

## Petitions

1. A petition to be presented to Council must -
  - be on paper.
  - be addressed to Toowoomba Regional Council.
  - refer to a matter on which the Council has the power to act.
  - state the reasons for petitioning the Council.
  - contain a request for action by the Council.
2. Petitions must show the terms (the facts or reasons for the petition and the specific action requested) at the top of the first page of the petition and the request must be at the top of every subsequent page.
3. The terms of the petition must not contain any alterations and must not exceed two hundred words (i.e. reasons and request together).
4. The petition must not have any letters, affidavits or other documents attached to it.
5. Every petition must contain the signature and address of the principal petitioner on the first page.
6. Each signature on the petition must be made by the person signing in his or her own handwriting. A petitioner who is not able to sign may ask another person to sign on his or her behalf.
7. Every signature must be written on a page bearing the request part of the terms of the petition. Signatures must not be copied, pasted or transferred on to the petition. They must not be placed on a blank page or on the reverse of a sheet containing the terms of the petition.
8. The following is an extract from Toowoomba Regional Council's Standing Orders which details how a petition will be dealt with by the Council.

### "17. **Petitions**

- .1 Any petition presented to a meeting of the Council will be in legible writing or typewritten and contain a minimum of ten signatures.
- .2 A petition may be presented to a meeting of the Council by a Councillor who before presenting the petition will, as far as practicable, become acquainted with the subject matter of the petition.
- .3 A Councillor, on presenting a petition to a meeting, will -
  - (a) state the nature of the petition.
  - (b) read the petition.
- .4 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it will be allowed however, the Councillor presenting the petition may speak in respect of the matter the subject of the petition for a period of not more than one minute.

- .5 The only motion which will be moved is that -
  - (a) the petition be received and referred to a committee or an officer for consideration and report to the Council; or
  - (b) the petition not be received.
- .6 A petition may be forwarded or handed to the Chief Executive Officer who will present it at the first ordinary meeting of the Council as an item of correspondence.

