

# PETITION INFORMATION SHEET

## What is a Petition?

Petitions inform the Council, in a public way, of the views of sections of the community they serve as a way of placing community concerns before Council.

Any elector of the City of South Perth, or a group of electors, may petition the Council to take some form of action over a particular issue.

It is important to note that the subject of a petition must be a matter on which the Council has the power to act.

All petitions must be respectful and temperate in language and care must be taken in the wording as the City requires certain information.

## Petition Requirements

Clause 6.9 of the City of South Perth Standing Orders Local Law 2007 (Standing Orders) sets out a number of requirements governing the format and presentation of petitions. These are designed to ensure the authenticity and integrity of petitions. The Standing Orders do not impose any particular style or expression, but certain other requirements must be met.

It is important that those involved in formulating petitions familiarise themselves with the requirements before collecting signatures. This will avoid the possibility of the petition being ruled out of order, and being unable to be presented to Council.

All petitions must be respectful and temperate in language.

## To be presented to Council, a Petition must:-

- Be addressed to the Mayor;
- Be made by electors of the district;
- State the request on each page of the petition;
- Contain the name, address and signature of each elector making the request, and the date each elector signed;
- Contain a summary of the reasons for the request; and

- State the name of the person to whom, and an address at which, notice to the petitioners can be given.

## Who can start or sign a Petition?

Although a petition only needs to have two electors' signatures to be accepted, it will appear more representative of public feeling if it is signed by as many people as possible. Although anyone can sign a petition, only those who are City of South Perth electors will be recorded in the verified signature count.

*(An elector, means a person who is eligible to be enrolled to vote at elections for the district or ward)*

All the signatures on a petition must meet the following requirements:-

- Every signature must be written on a page bearing the terms of the petition, or the action requested by the petition. (refer to the [Petition Submission Form](#))
- Signatures must not be copied, pasted or transferred on to the petition nor should they be placed on a blank page on the reverse of a sheet containing the terms of the petition.
- Each signature must be made by the person signing in his or her handwriting.

## How can I get the Petition presented?

A petition can only be presented to Council at an Ordinary Council Meeting by the Mayor, the Chief Executive Officer, or a Councillor. This can be any City of South Perth Councillor and does not have to be a Councillor from a particular Ward.

The person initiating the petition is to forward the petition to the Chief Executive Officer, Mayor or a Councillor approximately 10 business days prior to a Council meeting to allow it to be processed and verified (where possible) by the Administration. Petitions can be delivered to the front reception at the Civic Centre, Corner Sandgate Street and South Terrace, South Perth.

Details of dates, times and the location of Ordinary Council Meetings can be obtained by telephoning 9474 0777 or the City's Website: <https://southperth.wa.gov.au/about-us/council/council-meetings>

## What happens to my Petition?

Once a petition has been received by the City, it will be registered and an acknowledgement email will be sent to the lead petitioner. Information will also be provided on when the petition will be presented to the Council and any other details that may be relevant. The Lead Petitioner is responsible for notifying all petitioners of the action being taken.

Item 8 on the Ordinary Council Meeting Agenda deals with Petitions. Item 8 will present:

- The name and suburb of the lead petitioner;
- The number of verified signatures;
- The text of the petition; and
- The reasons provided for the petition.

In accordance with the Standing Orders the Officer Recommendation for a petition will be as follows:

*That Council note the petition received by xxx in relation to xxx will be forwarded to the relevant Director for consideration in accordance with clause 6.9 (2) of the City of South Perth Standing Orders Local Law.*

## What happens after a Petition has been presented?

All petitions received will be forwarded to the relevant Director responsible for the matter.

It is the Business Unit's responsibility to inform the petition initiator of the action proposed in dealing with the petition.

## Privacy Considerations

All petitions tabled at Council Meetings are public documents, which may be inspected by members of the public at any time. This is provided for under Section 5.94 (P)(i) of the *Local Government Act 1995*.

As a public document, it is the responsibility of the lead petitioner to ensure that signatories to a petition are aware of the public nature of petitions submitted to Council.

## Additional Information

Further information regarding Petitions can be directed to Governance by phoning 9474 0777 or by sending an email to [governance@southperth.wa.gov.au](mailto:governance@southperth.wa.gov.au)