**PETITIONS**

1. A petition to be presented to Council must:
* Be on paper;
* Be addressed to The Chief Executive Officer, Rockhampton Regional Council;
* Refer to a matter on which the Council has the power to act;
* State the reasons for petitioning the Council; and
* Contain a request for action by the Council.
1. Petitions must show the terms (the facts or reasons for the petition and the specific action requested) at the top of the first page of the petition and the request must be at the top of every subsequent page.
2. A petition must contain the signature and contact details of the Principal Petitioner on the first page of the petition, and contact details of the Principal Petitioner on every subsequent page.
3. You may use the **Petition Form Template** contained on Council’s website.
4. The terms of the petition must not contain any alterations.
5. The petition must not have any letters, affidavits or other documents attached to it.
6. Each signature on the petition must be made by the person signing in his or her own handwriting. A petitioner who is not able to sign may ask another person to sign on his or her behalf.
7. Each signature must be written on a page bearing the request part of the terms of the petition. Signatures must not be copied, pasted or transferred on to the petition. They must not be placed on a blank page or on the reverse of a sheet containing the terms of the petition.
8. When a petition is received by Council an acknowledgement letter will be sent to the Principal Petitioner and the petition will be tabled for consideration at the next ordinary meeting of Council.
9. The following is an extract from Rockhampton Regional Council’s Meeting Procedures which details how a petition will be dealt with by the Council.

**5.9 Petitions**

A petition may be presented to an ordinary meeting by:

* A Councillor;
* CEO; or
* CEO Delegate.

who will read and state the nature of the petition, and become, as far as practicable, acquainted with the subject matter of the petition before presenting at a meeting.

Where a petition is presented to a meeting, no debate on or in relation to it will be allowed. However, a Councillor presenting a petition may speak in respect of the matter the subject of the petition for a period of not more than one minute.

The only motions which will be moved is that:

* The petition be received and referred to a committee or the CEO for consideration and report back to the Council; or
* The petition not be received.