



Instructions for making a complaint about an alleged breach of the City of Melville Code of Conduct for Elected Members, Committee Members and Candidates

Behaviour Complaint

Please read the City of Melville Code of Conduct Behaviour Complaints Policy on our website [\[insert hyperlink\]](#) before submitting a complaint. This Policy details:

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

To make a valid **Behaviour Complaint**:

- The allegation must relate to a breach of the behaviour standards in **Division 3** of the City of Melville Code of Conduct for Elected 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. *The Behaviour Complaints Officer may contact you to clarify or ask for more information.*
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- The completed Behaviour Complaint Form **MUST** be lodged with the City of Melville Behaviour Complaints Officer **within one (1) month of the alleged behaviour breach.**
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Rules of Conduct Complaint

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the City of Melville's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: (08) 6552 7300 or www.dlgsc.wa.gov.au; OR
- The City of Melville's Rules of Conduct Complaints Officer: (08) XXXX XXXX or [\[insert email address\]](#)

Need Advice?

If you require advice in making a Behaviour Complaint, please contact the [\[insert LG name\]](#)'s Behaviour Complaints Officer on (08) XXXX XXXX or by email [\[insert email address\]](#)



CODE OF CONDUCT FOR COUNCIL MEMBERS, COMMITTEE MEMBERS AND CANDIDATES

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

Complaint Details:		
1. Insert Name of Person alleged to have committed a behavior breach:		
2. Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	Council Member of the City of Melville	<input type="checkbox"/>
	Member of a Committee of the City of Melville	<input type="checkbox"/>
	Candidate for election at the City of Melville	<input type="checkbox"/>
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 [insert LG name]'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	<input type="checkbox"/>	<i>If yes, please describe the efforts that you have made.</i>
NO	<input type="checkbox"/>	<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>

10 <i>The [insert LG name] has a policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with. The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint. Please contact the Behaviour Complaints Officer if you would like more information.</i>		
Would you agree to participate in an Alternative Dispute Resolution process?	YES	<input type="checkbox"/>
	NO	<input type="checkbox"/>



11 Desired outcome of the Complaint

Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.

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COMPLAINANT *please sign and date*

Signature:

Date:

Please submit completed Behaviour Complaint to:

The City of Melville's Behaviour Complaints Officer:

Mailing Address: Locked Bag 1
BOORAGOON WA 6954

In person: City of Melville Civic Centre
10 Almondbury Road
BOORAGOON
8:30am – 5:00pm Monday to Friday

OFFICE USE ONLY: *Received by Behaviour Complaints Officer*

Authorised Officer's Name:

Authorised Officer's Signature:

Date received:

ECM Number: