

**Complaint About 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*

- NOTE:** 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.

Name of person who is making the complaint:
<p>Name: _____</p> <p align="center"><u>Given Name(s)</u>                      <u>Family Name</u></p>

Contact details of person making the complaint:
<p>Address: _____</p> <p>Email: _____</p> <p>Contact number: _____</p>

Name of the local government (city, town, shire) concerned:
<p>_____</p>

Name of council member, committee member, candidate alleged to have committed the breach:
<p>_____</p>

✓ Select the relevant section/subsection of the alleged breach
<p><b>8. Personal Integrity</b> Section 8 Subsection 1 (1) A council member, committee member or candidate —</p>
<p><input type="checkbox"/> (a) must ensure that their use of social media and other forms of communication complies with this code; and</p>
<p><input type="checkbox"/> (b) must only publish material that is factually correct.</p>
<p>Section 8 Subsection 2 (2) A council member or committee member —</p>
<p><input type="checkbox"/> (a) must not be impaired by alcohol or drugs in the performance of their official duties; and</p>

<input checked="" type="checkbox"/>	<b>Select the relevant section/subsection of the alleged breach</b>
<input type="checkbox"/>	(b) must comply with all policies, procedures and resolutions of the local government.
	<b>9. Relationship with others</b> Section 9 Subsection A council member, committee member or candidate —
<input type="checkbox"/>	(a) must not bully or harass another person in any way
<input type="checkbox"/>	(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
<input type="checkbox"/>	(c) must not use offensive or derogatory language when referring to another person; and
<input type="checkbox"/>	(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
<input type="checkbox"/>	(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.
	<b>10. Council or committee meetings</b> Subsection 10 When attending a council or committee meeting, a council member, committee member or candidate —
<input type="checkbox"/>	(a) must not act in an abusive or threatening manner towards another person; and
<input type="checkbox"/>	(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
<input type="checkbox"/>	(c) must not repeatedly disrupt the meeting; and
<input type="checkbox"/>	(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
<input type="checkbox"/>	(e) must comply with any direction given by the person presiding at the meeting; and
<input type="checkbox"/>	(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

<b>State the full details of the alleged breach. Attach any supporting evidence to your complaint form.</b>
<b>Date of alleged breach:</b>
_____ / _____ / _____

**SIGNED:**

**Complainant's signature:** .....

**Date of signing:**        \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Received by Authorised Officer**

**Authorised Officer's Name:** .....

**Authorised Officer's Signature:** .....

**Date received:**        \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**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. 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.

Signed complaint form is to be forwarded to:  
**Chief Executive Officer**  
**City of Bunbury**  
**PO Box 21,**  
**Bunbury, 6231**  
 or  
 email to [ceo@bunbury.wa.gov.au](mailto:ceo@bunbury.wa.gov.au)

<b>Document Control</b>					
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DOC/708905		Reviewed and amended			
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