



Burwood Council

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PETITION POLICY

PO Box 240, BURWOOD NSW 1805
Suite 1, Level 2, 1-17 Elsie Street, BURWOOD NSW 2134
Phone: 9911-9911 Fax: 9911-9900
Email: council@burwood.nsw.gov.au
Website: www.burwood.nsw.gov.au

Public Document
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Ownership: Governance Team

Purpose

To provide guidance to a person(s) wishing to lodge a petition with Burwood Council.

Scope

This Policy is applicable to members of the Public and Council Officers.

What is a Petition

“Petition” is defined by the concise Oxford Dictionary as:

“a formal written request, typically signed by many people, appealing to authority in respect of a cause, an appeal or request”.

Usually, petitions to Council are requests seeking it to take a particular action in relation to issues relevant to the Burwood Local Government Area.

Access to Petition Lodged

All petitions and related documents received by Council are publicly available under the *Government Information (Public Access) Act 2009*.

What is a Valid Petition

A valid petition should:

- be headed “Petition”
- be signed by eight or more people and from different households (in relation to Development Applications signatures must be from the notification area)
- be made by persons that have a direct interest in Burwood Council such as residents, land owners, business people or in some other capacity
- detail the purpose of the petition at the top of each page of that petition
- contain the names, addresses and signatures of the persons signing the petition in their handwriting
- hand written signatures is not a requirement for electronic petitions
- contain wording that notifies people who sign the petition that their personal details will be disclosed to another parties
- state the name of the person who initiated the petition, and an address to which a response can be forwarded as the head petitioner
- be respectful and temperate in its language and not contain language disrespectful to Council or any other person
- be legible
- not promote illegal acts
- if written in a language other than English, must be accompanied by a certified translation, including contact details of the translator

- be in relation to a matter on which Council has the power to act.

Lodging the Petition

A petition may be lodged by either mail, email, fax or at Council's Customer Service Centre, Suite 1 Level 2, 1-17 Elsie Street, Burwood.

What happens after a petition has been lodged with Council?

Every petition lodged with Council is referred to Council and to the section within Council responsible for the matter that is the subject of the petition.

A response to the request in the petition will be sent the head petitioner. In the event this person cannot be identified, the first signatory that appears on the petition will receive the notification.

Related Information/Glossary

Legislation:

- *Local Government Act 1993*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*

Burwood Council documents:

- Code of Meeting Practice
- Privacy Management Plan

Review

Policy to be reviewed every four years.

Contact

Governance Co-ordinator on 9911 9910

Appendix 1 – Petition Template

Petition to Burwood Council

PO Box 240, BURWOOD NSW 1805
Suite 1, Level 2, 1-17 Elsie Street, BURWOOD NSW 2134

We, the undersigned, petition Council to.....
.....
.....
.....
.....

and consent for our personal details to be provided in full to Burwood Councillors in accordance with Section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998* (NSW) for considering the subject of the petition and to verify that each petitioner lives in the municipality.

We understand that all petitions and related documents received by Council are publicly available under the *Government Information (Public Access) Act 2009*.

Name of Head Petitioner:.....

Address of Head Petitioner:.....

Name	Address	Signature

We, the undersigned, petition Council to

.....

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.....

.....

and consent for our personal details to be provided in full to Burwood Councillors in accordance with Section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998* (NSW) for considering the subject of the petition and to verify that each petitioner lives in the municipality.

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[illegible]

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