

# Petition Information Sheet

## What is a Petition?

A formal request signed by at least ten (10) persons that can be used to lobby a law-making body, such as a local Council, on a particular subject matter.

## Rules for Petitions

They must:

- be in the correct format with each page of the petition containing the subject matter and the name of the chief petitioner;
- clearly identify the request;
- contain a minimum of ten (10) signatures;
- have each page numbered if attaching additional forms;
- be presented in a written form which is legible;
- be respectful and not contain any offensive language; and
- be addressed to the Chief Executive Officer.

A petition form can be accessed by:

- post following a phone request to the City Governance Branch on 3412 5463; or
- visiting Council's website <http://www.logan.qld.gov.au/about-council/meetings/ordinary-council>.

Petitions can be handed to the relevant Area Councillor for presenting at a Council meeting, posted to the Chief Executive Officer or handed in at the Customer Service Counter at the Logan City Council Administration Centre, 150 Wembley Road, Logan Central.

## What happens to Petitions?

- Once submitted to Council the petition may be referred to the relevant Council department for consideration or may be tabled at Council's ordinary meeting by the relevant councillor.
- For petitions tabled at Council's ordinary meetings, the minutes will state the nature of the petition and how many signatories are on the petition.
- Petitions are not debated at the meeting but are referred to the relevant Council department for consideration.
- Council will write to Chief Petitioners once a Councillor has advised they have received the petition at Council's Ordinary meeting and again on determination of an outcome.

For further information on petitions, please contact Council's Governance Branch on  
3412 5463

# PETITION TO THE LOGAN CITY COUNCIL

The Chief Executive Officer  
LOGAN CITY COUNCIL  
PO Box 3226  
LOGAN CITY DC 4114

Dear Sir

We, the undersigned hereby respectfully request the Logan City Council:  
(1)

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Please direct all correspondence regarding this request to the Chief Petitioner identified. (2)

## Chief Petitioner:

Name:

Address:

Postal Address:

Contact Phone:

Total Number of Signatures:

## Guidelines

- (1) Outline the details and reasons for the petition.
- (2) If no Chief Petitioner is identified, all correspondence regarding this matter will be directed to the relevant Area Councillor.
- (3) In accordance with Council policy, petitions must contain a minimum of ten (10) signatures.
- (4) Please attach additional petition forms if required.
- (5) Petitions received by Council may be presented for consideration at the Ordinary Meeting of Council.

## **PRIVACY COLLECTION NOTICE**

Logan City Council is collecting your name, postal address, residential address and telephone number in accordance with the *Local Government Act 2009* in order to seek clarification and to provide you with information on the outcome of your petition. The information will be accessed by employees and/or Councillors of Logan City Council for Council business related activities. This information may also be made publicly available through reporting to committee and local government meetings and may also be given to State Government agencies for clarification on issues. With the above public disclosure in mind, your information will not be given to any other person or agency unless you have given us permission or we are required by law.

\_\_\_\_\_  
Chief Petitioner Name

\_\_\_\_\_  
Chief Petitioner Signature

\_\_\_\_\_  
Date

