

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 Petition 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.

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Principal Petitioner Details

Contact name:

Residential address:

Postal address *(if different)*:

Preferred contact number:

Email:

Declaration

I submit this form with the relevant supporting documentation as required. I declare that the details are correct to the best of my ability.

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 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.
2. 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.
3. 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.
4. You may use the **Petition Submission Form** contained on Council's website.
5. The terms of the petition must not contain any alterations.
6. The petition must not have any letters, affidavits or other documents attached to it.
7. 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.
8. 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.
9. 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. The petition will be published to Council's website as part of the Meeting minutes.
10. The following is an extract from Rockhampton Regional Council's Council Meeting Procedures Policy which details how a petition will be dealt with by the Council.

5.5 Petitions

A petition may be presented to an ordinary 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.

A petition must have at least 10 signatures from people supporting the petition objective.

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 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.