

Guidelines for Lodging a Petition with Council

These guidelines will help you lodge a petition with Council. These guidelines should be read in conjunction with **Part 6 - Petitions, polls and public meetings** of the *Local Government Act 1993* (Tas) (the Act), available at www.legislation.tas.gov.au.

Content of petitions

Section 57(2) of the Act requires that -

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

- (a) a clear and concise statement identifying the subject matter and the action requested; and*
- (b) in the case of a paper petition, a heading on each page indicating the subject matter; and*
- (c) in the case of a paper petition, a brief statement on each page of the subject matter and the action requested; and*
- (d) a statement specifying the number of signatories; and*
- (e) at the end of the petition -*
 - (i) in the case of a paper petition, the full name, address and signature of the person lodging the petition; and*
 - (ii) in the case of an electronic petition, 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.*

A template for a paper petition to help you meet the above requirements is available in conjunction with these guidelines. Use of the template is not compulsory.

Lodging your petition

When your petition is complete, you may present your petition to a Councillor or to the Chief Executive Officer. A Councillor is required to forward your petition to the Chief Executive Officer within seven days after receiving it.

The Chief Executive Officer will table your petition at the next ordinary Council meeting. If, pursuant to section 58 of the Act, your petition cannot be tabled because -

- (a) it does not comply with section 57; or*
- (b) it is defamatory; or*
- (c) any action it proposes is unlawful*

the Chief Executive Officer will advise you that your petition is not tabled, and will provide you with reason/s why, within 21 days after lodgment.

Action on your petition

Within 42 days of the tabling of your petition, the Council is to determine any action to be taken in respect of your petition. The Chief Executive Officer will give you reasonable notice of the Council meeting at which your petition will be considered. Your attendance at the Council meeting is welcomed.

Petitions seeking public meetings or elector polls

Petitions seeking public meetings or elector polls are subject to particular scrutiny and treatment. Please refer to sections 59 and 60C of the Act, and contact us for assistance.