Form 2— Response to a Code of Conduct Complaint

*Code of Conduct for Council Members 2013 -* Part 2 – Behavioural Code

This is a response by a Council Member in relation to a complaint about their conduct under the *Code of Conduct for Council Members 2013*Part 2 – Behavioural Code (‘*Code of Conduct*’).

## Complainant

**1.1** These are the details of the person who is making the complaint. This information can be found in the Code of Conduct Complaint Form 1.

|  |  |
| --- | --- |
| **First name(s)** |  |
| **Surname** |  |
| **Position** |  |
| **Council Ward** |  |
| **Date of Complaint** |  |

# Person subject to the complaint

**2.1** These are the details of the Council Member (you) who is the subject of the complaint.

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | [ ] Mr [ ] Mrs [ ] Ms [ ] Other please specify: | | |
| **First name(s)** |  | | |
| **Surname** |  | | |
| **Position** |  | | |
| **Council Ward** |  | | |
| **Postal address** |  | | |
| **Suburb** |  | | |
|  |  | **Postcode** |  |
| **Phone number** |  | **Fax number** |  |
| **Email address** |  | | |

# Response to Complaint

# What is your understanding of the complaint made against you?

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|  |

# What is your response the complaint that you breached the Behavioural Code in Part 2 of the *Code of Conduct*.

* + 1. You should state whether you believe your conduct has breached the Behavioural Code and respond to each of the examples of breach alleged in the Complaint.

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Attach additional pages or supplementary documents if necessary

Attach relevant documents

1. **Disclaimer**

**By completing this form, it is acknowledged that:**

* 1. Information provided may be disclosed to the other parties to the complaint and to other parties as parties as part of the complaint determination process.
  2. Non-identifying information may also be used for statistical, research or qualitative purposes or to otherwise improve complaint handling procedures.

**Form completed by:**

|  |  |
| --- | --- |
| **Name** |  |
| **Date** |  |