

## **POLICY**

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### ***Petitions***

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## **PETITIONS POLICY**

### **1 Introduction**

This policy ensures that private individuals and groups petitions are managed in a fair and consistent manner.

### **2 Policy Context**

The Council occasionally receives requests for petitions to be displayed for public consultation and signature in its facilities. It is considered that the District Libraries are an appropriate and neutral venue for displaying such petitions, with the approval of the Libraries Manager.

### **3 Policy Objective**

The objective of this policy is to state Council's position in regard to the display of petitions in Council facilities by private individuals or groups. The policy will assist to ensure that petitions are managed in a fair and consistent manner.

### **4 Policy Statement**

4.1 Petitions are permitted to be displayed in the Libraries at Rangiora, Kaiapoi and Oxford at the discretion of the District Libraries Manager, providing they are:

- On A4 size paper;
- Are not staffed and there is no active persuasion to sign.

4.2 The Library endorses the Statement on Displays in Public Libraries, adopted by the Information Association of New Zealand Library Aotearoa.

4.3 The Library takes a neutral stance on the acceptance of such displays, notices and petitions, subject to the following criteria:

- displays, notices and petitions are accepted only if they clearly show the name of the responsible group or individual;
- displays, notices and petitions which contravene the law, incite the contravention of the law or would appear to represent a Council consultation process will not be accepted;
- the Library will not accept party political material or commercial sale, rental or hire material without wider community benefit for displays or noticeboards;
- the Library accepts advertising for artistic, sporting, cultural events and lectures or classes, but excludes advertising for other commercial activities;
- the Library does not accept liability for any damage to or theft of displayed materials;
- all display areas and noticeboards will display a clear statement that the views expressed are not necessarily those of the Library or the Council;
- where a display incorporates Library materials, the Library reserves the right to ensure that these represent a balanced cross-section of views, especially where the topic may be controversial;

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- display space is booked in advance and allocated on a first come basis for a maximum of two weeks. Bookings shall be arranged at least 21 days prior to the display date. At the time of booking the intended content should be available for perusal. No one issue shall be featured more than once a year. The Library reserves the right to decline the use of display space if the standard or content of display materials is considered inappropriate;
  - in the case of doubt as to the appropriateness of any material presented for display on community noticeboards or petitions left for community consultation, the decision of the District Library Manager will be final.
- 4.4 The applicant will be advised on the decision in relation to display of the petition within seven days of the intended display date, and in the instance that the request is denied the applicant will be provided with an explanation for the denial. Elected Members will also be advised of any petition that has been denied.
- 4.5 Any petition that has been approved for display in a Council facility must have a reasonable close off date and the applicant is responsible for removing the petition at this time. Petitions that have not been removed within three working days of the close off date will be removed by the relevant Council officer.

#### **5 Links to legislation, other policies and community outcomes**

##### **Community Outcome**

*There are wide ranging opportunities for people to contribute to the decision-making by public organisations that affects our District.*

- *Public organisations make information about their plans and activities readily available.*
- *Public organisations make every effort to accommodate the views of people who contribute to consultations.*

#### **6 Adopted by and date**

Adopted by Council on 12 November 2013.

#### **7 Review**

Review every six years or sooner on request.