



GUIDELINES FOR SUBMISSION OF PETITIONS

1. CONTENT OF PETITIONS

A person lodging a petition is to ensure that the petition contains:

- a clear and concise statement identifying the subject matter; and
- a heading on each page indicating the subject matter; and
- a brief statement on each page of the subject matter and the action requested; and
- a statement specifying the number of signatories; and
- the full printed name, address and signature of the person lodging the petition at the end of the petition.

A format sample for petitions is attached, together with a covering note to be completed by the person who lodges the petition.

2. PROCESS FOR THE RECEIPT AND TABLING OF PETITIONS

- 2.1. A person may lodge a petition with the Council by presenting it to an Alderman or the General Manager.
- 2.2. An Aldermen who has been presented with a petition will either:
 - table the petition at the next ordinary meeting of the Council; or
 - forward it to the General Manager within 7 days after receiving it.
- 2.3. Subject to “2.4” below, petitions will be tabled at the next available Council meeting.
- 2.4. A petition is not permitted to be tabled if:
 - it does not contain the content details outlined in “1” above; or
 - it is defamatory; or
 - any action it proposes is unlawful.
- 2.5. If the petition lodged is not compliant with the above requirements, you will be notified by the General Manager within twenty-one (21) days after lodgement, together with the reasons for it not being tabled.

3. DETERMINATION OF PETITIONS

- Council is required to determine what action it may take on the petition within 42 days from date of receipt.
- The General Manager, will advise the person who has lodged the petition as to when the Council is to consider the petition.
- The Council is to record in the minutes of the (determining) meeting; the subject matter of the petition; and the number of signatories to the petition.
- The person who has lodged the petition will be informed by the General Manager, of the Council's determination.

LODGEMENT FORM FOR PETITIONS

TO THE MAYOR AND ALDERMEN OF THE CITY OF CLARENCE

SUBJECT: -----
(include a clear and concise statement identifying the subject matter of the petition)

Please find attached a petition addressed to the Mayor and Aldermen of the City of Clarence in respect of the above subject.

The petition is signed by-----Signatories.
(specify number)

Signed-----

Name-----
(print full name of person lodging the petition)

Address-----

(print address of person lodging the petition)

Telephone contact details ----- (h)

----- (w)

----- (m)

Note: telephone numbers may be provided and will assist in administering and processing of the petition, and will be used to enable contact between Council's administration and the person lodging this petition.

Privacy Statement

The personal information on this form is required by Council for receipt of petitions under the *Local Government Act, 1993*. We will only use your personal information for this and related purposes. If this information is not provided, we may not be able to deal with this matter. You may access and/or amend your personal information at any time. How we use this information is explained in our **Privacy Policy**, which is available at www.ccc.tas.gov.au or at Council offices.