



CAIRNS REGIONAL COUNCIL PETITION GUIDELINES

A petition is a request for action. Before commencing a petition, consider whether it is the most effective means of dealing with an issue. Council encourages persons to first attempt to resolve a matter by contacting Customer Service. Additionally, Councillors are available to speak with persons on matters of concern.

Council's **Standing Orders for Council Meetings General Policy** (1:02:58) outlines its rules for petitions. These are based on long-established Queensland Parliamentary guidelines.

- A petition must be written on a page in legible handwriting or typewriting.
- The original document must be submitted and it must be free from erasures or alterations. Photocopies and emailed copies will not be accepted.
- It shall be in plain English, or if in another language, must be accompanied by an English translation certified to be true and correct translation by the member who sponsors or lodges it.
- The petition must include the contact details and a signature of the principal petitioner (ie, one person who is the organiser and who will act as the key contact for the issue) and details of the specific request/matter on the top of each and every page of the petition.
- A petition must have a minimum of 10 signatures. A person cannot sign a petition more than once.
- Signatures shall be written upon the paper petition itself. Pasted, photocopied, scanned or otherwise electronically-transferred signatures are not allowed.
- Persons must sign paper petitions by their names or marks, and by no one else's, except in case of incapacity from sickness.
- Letters, affidavits, or other documents may not be attached to a petition.
- A petition of a company must be made under its common seal or logo (if the company has a common seal/logo).
- A petition should be respectful, courteous, non-emotive temperate. It must not contain offensive, defamatory, indecent or abusive language or substance or otherwise offend any rule or practice of Council.
- The petition must be addressed to the Chief Executive Officer, Cairns Regional Council, PO Box 359, Cairns Qld 4870.

Petitions that do not meet these guidelines will be deemed invalid and will not be received by Council.

