



Petition Information sheet and Submission Templates

Petitions

A petition is a document containing the names, signatures and addresses of a group of people who have a common cause to bring to the attention of their Elected Representatives.

Our local government system is designed to give the community the opportunity to raise concerns about issues 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:

- by letter
- by telephone
- in person

Please note that under the Local Government Bylaw it is not legal to collect signatures on Local Government land without permission. If you are collecting signatures on private land e.g.: shopping centre, you will need the permission of the centre owner or manager.

Submitting a Petition (see also Petition Template)

Step 1

It is specified in regulation 10 of the *Local Government (Procedures at Meetings) Regulations 2013* that each page of the petition must:

- be legibly written or typed or printed
- clearly set out the request or submission of the petitioners
- include the name and address of each person who signed and endorsed the petition; and
- be addressed to the Council and delivered to the principal office of the Council.

The City of Holdfast Bay also requires:

- Each page of a petition must identify the name and contact details of the head petitioner and restate the whole of the request or submission of the petitioners.
- A petition must be received no less than 6 clear days prior to the date of the next ordinary Council meeting or the date at which the head petitioner requests that the petition be presented to Council.

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.



Step 3

Submit the petition to the City of Holdfast Bay Council Office, 24 Jetty Road, Brighton.

The original copy of each page of the petition must be provided to the Council.

When a petition is received, the Chief Executive Officer must ensure that the petition is placed on the agenda for the next ordinary meeting of the Council.

After your petition is received

1. The petition will be presented to the Council at a subsequent Council meeting as a formal part of the Agenda.
2. Members of the public are welcome to attend all meetings but cannot participate in the debate at meetings.
3. Petitioners may wish to consider requesting the opportunity to present a deputation (verbal presentation) to the elected members at the same meeting.
4. The report is presented to the Council for consideration, in accordance with our Privacy Policy your petition is available to be viewed upon request.
5. The Council will vote on a resolution. The result will be formally included as part of the Minutes of the meeting.

Notification of the outcome

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

(Cover Letter Template)

Insert Date

Chief Executive Officer
City of Holdfast Bay Council
PO Box 19
BRIGHTON SA 5048

To the Chief Executive Officer

Re: Petition regarding (insert brief topic)

(Insert Background)

Kind Regards

Name of Head Petitioner
List group or organisation if you are submitting on behalf of
Address
Phone
Email

(Copy this page exactly to submit further signatures)

PETITION: **(BRIEF HEADING)**

To: Chief Executive Officer, City of Holdfast Bay, PO Box 19, Brighton SA 5048:

Head Petitioner: *(Name, Contact Details, Address):*

Topic: *Clearly set out the request or submission of the petitioners (top of each page)*

All hand written details in the below table must be legible for signatures to be valid

Number	Full Name	Full Address	Signature	Date
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Upon presentation to the City of Holdfast Bay this petition will become a public document.

(Copy this page exactly to submit further signatures)

PETITION: (BRIEF HEADING)

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Head Petitioner: (Name, Contact Details, Address):

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