

PETITION INFORMATION SHEET



What is a Petition?

Petitions inform the Council, in a public way, of the views of sections of the community and they serve as a way of presenting community concerns to Council.

Any elector of the Shire of York, or group of electors, may petition the Council to take some form of action over a particular issue. For example, petitions may ask the Council to change an existing Policy, Local Law or recent decision, or for the Council to take action for a certain purpose or for the benefit of particular persons.

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

Care must be taken in the wording of petitions as the Shire requires certain information and content.

Petition Requirements

Clause 6.10 of the Shire of York Local Government (Council Meetings) Local Law 2016 sets out a number of requirements governing the format and presentation of petitions. These are designed to ensure the authenticity and integrity of petitions.

It is very important that those involved in drawing up 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 President of the Shire.
- 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.
- state the name of the person to whom, and an address at which, notice to the petitioners can be given.

Depending on the subject of the petition, other requirements may need to be met. Please refer to [Policy G8 – Petitions](#) for more information.

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Who can start or sign a Petition?

A petition is more representative of public sentiment if it is signed by as many people as possible. Although anyone can sign a petition, only those Shire of York electors will be recorded in the verified signature count.

An elector is a person who owns or occupies rateable property in the Shire of York and is enrolled to vote in Local and State Government Elections.

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 (see attached Petition 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 their own handwriting.

How can I get the Petition presented?

A petition can only be presented to Council at an Ordinary Council Meeting by the Chief Executive Officer, a Councillor or the Shire President.

The lead petitioner is to forward the petition to the Chief Executive Officer, Shire President, or a Councillor approximately ten (10) business days prior to an Ordinary Council Meeting to allow it to be processed and verified.

Although a Councillor is not bound to present a petition, it is traditionally accepted that they will present it, irrespective of personal views. Presentation of a petition by a Councillor does not mean that they necessarily agree or disagree with its content.

Details of dates and times of Ordinary Council Meetings can be obtained from the Shire's website [Council Meetings » Shire of York](#) or by telephoning 9641 0500.

What happens in a Council Meeting?

One of the first items of business at a Council Meeting is for the Council to receive any petitions that have been presented. The Chief Executive Officer or Councillor presenting the petition will read out:

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

When the petition is presented to a Council Meeting, no discussion on the matter will take place and the petition will be referred for appropriate action. The Officer's Recommendation for receiving a petition will be as follows:

That Council note the petition received by xxx in relation to xxx will be forwarded to the relevant Officer for consideration in accordance with clause 6.10(2) of the Shire of York Local Government (Standing Orders) Local Law 2016.

What happens after a Petition has been presented?

All petitions received will be forwarded to the relevant Officer responsible for the matter. It is the business unit's responsibility to inform the lead petitioner of the action proposed in dealing with the petition. A report will be presented to the next Ordinary Meeting of Council, including the petition as an appendix, identifying the action undertaken in response, or proposed to be taken, for consideration by the Council.

Following consideration by Council, the relevant Officer will provide a written response to the lead petitioner advising the outcome of Council's decision.

Privacy Considerations

In accordance with Section 5.94(p)(i) of the *Local Government Act 1995*, all petitions tabled at Council Meetings are public documents, which are published in the Agenda and Minutes on the Shire's website and which may be inspected by members of the public at any time.

Therefore, 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 and that their details will be published online.

However, to protect individual's privacy, addresses and signatures will be redacted in the documentation presented in Council agendas and minutes.

Petition Form

The following Petition Form has been designed so that it can either be printed for hard copy petitions or can be directly typed into for online/electronic petitions. The Shire of York will accept both types of petitions individually, or a combination of both types for the one petition, so long as the other above requirements are met.

Additional Information

Further information regarding Petitions can be directed to the Shire Administration by phoning 9641 0500 or by sending an email to records@york.wa.gov.au.

SHIRE OF YORK PETITION FORM

To the Shire President and Councillors of the Shire of York.

We, the undersigned, do respectfully request that Council:

Correspondence in respect of this petition should be addressed to:

Name:	
Address:	
Email:	
Phone:	

The names, addresses and signatures of the petitioners are as follows:

DATE	FULL NAME	ADDRESS	SIGNATURE

(Each additional page of signatories must contain the terms of the petition.)

[illegible]

(Each additional page of signatories must contain the terms of the petition.)