



Petitions

What is a petition?

Petitions inform the Council, in a public way, of the views of a section of the community and serves as one way of placing community concerns before Council.

A petition is a request for action over a particular issue.

The subject of a petition must be a matter on which the Council has the power to act.

What is required for a petition?

The City has a number of requirements for petitions to ensure their authenticity. It is important that those involved in drawing up petitions familiarise themselves with the requirements before taking steps to collect signatures. The main requirements are outlined below.

A petition should:

- Be addressed to the Mayor
- Be made by electors of the City of Swan
- State the request on each page of the petition and contain a summary of the reasons for the request
- Contain the names, addresses and signatures of the electors making the request, and
- State the name and contact details of the initiator of the petition.

Some petitions are required to meet statutory requirements. These include:

- A proposal to change the method of filling the office of Mayor,
- Request for a special meeting of electors, or
- Submissions about wards and representation changes.

If you wish to submit a petition on any of these matters, please contact the City for further information and advice.

Collecting signatures

Although technically a petition only needs to have one elector's signature to be accepted, it will obviously appear more representative if it is signed by as many people as possible and although anyone can sign a petition, only those that are City of Swan electors will be recorded in the official signature count.

City of Swan

Enquiries: (08) 9267 9267
2 Midland Square, Midland
PO Box 196, Midland WA 6936
www.swan.wa.gov.au



Petitions continued

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

- Every signature must be on a page including the action requested by the petition. Signatures should not be placed on a blank page or on the reverse of a sheet containing the terms of the petition
- Signatures must not be copied, pasted or transferred on to the petition
- Each signature must be made by the person signing in their own handwriting.

E-petitions

Online platforms (e.g. Change.org) enable opportunities for petitions to be simply accessed and responded to. They provide a quick and easy form of gaining public support for a cause. When filling in a petition of this type the full name and address of the supporter should be provided to allow an officer to identify electors of the City of Swan.

Signatures are not able to be collected.

When submitting an e-petition for consideration by Council, the petition initiator is required to provide a listing of all supporters. A link provided to the City does not allow access to view supporters of the petition to determine if they are electors of the City of Swan.

Are there alternatives to a petition?

In some cases a petition may not be required for an issue to be addressed. These issues can be dealt with as part of the day to day operations of the City. These include the conditions of parks and gardens, requests for removal of trees, waste management, unsightly properties and noise complaints. Please contact the City directly to raise these matters.

How is the petition presented to Council?

1. A petition, may be presented to Council at an agenda forum by
 - a. A member or the CEO who are confined to reading the request contained in the petition; or
 - b. A member of the public who is confined to reading the request contained in the petition and making a brief accompanying statement not to exceed two minutes.
2. A petition presented at an agenda forum is to be tabled at the next available ordinary meeting of Council by the CEO with a brief statement containing relevant information and a recommendation that the petition be
 - a. Received
 - b. Referred to the CEO and a report be submitted to a future Council meeting
 - c. Dealt with in conjunction with a specific matter
 - d. Dealt with in conjunction with an item on the agenda for the meeting; or
 - e. Referred to the CEO for consideration and response.
3. Where required, a petition must comply with any form prescribed by the Act or any other written laws.
4. The procedures and format for submitting a petition are to be determined by
 - a. The Presiding Member; or
 - b. In the case where the majority of the members of the council present at the meeting disagree with the Presiding Member, by the majority of those members.

Petitions continued

What happens if a petition is referred to the CEO for consideration and response?

The CEO will arrange for a response to be provided directly to the petition initiator by an appropriate staff member.

Contact

For more information please contact the City's Governance Support Officer by calling **(08) 9267 9267** or by email at **council.meetings@swan.wa.gov.au**