

## Guideline to Submitting a Petition to Council

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

Council's Meeting Standing Orders and Procedures contain the following provisions applicable to petitions:

**Petitions** – any petition presented to a meeting of Council shall:

- be in legible writing or typewritten and contain a minimum of ten (10) signatures
- include the name and contact details of the Principal Petitioner (i.e., one person who is the organiser and who will act as the key contact for the issue)
- include the postcode of all petitioners, and
- have the details of the specific request/matter appear on each page of the petition.

Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it shall be allowed and the only motion which may be moved is that the petition be received; or received and referred to a committee or officer for consideration and a report to Council; or not be received because it is deemed invalid.

Council will respond to the Principal Petitioner in relation to all petitions deemed valid.

### 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 each month unless otherwise advertised. 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 Office of the CEO on T: 1300 763 903

**Procedure References:**

Council Meeting Standing Orders and Procedures

**Further Information**

For further information contact Council at 1300 763 903 or email [enquiries@cassowarycoast.qld.gov.au](mailto:enquiries@cassowarycoast.qld.gov.au)

