



Petition Guidelines

1. Ensure the correct format is used (*see example attached*).
2. The petition 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.
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. (*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.

