

## COMMUNITY ACCESS SESSION GUIDANCE NOTE

1. As a mechanism to support community engagement and participation, the City of Bunbury holds Community Access Sessions (CAS) every third Tuesday, unless the Council are in recess. For specific dates please visit [www.bunbury.wa.gov.au](http://www.bunbury.wa.gov.au)
2. CAS is an informal opportunity for the public to engage with Council. You can raise for discussion any topic you are passionate about or you think needs to be heard.
3. CAS is not a forum for debate and decisions are not made at CAS. The public should not rely on statements made at CAS as being a position of Council. Councillors and officers do not generally have notice of the matters to be raised and therefore information should not be relied upon without verification.
4. Minutes will not be kept at a CAS, and the City and Council are under no obligation to take any action resulting from a statement/s made by a member of the public at a CAS.
5. Any person or group wishing to be received at a CAS shall send to the CEO a completed application form setting out the subject matter in sufficient detail to enable a general understanding of the purpose of the statement.
6. Community Access Sessions have been made available as a service for electors of the City of Bunbury, however non-electors may also be received at a CAS pending approval from the CEO or Mayor upon receipt of the application form.
7. CAS will commence at 5.30pm and not exceed 1 hour (4 timeslots per session – see clause 9(c) below). Applicants will be received at a CAS in the order of receipt of the application form. Surplus applications will be invited to attend a subsequent CAS.
8. Matters raised during CAS must:
  - a. relate to a matter concerning the local government; and
  - b. not have been presented to Council within the previous three calendar months as a deputation, public question or statement at a CAS.
9. Public statements made at a CAS shall not:
  - a. involve any language considered offensive by the presiding member;
  - b. contain any statement reflecting adversely on the integrity of any elected member, officer or other; or
  - c. exceed fifteen minutes, unless approved by the Presiding Member.
10. The Presiding Member may determine that a statement is out of order:
  - a. where the statement is the same or similar in content to a public question or deputation made at a previous Ordinary Council Meeting, Agenda Briefing or CAS; or
  - b. where a response has previously been provided to the Applicant/s in relation to the statement; or
  - c. at the absolute discretion of the Presiding Member.
11. Once you have completed the CAS Application Form, please return by:
  - hand delivering it to our Administration Office at 4 Stephen Street, Bunbury, or
  - Emailing an electronic copy to [info@bunbury.wa.gov.au](mailto:info@bunbury.wa.gov.au)
12. The deadline for receipt of your completed application form is 5.00pm on Monday immediately preceding the CAS. Any visual aids (ppt etc) must accompany the application form.

## COMMUNITY ACCESS SESSION APPLICATION FORM

TO: The Chief Executive Officer  
City of Bunbury  
PO Box 21  
Bunbury WA 6231

Dear Sir

I/We being electors of the City, apply to be received by the City of Bunbury Council at the Community Access Session being held on \_\_\_\_\_

**Applicant/s Name/s:** \_\_\_\_\_

**Elector (yes/no):**                      Yes                      No

**Applicant/s Address:** \_\_\_\_\_

**Applicant/s Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Representing:** \_\_\_\_\_

**Spokesperson/s:** \_\_\_\_\_

**My/Our statement relates to:** \_\_\_\_\_

**My/Our Statement is:** *(Please provide a legible, clear and concise outline of your statement below or attach a full copy of your Statement to this form).*

---

---

---

---

---

---

---

---

---

---

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

***Before completing this form, please refer to the guidance notes provided.***