

# CITY OF BELMONT

## Complaint - Alleged 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*

A complaint about an alleged breach must be made —

- (a) in writing in the form approved by the local government
- (b) to an authorised person
- (c) within one month after the occurrence of the alleged breach.

#### Note to person making the complaint:

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct). The complaint is to be specific about the alleged breach and include the relevant clause of the Code of Conduct that is alleged to have been breached.

#### Name of person who is making the complaint:

Name: \_\_\_\_\_

Given Name(s)

Family Name

#### Contact details of person making the complaint:

Address: \_\_\_\_\_ Postcode \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

#### Name of council member, committee member or candidate alleged to have committed the breach:

**Select the appropriate Clause(s) of the Code of Conduct relevant to the alleged breach:**

**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. (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; (b) Must comply with all policies, procedures and resolutions of the local government; (c) Must dress in a manner that recognises the importance of their position, in particular when attending meetings or representing the City in an official capacity; (d) Must treat all people equally and respect diversity within the City to ensure everyone has the same opportunities in their dealings with the City.	

**9. Relationship with others**

A council member, committee member or candidate – (a) Must not bully or harass another person in any way. (b) Must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government. (c) Must not use offensive or derogatory language when referring to another person. (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. (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.	
--	--

**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. (b) Must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading. (c) Must not repeatedly disrupt the meeting. (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. (e) Must comply with any direction given by the person presiding at the meeting. (f) Must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	
---	--

**10.1 Quasi-judicial role**

**State the full details of the alleged breach. Attach any supporting evidence to your complaint form.**

(Please attach additional pages if required)

**Date of alleged breach**

\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**Signed**

Complainant's signature: \_\_\_\_\_

Date of signing: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**Received by Authorised Officer**

Authorised Officer's Name: \_\_\_\_\_

Authorised Officer's Signature: \_\_\_\_\_

Date received: \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

Signed complaint form is to be forwarded to:

Behaviour Complaints Officer  
City of Belmont  
LMB 379  
CLOVERDALE WA 6985

Email: Belmont@belmont.wa.gov.au