



DEVONPORT CITY COUNCIL

PETITION GUIDELINES AND PRESCRIBED FORM

INTRODUCTION:

These guidelines are issued together with a pro-forma Petition Form (for hard copy petitions) which meets the requirements of Part 6, Division 1 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 (for hard copy petitions).

GUIDELINES:

1. A petition is to be addressed to 'The Mayor and Councillors of the Devonport City Council' containing a clear and concise statement of the subject matter and the action requested of Council by the Proposer/s.
2. The wording of the 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. 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 and each person is required to sign beside their name and address.
5. The foot of the petition should detail the name and postal address of the person to whom advice from the Council regarding the petition is to be addressed.
6. Each signatory must contain the same statement of subject matter and action requested, as stated on the front of the petition.
7. For petitions submitted electronically, the full name and address of the person lodging the petition and a statement by that person certifying that the statement of the subject matter and the action requested, as set out at the beginning of the petition, has not been changed.
8. Every signed page of the petition presented to Council must be an original, and not a photocopy, with each signature placed directly onto the petition page, and not pasted or transferred.
9. The petition may be lodged by presenting it to the Chief Executive Officer* or a Councillor.
10. Provided the petition is in accordance with the *Local Government Act 1993*, the Chief Executive Officer* will table the Petition at the next ordinary meeting of Council. The petitioners will be advised if the petition is not to be tabled, and a reason for this provided.
11. It is commonplace for a petition to be initially received at a meeting, without discussion of its merits or otherwise, and referred to a subsequent meeting at which a covering report, prepared by staff, will be available and accompany

the petition. This referral may be to a subsequent Council meeting or a Council Committee meeting. Verbal questions or comments from the public regarding the petition are not permitted at the meeting/s at which the Petition is an Agenda item.

12. The petitioner/s will be advised in writing of Council's response to the petition via the person nominated in Point 5.
13. Any further queries can be directed to the Executive Coordinator on 6424 0511 or email – council@devonport.tas.gov.au

MATTHEW ATKINS
CHIEF EXECUTIVE OFFICER

**Chief Executive Officer being the General Manager as appointed by the Council pursuant to section 61 of the Local Government Act 1993*

