



# Petitions Guide and Template



# Petitions guide

## 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 Fremantle and is eligible to vote in local and state elections.

## Drafting a petition

Petitions are dealt with under part 5.15 of the City's Meeting Procedures Policy, which states:

"A *Petition* is to –

- (a) *be addressed to the Mayor;*
- (b) *be made by the electors of the district;*
- (c) *state the request on each page of the petition;*
- (d) *contain the name, address and signature of each elector making the request, and the date each elector signed;*
- (e) *contain a summary of the reasons for the request; and*
- (f) *nominate the name and postal address of a person to whom Council may provide a notice to the petitioners."*

## Presenting the petition

Petitions may be forwarded to Elected Members for them to present to a meeting or they may be presented directly to a meeting when called for by the presiding member.

A petition received by the Chief Executive Officer or an Elected Member will be presented to the next practicable Council or Committee Meeting.

The Chief Executive Officer will determine if it is appropriate to accept the petition.

The petition initiator will be advised of the progress of the petition through the decision making process.

## Petition format

The City has prepared the following petition form for use by petition initiators.

If you have any questions or queries regarding petitions, please email [governance@fremantle.wa.gov.au](mailto:governance@fremantle.wa.gov.au)



# Petition cover page

To the Mayor of the City of Fremantle, we the undersigned, do respectfully request that the Council (*Set out a concise statement of facts and clearly define purpose*)

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As the initiator of this petition, my name and contact details are below:

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For further information in relation to this matter. As initiator of this petition, I am the primary point of contact and am responsible for advising petitioners of the outcome of this petition.

Signatories follow on additional page/s

