

Guidelines for submitting a petition to Council

Ratepayers and residents are encouraged to participate in Council's decision-making process. One of the ways the community can request Council to consider an issue is by presenting a petition.

What is a petition?

A petition is defined as a formal written request, signed by many people, appealing to an authority in some cause. The cause or subject of the petition must be something that the Council has the authority to deal with or has a decision-making role. Typical examples are:

- Request for a footpath to be constructed;
- Request for playground equipment on a reserve; or
- Request for action to resolve a traffic problem.

Issues relating to police matters, for example, are not matters in which Council has any jurisdiction and requests concerning these types of issues need to be directed to the relevant authority. In these cases, you may choose to send a copy of the final petition to Council for its information.

How to word a petition and what it must contain?

A petition to the Council may be received, provided that the intentions and legibility of the petition are clear. The petition must be expressed in respectful terms and may be rejected if it is offensive or derogatory to the Council. Petitions should be worded carefully so that any potential signatories are able to clearly understand the purpose of the petition. As per the City's Standing Orders Amendment Local Law 2010 a petition must contain –

A petition must contain-

- a) the names, addresses and signatures of the petitioners;
- b) the name and address of the person who lodged the petition with the Council shown on the front of the petition; and
- c) the subject of the petition at the top of each page.

How will Council treat the petition?

When you have collected as many signatures on the petition as possible, it can be handed to the Elected Member with whom you have discussed the petition, posted to the Chief Executive Officer, who will arrange for an Elected Member to present your petition at the next Council meeting or you can attend the Council meeting to present the petition yourself.

As per the City's Standing Orders Amendment Local Law 2010 the only motion which shall be considered by the Council on the presentation of any petition shall be-

- a) that the petition shall be received; or
- b) that the petition shall not be received; or
- c) that the petition be received and a report prepared; or
- d) that the petition be received and be referred to a Committee for consideration.

The person who submits the petition will be contacted of the decision of Council in respect to the proposal and it is the responsibility of that person to relay that outcome to the people who signed the petition.

Example of petition and covering letter

An example of how a petition and covering letter should be worded can be viewed by clicking on the links provided on the website