

# CITY OF BELMONT

## Petitions

Council Policy: BEXB3  
Date of Publication 18/05/2018

### What is a Petition?

A petition is a request for action. Any elector or group of electors may petition the Council to take action. However, the subject of a petition must be a matter on which the Council has the power to act.

An elector is a person who owns or occupies rateable property within the City of Belmont and is eligible to be enrolled to vote in local and state elections.

### Drafting a Petition

Care must be taken in wording a petition as Council imposes certain requirements on their form and content. These requirements are outlined in the City of Belmont *Standing Orders Local Law (Clause 6.8)*.

In particular the petition must:

- Be addressed to the Mayor;
- Be made by electors of the district;
- State the request of the petition on each page;
- Contain the name, address and signature of each elector making the request, and the date that 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.
- Recommend a preferred course of action where circumstances permit. (Recommendations will be subject to Council's decision-making process).

There are some further requirements imposed by the *Local Government Act 1995*, if the petition seeks changes to boundaries, ward names, councillor representation or the manner of election of the Mayor. Additional information in this regard can be provided by the City.

A petition should also:

- Be expressed in reasonable terms, be respectful and temperate in its language and not contain language disrespectful to Council;
- Be legible;
- Not contain any alterations;
- Ensure that every signature is written on a page bearing the terms of 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 terms of the petition.
- Not include any letters or other documents as attachments.
- Include at least one signature (noting that technically only one signature is required). However, the petition will obviously appear more representative of elector feeling if it is signed by as many people as possible.

### Presenting the Petition

The petition is to be forwarded to the Chief Executive Officer.

A report will be prepared by the City's administration for presentation to Council at an Ordinary Council Meeting.

The Petition Initiator will be advised of the progress of the Petition through the decision making process including the date the Petition will be presented to Council.

### Petition Format

The City has prepared a petition proforma as attached. The petition proforma is also available on the City's website [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au) or by contacting the City's Information Officers on 9477 7222.

**To the Mayor**  
City of Belmont  
Locked Bag 379  
CLOVERDALE WA 6985

215 Wright Street  
CLOVERDALE WA 6105

**Correspondence in respect of this petition should be addressed to:**

**Lead Petitioner Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

As initiator of this petition, I am the primary point of contact and I am responsible for advising petitioners of the outcomes of this petition.

*(This petition is formatted to the requirements of clause 6.8 of the City of Belmont Standing Orders Local Law 2017, noting that each additional page must contain the terms of the petition).*

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**We the undersigned electors of the City of Belmont request that Council:**

*(Set out a concise statement of the request)*


**Reasons** *(Summary of reasons supporting request)*


**Proposed course of Action** *(where circumstances permit, provide summary of preferred course of action)*


**Signatories follow on additional pages**



