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*

To make a valid Behaviour Complaint:

☐ The allegation must relate to a breach of the behaviour standards in Division 3 of Shire of Nannup's Code of Conduct for Council Members, Committee Members and Candidates (the Code).

☐ Complete all sections of the Complaint Form including any additional information that will support an assessment of the complaint. The Complaint will be assessed based on the information provided only.

☐ The completed Complaint Form MUST be lodged with the Shire's Complaints Officer within one (1) month of the alleged breach.

Name of person making the Complaint:			
Given Name:		Family Name:	
Contact details of person making the complaint:			
Residential Address:			
Postal Address:			
Contact Number:		Mobile:	
Email:			
Name of local government concerned:		Shire of Nannup	
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 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 Nannup's Code 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.	☐
State the full details of the alleged breach. **Attach any supporting evidence to your Complaint**			

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.

COMPLAINANT *please sign and date*

Date:	**Signature**

Forward to -	Shire of Nannup Complaints Officer PO Box 11 Nannup WA 6275 OR Email: david.taylor@nannup.wa.gov.au; or Kim.dolzadelli@nannup.wa.gov.au
Received by Complaints Officer:	
Name and Position Title	**Signature**

NOTE:

Behavioural Breach Complaint - Division 3

(a) This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct.

(b) The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

(c) Complaints will be dealt with and considered in the order in which they are received by the Complaints Officer.

(d) The Council Member or Committee Member to whom the complaint relates will be notified of the receipt of complaint and will be provided with an opportunity to respond to the allegations in the Complaint in writing within 14 days of the notification of the Complaint.

Rules of Conduct Complaint – Division 4.

This type of complaint is determined by the Local Government Standards Panel. Please refer to the Shire's website for information on how to lodge a Rule of Conduct Complaint using the prescribed form.

Need Advice? If you require advice in making a Complaint or a Rule of Conduct Complaint, please contact the Shire's Complaints Officer on (08) 756 1018 or by email (detailed above).