



## PETITION INFORMATION SHEET

There are several ways you can have your say on issues that affect you as a City of Melville resident or stakeholder. A petition is one way of placing community concerns before the Council. However the subject of a petition must be a matter on which the Council has the power to act.

All petitions received will be presented to the next available Ordinary Meeting of Council

### **How to Submit a Petition**

This document contains information to assist you in submitting a formal petition to the City of Melville and to ensure that your submission meets the requirements of the City and its Meeting Procedures Local Law 2017.

A proforma petition is attached to assist in ensuring your petition meets the City's requirements. If your petition does not meet the City's requirements, it may be considered a multi-signature letter and a response will be provided by Officers.

Whilst anyone can sign a petition, only Electors of the City of Melville will be recorded in the official signature count. An elector is a person who owns or occupies rateable property in the City of Melville and is eligible to vote in Local Government and State Government elections.

All signatures on the 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.
- 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 subject of the petition.
- Each signature must be made by the person signing in his or her own handwriting.

It is not necessary to include a covering letter with your petition, however you may do so if you wish. The petition form itself must include a concise statement of the action sought and the facts or reasons to support such action. This request must be included on each page of the petition.

The statement must be legible and the language used must be respectful and temperate.

The original petition must be forwarded to the City of Melville. Copies will not be accepted.

Petitions may be sent to the City of Melville, Locked Bag 1, Booragoon WA 6954 or delivered at the Reception Counter located in the Foyer on the ground floor of the Civic Centre 10 Almondbury Road, Booragoon.



## **What Happens to My Petition**

Once a petition has been received by the City, it will be registered and an acknowledgement letter 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.

At the Council Meeting, the Presiding Member will read out a summary of the reasons the petition is being submitted and the number of electors' signatures.

In accordance with the City's Meeting Procedures Local Law 2017, the Council may determine:

- (a) that the petition be acknowledged; or
- (b) that the petition be acknowledged and referred to a committee for consideration and report; or
- (c) that the petition be acknowledged and be dealt with by the Council in conjunction with an item on the same agenda; or
- (d) that the petition be acknowledged and a report be prepared.

Following the Council meeting, a letter will be sent to the Lead Petitioner advising of the determination of the Council and again, they are responsible for notifying all petitioners of the action to be taken.

For further information on how to submit a petition or the process involved, please contact the City of Melville on 9364 0666 or [melinfo@melville.wa.gov.au](mailto:melinfo@melville.wa.gov.au).

## **Privacy and Confidentiality**

The Lead Petitioner should familiarise themselves with their responsibilities relating to collection of personal information (names, address and signatures) of petitioners and the distribution of that information further than to the intended party (City of Melville).