

**TEMPLATE**

## PETITION TO THE CITY OF WANNEROO

To the Mayor and/or CEO of the City of Wanneroo.

WE, the undersigned, do formally request Council's consideration (*insert details of the petition*):-

Name, address and contact details of the person to which correspondence in respect of this petition should be addressed (*the **Submitter***):

The names and addresses of the petitioners are as follows:

	<b>Full Name</b>	<b>Address</b>	<b>Signature</b>	<b>Date</b>
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## Information for the Submitter of a Petition

**Petition** means a formal written request, typically signed by many people, that requests Council to take action in respect of a particular cause.

**Only the original, final version of a petition will be accepted. A petition must be submitted in a printable format (this can include hard copy or scanned/PDF electronically via email).**

**Online E-live petitions cannot be accepted by the City although a final extracted version of such a petition that is in a printable format, may be accepted if the Form of Petition criteria has been met.**

### Form of Petition:

A Petition is:

- a) To be addressed to the Mayor or CEO.
- b) As far as practicable, to be prepared in the form prescribed.
- c) Have each page of signatures headed with the words of the petition request.
- d) To contain:
  - i. each petitioners' full name; and
  - ii. a verifiable address for each petitioner; and
  - iii. a signature\* of each petitioner making the request; and
  - iv. the date each petitioner signed.
- e) \* For clarity, a signature may include an electronic form of individual submission which has been provided by a person such as a unique verifiable email address or mobile phone number or an e-signature or a hand written signature.
- f) State the name of the person upon whom, and an address at which, notice to the petitioners can be given (the **Submitter**). Where such name and address is not given, all correspondence thereon shall be forwarded to the person whose name first appears on the petition.
- g) Be in the form prescribed by the *Local Government Act 1995* and *Local Government (Constitution) Regulations 1996* if it is:-
  - i. A proposal to change the method of filling the Office of the Mayor
  - ii. A proposal to create a new district or the boundaries of the local government
  - iii. A request for a poll on a recommended amalgamation
  - iv. A submission about changes to Wards, the name of a district or ward or the number of Councillor's for a District or Ward.
- h) The petition will be presented to the next Ordinary Council Meeting for acceptance and thereafter forwarded to Administration for investigation and action. A follow up report will be presented to a Council meeting as soon as is practical on a recommended course of action.

The Submitter of the Petition will be kept informed of the progress of the Petition by the Administration and will be advised of Council's resolution.