Waratah-Wynyard Council

FORM OF PETITION

Date: ........................................

TITLE: …………………………………………………………………………………………………

To the Mayor, Councillors and the General Manager of the Waratah-Wynyard Council, the petition of
the undersigned is submitted for your attention.

State the subject matter: ……………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

State the action sought by the petitioners: ……………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………
………………………………………………………………………………………………

Note: To be a valid petition
1. The full printed name, address and signature of the person lodging the petition must be provided.

   Name: ………………………………………………………………………………………………
   Postal address: ………………………………………………………………………………………
   Signature: …………………………………………………………………………………………

Total number of signatories to the petition: ……………………………………………………………

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Councillor Use Only:
As presented to Council or General Manager by Councillor: ________________________ Signed: __________
Local Government Act 1993

PART 6 – Petitions, polls and public meetings

57. Petitions

(1) A person may lodge a petition with a council by presenting it to a councillor or the general manager.

(2) A person lodging a petition is to ensure that the petition contains –

(a) a clear and concise statement identifying the subject matter; and
(b) a heading on each page including the subject matter; and
(c) 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) the full printed name, address and signature of the person lodging the petition at the end of the petition.

58. Tabling petition

(1) A councillor who has been presented with a petition is to –

(a) table the petition at the next ordinary meeting of the council; or
(b) forward it to the general manager within 7 days after receiving it.

(2) A general manager who has been presented with a petition or receives a petition under subsection (1)(b) is to table the petition at the next ordinary meeting of the council.

(3) A petition is not to be tabled if –

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

(4) The general manager is to advise the lodger of a petition that is not tabled the reason for not tabling it within 21 days after lodgement.

59. Petitions seeking public meetings

(1) A petition under section 57 may request that a council hold a public meeting regarding the subject matter of the petition.

(2) A council must hold a public meeting if the petition complies with section 57 and it is signed by whichever is the lesser of the following:

(a) 5% of the electors in the municipal area;
(b) 1, of those electors.

(3) A petition that requests a public meeting is not to be made in respect of any matter relating to rates and charges in Part 9 if those rates or charges have been made for the current financial year.

60. Action on petition

(1) The general manager, by notice in writing to the person who lodged the petition, is to –

(a) advise whether the petition complies with section 59, if it seeks a public meeting; and
(b) give reasonable notice of when the council is to consider the petition.
(2) Within 42 days after the tabling of the petition –

(a) the general manager is to advise the council at a council meeting whether the petition complies with section 59, if applicable; and

(b) the council, at that meeting is to determine any action to be taken in respect of the petition.

(3) If the petition complies with section 59 or the council otherwise resolves to hold a public meeting regarding the subject matter of the petition, the council, within 30 days after the meeting referred to in subsection (2), is to hold a public meeting to discuss the subject matter of the petition.

(4) The council is to record in the minutes of the meeting referred to in subsection (2) –

(a) the subject matter of the petition; and

(b) the number of signatories to the petition.

60A. Public meetings and submissions

(1) Before holding a public meeting under section 59 or section 60(3), a council, in a notice publicly displayed, must –

(a) state the date on which, and the time and place at which, the public meeting is to be held; and

(b) state the details of the subject matter; and

(c) invite written submissions in relation to the subject matter to be lodged with the general manager.

(2) A copy of the notice under subsection (1) is to be –

(a) published on at least 2 occasions in a daily newspaper circulating in the municipal area; and

(b) sent to the person who lodged the petition.

(3) A submission must be lodged within 21 days after the first publication of the notice.

(4) Any submission received is to be summarised by the general manager in a document, copies of which are to be made available to those attending the public meeting.

(5) The minutes of the next ordinary meeting of the council following the public meeting are to record –

(a) summary of any submission received under this section; and

(b) any decision made at a public meeting held under this section.