



Petitions

One of the principal roles of a Council is to act as an informed and responsible decision-making body that represents the interests of its community. As a duly elected body, the Cassowary Coast Regional Council makes decisions on behalf of the community. However, members of the community have a role to play in informing Council of their needs and concerns and/or to provide information that may assist Council in its decision-making.

A petition is one way in which members of the community may advise Council of their particular concerns regarding a specific issue or make requests of, and provide information to, Council.

Definition:

The Council's Standing Orders for the Conduct of Council and Committee Meetings 2017 which were adopted on 16 November 2017, contain the following provisions applicable to petitions:

22.0 Petitions

A petition is a formal request used to lobby a law-making body such as local government. It may request an amendment to general law or the review of an administrative decision. The Petition is placed before Council with the object of implementing the particular action or amendment. Petitioning is one of the traditional forms by which people can make requests direct to Council.

- 22.1 Any petition may be presented for consideration by the local government must be in legible writing or typewritten and contain a minimum of 10 signatures.
- 22.2 For a petition to be considered at a meeting, it must be delivered to the CEO at least two (2) clear days prior to closure of the agenda. A petition must:
- a) be an original document;
 - b) contain a cover page detailing the request, suggestion or grievance and the name of the principal petitioner;
 - c) In each subsequent page, contain the request, suggestion or grievance and signatures of supporting petitioners;
 - d) Each page must be numbered (e.g. 1 of 5, 2 of 5 ...);
 - e) Be clearly written or printed and be free from erasures or alterations; and
 - f) Not contain offensive, defamatory, indecent, or abusive language or substance.
- 22.3 Where a petition is put to a meeting without notice, no debate on or in relation to the petition shall be allowed, and the only motion which may be moved is that:
- a) the petition be received and consideration stand as an order of the day for the meeting; or a future meeting; or
 - b) the petition be received and referred to a committee or the chief executive officer for consideration and a report to the local government, or
 - c) the petition not be received.

Process:

Hard copy petitions received by the Cassowary Coast Regional Council must:

- Set out the request or submission of the petitioners on each page
- Include the full name and address of the person submitting the petition (the principal petitioner)
- Include the full name and address of petitioners to enable the Council to confirm these details if necessary
- The date the petition was signed

Hard copy petitions can be presented to the Mayor/Divisional Councillors or be received at the Cassowary Coast Regional Council's offices located at 70 Rankin Street, Innisfail or PO Box 887, Innisfail Q 4860.

Ordinary meetings of the Council are held on the fourth Thursday of each month.

Petitions must be submitted at least 2 (two) clear days prior to the closure of the agenda, to enable a report to be included on the agenda for the next ordinary meeting of Council. (*The agenda closes approximately seven (7) days before the Council Meeting*).

A report to Council will be prepared by a Council officer detailing:

- The name of the petition contact person
- The nature of the request or issue/s raised;
- A recommendation relating to the request or issue.

Under Schedule 3, 11 (1) and Schedule 3, 11 (b) of the *Information Privacy Act 2009*, the personal information of petitioners will be withheld from the public agendas.

If further investigation is required into the request or issue, this will be noted in the report. A subsequent report will be submitted to Council with an appropriate recommendation relating to the request or issue.

If you have any queries regarding petitions, please contact the CEO's Secretary on 4030 2206.

Procedure References:

Standing Orders for the Conduct of Council and Committee Meetings, adopted on 16 November 2017.

Privacy Disclosure Notice

Cassowary Coast Regional Council respects your privacy and is collecting your personal information for the purpose of processing a petition presented to Council. The collection of this information is authorised under the Local Government Act 2009. Your personal information will not be disclosed to any other person or agency unless you have given your permission or Council is required to do so by law. You may apply to access this information on the appropriate form obtainable from the Council Website at any time.

EXAMPLE OF A PETITION

To: Cassowary Coast Regional Council

We, the undersigned residents petition the Council and ask that:

The Principal Petitioner is:

NAME	ADDRESS	SIGNATURE	DATE

Petitioners:

NAME	ADDRESS	SIGNATURE	DATE

PETITION

To: Cassowary Coast Regional Council

We, the undersigned residents petition the Council and ask that:

The Principal Petitioner is:

NAME	ADDRESS	SIGNATURE	DATE

Petitioners:

NAME	ADDRESS	SIGNATURE	DATE