

Behaviour Complaint Form

Code of Conduct for Council Members, Committee Members and Candidates



Version 2.0
Version Date 25/11/2021

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 [insert hyperlink]) 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.

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. *The Behaviour Complaints Officer may contact you to clarify or ask for more information.*
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- ☐ The completed Behaviour Complaint Form **MUST** be lodged with the Shire's Behaviour Complaints Officer within one (1) month of the alleged behaviour breach.
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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 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; OR
- The Shire's Rules of Conduct Complaints Officer: (08) 9780 5200 or amrshire@amrshire.wa.gov.au

BEHAVIOUR COMPLAINT FORM

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	<input type="checkbox"/>
		Member of a Committee of the Shire of Augusta Margaret River	<input type="checkbox"/>
		Candidate for election at the Shire of Augusta Margaret River	<input type="checkbox"/>

3.	Date that the alleged behaviour breach occurred:	
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4.	Location where the alleged behaviour breach occurred:	
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BEHAVIOUR COMPLAINT FORM

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>

9	Have you made any efforts to resolve the complaint with the Respondent? <i>Please note, you MUST complete this section</i>	
YES	<input type="checkbox"/>	<i>If yes, please describe the efforts that you have made.</i>
NO	<input type="checkbox"/>	<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>

10	<p><i>The Shire of Augusta Margaret River has a policy that the Complainant and the Respondent 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.</i></p> <p><i>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.</i></p> <p><i>Please contact the Behaviour Complaints Officer if you would like more information.</i></p>		
Would you agree to participate in an Alternative Dispute Resolution process?		YES	<input type="checkbox"/>
		NO	<input type="checkbox"/>

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

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

Please submit completed Behaviour Complaint to:

The Shire of Augusta Margaret River Behaviour Complaints Officer:

Stephanie Addison-Brown
 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: <i>Received by the Council appointed Behaviour Complaints Officer</i>	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	
File reference:	GOV/53

BEHAVIOUR COMPLAINT FORM