



Behaviour Complaint Form

Code of Conduct for Council Members, Committee Members and Candidates

Version 3.0
Version Date 22/04/2026

Governance
GOV/53

Instructions for making a complaint about an alleged breach of the Shire of Augusta Margaret River Code of Conduct for Council Members, Committee members and Candidates

Behaviour Complaint

Please read the Shire's [Code of Conduct Behaviour Complaints Policy](#) on our website before submitting a complaint. This Policy details:

- How the Shire will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled; and
- Circumstances under which a complaint must be referred to the Inspector under clause 14B of the Code of Conduct.

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 Shire'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. <i>The Behaviour Complaints Officer may contact you to clarify or ask for more information.</i> |
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| ☐ | The completed Behaviour Complaint Form MUST be lodged with the Shire's Behaviour Complaints Officer <u>within one (1) month</u> of the alleged behaviour breach. |
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Note: Where a mandatory referral to the Inspector is triggered (e.g., two or more prior behavioural breach findings), the Shire may be required to refer the complaint rather than deal with it locally.

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's Code of Conduct. This type of complaint is managed in accordance with the Shire's **internal complaint handling framework**, including referral to the Inspector where mandatory under the Code of Conduct (clause 14B) and s.5.105(3) of the *Local Government Act 1995*.

Further information about Rules of Conduct Complaints may be obtained from:

- The Shire's Rules of Conduct Complaints Officer: (08) 9780 5200 or amrshire@amrshire.wa.gov.au

Need Advice?

If you require advice in making a Behaviour Complaint, please contact the Shire's Behaviour Complaints Officer on:

Andrea Selvey

Chief Executive Officer

(08) 9780 5200

amrshire@amrshire.wa.gov.au



Behaviour Complaint Form

Shire of Augusta Margaret River Code of Conduct for Council Members,
Committee Members and Candidates

Name of Person Making the Complaint			
Complainant Name: <i>Given Name/s and Family Name</i>			
Contact Details			
Residential Address:			
Postal Address:			
Phone:	Day-time:		Mobile:
Email:			

Complaint Details:	
1.	Insert Name of Person alleged to have committed a behavior breach:

2.	Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	Council Member of the Shire of Augusta Margaret River	☐
		Member of a Committee of the Shire of Augusta Margaret River	☐
		Candidate for election at the Shire of Augusta Margaret River	☐

3.	Date that the alleged behaviour breach occurred:	
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4.	Location where the alleged behaviour breach occurred:	
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5.	Which of the behavior requirements prescribed in Division 3 of the Shire's Code of Conduct do you allege this person has breached? (list the clauses)

6.	State the full details of the alleged breach.

7	List any additional information you have provided as part of this complaint: <i>Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.</i>

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COMPLAINANT <i>please sign and date</i>	
Signature:	
Date:	

Please submit completed Behaviour Complaint to:

The Shire of Augusta Margaret River Behaviour Complaints Officer:

Andrea Selvey
Chief Executive Officer
Shire of Augusta Margaret River

Email: amrshire@amrshire.wa.gov.au

Mailing Address: PO Box 61
Margaret River 6285 WA

In person: 41 Wallcliffe Road
Margaret River WA

OFFICE USE ONLY: *Received by the Council appointed Behaviour Complaints Officer*

**Authorised Officer's
Name:**

**Authorised Officer's
Signature:**

Date received:

File reference:

GOV/53