Behaviour Complaint – Complaint About Alleged Breach Form

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:

☐	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.
☐	Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint.
☐	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.

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

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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 (thisform);
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	☐
Committee Member of the City of Busselton	☐
Candidate for election at the City of Busselton	☐

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Date of the alleged breach:
/ /20

State the full details of the alleged breach and / or attach any supporting evidence to this complaint form:

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	☐
(b) must only publish material that is factually correct	☐
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	☐
(b) must comply with all policies, procedures and resolutions of the local government.	☐
Relationship with others 9.1 A council member, committee member or candidate	
(a) must not bully or harass another person in any way; and	☐
(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	☐
(c) must not use offensive or derogatory language when referring to another person; and	☐
(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	☐
(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.	☐
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	☐
(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	☐
(c) must not repeatedly disrupt the meeting; and	☐
(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	☐
(e) must comply with any direction given by the person presiding at the meeting; and	☐
(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	☐

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 a mediation process as per point 5.9 of the Management of Complaints of Alleged Breaches of Behaviour Council Policy?	**YES**	☐
	NO	☐

Signed:

Complainant's signature: .....

Date of signing: / /20

Received by Complaints Officer

Complaints Officer Name:

_____

Given Name(s) Family Name

Signature: .....

Date received: / /20