

PETITIONS SUBMISSION PROCESS & TEMPLATE

The local government system is designed to give the community the opportunity to raise concerns about issues, such as traffic control in their area.

If you or a group of people would like to raise an issue with the Council, you can contact your Elected Members or the Chief Executive Officer ('CEO'):

- By letter
- By telephone
- By email
- In person

Another way to raise these concerns is through the lodgement of a petition. This is a document containing the names, signatures and addresses of a group of people who have a common cause to present to Council.

As petitions are regarded as a legitimate form of communication with the Council, it is incumbent upon petitioners to ensure certain procedures are followed. Following are some guidelines to assist you in this process.

Petitions concerning Development Applications are handled differently under the Development Act 1993 and are outlined further in this document.

Submitting a petition

Step 1

View the [Local Government \(Procedures at Meetings\) Regulations 2013](#) to find out how to format your petition and how it will be handled by Council. The Code specifies that each page of the petition must:

- (a) be legibly written or typed or printed; and
- (b) clearly set out the request or submission of the petitioners (*at the top of the page*); and
- (c) show the name of each person printed with their signature and address; and
- (d) be addressed to the council and delivered to the Civic Centre.

Step 2

Prepare your petition using Council's petition template (see attached) and distribute it to the community.

Step 3

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 4

Submit the petition to Council by lodging with the CEO at the Council's Civic Centre Offices, 181 Unley Road, Unley, no later than 5 clear days before a Council 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 available Council meeting with a short report indicating the number of signatures and a suggested course of action.

In certain circumstances, the CEO may convey the document informally to Elected Members so they are aware of its existence before the Council 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.

You are able to submit a *Deputation*, which is an oral way of presenting an issue to the notice of all Elected Members at a Council meeting. Details on how to submit a deputation can be found on our website. <http://www.unley.sa.gov.au/page.aspx?u=817>

Notification of the outcome

The relevant manager will contact you about the status of your petition once a recommendation is made by the Council.

Petitions on Development Assessment Matters

There is no specific provision for the lodging of petitions as such under the Development Act 1993. A petition relating to a Development Application is treated as a “representation” before the Development Assessment Panel. The host petitioner is entitled to address the Panel upon the matter, in accordance with the Development Act.

In these cases the petition/representation should be addressed to the “Presiding Officer and Members of the City of Unley Development Assessment Panel” and must be lodged with the Chief Executive Officer. To be treated as a “representation” a document must meet the criteria in Section 38 and Regulation 35 of the Development legislation viz. it must:

- Be received within the advertised period of the Development Application;
- Give the names and addresses of the people making the representation;
- Nominate the person who is to be taken as making the representation (if no individual is named, the first person listed will be taken to be making the representation);
- Set out with reasonable particularity, the reasons for the representation i.e. give details of the petitioners’/representors’ views concerning the Development Application in question; and
- Indicate whether or not the person(s) making the representation wish(es) to be heard by the Development Assessment Panel.

Display of Petitions within Council Facilities

Please refer to the “Display of petitions within council facilities” policy.

Click here: [Petition display policy](#)

More information

Civic Centre
181 Unley Road
Unley SA 5061

Telephone: (08) 8372 5111
Email: pobox1@unley.sa.gov.au
Website: www.unley.sa.gov.au

(Template)

PETITION

To the Mayor and Councillors of the City of Unley

Part 1.

Petition contact person:

Telephone Number:

Address:
.....
.....

Part 2.

The petition of *(identify the individuals or group, e.g. Resident of the City of Unley)*

.....
.....
.....

Part 3.

Draws the attention of the Council to *(identify the circumstances of the case)*

.....
.....
.....

Part 4.

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

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.....
.....
.....

PETITION

Part 5

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

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[illegible]

Attach additional sheets if necessary and use the same format as this page

Continued

PETITION

Should your petition be continued over additional sheets, identify the circumstances of the case (Repeat Part 4 from page one) on each page.

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[illegible]

Attach additional sheets if necessary and use the same format as this page