

Shire of Cocos (Keeling) Islands

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; and
- (b) to an authorised person; and
- (c) within one month after the occurrence of the alleged breach.

Name of person who is making the complaint	
Given Name(s):	
Family Name:	
Contact details of person making the complaint	
Address:	
Email address:	
Contact number:	
Name of the person alleged to have committed the breach:	
Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:	
Date of alleged breach (<i>must be within 1 month of complaint being lodged</i>):	
Code of Conduct section (Division 3) alleged to have been breached (please tick from below):	
<p>8 Personal Integrity A Council Member, Committee Member or Candidate -</p> <p>(1) a) must ensure that their use of social media and other forms of communication complies with this code; <input type="checkbox"/></p> <p>b) must only publish material that is factually correct. <input type="checkbox"/></p> <p>(2) A Council Member or Committee Member -</p> <p>a) must not be impaired by alcohol or drugs in the performance of their official duties; <input type="checkbox"/></p> <p>b) must comply with all policies, procedures and resolutions of the local government. <input type="checkbox"/></p>	
<p>9 Relationship with others A Council Member, Committee Member or Candidate -</p> <p>a) must not bully or harass another person in any way; <input type="checkbox"/></p>	

- b) must deal with the media in a positive and appropriate manner, and in accordance with any relevant policy of the government
- c) must not use offensive or derogatory language when referring to another person
- d) must not disparage the character of another Council Member, Committee Member, Candidate, or a local government employee in connection with the performance of their official duties
- e) must not impute dishonest or unethical motives to another Council Member, Committee Member, Candidate, or a local government employee in connection with the performance of their official duties.

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
- b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading
- c) must not repeatedly disrupt the meeting
- 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
- e) comply with any direction given by the person presiding at the meeting
- f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting

State the full details of the alleged breach. Attach any supporting evidence to your complaint form

Desired outcome of the Complaint - Please explain what you would like to happen as a result of lodging this complaint?

Declaration

Signature of complainant:

Date of signing:

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 person within one month after the occurrence of the alleged breach.

In accordance with section 8A.36 of the Act, all complaints must be dealt with confidentially.

The Act specifies that a person “*must not directly or indirectly, disclose or use information that the complaint has been made or information about any detail of the complaint*”

A penalty of \$10,000 applies for breaching confidentiality.

Signed complaint form is to be forwarded to:

Attention: Ibrahim Macrae
Manager Governance, Risk and Planning
Email: ibrahim.macrae@cocos.wa.gov.au
Postal address: Shire of Cocos (Keeling) Islands
Lot 256 Jalan Melati
Home Island Cocos (Keeling) Islands WA 6799

Authorised Person Use Only	
Authorised person’s name:	
Authorised person’s signature:	
Date received:	

Council Adoption	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	
Reviewed/Modified	Date		Resolution #	