



Petition Guidelines

1. Ensure the correct format is used (*see example attached*).
2. The petition
 - (a) must concern a matter over which the Bunbury City Council has jurisdiction (*e.g., there is no point petitioning the Bunbury Council concerning a road in Australind as Australind is not under City of Bunbury's control*). For further guidance, contact the City by email to 'records@bunbury.wa.gov.au' or telephone (08) 9792 7000.
 - (b) be initiated and signed by a City of Bunbury elector only.
3. Each page of the petition must:
 - (a) bear the word "petition" and the name of the addressee as a heading (*see example attached*), and;
 - (b) contain the statement of reason for the petition at the top of the page (*per the example attached*).

Sheets of signatures attached to a covering letter are not acceptable and petitions not specifically addressed to the Bunbury City Council are also not acceptable.

4. A petition forwarded to the Council that has been faxed or photocopied and is not an original document, will not be accepted.
5. A petition can be presented at a Council Meeting only by a Councillor. Persons wishing to submit a petition to the Council must request a Councillor to present it for them at the next available Council Meeting. Councillor contact details are available from the City's Customer Service Centre or the City's website www.bunbury.wa.gov.au.
6. A councillor presenting a petition is to be familiar with the nature and contents of the petition and ensure that it does not contain language disrespectful to the Council. Councillors are encouraged to discuss the contents of the petition with the CEO prior to tabling it at a Council Meeting. (*Note: A councillor has the right to refuse to present a petition if he/she is in disagreement with its contents or intent*).
7. Pursuant to Clause 6.10(2) of the City of Bunbury Standing Orders 2012, upon receiving a petition, the Council is to:
 - a) Receive the petition and refer to the relevant officer for a report to be submitted within the next two (2) rounds of Council meetings; or
 - b) Reject the petition.

