

Behaviour Complaint 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 Council Policy M8 – Council Member Behaviour Complaints Management for details of the Shire of Murray’s process for receiving and determining a behaviour complaint and the associated confidentiality requirements.

To make a valid Behaviour Breach Complaint:

- ✓ The allegation must relate to a breach of the behaviour standards in Division 3 of Shire’s Code of Conduct for Council Members, Committee Members and Candidates.
- ✓ All sections of this Behaviour Complaint Form must be complete including any additional information that will support an assessment of the complaint. The Behaviour Complaint will be assessed based on the information provided.
- ✓ This completed Behaviour Complaint Form **MUST** be lodged with the Shire of Murray Authorised Person within one (1) month of the alleged behaviour breach.

Details of the person making the complaint			
Given Name		Family Name	
Residential Address			
Contact Number		Mobile Number	
Email:			
Name of the local government concerned:	Shire of Murray		
Details of the person the complaint is about			
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	
	☐	Committee Member	
	☐	Candidate for election	
Date the alleged behaviour occurred:			
Location where the alleged behaviour occurred			
Provide the details of the alleged breach <i>Attach any supporting evidence to this complaint form.</i>			

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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.</i> <i>This information will be the basis on which the complaint is considered.</i>		
Would you agree to participate in an Alternate Dispute Resolution process?	☐	Yes
	☐	No
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 Authorised Officer if you would like more information.		
Described your desired outcome of the complaint		
Declaration		
I acknowledge that: ☐ The information provided is true and correct ☐ I may be required to supply further information to substantiate this alleged breach		
Complainant Signature:		Date of Signing
Received by Authorised Person		
Authorised Person Name:		Authorised Person Signature
Date received:		

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

A complaint about an alleged breach must be made:

(a) in writing using this form approved by the Shire of Murray;

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- (b) to the Authorised Person; and
- (c) within one month after the occurrence of the alleged breach.

Conduct Breach, Recurrent Breaches and Specified Breaches – Division 4.

This type of complaint is determined by the Local Government Inspector. Please refer to the Local Government Inspectors website for information on how to lodge a Conduct, Recurrent or Specified Breach Complaint with the Local Government Inspector.

Signed complaint form is to be forwarded to:

Chief Executive Officer

Shire of Murray

1915 Pinjarra Road

PINJARRA WA 6208

OR Email to: ceo@murray.wa.gov.au