

PETITIONS

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

Electors of the City of Cockburn, from different properties, may petition the Council to take some form of action over a particular issue. The subject of a petition however must be a matter on which the Council has the power to act. For instance a petition cannot request the Council to improve hospital services, as this is a State Government responsibility.

Clause 4.6 of the City of Cockburn Standing Orders Local Law 2016 sets out a number of requirements governing the format and presentation of petitions. These are designed to ensure the authenticity of petitions and protect the intentions of petitioners and Council.

Care must be taken in the wording of petitions as the City requires certain information and content to be included to be a valid petition. It is important that those involved in creating petitions familiarise themselves with these requirements before taking steps to collect signatures. This will avoid the possibility of the petition being ruled out of order. A valid petition is to:

- Be addressed to the Mayor, a Councillor or the Chief Executive Officer
- State the subject and request on each page of the petition
- Contain a summary of the reasons for the request
- Contain the names, addresses and signatures of the City of Cockburn electors and the date signed
- State the name of the person (initiator) and an address at which notice of the outcome of the petition request can be given
- Be legible
- Not contain any alterations
- Not have any letters or other documents attached to it, however, a covering letter is permissible.

Petition Signature Requirements

Although a petition only needs to have elector's signatures to be accepted it will appear more representative of public feeling if it is signed by as many electors as possible. Although anyone can sign a petition, only those City of Cockburn electors will be recorded in the official signature count.

An elector is a person who owns or occupies rateable property within the City of Cockburn and is eligible to vote in Local 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.

- 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.

The City accepts petitions in the following formats:

- electronically by email – customerservice@cockburn.wa.gov.au
- In person delivered at Front Counter at the Main Administration Building
- By post to PO Box 1215, Bibra Lake DC WA 6965

Petition Presentation

A petition can be presented to Council at an Ordinary Council Meeting by the Mayor or a Councillor.

The person initiating the petition is to forward the petition to the Chief Executive Officer, Mayor or a Councillor prior to the commencement of the Ordinary Council Meeting at which they would like the petition presented. Although the Elected Member is not bound to present a petition, it is traditionally accepted that he or she will present it, irrespective of personal views. Presentation of a petition by an Elected Member does not mean that the Member necessarily agrees or disagrees with its content.

Petitions at Council Meetings

One of the first items of business at a Council Meeting is for the Council to receive any petitions that have been presented. The Elected Member presenting the petition will read out a summary of the reasons for the petition being submitted and the number of signatures on the petition (if possible).

When the petition is received, no discussion on the matter will take place however the petition will be referred to the Chief Executive Officer for appropriate action.

Every petition presented will be referred to a representative of the Chief Executive Officer responsible for the matter. The Chief Executive Officer's representative will inform the petition initiator of the action proposed in dealing with the petition. This may involve having to prepare a detailed report for a future meeting of the Council for its consideration.

For details of dates, times and location of Ordinary Council Meetings contact the City on 9411 3444 or www.cockburn.wa.gov.au/councilmeetings



PETITION COVER PAGE

(As per Clause 4.6 of the City of Cockburn Standing Orders 2016,
all additional pages must contain the purpose and reason for the petition)

To: Mayor / Chief Executive Officer
City of Cockburn
9 Coleville Crescent
SPEARWOOD WA 6163

PO Box 1215
BIBRA LAKE WA DC 6965

We, the undersigned electors of the City of Cockburn request

(clearly define the purpose)

for the following reasons

(provide summary of reasons supporting requests)

As the initiator of this petition, my name is

For further information I can be contacted via email

or by telephone

Name	Address	Signature