



Petition Guidelines and Prescribed Form

Introduction

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

It is the responsibility of the Proposer(s) to arrange copies of the pro-forma for the purpose of obtaining supporting signatories.

Guidelines

1. A petition is to be addressed to 'The Mayor and Councillors of the Kingborough Council' and must contain a clear and concise statement of the subject matter and the action requested of Council.
2. The wording of a petition must be temperate, respectful and factual, and the action proposed must be within Council's legal capacity to achieve.
3. The petitioners may wish to also provide the background or reason for the petition, and this may be done in successive paragraphs. Where this is provided on a separate page, it must be clearly marked as an addition to the petition.
4. The names and addresses of the petitioners are to be printed on the petition and each person shall sign beside their name and address.
5. At the foot of the petition is to be shown the name and postal address of the person to whom advice from Council concerning the petition will be addressed.
6. Each signatory page must contain the same statement of subject matter and action requested, as on the face of the petition.
7. Every signed page of a petition presented to Council shall be an original and not a photocopy, and each signature shall be placed directly onto the petition page and not be pasted or otherwise transferred.
8. The petition may be lodged by presenting it to the General Manager or a Councillor.
9. 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.
10. 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 staff will be available. This referral may be either to a subsequent Council meeting, or a Council Committee meeting. Verbal comments or questions from the public in relation to the petition are not permitted at the meeting(s) at which the petition is listed on the agenda.
11. The petitioners will be advised in writing of Council's response to the petition via the person nominated in guideline 5.
12. Any further queries may be directed to Council's Committee Clerk at the Civic Centre, 15 Channel Highway, Kingston.

GARY ARNOLD
GENERAL MANAGER

