

## Requests for a special meeting of the electors

A request for a special meeting of the electors is a formal request made by electors of a district for a particular matter. The request must be in the form prescribed by the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*.

The **Request for a Special Meeting of the Electors Form Template** can be used as a template.

The details of the matter to be discussed at the special meeting of electors should be carefully worded so that any potential signatories are able to clearly understand the reason for the request for the special meeting of electors.

## Who Can Sign a Request for a special meeting of the electors

Under section 5.28 of the *Local Government Act 1995*, a request for a special meeting of the electors of a district is to be held on the request of not less than -

- 300 electors or 5% of the number of electors — whichever is the lesser number; or
- 1/3 of the number of council members.

\*An elector may be one of the following -

- a resident owner or occupier enrolled to vote at State elections;
- an owner of rateable property (e.g. an absentee land owner or an owner of business premises, vacant land or other non-residential property);
- an occupier of rateable property (e.g. a tenant of business premises or other non-residential property).

## Submitting the request

Please hand deliver, post or email the completed form and attachments to:

The Shire President

Shire of Serpentine Jarrahdale

6 Paterson Street Mundijong WA 6123

Email to: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

## What happens after a Request for a special meeting of the electors has been submitted to the local government?

A special meeting is to be held on a day selected by the president but not more than 35 days after the day on which he or she received the request, which complied with the requirements as set out above.

## More Information

If you have any queries about submitting a submission about changes to wards, names or representation please contact the Manager Governance and Strategy, 9526 1111 or [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au).

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## Contact Us

### Enquiries

Call: (08) 9526 1111

Fax: (08) 9525 5441

Email: [info@sjshire.wa.gov.au](mailto:info@sjshire.wa.gov.au)

### In Person

Shire of Serpentine Jarrahdale

6 Paterson Street, Mundijong WA 6123

Open Monday to Friday 8.30am-5pm (closed public holidays)



[www.sjshire.wa.gov.au](http://www.sjshire.wa.gov.au)