

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 (WA)

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.

The City of Belmont collects personal information from a complainant for the purposes of receiving, assessing and investigating a complaint. This information is required to verify the complaint and contact the complainant regarding the complaint assessment and investigation processes, and outcome. The City will not process a complaint without the complainant's personal information being provided.

Information you disclose is collected in accordance with the *Local Government Act 1995 (WA)* and associated regulations and the *Privacy Act 1988 (Cth)*. You can access and request amendments to your personal information by contacting the City of Belmont in writing.

Name of person who is making the complaint:

Name:		
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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:

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

8. Personal Integrity

<p>(1) A council member, committee member or candidate –</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/> <input type="checkbox"/>
<p>(2) A council member or committee member –</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

9. Relationship with others

<p>A council member, committee member or candidate –</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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10. Council or committee meetings

<p>When attending a council or committee meeting, a council member, committee member or candidate –</p> <ul style="list-style-type: none"> 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. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p>10.1 Quasi-judicial role</p>	<input type="checkbox"/>

State the full details of the alleged breach. Attach any supporting evidence to your complaint form. (Please attach additional pages if required)

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Date of alleged breach		
Signed	Complainant's signature:	
	Date of signing:	

Received by Authorised Officer	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	

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