



Shire of
Collie

Behaviour Complaint Form

Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates

Name of Person Making the Complaint				
Complainant Name: <i>Given Name/s and Family Name</i>				
Contact Details				
Residential Address:				
Postal Address:				
Phone:	Day-time:		Mobile:	
Email:				

Complaint Details:			
1.	Insert Name of Person alleged to have committed a behaviour breach:		
2.	Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	Council Member of the Shire of Collie	☐
		Member of a Committee of the Shire of Collie	☐
		Candidate for election at the Shire of Collie	☐
3.	Date that the alleged behaviour breach occurred:		
4.	Location where the alleged behaviour breach occurred:		

5.	Which of the behaviours prescribed in Division 3 of the Shire of Collie's Code of Conduct 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.	☐	

6.	State the full details of the alleged breach.

7	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. This information will be the basis on which the complaint is considered.</i>

9	Have you made any efforts to resolve the complaint with the Respondent? <i>Please note, you MUST complete this section</i>	
YES	☐	<i>If yes, please describe the efforts that you have made.</i>
NO	☐	<i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i>

11	Desired outcome of the Complaint <i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i>

COMPLAINANT <i>please sign and date</i>	
Signature:	
Date:	

Please submit completed Behaviour Complaint to:

The Shire of Collie's Behaviour Complaints Officer:

Mailing Address: Shire of Collie, Locked Bag 6225, Collie WA 6225

In person: Shire of Collie, 87 Throssell Street, Collie WA 6225

Email: ceo@collie.wa.gov.au

NOTE TO PERSON MAKING THE COMPLAINT:

This Behaviour Complaint 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.

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

OFFICE USE ONLY: <i>Received by the Council appointed Behaviour Complaints Officer</i>	
Authorised Officer's Name:	
Authorised Officer's Signature:	
Date received:	

Instructions for: Making a complaint about an alleged breach of the Shire of Collie Code of Conduct for Council Members, Committee Members and Candidates

Behaviour Complaint

Please read the Shire of Collie's CP1-019 – Elected Member Code of Conduct Behaviour Complaints Policy on our website www.collie.wa.gov.au before submitting a complaint.

This Policy details:

- How the Shire of Collie will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid **Behaviour Complaint**:

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| ☐ | The allegation must relate to a breach of the behaviour standards in <u>Division 3</u> of the Shire of Collie's Code of Conduct for Council Members, Committee Members and Candidates. |
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| ☐ | Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. <i>The Behaviour Complaints Officer may contact you to clarify or ask for more information.</i> |
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| ☐ | The completed Behaviour Complaint Form MUST be lodged with the Shire of Collie Behaviour Complaints Officer <u>within one (1) month of the alleged behaviour breach.</u> |
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| <i>Note: Complaints outside of this timeframe cannot be accepted under the Model Code of Conduct.</i> | |
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Behaviour Complaint

A **Behaviour Complaint** refers to a breach of the Rules of Conduct outlined in Division 3 of the Shire of Collie's Code of Conduct for Council Members, Committee Members and Candidates.

This type of complaint is determined by the Council or the Shire's Behavioural Complaints Committee, unless the complaint is referred to the Office of the Local Government Inspector. A complaint must be referred to the Inspector if the person who is the subject of the complaint has, on at least 2 previous occasions, been found under a local government's adopted code of conduct (as defined in section 8A.2(1) of the Act) to have committed, on or after 1 January 2026., a behavioural breach.

Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Shire of Collie's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. The Local Government Inspector determines the manner and form for lodging a conduct breach complaint. The Breach Complaint Form can be found on the Inspector's website.

Further Information

Further information is available from:

Local Government Inspector www.lginspector.wa.gov.au or email contact@lginspector.wa.gov.au

Or

- The Shire of Collie's Behaviour Complaints Officer on (08) 9734 9000 or ceo@collie.wa.gov.au

