

POLICY– COUNCIL

Elected Member’s Behavioural Management Policy

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1. Document control

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Approval date	19 September 2023
Approval ECM number	6061341
Current version number	Version 2
Review cycle (number of years)	Within 12 months of a Council election
History (previous review dates)	V1 ECM 5873617 - 17 November 2022 LGA Model Policy deemed adopted as transitional arrangements for Statutes Amendment (Local Government Review) Act 2021. V2 ECM 6061341 – 19 September 2023
Related policies/procedures	Ministers Council Members Behavioural Standards
Document location	Original: ECM 6061341 Published: Insert text here

Electronic version on the intranet or website is the controlled version.

2. Preamble

The contents of and the commitments that Council makes in this policy are not intended to be and should not be interpreted to be any more than a statement of the City of Onkaparinga's general position in relation to those matters, and to facilitate its aspirations wherever it is reasonable to do so.

3. Policy purpose

This Policy has been prepared and adopted pursuant to section 262B of the *Local Government Act 1999* (the Act).

This Behavioural Management Policy forms part of the Behavioural Management Framework for elected members and sets out the approach to the management of complaints about the behaviour of elected members. It sets out the process to be adopted where there has been an alleged breach of the Behavioural Standards for Council Members and this Behavioural Management Policy.

It is acknowledged that any legislative requirement which affects Council will take precedence over Council's policies and procedures.

4. Scope

This Policy sets out the procedures for dealing with an allegation of a breach of the behavioural requirements applying to council members of the City of Onkaparinga and where stated in Council Committee Terms of Reference, it applies to independent members of Council's Section 41 Committees. This Policy does not apply to complaints about council employees or the council as a whole.

5. Definitions

Behavioural Management Framework – comprises four components:

- The legislative framework within which all council members must operate;
- The Behavioural Standards for Council Members, determined by the Minister for Local Government, which apply to all council members in South Australia;
- The mandatory Behavioural Management Policy (this document) relating to the management of behaviour of council members and adopted pursuant to section 262B of the Act;
- Optional Behavioural Support Policy (or policies) designed to support appropriate behaviour by council members and adopted pursuant to section 75F of the Act.

the Act	<i>Local Government Act 1999</i>
behavioural requirements	in this document refers collectively and individually to the Behavioural Standards for Council Members and the Behavioural Management Policy.
Behavioural Standards for Council Members	established by the Minister for Local Government and published as a notice in the SA Government Gazette, specifying standards of behaviour to be observed by members of councils; and providing for any other matter relating to behaviour of members of councils.
Behavioral Standards Panel	A panel established under Sections 262E to 262X of the Local Government Act 1999, to assess and deal with complaints referred to the panel alleging misbehaviour, repeated misbehaviour or serious misbehaviour
frivolous	includes without limitation, a matter of little weight or importance, or lacking in seriousness.
Independent service provider	An external service provider with skills relevant to the matter who will report to the person responsible for managing the complaint.
misbehaviour	is defined in section 262E of the Act as: (a) A failure by a member of a council to comply with a requirement of the council under section 262C(1); or (b) A failure by a member of a council to comply with a provision of, or a requirement under, the council's behavioural management policy; or (c) A failure by a member of a council to comply with an agreement reached following mediation, conciliation, arbitration or other dispute

	or conflict resolution conducted in relation to a complaint under Division 1.
person responsible for managing the complaint	means, subject to any resolution of the Council to the contrary – <ol style="list-style-type: none"> 1. the Mayor and Manager Governance 2. if the complaint relates to or involves the Mayor, the Deputy Mayor and Manager Governance 3. if the complaint relates to or involves the Mayor and Deputy Mayor, the Manager Governance.
Preliminary Assessment	The person responsible for managing the complaint will undertake an assessment of it to determine whether the content of the complaint reaches the criteria set out in section 7.6.2.
repeated misbehaviour	is defined in section 262E of the Act as a second or subsequent failure by a member of a council to comply with Chapter 5 Part 4 Division 2 (Ch 5- Members of council, Pt 4-Member integrity and behaviour, Div 2- Member behaviour)
serious misbehaviour	is defined in section 262E of the Act as a failure by a member of a council to comply with section 75G (Health and safety duties)
trivial	includes without limitation, a matter of little worth or importance; that is trifling; or insignificant.
vexatious	includes a matter raised without reasonable grounds or for the predominate purpose of causing annoyance, delay or detriment, or achieve another wrongful purpose.

6. Strategic context

Nothing in this Policy is intended to prevent council members from seeking to resolve disputes and complaints in a proactive, positive and courteous manner before they are escalated.

The following principles will apply:

- Where a council member considers there has been behaviour that is inconsistent with the behavioural requirements, a council member may, in appropriate circumstances, seek to respectfully and constructively raise this issue with the member concerned, without the need to lodge a complaint under this Policy;
- If a matter proceeds to a complaint, all council members will continue to comply with the procedures set out in this Policy and support the person/s responsible for managing the complaint;
- a consistent approach to the assessment, investigation and resolution of complaints will be applied to facilitate timely and efficient resolution and minimisation of costs;
- Where required, Council may engage the assistance of skilled advisors and support persons in the assessment, investigation and resolution of complaints and avoid adopting an unreasonably legalistic approach.

- ongoing training and relevant resources will be provided to all council members to ensure they have the skills and knowledge necessary to perform their role in accordance with the behavioural requirements and the Act.
- training and relevant support will be provided to persons with specific obligations under this Policy to facilitate the management, reporting and resolution of complaints alleging a breach of the behavioural requirements.

Council will manage complaints under this Policy with as little formality and technicality and with as much expedition as the requirements of the matter and the Act allowing for proper consideration of the matter. Council is not bound by rules of evidence but will inform itself in the manner considered most appropriate given the nature of the complaint.

7. Policy

7.1 CONFIDENTIALITY

Complaints made in accordance with this Policy will be managed on a confidential basis until such a time as they are required to be reported to Council in a public meeting in accordance with this Policy or are otherwise lawfully made public or disclosed.

Access to information relating to complaints and information about complaints will be limited to parties to the complaint and individuals with a responsibility within the complaint handling process or as otherwise provided for within this Policy¹.

A person who has access to information about a complaint (including the complainant and the person complained about) must not directly, or indirectly disclose to any person (including to a council member) that information except:

- For the purpose of dealing with the complaint
- Where required by law
- For the purpose of obtaining legal advice or legal representation, or medical or psychological assistance from a medical practitioner, psychologist or counsellor
- Where the disclosure is made to an external party, investigating the complaint, or mediator/conciliator engaged in accordance with this Policy
- Where the information has been made public in accordance with this Policy or this Policy otherwise authorises or requires the disclosure of the information.

This is not to be confused with formal consideration at a Council Meeting of any matter arising from application of this Policy. Items presented to Council must be assessed on a case-by-case basis in accordance with the requirements of section 90 of the Act.

The complainant will be contacted in writing to determine whether or not they consent to their identity being revealed to the subject of the complaint (and/or the Council - only if a breach is determined), noting that in some instances the allegations contained in a complaint may reveal the identity of the complainant.

¹ There are circumstances in the *Work Health and Safety Act 2012* where information must be disclosed, for example where the health and safety of an employee is at risk.

If the complainant requests that their identity be kept confidential from the person complained about, this does not constitute an anonymous complaint.

7.2 WHO CAN LODGE A COMPLAINT

Any member of the public, council members or council employees can lodge a complaint with the Council in accordance with this Policy.

Complaints alleging misbehaviour, repeated misbehaviour or serious misbehaviour may be referred to the Behavioural Standards Panel but only by:

- resolution of the council
- the principal member of the council
- at least three members of the council
- the responsible person in accordance with the Health and Safety provisions provided for in Section 75G of the Act.

7.3 DISPUTE VERSUS COMPLAINT

It is important to distinguish between a dispute and a complaint. A dispute is generally a difference of opinion or disagreement between two parties. It may involve a heated discussion or some other unsatisfactory exchange between parties but may not amount to conduct inconsistent with the behavioural requirements. Ideally disputes will be handled directly by the parties involved and will not escalate to a complaint requiring action (even informal action) under this Policy. The Mayor (or another person) may play a role in facilitating a resolution to a dispute.

This Policy is intended to deal with matters where conduct is alleged to have been inconsistent with the behavioural requirements, rather than where members of council have differences of opinion, even when robustly put.

7.4 STAGES OF ACTION

This Policy has three distinct stages to the approach that will be taken to address complaints about the behaviour of Council Members:

- Part 1: Informal Action: Where the matter can be resolved directly between the parties.
- Part 2: Formal Action: Where the matter cannot be resolved using informal action and a formal process of consideration is required.
- Part 3: Referrals to the Behavioural Standards Panel: the circumstance under which the Mayor, the Council or other authorised person(s) will make a referral.

7.5 PART 1: INFORMAL ACTION

Council encourages informal resolution of concerns regarding behaviour alleged to be contrary to the behavioural requirements. A person may therefore consider raising the matter directly with the council member concerned.

Alternatively, a person may raise their concern with the Mayor or the Manager Governance on an informal basis. If the concerns relate to or involve the Mayor the person may raise the matter with the Deputy Mayor (if appointed) or Manager Governance.

If the person responsible for managing the complaint considers that access to resources to support impacted parties and facilitate early resolution of the matter should be provided, the Mayor or person responsible for managing the complaint will request the CEO to facilitate access to relevant

resources. The CEO will not refuse any reasonable request for resources made in accordance with this Policy.

Record keeping

Where the person responsible for managing the complaint addresses the matter through informal action, a record will be kept by the Manager Governance or delegate, setting out:

- Details of the complainant
- Details of the person complained about
- A summary of the matter
- A summary of actions taken in response
- Details of agreed actions (if any)

If informal action does not successfully resolve the matter, the record may be made available to an investigation process as provided for under this Policy or to the Behavioural Standards Panel.

7.6 PART 2: FORMAL ACTION

This Part sets out the process for formal action in response to a complaint regarding the behaviour of council members and addresses the manner in which a complaint will be:

1. Received
2. Assessed
3. Investigated
4. Resolved
5. Recorded

A formal complaint made under the Behavioural Management Policy must:

- be received in writing and marked with “Confidential Council Member Complaint” and forwarded to:
 - (via email) mail@onkaparinga.sa.gov.au
 - (hard copy) PO Box 1, Noarlunga Centre, 5168
- Provide the name of the Council member who has allegedly breached the behavioural requirements, the name and contact details of the complainant, the name and contact details of the person submitting the complaint (if different to the complainant) and the name and contact details of any witnesses or other persons able to provide information about the complaint.
- Be specific (including identifying the behavioural requirements the complainant alleges have been breached)
- Provide as much supporting evidence as possible to assist an investigation, including the grounds and circumstances of the complaint (eg where, when, impact of the behaviour, actions taken to try to resolve the issue, relevant records or documents)
- Identify the outcome being sought
- Be lodged within six (6) months of the alleged conduct occurring on the basis that it is important to address alleged breaches of behavioural requirements in a timely manner (with

discretion provided to the person responsible for managing the complaint to allow a longer time limit to apply in particular cases. This will be assessed on a case-by-case basis).

7.6.1 Receipt of a complaint

Receipt of the complaint is undertaken by the CEO, Manager Governance or delegate and will be acknowledged within 2 business days or as soon as reasonably practicable with a copy of this Policy provided to the person making the complaint.

The acknowledgement of the complaint will also seek direction from the complainant regarding their preference for the confidentiality of their identity.

If the formal complaint does not include the required information as set out in Clause 7.6, the acknowledgement will request that further information be provided before the complaint can be progressed to Preliminary Assessment.

The complaint will then be directed to the person responsible for managing a complaint in accordance with this Policy.

If the person responsible for managing the complaint deems it necessary and required they can consult with the CEO or delegate to facilitate the engagement of an appropriate independent service provider to undertake the Preliminary Assessment, for example:

- An independent investigator who will report to the person responsible for managing the complaint
- An external service provider with skills relevant to the matter who will report to the person responsible for managing the complaint.

A complainant may withdraw their complaint at any stage.

Record Keeping

Record keeping throughout a formal complaint will be kept by the Manager Governance or delegate. The person responsible for managing the complaint is required to provide the relevant information for record keeping.

7.6.2 Preliminary Assessment of complaint

A Preliminary Assessment is not an investigation or adjudication of a complaint and no findings as to the merits of the complaint will be made at this stage.

The person responsible for managing the complaint (or independent service provider) will undertake an assessment of it to determine whether the content of the complaint:

- Alleges a breach of the Behavioural Standards
- Relates to conduct occurred in the context of the council member carrying out their official functions and duties.
- the person that is making the complaint (or on whose behalf the complaint has been made) has a sufficient interest in the matter
- the complaint is trivial, frivolous or vexatious or not made in good faith
- the complaint has been lodged with another authority
- the subject matter of the complaint has been or is already being investigated by the Council or another body
- it is unnecessary or unjustifiable for the Council to deal with the complaint

- the council has dealt with the complaint adequately
- whether the council has obligations to report the matter to either the Local Government Association Mutual Liability Scheme (LGAMLS) or the Local Government Association Workers Compensation Scheme (LGAWCS).

Action from Preliminary Assessment

The person responsible for managing the complaint will determine what action will result from the Preliminary Assessment. Where relevant, the person managing the complaint may receive advice from an independent service provider. Actions include:

- a) refuse to deal with the complaint²/determine to take no further action
- b) refer to an alternative resolution mechanism or to propose training for relevant parties (eg facilitated discussion, provision of training, mediation, arbitration, conflict resolution, etc.)
- c) refer the matter to another body or agency (eg the Ombudsman SA or the Behavioural Standards Panel)
- d) Proceed to formal consideration (investigation)

The receipt and outcome of the Preliminary Assessment will be advised to the person who is subject of the complaint in writing as far as is permitted by law. The complainant will also be advised in writing of the outcome of the Preliminary Assessment.

a) Refusing to deal with the complaint/Determining to take no further action

Where the person responsible for managing the complaint makes a decision not to proceed with formal consideration of the matter the following steps should be taken:

- the complainant must be provided written reasons explaining the decision³
- the person complained about should be provided with a brief summary of the complaint and the reasons for not proceeding.
- A record of these steps and the decision not to proceed should be made.

Whilst a matter may not proceed, the person responsible for managing the complaint may discuss the issues informally with the parties and identify strategies to build skills, facilitate positive relationship development and reduce the likelihood of repeat occurrences.

b) Decision to refer to alternative resolution (mediation or training)

The person responsible for managing the complaint may form the view that the optimal way to deal with the complaint is to implement an alternative resolution mechanism such as facilitated discussion, mediation, arbitration, conflict resolution or training.

The person responsible for managing the complaint should discuss the use of a proposed alternative resolution mechanism with the complainant and the person complained about to determine whether there is support for this approach.

² Section 270(4a)(a)(i) of the *Local Government Act 1999* precludes a review of a decision to refuse to deal with the complaint

³ Section 262D, *Local Government Act 1999*

If so, the person responsible for managing the complaint should request the CEO take steps to facilitate access to appropriate internal or external support (not being for the purposes of obtaining legal advice) for parties to the complaint. The CEO will not refuse any reasonable request for resources made in accordance with this Policy.

The complainant and the person complained about should be provided written confirmation of the alternative resolution mechanism to be used for the purposes of resolving the complaint.

c) Decision to refer to another body or agency

Where the person responsible for managing the complaint makes a decision to refer the matter to another body or agency (eg the Ombudsman SA or the Behavioural Standards Panel) the person will follow any direction from that body or agency regarding what information is to be provided to the complainant and the elected member complained about regarding the referral.

d) Decision to proceed to formal consideration (investigation)

Where the person responsible for managing the complaint (or the independent service provider) makes a decision to proceed to formal consideration the CEO must approve the decision and the following steps should be taken:

- the person complained about should be provided with a copy of this Policy, contact details of the person responsible for managing the complaint and a summary document setting out:
 - the specific provision(s) of the behavioural requirements alleged to have been breached; and
 - the circumstances where this breach is alleged to have occurred.

In circumstances where the complainant has not requested their identity be kept confidential, a copy of the complaint may be provided in full.

- the complainant should be advised of the decision to proceed and the contact details of the person responsible for managing the complaint.

7.6.3 Formal consideration (investigation)

A decision to formally consider the complaint must be approved by the CEO. When a decision to formally consider the complaint has been made, the person responsible for managing the complaint will consult with the CEO to facilitate engagement of an appropriate independent service provider, for example:

- An independent investigator who will report to the person responsible for managing the complaint
- An external service provider with skills relevant to the matter who will report to the person responsible for managing the complaint.

The person responsible for managing the complaint will advise both the complainant and the person complained about of the appointment of the independent service provider and that they are able to have a support person accompany them during discussions relating to the complaint.

Further consideration by the independent service provider engaged, may (at their discretion) involve:

- Providing the subject of the complaint the opportunity to provide a written response within a reasonable timeframe as set out by the independent service provider

- Providing the complainant the opportunity to provide any further relevant information within a reasonable timeframe as set out by the independent service provider
- speaking with other persons who have been nominated by the parties to have observed the behaviour
- speaking directly with witnesses to the conduct complained about
- requesting the provision of information or documents relevant to the investigation, which may include access to audio or video recordings of meetings.

It is the expectation of Council that both the complainant and the person complained about will cooperate with any such process to consider the complaint and, if requested, participate in meetings in a timely manner.

Failure by the elected member complained about to comply with this requirement may be taken into account when considering the actions to be taken under section 262B(2)(e) of the Local Government Act and may constitute grounds for referral to the Behavioural Standards Panel for misbehaviour.

7.6.4 Report

The independent service provider will prepare a report summarising the matter and setting out their findings, conclusions and recommendations. The report should set out:

- Allegations made in the complaint
- Summary of evidence to which the investigation had regard
- Findings
- Conclusions
- Recommendations

The report will generally include a recommended action for the parties to consider and/or participate in such as, but not limited to, the imposition of sanctions as per the Act:

- Discussions with parties to the complaint to seek agreement
- Formal mediation if not already undertaken
- Conciliation
- Arbitration
- Education and further training

Draft Report

A copy of the draft report should be provided to the parties to the complaint who should be given a reasonable opportunity, but no more than ten business days, to make submissions in relation to the draft report. The person responsible for managing the complaint (or the third party engaged) may provide a longer period of time for lodgement of submissions to the draft report at their discretion. The person responsible for managing the complaint (or the third party engaged) should have regard to any submissions made in preparing a final report.

Outcome – No breach found

Where the finding is that no breach of the behavioural requirements has occurred a final report should be prepared by the independent service provider and provided to the complainant and the person complained about.

The complaint will remain confidential in accordance with the requirements of this Policy, except at the request of the person complained about. If such a request is made, a copy of the final report will

be tabled (the complainants identity may need to be redacted) at the next practicable Council meeting. If no such request is received, no further action will be taken.

Outcome – agreed actions (breach found)

Where the finding is that a breach of the behavioural requirements has occurred, if appropriate the independent service provider may (with the agreement of the complainant and the person complained about) broker an agreement for resolution, that agreement will be documented including matters such as:

- actions to be undertaken
- responsibility for completing actions
- timeframes for completion of actions
- what will occur if there is a repeat of the behaviours complained about
- monitoring arrangements for completion of actions
- what will occur if the actions aren't completed
- confirmation that the matter is considered resolved

The agreement reached will be made in writing, including a commitment by parties to the complaint to abide by the agreement. A copy of the agreement will be retained by each party and a copy held in Council records.

Where the conduct complained about is not raised by the person directly affected by the conduct it will usually be appropriate to discuss the proposed resolution with that person prior to finalising agreement. This is intended to apply in a circumstance where the 'victim' is not the complainant to provide them a reasonable opportunity to have input into the resolution.

The complaint will remain confidential in accordance with the requirements of this Policy except at the request of the person complained about. If such a request is made, a copy of the final report will be tabled (the complainants identity made need to be redacted) at the next practicable Council meeting.

The matter must be reported in the Council's Annual Report which must contain the information required by the regulations.

Outcome – no agreed action (breach found)

Where the finding is that a breach of the behavioural requirements has occurred and the parties to the complaint have failed to reach agreement as to the resolution of the matter, the independent service provider's final report will be presented confidentially to Council for determination. The final report should include one or more of the following recommendations and be included in the Council Agenda as soon as practicable:

- taking no further action
- passing a censure motion in respect of the member;
- requiring the member to issue a public apology (in a manner determined by the Council)
- requiring the member to undertake a specified course of training or instruction;
- removal or suspension from one or more offices held in the member's capacity as a member of the Council or by virtue of being a member of the Council – but not the office of Member of the Council;

A report, where appropriate may include a recommended action for the parties to consider and/or participate in such as, but not limited to the imposition of sanctions as per the Act:

- discussions with parties to the complaint to seek agreement
- formal mediation if not already undertaken
- Conciliation
- Arbitration
- Education and further training

7.6.5 Actions of Council

Confidential Report - Council considers recommendations

Where the parties are not able to agree on an approach to resolve the matter, the matter will be provided, in the first instance confidentially to Council to determine the actions to be taken which may include:

- taking no further action
- passing a censure motion in respect of the member;
- requiring the member to issue a public apology (in a manner determined by the Council)
- requiring the member to undertake a specified course of training or instruction;
- removal or suspension from one or more offices held in the member's capacity as a member of the Council or by virtue of being a member of the Council – but not the office of Member of the Council;

Public Report - Council determines action

If Council determines to take action, a public report on the matter must be considered in public at the next available Council meeting.

In making a determination under section 262C(1) to take action, Council should be reasonably prescriptive about the manner and time periods in which the action must be completed.

Section 262E defines a failure to comply with a requirement of the council under 262C(1) as 'misbehaviour' which may result in a referral to the Behavioural Standards Panel.

No further action – Council determines no further action

Where Council determines to take no further action, the complainant will be advised of this along with reasons, which may include:

- (a) the ground that, having regard to all the circumstances of the case, it is unnecessary or unjustifiable for the council to deal with or continue to deal with the complaint;
- (b) the ground that the subject matter of the complaint has been or is already being investigated, whether by the council or another person or body; or
- (c) the ground that the council has dealt with the complaint adequately.

The matter must be reported in the Council's Annual Report which must contain the information required by the regulations.

7.7 COUNCIL MEMBER WELLBEING

Support through the Employee Assistance Program is available to any Council Member involved in a Behavioural Management process as provided for in the EM Allowances, Benefits and Support Procedure. The Employee Assistance Program aims to support and promote the health and wellbeing of all employees of the City of Onkaparinga and where necessary, council members will be provided access to the Program.

7.8 BEHAVIOURAL STANDARDS PANEL

The Behavioural Standards Panel is an independent statutory authority consisting of three members and has powers to impose sanctions on council members who breach the behavioural requirements.

In accordance with section 262Q of the Act a complaint alleging misbehaviour, repeated misbehaviour or serious misbehaviour may be made to the Panel by certain persons as set out below. The Panel's jurisdiction arises in the circumstances set out below:

Legislative definition	Plain language explanation
<p><i>misbehaviour</i> means—</p> <p>(a) a failure by a member of a council to comply with a requirement of the council under section 262C(1); or</p> <p>(b) a failure by a member of a council to comply with a provision of, or a requirement under, the council's behavioural management policy; or</p> <p>(c) a failure by a member of a council to comply with an agreement reached following mediation, conciliation, arbitration or other dispute or conflict resolution conducted in relation to a complaint under Division 1;</p>	<p>Misbehaviour means:</p> <p>(a) a council member fails to take the action required by council; or</p> <p>(b) a council member fails to comply with this policy; or</p> <p>(c) a council member fails to comply with an agreement reached pursuant to this policy</p>
<p><i>repeated misbehaviour</i> means a second or subsequent failure by a member of a council to comply with Chapter 5 Part 4 Division 2;</p>	<p>A second or subsequent breach of the behavioural requirements</p>
<p><i>serious misbehaviour</i> means a failure by a member of a council to comply with section 75G.</p>	<p>A breach of health and safety duties (including sexual harassment) as set out in section 75G of the Act</p>

A complaint alleging misbehaviour, repeated misbehaviour or serious misbehaviour by a member of council may be referred to the Panel by:

- A resolution of the council
- the Mayor, or
- at least 3 members of the council
- Responsible person under 75G – direction not to attend meeting.

Behavioural Standards Panel Contact Officer

The Behavioural Standards Panel Contact Officer for the City of Onkaparinga is the Manager Governance for matters referred to the Behavioural Standards Panel. The contact officer is responsible for the provision of information to and receipt of notice from the Behavioural Standards Panel.

The Behavioural Standards Panel Contact Officer will keep the CEO informed of the status of matters under consideration by the Panel.

8. Responsibilities

The Mayor, Deputy Mayor and Manager Governance are responsible for managing complaints under this Policy, including:

- Performing the tasks bestowed upon the person responsible for dealing with a complaint pursuant to this Policy
- In consultation with the CEO or delegate, facilitate access to resources to support impacted parties and resolve the concerns raised in a timely manner prior to the matter becoming serious, or escalating to a formal complaint.
- In consultation with the CEO or delegate, engage external resources to assist with investigation and resolution of matters.

The CEO, Manager Governance or delegate is responsible under this Policy to:

- manage the administrative receipt, acknowledgement, record keeping and allocation of a complaint lodged in accordance with this Policy
- facilitate access to external resources to support the resolution of complaints lodged in accordance with this Policy.
- The CEO is responsible for approving a complaint proceeding to formal consideration (investigation).

The Behavioural Standards Panel Contact Officer (Manager Governance) is responsible under this Policy to:

- comply with any lawful request of the Panel for information related to a matter under consideration.
- Receive and respond to notices relating to matters under consideration by the Panel.

Where the Behavioural Standards Panel Contact Officer is not the CEO, the Contact Officer should keep the CEO informed of the status of matters under consideration by the Panel.

9. Relevant legislation and references

Minister's Elected member Behavioural Standards

Local Government Act 1999

Ombudsman Act 1972

Independent Commission Against Corruption Act 2012

Public Interest Disclosure Act 2018

10. Further information

It is also available for inspection, downloading or printing from our website www.onkaparingacity.com.au.