



Petition Guidelines

1. Ensure the correct format is used (*see example attached*).
2. The petition must concern a matter over which the Donnybrook-Balingup Shire Council has jurisdiction (*e.g., there is no point petitioning the Donnybrook-Balingup Shire Council concerning a road in Capel as Capel is not under the Shire of Donnybrook-Balingup's control*). For further guidance, contact the Shire by email to 'shire@donnybrook.wa.gov.au' or telephone (08) 9780 4200.
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 Donnybrook-Balingup Shire 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 an elected 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 Shire's Administration Offices or the Shire's website www.donnybrook.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. When a petition is presented to a meeting, the only decision required of the members of the Council (following discussion) will be one of the following:
 - a) The petition be accepted.
 - b) The petition not be accepted
 - c) The petition be accepted and referred to a committee for consideration and report.
 - d) The petition be accepted and dealt with by the full council.

