Petition Guidelines:

Clause 3.6 of the Shire of Murray's Meeting Procedures 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.

Clause 3.6(1) states:

A petition, in order to be effective, is to:

- Be addressed to the President;
- Be submitted by electors of the district;
- State the request on each page of the petition;
- Contain the name, address and signature of each elector making the request, and the date of each elector's signature;
- Contain a summary of the reasons for the request; state the name of the person to whom, and an address at which, notice to the petitioners can be given.

After receiving a petition, the local government is to submit the petition to the relevant employee to be included in the employee's deliberations and report on the matter that is the subject of the petition, subject to the following:

At any meeting, the council is not to vote on any matter that is the subject of a petition presented to that meeting, unless:

- The matter is the subject of a report included in the agenda; or
- The council has considered the issues raised in the petition.

Petitions must be submitted on the Standard Petition Form following this prelude and addressed to the Chief Executive Officer. Copies will not be accepted. It is recommended that a covering letter accompanies the petition, however this is not essential.

The petition will be registered and an acknowledgement letter, outlining the processes involved, will be sent to the person responsible for the petition. The recipient will be asked to notify all petitioners of the action being taken. The petition, subject to a further report being prepared, is then referred to the next available Ordinary Council Meeting for consideration.

Following this the person responsible will be notified in writing of the outcome and asked to pass this information on to all petitioners.

Please note: The request <u>must appear</u> on every page of the petition. The Shire of Murray is subject to the Freedom of Information Act 1992 and as such, copies of petitions may be made available to third parties under the Act. Copies of petitions, including name and address may also be included as attachments to Council/Committee agendas.

Petition of Electors of the Shire of Murray

To the Shire President and Councillors of the Shire of Murray

We, the undersigned all being electors of the Shire of Murray, do respectfully request that the Council:

Correspondence in respect of this petition should be addressed to:

The names and addresses of your petitioners are as follows (*please use BLOCK letters)*

Date	Full Name	Address (*Number, Street, Suburb)*	Signature

Shire of Murray

We, the undersigned all being electors of the Shire of Murray, do respectfully request that the Council:

The names and addresses of your petitioners are as follows (*please use BLOCK letters)*			
Date	Full Name	Address (*Number, Street, Suburb)*	Signature