Behaviour Complaints – Response Form

Please read the City of Busselton's Council policy: Management of Complaints of Alleged Breaches of Behaviour before responding to a complaint. The Policy details:

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

The purpose of this form is to enable a person against whom a complaint under the City's Code of Conduct has been made (the Respondent) to:

- be notified of the allegation
- provide an opportunity to respond to the allegation

The Respondent will have 7 days to respond unless an extension is otherwise agreed with the Complaints Officer.

Need Advice?

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

Document Set ID: 4647632
Version: 8, Version Date: 07/08/2026

Response Form –
Code of Conduct for Council Members, Committee Members and Candidates

SECTION 1:

To be completed by the City's Complaints Officer:

Name of the person who is making the complaint:
Name: _____ **Given Name(s)** **Family Name**
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**
Date of the alleged breach:
/ /20
Details of the alleged breach are attached.

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SECTION 2:

To be completed by the Respondent:

Contact details of the Respondent:

Address:

_____

Email:

_____

Contact Number:

_____

Response to the alleged breach:

Attach any supporting evidence to this form

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 the complainant, at their discretion, may choose to withdraw or continue with this complaint.

Would you agree to participate in a mediation process as per point 5.9 of the Management of Complaints of Alleged Breaches of Behaviour Council Policy?	**YES** ☐ **NO** ☐

Signed:

Respondents signature:

……..

Date of signing: **/** **/20**

_____

Received by Complaints Officer

Complaints Officer Name:

_____

Given Name(s) **Family Name**

Signature: ……

Date received: **/** **/20**

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