

STEP ONE: Is the petition you have been invited to sign covered by this policy?

Is the petition addressed to the Governor, the Cabinet or a Public Official? [A Public Official is a Minister, Official Member, or a person in a Key Position (i.e. Chief Officer, Deputy Chief Officer, Head of Agency/Department, Deputy Head of Agency/Department, Clerk of Cabinet, Clerk of the LA)].

⇒ If your answer is **YES**, then the petition is covered by this policy and you are invited to move on to step two.

⇒ If your answer is **NO**, then the petition is not covered by this policy and the decision to sign is yours to make.

STEP TWO: What type of petition have you been invited to sign?

Petition is addressed to:	Public Official*	Cabinet	Cabinet	Governor	Governor
Subject matter of the petition:	Petition is related to a matter of the Ministry/Portfolio/Agency that the Public Official has constitutional responsibility.	Subject matter is of national importance and intending to trigger a people-initiated referendum.	Subject matter is NOT a matter of national importance and NOT intending to trigger a people-initiated referendum.	Petition relates to a matter that a Public Official has constitutional responsibility.	Petition relates to a matter that the Governor has constitutional responsibility.
Type of petition:	Class 1 Petition	Class 2 Petition	Class 1 Petition	Class 1 Petition	Class 2 Petition

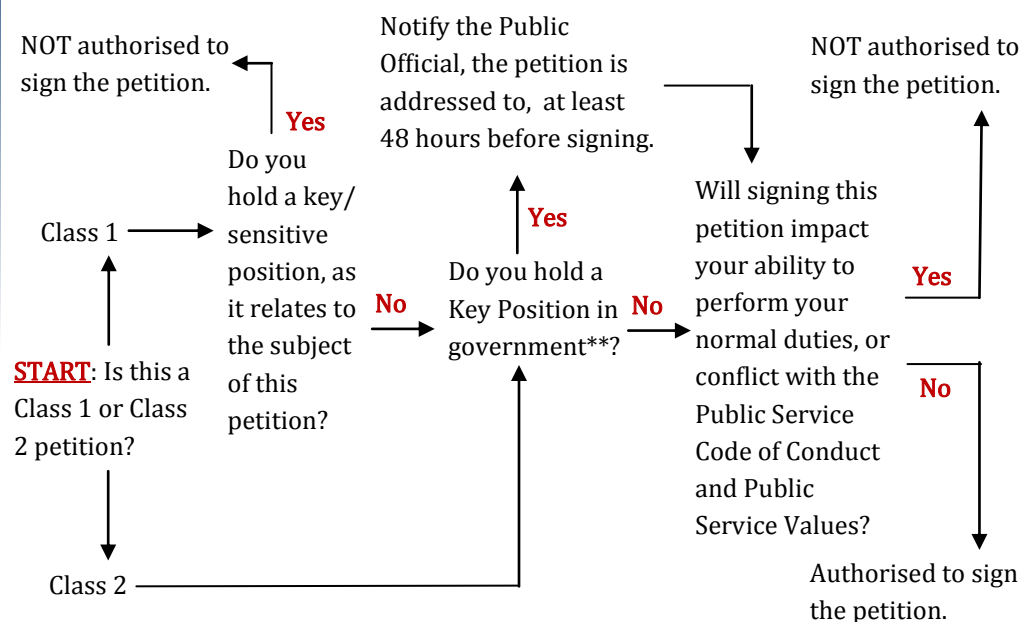
*A Minister, Official Member, or a person in a Key Position (i.e. Chief Officer, Deputy Chief Officer, Head of Agency/Department, Deputy Head of Agency/Department, Clerk of Cabinet, Clerk of the LA).

STEP THREE: Are you in a key or sensitive position?

Key Position: You hold a Key Position in government**, and you have direct responsibility to the Public Official that the petition is addressed to/directed at.

Sensitive Position: You hold a post that provides services, or may be asked to provide services, in the areas of legal advice, fiscal advice, public communication and physical development, to the Public Official that the petition is addressed to/directed at. These services may be delivered at a Ministry or Agency/Department level.

STEP FOUR: Now that you have answered those questions, use the chart below to help you make your decision:



**Key Position in Government: Chief Officer, Deputy Chief Officer, Policy Advisor, Head of Agency/Department, Deputy head of Agency/Department, the Clerk of Cabinet, the Clerk of the Legislative Assembly.