

Petitions

Introduction

Council values feedback from its community in decision-making and in the provision of infrastructure and services. One form of feedback available to a group of individuals with a common issue is a petition.

What is a petition?

A petition is a written and signed request for Council to do something or to refrain from doing something. Petitions to Council must relate to matters which Council is authorised to determine.

Submissions are different to petitions. A submission is a comment on an issue or a proposal that Council is considering or has on public exhibition. Submissions are usually requested from interested parties such as neighbours to a property with a pending development application. Submissions do not have a minimum signature requirement and are considered as part of the planning process. This information on petitions does not relate to submissions.

Who should participate in petitions?

Council will accept written petitions from persons that have a direct interest in the Gladstone Regional Council local government area as residents, property owners, business people or some other relevant capacity.

Form and content of a petition

Council will consider a petition which is signed by five (5) or more people with at least two (2) different residential addresses.

A valid petition will include:

1. A clear and concise statement identifying the subject matter of the petition.
2. What action or outcome is being requested.
3. The number of pages in the petition and the number of signatures to the petition.
4. The full name, address, phone number and signature of the Principal Petitioner (the person lodging the petition).

A petition:

- will be in English in legible and permanent written form;
- will clearly indicate the request and outcome sought;
- will not be defamatory, indecent or abusive; and
- will not relate to a matter outside the Council's powers and functions.

Additionally:

- each page of the petition will include the petition subject and outcome sought and be signed by at least one person;
- each person who signs the petition must include their name and address details; and
- a person may not sign a petition on behalf of anyone else except in cases where an authorising Power of Attorney exists.

It is recommended that those proposing to raise a petition use the [Petition Template](#) and accompany it with a [Petition Lodgement Form](#) provided by Council, or follow the structure of the template and form, which is available from Council's website.

How to lodge a petition

Once a petition is complete, petitioners are requested to:

1. Attach a Petition Lodgement Form with the Principal Petitioner's details, or a cover letter; and
2. Post it to PO Box 29 Gladstone, Qld 4680 or deliver it to any of Council's Offices during business hours. If a scanned copy of a petition is emailed/sent to Council, the original must also be posted/delivered.

What happens with a petition after it is lodged?

Upon receiving a petition, Council officers will determine whether a petition is valid. The General Manager will send an acknowledgement of the petition/correspondence to the Principal Petitioner.

Where a petition relates to a legislative, local law or policy matter, the General Manager will arrange for the petition to be tabled at a Councillor Information Session along with any supporting information considered appropriate (ie. Officer Briefing Report). Other petitions relating to operational matters will be dealt with administratively, however, the General Manager will provide a precise of the petition via email for the information of elected members.

In some circumstances Council may decide that a petition requires formal consideration at a General or Committee Meeting which is open to the public. In these instances, a precise of the petition (excluding any personal information of petitioners) will be tabled at the meeting along with appropriate supporting information if required.

Advice on the outcome of the petition will be provided to the Principal Petitioner. It is the responsibility of the Principal Petitioner to keep other petitioners informed.

Privacy

Contact details of persons signing a petition will only be used by Council to verify that the signatories qualify as having a direct interest in the Gladstone Regional Local Government Area. Petitions addressed to Council would normally be considered public documents and the details contained within a petition would therefore be available for public inspection. Organisers of petitions should therefore not provide guarantees to people signing a petition to Council that their details contained within the petition will be kept confidential.

PETITION LODGEMENT FORM

To: Gladstone Regional Council

Please find attached a petition concerning the following subject and the requested outcome sought.

Subject of the Petition:

Outcome Sought:

Principal Petitioner to complete:

(This is the person that Council will contact in relation to this Petition)

Number of persons who have signed the petition	
Number of pages attached	
Name of Principal Petitioner	
Address of Principal Petitioner	
Telephone No./s	
Email Address	
Signature of Principal Petitioner	
Name of Organisation / Group if applicable (if acting on behalf of an Organisation or Group)	

