

### Behaviour Complaint Form – Code of Conduct

This form is used to lodge a Behaviour Complaint under Division 3 of the Shire of Chittering Code of Conduct for Council Members, Committee Members and Candidates.

Behaviour complaints must be lodged **within one (1) month of the alleged breach occurring**, in accordance with the Code of Conduct.

If the complaint relates to a candidate, the complaint cannot be determined unless the candidate is elected as a Council Member.

#### Before submitting this complaint

This form is for Behaviour Complaints only. Behaviour complaints relate to alleged breaches of the behavioural standards in Division 3 of the Code of Conduct, such as bullying, harassment, offensive language, conduct during meetings, or inappropriate use of communication channels including social media.

If your complaint relates to a breach of the Rules of Conduct (Division 4 of the Code of Conduct), it must be submitted directly to the Inspector of Local Government through the Department of Local Government, Sport and Cultural Industries.

Inspector of Local Government  
Department of Local Government, Sport and Cultural Industries  
Phone: (08) 6552 7300  
Website: [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au)

#### Complaint Eligibility Confirmation

Please confirm the following before submitting this complaint:

- The complaint relates to behaviour under Division 3 of the Code of Conduct.
- The complaint occurred within one (1) month of the alleged behaviour.
- The complaint does not relate to a Council decision or disagreement with a Council resolution.
- I understand that complaints relating to Rules of Conduct (Division 4) must be lodged with the Inspector of Local Government.

If you are unsure whether your complaint is a behaviour complaint, please contact the Shire before submitting the form.

#### 1. Complainant Details

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

Residential Address: \_\_\_\_\_

Postal Address (if different): \_\_\_\_\_

Phone: \_\_\_\_\_

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

### 2. Person the Complaint is About

Name of person: \_\_\_\_\_

- Council Member
- Committee Member
- Candidate for election

### 3. Incident Details

Date(s) of alleged breach: \_\_\_\_\_

Location of alleged breach: \_\_\_\_\_

### 4. Behaviour Provision (if known)

If known, please identify the relevant clause or behaviour requirement from Division 3 of the Code of Conduct.

Clause(s) breached: \_\_\_\_\_

### 5. Details of the Complaint

Please provide a detailed description of the alleged behaviour breach. Include what occurred, who was involved, and any relevant context.

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### 6. Supporting Information

Please list and attach any supporting information relevant to this complaint (for example emails, documents, photographs, or witness details).

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### 7. Informal Resolution (Optional)

If you have attempted to resolve this matter directly with the person concerned, please provide details below. If you have not attempted to resolve the matter, you may explain why.

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### 8. Desired Outcome

Please outline what outcome you are seeking as a result of this complaint.

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### 9. Alternative Dispute Resolution

The Complaints Officer may offer Alternative Dispute Resolution (ADR) where appropriate to assist parties in resolving the matter.

Would you be willing to participate in ADR if offered?

Yes  No

***Information provided in this form will be managed in accordance with the Code of Conduct and applicable privacy and confidentiality requirements.***

### 10. Declaration

I declare that the information provided in this complaint is true and correct to the best of my knowledge.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Submitting the Complaint

Completed complaints must be submitted within one (1) month of the alleged breach.

Complaints must be submitted to an **authorised Behaviour Complaints Officer**.

Shire of Chittering

PO Box 70

Bindoon WA 6502

Email: chatter@chittering.wa.gov.au

### Office Use Only

Received by: \_\_\_\_\_

Position: \_\_\_\_\_

Date received: \_\_\_\_\_

The Shire may decline to investigate complaints that are frivolous, vexatious, or outside the scope of the Code of Conduct.