



CAIRNS REGIONAL COUNCIL PETITION GUIDELINES

Cairns Regional Council has the following general rules for petitions which are based on State Government guidelines:

- A petition shall be in plain English, or if in another language shall be accompanied by an English translation, certified by the member who sponsors or lodges it to be true and correct translation;
- A petition must have a minimum of 10 signatures;
- In respect of paper petitions, signatures shall be written upon the petition itself, and not pasted upon it, or otherwise affixed or transferred to it;
- Persons must sign paper petitions by their names or marks, and by no one else's, except in case of incapacity from sickness;
- A person cannot sign or join in a paper petition more than once;
- 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 must be respectful, decorous and temperate and not contain any language otherwise offend any rule or practice of Council;
- The correct form of the petition which includes 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 must appear on top of each and every page of the petition;
- The petition must be addressed to the Chief Executive Officer, Cairns Regional Council, PO Box 359, Cairns Qld 4870

