# Form 1—Code of Conduct Complaint

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

This is a complaint about the conduct of a council member under the *Code of Conduct for Council Members 2013* Part 2 – Behavioural Code (‘***Code of Conduct’***).

## Council

* 1. Details of Council and authorized person referring the Complaint:

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

## Complainant

**2.1** These are the details of the person who has made the complaint.

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

## Person(s) subject to the complaint

**3.1** These are the details of the person(s) alleged to have breached the *Code of Conduct*. Provide all their details, where possible.

|  |  |
| --- | --- |
| **Name of person(s) subject to the complaint** |  |
| **Position** |  |
| **Council Ward** |  |
| **Postal address** |  |
| **Suburb** |  |
|  |  | **Postcode** |  |
| **Phone number** |  | **Fax number** |  |
| **Email address** |  |

## 4. Alleged Complaint

**4.1** Describe the behavior, events or incidents that you think amount to a breach of Part 2 of the Code of Conduct for Elected Members.

**4.2** Set out in numbered paragraphs a brief summary of what occurred, including specific details of conduct.

**4.3**  You must include a reference to which part(s) of the *Code of Conduct* that you believe has been breached.

**For each of the examples you provide in this question, the following should be addressed:**

* What happened?
* Who was involved in the example, including any witnesses?
* Was the incident reported?
* How many times has this happened?
* How long ago did the event occur – provide dates (even approximate dates) if possible.
* When was the last time this behaviour happened?
* Do you have any documentation to support the events? If so, please attach the documentation in date order

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Attach additional pages or supplementary documents if necessary

## 5. Repeated Part 2 Breaches

**5.1 The Code states that repeated or sustained breaches of the Behavioural Code may be a breach of Part 3 of the Code that we will not investigate. Has Council considered a referral to the Ombudsman?**

[ ] Yes — please provide details

[ ] No

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## 6. Dispute Resolution Steps Taken

**6.1 Please attach a copy of the relevant Complaints Handling procedure.**

**6.2 Have any other steps been taken to resolve this complaint? For example, counseling, mediation or conciliation.**

[ ] Yes — please provide details

[ ] No

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## 7. Outcome

**7.1** What outcome or action has the Complainant asked for as a result of this complaint?

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## 8. Disclaimer

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

**8.1** Information provided may be disclosed to the other parties to the complaint and to other parties as part of the complaint determination process.

**8.2** De-identified information may also be used for statistical, research or qualitative purposes or to otherwise improve complaint handling services.

**Form completed by:**

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