

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 Division 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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Conduct Breach Complaint

A Conduct Breach Complaint refers to a breach of the Rules of Conduct outlined in Division 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 must be made to the Inspector. Further information about Conduct Breach Complaints may be obtained from <https://www.wa.gov.au/organisation/local-government-inspector>.

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**

Division 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:

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Date of the alleged breach:

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Which of the behaviours prescribed in Division 3 of the City of Busselton’s Code of Conduct do you allege this person has breached?

Personal integrity

8.1 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"/>
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(b) must only publish material that is factually correct	<input type="checkbox"/>
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8.2 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"/>
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(b) must comply with all policies, procedures and resolutions of the local government.	<input type="checkbox"/>
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Relationship with others

9.1 A council member, committee member or candidate —

(a) must not bully or harass another person in any way; and	<input type="checkbox"/>
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(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"/>
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(c) must not use offensive or derogatory language when referring to another person; and	<input type="checkbox"/>
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(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"/>
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(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"/>
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Council or committee meetings

10.1 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"/>
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(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"/>
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(c) must not repeatedly disrupt the meeting; and	<input type="checkbox"/>
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(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"/>
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(e) must comply with any direction given by the person presiding at the meeting; and	<input type="checkbox"/>
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(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"/>
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