



LOWER EYRE  
COUNCIL

## Petitions



*“Working with our Rural & Coastal Communities”*

 <p><b>LOWER EYRE COUNCIL</b></p>	<h1>GOV-POL-14 - PETITIONS</h1>	<b>Version No:</b>	1.1
		<b>Issued:</b>	June 2023
		<b>Next Review:</b>	May 2026

Responsible Department:	Corporate Services
Policy Adopted:	21/06/2023
Minute Reference:	OCM/23/061
Applicable Legislation:	Local Government Act 1999 Local Government (Procedures at meetings) Regulations 2013
Related Policies/Procedures:	GOV-COD-04 – Code of Practice – Procedures at meetings GOV-POL-02 – Council meeting agenda
Review Frequency:	Following Council elections

## 1. INTRODUCTION

A Council’s principal role is to act as an informed and responsible decision maker which represents the interests of its community.

The Lower Eyre Council 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 in which members of the community can advise Council of their concerns, and influence the decision making process, is to take up a petition.

## 2. PURPOSE

This policy outlines the manner in which petitions must be presented to the Council and provides detail on the process involved.

## 3. SCOPE

Council will accept written petitions from persons that have a direct interest in the Lower Eyre Council area as residents, landowners, business people or in some other capacity.

Petitions must relate to matters that Council is authorised to determine and be submitted in writing to Council.

Petitions not meeting the requirements outlined within this policy will not be accepted.

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#### 4. RECEIVING PETITIONS

##### 4.1 Petition Format

A petition must meet all legal requirements relating to the management of petitions and follow the principles set out in Regulation 10 of the Local Government (Procedures at Meetings) Regulations 2013 and the additional requirements set out in Council’s ‘Code of Practice for meeting procedures’ detailed below:

- a) be legibly written or typed or printed;
- b) clearly set out the request or submission of the petitioners on each page of the petition;
- c) include the name and address of each person who signed or endorsed the petition;
- d) be addressed to the council and delivered to the principal office of the council.
- e) Include the name and contact details of the head petitioner.
- f) Include the date the petition was initiated.

A pro-forma addressing the above criteria has been included as an appendix to this policy.

Only the head petitioner will receive a direct/formal response from Council.

**As petitions are a public document the signatures and addresses of petitioners will be publicly available and a notation to this effect has been included at the bottom of the pro-forma.**

##### 4.2 Provision of petition to Council

When considering a petitioned request, Council will take into account the Lower Eyre Council’s Strategic Plan, Long Term Financial Plan, budgets and programmed work. This will ensure that the needs and expectations of both the petitioner(s) and the wider community are considered.

The Chief Executive Officer ensures the petition (along with a statement as to the nature of the request or submission and the number of signatures), is placed on the agenda for the next ordinary meeting of Council. If the provisions of Section 90(3)(a) of the Local Government Act 1999 apply, the Petition will be considered on a confidential basis.

Should the issues raised in the petition require further investigation; the petition will be formally considered at the first meeting of Council following the preparation of an officer report providing further detail.

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#### 4. RECEIVING PETITIONS cont'd:

##### 4.3 Written petitions

Written petitions meeting the criteria outlined at 4.1 must be received at the principal office of Council in accordance with legislation.

Written petitions may be hand delivered to the principal office of Council or to the Port Lincoln Branch office (who will register the petition and transfer to the principal office) or via post.

Written petitions may also be emailed to the principal office of Council ([mail@dclep.sa.gov.au](mailto:mail@dclep.sa.gov.au)), however, the original petition documents must be provided in hard copy to accompany the electronic receipt.

*Principal Office:* 32 Railway Terrace, Cummins  
*Port Lincoln Branch Office:* 38 Washington Street, Port Lincoln  
*Postal Address:* PO Box 41, Cummins SA 5631

##### 4.4 Electronic Petitions

Online petitions (change.org etc) must meet the criteria set out at 4.1 of this policy and can be provided to Council via a link to the petition.

The following **does not** meet the requirements of the petitions policy and will therefore not be considered a petition:

- “Likes” on Facebook for photos, comments, posts, follows
- “Tagging” the Lower Eyre Council in social media posts.
- Individual email, comments, posts supporting a particular request or submission.

#### 5. AVAILABILITY

Copies of this policy may be purchased for the fees outlined within Council’s current Schedule of Fees & Charges. This policy is available for inspection at the Council offices during ordinary business hours or on Council’s website ([www.lowereyrepeninsula.sa.gov.au](http://www.lowereyrepeninsula.sa.gov.au)) at no cost.

DOCUMENT HISTORY		
Version:	Issue Date:	Description of Change:
1.0	15/03/2019	Adopted by Council
1.1	21/06/2023	Amendment to wording to further clarify activities of Council following receipt and amendment to format of petition template

## PETITION TO THE LOWER EYRE COUNCIL

Petition Contact Person:
Telephone Number:
Address:
Date Petition Initiated:

The petition of *(identify the individuals or group, e.g. residents of the Lower Eyre Council)*:

We, the undersigned petition the Council and ask that *(outline the action the Council should or should not take)*:

NAME	ADDRESS	SIGNATURE

**Please note** this petition is a public document, by signing it I understand that my name, address and signature will be made available in the public realm.  
Only the head petitioner will receive a direct / formal response from Council.

PETITION TO THE LOWER EYRE COUNCIL

*(Identify the details of the petition on each page):*

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NAME	ADDRESS	SIGNATURE

Petition page ..... of .....

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