



WAVERLEY
COUNCIL

Petitions Policy



Department	Governance
Approved by	Council
Date approved	15 July 2025
File reference	A25/0360
Next revision date	July 2029
Relevant legislation	<i>Local Government Act 1993 (NSW)</i>
Related policies/ procedures/guidelines	
Related forms	Petition lodgement form Petition template

Table of Contents

1. Background	4
2. Purpose	4
3. Scope	4
4. Content	5
4.1 Petition lodgement requirements	5
4.2 Submitting petitions	5
4.3 Reporting petitions to Council	5
4.4 Outcome of petitions	6
5. Review	6
6. Petition Lodgement Form	
7. Petition Template	

1. Background

A petition is a formal request from more than one person for Council to take action or not take action in a particular matter. Petitions are one of the ways in which the community can collectively share its views, ideas and concerns with Council.

Petitions are not specifically covered by legislation. However, some of the guiding principles for councils under the *Local Government Act 1993* are to:

- Act fairly, ethically and without bias in the interests of the local community when exercising their functions.
- Recognise diverse local community needs and interests when making decisions.
- Actively engage with their local communities.

2. Purpose

The purpose of this policy is to ensure that:

- The views of the community are communicated to Councillors and officers and considered in the decision-making process.
- Each petition is treated consistently and in a timely manner.

3. Scope

This policy applies to petitions submitted to Council; persons submitting petitions; and Councillors and officers who deal with petitions.

This policy does not apply to petitions that relate to:

- Development applications. These petitions will be treated as submissions and considered as part of the development assessment process.
- Matters that are being publicly exhibited or consulted on by Council. These petitions will be considered as part of the community engagement process.

4. Content

4.1 Petition lodgement requirements

Council accepts petitions from persons who have an interest in the Waverley local government area as residents, landowners, businesses or in some other capacity.

Petitions must concern matters that Council is authorised to determine.

Petitions must contain:

1. A clear statement identifying the subject of the petition.
2. The name—and some other identifying information such as address, postcode, signature, email address or phone number—of the chief petitioner and of each person who supports the petition.

Council accepts online petitions.

A sample petition lodgement form and petition template are attached to this policy and are also available on Council's website. They are not mandatory.

4.2 Submitting petitions

Petitions can be submitted in the following ways:

- Email: info@waverley.nsw.gov.au
- Post: Waverley Council, PO Box 9, Bondi Junction NSW 1355.
- At Council's Customer Service Centres.
- Via a Councillor, who may forward it to officers or table it through a notice of motion.

4.3 Reporting petitions to Council

Petitions will generally be reported to the next available Council or Council Committee meeting for consideration.

A petition will not be reported to Council if in the opinion of the General Manager it:

- Is defamatory.
- Contains threatening or offensive material.
- Proposes action that is unlawful or concerns a matter that Council is not authorised to determine.
- Does not sufficiently comply with this policy.

If the petition is to be reported to Council, officers will advise the chief petitioner of the date of the meeting at which the petition will be considered.

If the petition is not reported to Council, officers will notify the chief petitioner of the General Manager's decision and the reasons for it.

4.4 Outcome of petitions

Council will decide at a Council or Council Committee meeting what action, if any, it will take in respect of the petition. Council's decision can be accessed in the minutes of the meeting, which are available on Council's website.

5. Review

This policy will be reviewed at least every four years.

APPLICATION FOR Petition Lodgement



OFFICE USE ONLY

Reference No.

About this form

Use this form to lodge a petition. The person lodging the petition is the 'chief petitioner'. The petition is to be attached to this form.

Chief petitioner details

Date of Application:		Applicant's Reference:			
Title:	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other	
First Name:		Family Name:			
Name of organisation/group (if applicable):					
Address:					
Suburb:		State:		Post Code:	
Email Address:					
Daytime Telephone No. (Home/Work):		Mobile No:			

Subject of petition

Petition details

Number of persons who have signed the petition:	
Number of signed pages attached:	

Declaration

I declare that the information given is true and correct.

Applicant's Signature		Date		/		/	
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CM reference: D24/121058 | Last updated: 31/10/2024

1/2

Postal address

PO Box 9, Bondi Junction NSW 1355
ABN 12 502 583 608

Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W waverley.nsw.gov.au

E info@waverley.nsw.gov.au
T (02) 9083 8000

You can contact us through the **National Relay Service** if you are deaf or have a hearing or speech impairment.

Translating and Interpreting Service (TIS)
131 450

TTT/Voice Calls
133 677

Speak & Listen
1300 555 727

How to lodge this application

You can lodge your completed application form and any required supporting documents:

- Email:** info@waverley.nsw.gov.au
- Mail:** Waverley Council PO Box 9 Bondi Junction NSW 1355
- In person:** At any of Council's Customer Service Centres:
- **Bondi Junction Customer Service Centre**, 55 Spring St, Bondi Junction NSW 2022
 - **Bondi Pavilion Customer Service (Welcome Centre)**, Queen Elizabeth Drive, Bondi Beach NSW 2026
- Other:** By sending it to a Councillor ([link to councillor page for contact details](#))

Privacy notice

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact info@waverley.nsw.gov.au or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan on our website:

waverley.nsw.gov.au/privacy

Petition

SUBJECT OF PETITION

ACTION REQUESTED

We, the undersigned, petition Waverley Council to:

Name	Address	Signature

Maximum of 10 signatories per page (attach additional pages as necessary).

PRIVACY NOTICE

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact info@waverley.nsw.gov.au or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan on our website: waverley.nsw.gov.au/privacy