

Petition Guidelines and Prescribed Form

These guidelines are issued together with a prescribed Petition Form which meets the requirements of the *Local Government Act 1993*.

It is the responsibility of the Petitioner to arrange for sufficient copies of the prescribed form to be available for the purpose of obtaining supporting signatures.

Guidelines

1. The first page of the petition must contain the following information:
 - 1.1 The title/heading of the petition.
 - 1.2 Detail of the action requested of Council. The wording must be temperate, respectful and factual, and the action proposed must be within Council's legal capacity to achieve.
 - 1.3 A clear and concise statement identifying the subject matter.
 - 1.4 The name, address and signature of the Petitioner (the person submitting the petition). There can be more than one petitioner and all petitioners will need to provide their name, address and signature.
 - 1.5 If there is more than one petitioner, the name and address of the person to whom Council should address all correspondence.
 - 1.6 A declaration confirming the number of signatures received and the beginning and end dates when the signatures were taken.
2. On the second page of the petition:
 - 2.1 Duplicate the heading and the detail of the action requested.
 - 2.2 This signatory page can be copied as many times as is required to obtain signatures to the Petition but each signatory page must contain the same heading and action required.
3. Every signed page of a petition presented to Council must be an original page with original signed signatories.
4. The petition may be lodged by presenting it to the General Manager or a Councillor.
5. Provided the petition complies with the *Local Government Act* the General Manager will table the Petition at the next ordinary meeting of Council. The petitioners will be advised if the petition is not be tabled together with the reason.
6. It is usual for a petition to be initially received at a meeting without discussion as to its merits or otherwise, and referred to a subsequent meeting at which a covering report prepared by a Council officer will be available. Verbal comments or questions from the public in relation to the petition are not permitted at the meeting at which the petition is listed on the agenda.
7. The petitioners will be advised in writing of Council's response to the petition via the person nominated in guideline 1.5.
8. Additional information or background to the Petition may be provided on a separate page and must be clearly marked as an addition to the petition.

Kingborough

To the Mayor, Councillors and General Manager of the Kingborough Council, we petition Council in accordance with the *Local Government Act 1993* as follows:

Title/Heading of Petition: _____

Detail the action requested of Council:

Provide a clear and concise statement identifying the subject matter:

This Petition is proposed by :

- (1) **[Name]** **[Address]** **[Signature]**

- (2) **[Name]** **[Address]** **[Signature]**

- (3) **[Name]** **[Address]** **[Signature]**

Name and address of person to whom Council should address all correspondence:

..... **[Name]** **[Address]**

Declaration

We, the proposers of the Petition declare:

- 1 There are signatories to the Petition.
- 2 The Petition was signed between and
[Commencement Date] **[Completion Date]**

