



Richardson Place
PO Box 124
Roxby Downs SA 5725
Phone 08 8671 0010
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roxby@roxbycouncil.com.au
www.roxbydowns.com

Petition to Council

Petitions

A Council's principal role is to act as an informed and responsible decision maker which represents the interests of its community. The Roxby Council makes decision on behalf of the community, however, members of the community have a role to play in informing Council of their needs and concerns and/or to provide information that may assist or influence Council's decision.

A petition is one way in which members of the community may advise Council of their particular concerns regarding a specific issue or make requests of, and provide information to, Council.

Definition

Petition – a formally drawn up request to Council seeking action or special consideration of a particular matter, which is signed by more than two residents/members of the public, with at least, two different property addresses.

Principles

Regulation 10 of the Local Government (Procedures at Meetings) Regulations 2013 details the requirements for submission of petitions to Council, along with Council's handling of the petitions.

Petitions

- (1) A petition to the council must -
 - (a) be legibly written or typed or printed; and
 - (b) clearly set out the request or submission of the petitioners; and
 - (c) include the name and address of each person who signed or endorsed the petition; and
 - (d) be addressed to the council and delivered to the principal office of the council.
- (2) If a petition is received under subregulation (1), the Administrator must ensure that the petition or, if the council has so determined as a policy of the council, a statement as to the nature of the request or submission and the number of signatures or the number of persons endorsing the petition, is placed on the agenda for the next ordinary meeting of the council or, if so provided by a policy of the council, a committee of the council.

Process

Hard Copy petitions received by the Roxby Council, in addition to the legislative requirements must:

- Set out the request or submission of the petitioners on each page
- Include the name and address of the person submitting the petition (the head petitioner)
- Include the name and address or suburb and signature of the supporters to the petition



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Electronic online petitions received by the Roxby Council, in addition to the legislative requirements must:

- Include a cover page that details the request or submission
- Include the name and address of the person submitting the petition (the head petitioner)
- Include the name and address or suburb of the supporters of the petition

A petition proforma is attached. (*Shaded fields can be completed electronically and then printed for signatures*)

Petitions in hard copy will only be received at the Roxby Council office located at 6-8 Richardson Place, Roxby Downs or PO Box 124, Roxby Downs SA 5725. Electronic copies of petitions can be emailed to roxby@roxbycouncil.com.au.

Ordinary meetings of Council are held on a monthly basis (last Wednesday of each month).

Petitions shall be submitted at least 7 (seven) clear days prior to the Council meeting, to enable a report to be included on the agenda for the next ordinary meeting of Council.

If you have any queries regarding petitions, please contact the Roxby Council on 8671 0010.

