

POS	PETITIONS – NOTIFICATION OF RECEPTION TO ELECTED MEMBERS	PSES5
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POSITION STATEMENT CODE:	PSES5
DIRECTORATE:	Executive Support Department
BUSINESS UNIT:	Executive Support Department
SERVICE UNIT:	Executive Support Services
RESPONSIBLE OFFICER:	Chief Executive Officer
FILE NO.:	182/002
DATE FIRST ADOPTED:	1997
DATE LAST REVIEWED:	10 March 2016
ATTACHMENTS:	N/A
VERSION NO.	3

Dates of Amendments / Reviews:	
DAPPS Meeting:	31 January 2013 27 February 2014 25 February 2016
OCM:	14 February 2013 13 March 2014

BACKGROUND:

Council is often presented with petitions from ratepayers requesting Council to address a variety of issues.

PURPOSE:

To ensure petitions received are expeditiously notified to appropriate Elected Members.

POSITION:

- (1) Upon receipt of a petition the Chief Executive Officer (CEO) shall advise the Mayor and Councillors in whose ward the subject matter of the petition relates of details of the petition received.
- (2) In the event that a petition is presented by a member of the public during public question time at a Council Meeting, the matter will be dealt with in accordance with Clause (1) above.
- (3) In the event that a petition is presented by an Elected Member to a Council Meeting, the Member will present the petition, when called by the Presiding Member to do so, during the Order of Business for the meeting, in accordance with Council's Standing Orders Local Law, Clause 4.7.

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Procedure:

- (1) All petitions are date stamped on receipt, then forwarded through the internal mail system to the CEO for perusal.
- (2) Once the CEO has read the petition(s) they must be forwarded onto the Governance Unit to prepare a memo to the Mayor and relevant Councillors, which must detail what the petition is about, what the statement reads at the top of the petition and how many signatures were received.
- (3) The memo is to be forwarded to the Mayor and relevant Councillors for their information.
- (4) The petition will then be forwarded onto the relevant officer for attention, if necessary.
- (5) Mayor and relevant Councillors will be notified of the outcome.