

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.

Need Advice?

If you require advice in responding to a Behaviour Complaint, please contact the City of Busselton's Complaints Officer on (08) 9781 0486 or sarah.pierson@busselton.wa.gov.au

City of Busselton Code of Conduct – Response Form
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
Details of the alleged breach:	
<i>Attach copy of complaint form if relevant.</i>	
Date of the alleged breach:	
/ /20	

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

Would you agree to participate in an mediation process as per point 5.9 of the Management of Complaints of Alleged Breaches of Behaviour Council Policy?

YES

☐

NO

☐

Signed:

Respondents signature:

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Date of signing: / /20

Received by Complaints Officer

Complaints Officers' Name:

Given Name(s)

Family Name

Signature:

Date received: / /20