request that the Council (outline the action that the petitioners are requesting Council should or should not take):

Part 5 - Signatories

Name (Print)	Address	Signature

A PETITION IS A PUBLIC DOCUMENT AND AS SUCH CAN BE INSPECTED BY ANYONE

