



Petitions to 'the Council'

'The Council' refers to the elected body of Council, being the 15 Elected Members who represent the community.

Any person, organisation or group can submit a petition to the Council, requesting a particular course of action.

What is a Petition?

A petition is a request for action. Examples include a request to install a footpath in a particular street or to implement a new service.

The subject of a petition must be a matter which is within the power of Council and not a State or Federal Government issue.

Often there are ways other than a petition to resolve an issue – direct contact with Council staff or with your local Elected Member – refer to the Ward Map on our website to see who you are represented by.

Drafting a Petition

Care should be taken when drafting a petition to ensure that it meets the necessary technical requirements in order to be presented to the Council.

The following are essential requirements of a petition:

- a petition must be addressed to the Council;
- set out the object/s of the petition at the top of each page of signatures. This should outline what the petitioners are wanting to achieve (the request or submission). This is referred to as the 'prayer'. The prayer does not need to follow any particular form of words, so long as it clearly sets out the request of the petitioners and is at the top of each page of signatures;
- must contain original signatures and addresses of those putting their name in support of the petition. Where a petition consists of more than one page, the 'prayer' must be copied to the top of subsequent sheets to indicate exactly what the signatories were asked to support. Subsequent pages without the prayer will not be accepted;
- must be legibly written, typed or printed. Electronic documents will not be accepted.

Lodging a Petition

Petitions can be lodged at any Council facility, but preferably at the Salisbury Community Hub, 34 Church Street, Salisbury. Alternatively, they may be posted to PO Box 8, Salisbury 5108.

Upon receiving a petition, Council staff will make an assessment against the requirements under 'Drafting a Petition'. Should a petition not meet all of the requirements, staff will attempt to contact the first petitioner to discuss an appropriate course of action.

An acknowledgement letter will be sent and a copy of the petition forwarded to the appropriate Council department for action and reporting back to Council.

A summary of the petition will be listed on the agenda for the next meeting of the Council and a copy of the petition given to all Elected Members for their information.

At the Council Meeting

Elected Members will acknowledge receipt of the petition at the meeting. They will also ask that staff bring back a report on the issue for further consideration.

Further Information

A lot of time can be spent obtaining signatures for petitions, so make sure the body of the petition is correct prior to starting to collect signatures by calling the City of Salisbury on 8406 8222.