

Behaviour Complaint

Please read the City of Busselton's Council Policy: Management of Complaints of Alleged Breaches of Behaviour before submitting a complaint. This Policy details:

- How the City of Busselton will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid Behaviour Complaint:

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- ☐ The allegation must relate to a breach of the behaviour standards in Part 3 of the City of Busselton's Code of Conduct for Council Members, Committee Members and Candidates.
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- ☐ Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. *The Complaints Officer may contact you to clarify or ask for more information.*
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- ☐ The completed Behaviour Complaint Form **MUST** be lodged with the City of Busselton's Complaints Officer within one (1) month of the alleged behaviour breach.
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Rules of Conduct Complaint

A Rules of Conduct Complaint refers to a breach of the Rules of Conduct outlined in Part 4 of the City of Busselton's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: (08) 6552 7300 or www.dlgsc.wa.gov.au; OR
- The City of Busselton's Rules of Conduct Complaints Officer: (08) 9781 0373 or Sarah.Pierson@busselton.wa.gov.au

Need Advice?

If you require advice in making a Behaviour Complaint, please contact the City of Busselton's Complaints Officer on (08) 9781 0373 or Sarah.Pierson@busselton.wa.gov.au

**Complaint About Alleged Breach Form –
Code of Conduct for Council Members, Committee Members and Candidates**

Part 3 of the City of Busselton Code of Conduct for Council Members, Committee Members and Candidates

NOTE:

A complaint about an alleged breach must be made –

- a. in writing in the form approved by the local government (this form);
- b. to an authorised person; and
- c. within one month after the occurrence of the alleged breach.

Name of the person who is making the complaint:	
Name:	
Given Name(s)	Family Name

Contact details of the person making the complaint:	
Address: _____	
Email: _____	
Contact Number: _____	

Name of the local government (city, town, shire) concerned:
City of Busselton

Name of the council member, committee member, candidate alleged to have committed the breach:	
Name:	
Given Name(s)	Family Name

Select the position that the person was fulfilling at the time the person committed the alleged breach:	
Council Member of the City of Busselton	<input type="checkbox"/>
Committee Member of the City of Busselton	<input type="checkbox"/>
Candidate for election at the City of Busselton	<input type="checkbox"/>

State the full details of the alleged breach. Attached any supporting evidence to this complaint form:	
Date of the alleged breach:	
/	/20

Which of the behaviours prescribed in Part 3 of the City of Busselton's Code of Conduct do you allege this person has breached?	
Personal integrity	
9.1 A council member, committee member or candidate —	
(a) must ensure that their use of social media and other forms of communication complies with this code; and	<input type="checkbox"/>
(b) must only publish material that is factually correct	<input type="checkbox"/>
9.2 A council member or committee member —	
(a) must not be impaired by alcohol or drugs in the performance of their official duties; and	<input type="checkbox"/>
(b) must comply with all policies, procedures and resolutions of the local government.	<input type="checkbox"/>
Relationship with others	
10.1 A council member, committee member or candidate —	
(a) must not bully or harass another person in any way; and	<input type="checkbox"/>
(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	<input type="checkbox"/>
(c) must not use offensive or derogatory language when referring to another person; and	<input type="checkbox"/>
(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and	<input type="checkbox"/>
(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	<input type="checkbox"/>
Council or committee meetings	
11.1 When attending a council or committee meeting, a council member, committee member or candidate —	
(a) must not act in an abusive or threatening manner towards another person; and	<input type="checkbox"/>
(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	<input type="checkbox"/>
(c) must not repeatedly disrupt the meeting; and	<input type="checkbox"/>
(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and	<input type="checkbox"/>
(e) must comply with any direction given by the person presiding at the meeting; and	<input type="checkbox"/>
(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	<input type="checkbox"/>

List any additional information you have provided as part of this complaint:

Council Policy: Management of Complaints of Alleged Breaches of Behaviour requires that the complainant and the person to whom the complaint relates be offered the opportunity to participate in a mediation process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.

The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the complainant, you will have absolute discretion to withdraw or continue with this complaint.

Please contact the City's Complaints Officer if you would like more information.

Would you agree to participate in an mediation process as per point 5.09 of the Management of Complaints of Alleged Breaches of Behaviour Council Policy?

YES

☐

NO

☐

Signed:

Complainant's signature:

Date of signing: / /20

Received by Authorised Officer

Authorised Officers' Name: _____
 Given Name(s) **Family Name**

Authorised Officers' Signature:

Date received: / /20