

# Petition Submission Form



**Privacy Notice:** Council deals with personal information in accordance with law, including the *Information Privacy Act 2009*.

This form is to be completed when members of the public wish to submit a petition to Council. Please refer to the Petitions Factsheet for further information. All correspondence regarding this request will be directed to the Principal Petitioner. Petitions presented at Council Meetings will be published on Council's website as required by section 254F of the *Local Government Regulation 2012*.

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## Principal Petitioner Details

Contact name:

Preferred contact number:

Email:

## Residential Address

Street number and name:

Suburb:

State:

Postcode:

Postal address *(if different)*:

## Declaration

I submit this Petition Submission Form as the Principal Petitioner for the below petition to be considered for presentation to Council.

Name:

Signature:

Date:

## Petition Details *(Please outline the details and reasons for the petition)*

We, the undersigned, hereby respectfully request the Rockhampton Regional Council:

**OFFICE USE ONLY**

Date received:

Date presented to Council meeting:

Responsible officer:





# FACT SHEET

## Petitions

1. A petition to be considered for presentation to Council must:
  - Be on paper in legible writing or typed;
  - Be addressed to the Chief Executive Officer (CEO), Rockhampton Regional Council;
  - Refer to a matter which the Council has the power to act;
  - State the reasons for petitioning the Council; and
  - Contain a request for action by the Council.
2. The **Petition Submission Form** contained on Council's website may be used.
3. Submitted petitions must include the reasons for the petition and the specific action requested (the terms) at the top of the first page of the petition and the action requested also at the top of every subsequent page.
4. A petition must include 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.
5. The petition must not have any letters, affidavits or other documents attached to it.
6. All petitioners must provide their address including postcode.
7. Each signature on the petition must be made by the person signing in their own handwriting. A petitioner who is not able to sign may ask another person to sign on their behalf.
8. Each signature must be written on a page bearing the request part of the terms of the petition. Signatures must not be placed on a blank page or on the reverse of a sheet containing the terms of the petition; or be copied, pasted or transferred on to the petition.
9. The petition must have at least 10 signatures from people supporting the petition objective.
10. The terms of the petition must not contain any alterations.
11. 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 meeting of Council. The petition will be published to Council's website as part of the Meeting minutes, as required by section 254F of the *Local Government Regulation 2012*.
12. A petition may be presented to a meeting by:
  - A Councillor;
  - CEO; or
  - CEO delegate

who reads and states the nature of the petition, and becomes, 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 is 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 moved are:

- That the petition be received;
- 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 because it is deemed invalid.