

COMPLAINT ABOUT ALLEGED BEHAVIOUR BREACH FORM



Code of Conduct for Council Members, Committee Members and Candidates

Schedule 1, Division 3 of the Local Government (Model Code of Conduct) Regulations 2021

Please read the notes at the end of the complaint form for details of the Shire of Quairading's process for receiving and determining a Behaviour Complaint and the associated confidentiality requirements.

To make a valid Behaviour Complaint:	
<input type="checkbox"/>	The allegation must relate to a breach of the behaviour standards in <u>Division 3</u> of the Shire of Quairading's Code of Conduct for Council Members, Committee Members and Candidates.
<input type="checkbox"/>	Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. <i>The Behaviour Complaints Officer may contact you to clarify or ask for more information.</i>
<input type="checkbox"/>	The completed Behaviour Complaint Form MUST be lodged with the Shire of Quairading Behaviour Complaints Officer <u>within one (1) month</u> of the alleged behaviour breach.

Name of Person Making the Complaint			
Complainant Name <i>Given Name/s and Family Name</i>			
Contact Details of the person making the Complaint			
Residential Address			
Postal Address			
Phone	Day-time		Mobile
Email			
Name of the Local Government concerned	Shire of Quairading		
Name of Council Member, Committee Member, Candidate alleged to have committed the breach			
Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	Council Member of the Shire of Quairading	<input type="checkbox"/>	
	Member of a Committee of the Shire of Quairading	<input type="checkbox"/>	
	Candidate for election at the Shire of Quairading	<input type="checkbox"/>	
Date that the alleged behaviour breach occurred			
Location where the alleged behaviour breach occurred			

Which of the behaviours prescribed in Division 3 of the Shire of Quairading’s Code of Conduct do you allege this person has breached?	
Clause 8. Personal integrity	
(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"/>
(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"/>
Clause 9. Relationship with others	
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"/>
Clause 10. Council or committee meetings	
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"/>

State the full details of the alleged breach.

[Empty space for stating the full details of the alleged breach.]

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

Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.

[Empty space for listing additional information provided as part of the complaint.]

Have you made any efforts to resolve the complaint with the Respondent?

Please note, you MUST complete this section

<p>YES</p>	<p><input type="checkbox"/></p>	<p><i>If yes, please describe the efforts that you have made.</i></p>
<p>NO</p>	<p><input type="checkbox"/></p>	<p><i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i></p>

The Complainant and the Respondent will be offered the opportunity to participate in an Alternative Dispute Resolution 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 Behaviour Complaints Officer if you would like more information.

Would you agree to participate in an Alternative Dispute Resolution process?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>

Comments:

Desired outcome of the Complaint
Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.

SIGNED	
Complainant's signature	
Date of signing	_____ / _____ / _____

RECEIVED BY AUTHORISED OFFICER	
Authorised Officer's Name	
Authorised Officer's Signature	
Date received	_____ / _____ / _____
Forward to	ceo@quairading.wa.gov.au Shire of Quairading PO Box 38 QUAIRADNG WA 6383 ATT: CONFIDENTIAL - Chief Executive Officer

Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Shire of Quairading'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;

Need Advice?

If you require advice in making a Behaviour Complaint or a Rule of Conduct Complaint, please contact the Shire of Quairading's Behaviour Complaints Officer (the CEO) on (08) 9645 2400 or by email ceo@quairading.wa.gov.au