

Behavioural Complaint Form

Instructions for making a complaint about an alleged breach of the City of Nedlands Code of Conduct for Council Members, Committee Members and Candidates

Behaviour Complaint

Please read the City's *Code of Conduct Complaint Management Policy* on our website before submitting a complaint. This policy details:

- How the City will process and determine a Behavioural 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 City of Nedland'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 City of Nedland's Behaviour Complaints Officer within one (1) month of the alleged behaviour breach.
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Conduct Complaint

A *Conduct Complaint* refers to an alleged breach of the Rules of Conduct outlined in Division 4 of the City of Nedland's Code of Conduct for Council Members and Candidates, including Council Members when performing their duties as a Committee Member.

Conduct Complaints are managed by the Office of the Local Government Inspector, which is responsible for receiving, assessing and determining these complaints under the *Local Government Act 1995*.

For further information or assistance, please contact:

- **Office of the Local Government Inspector** - <https://www.wa.gov.au/organisation/local-government-inspector> or (08) 6552 7300.

Need Advice?

If you require advice in making a Behaviour Complaint, please contact the City of Nedland's Behaviour Complaints Officer on (08) 9273 3500.



Behavioural Complaint Form

City of Nedland's 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 City of Nedland's	☐
		Member of a Committee of the City of Nedland's	☐
		Candidate for election at the City of Nedland's	☐
3.	Date that the alleged behaviour breach occurred:		
4.	Location where the alleged behaviour breach occurred:		

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5.	Which of the behaviours prescribed in Division 3 of the City of Nedland'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	☐
	(b) must only publish material that is factually correct	☐
	(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.	☐
	Clause 9. Relationship with others	
	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.	☐
	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	☐
	(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.	☐	



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6. State the full details of the alleged breach.

7 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.



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

9	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:	



Behavioural Complaint Form

Please submit completed Behaviour Complaint to:

The City of Nedland's Behaviour Complaints Officer:

Mailing Address: PO Box 9
NEDLANDS WA 6909

In person: 71 Stirling Highway
NEDLANDS WA 6909

OFFICE USE ONLY: <i>Received by the Council appointed Behaviour Complaints Officer</i>	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	