

**DETAILS**Council  Admin 

Effective from:	25 August 2020	
Contact officer:	City Solicitor	
Next review date:	August 2022	
File reference:	LG211/171/05(P1)	
iSpot #	This policy	72598945
	Value Proposition	72547653

**OBJECTIVES AND MEASURES**

Objectives	<ul style="list-style-type: none"> <li>Efficient and effective management of complaints of inappropriate conduct by Councillors</li> <li>Transparency regarding the resolution of complaints of alleged inappropriate conduct by Councillors</li> </ul>
Performance measures	<ul style="list-style-type: none"> <li>% of complaints of inappropriate conduct investigated and finalised within 10 weeks of referral from the Office of the Independent Assessor – Target 90%</li> <li>% of inappropriate conduct complaints entered in the Councillor Conduct Register within 5 business days of decision – Target 100%</li> </ul>
Risk assessment	High

**POLICY STATEMENT**

Chapter 5A of the *Local Government Act 2009* (LGA) is about Councillor conduct. Section 150CT establishes an Independent Assessor (the Assessor) to carry out certain functions including the investigation of complaints about Councillor conduct.

After investigating a matter, the Assessor may decide to refer suspected inappropriate conduct to the relevant local government for further investigation under section 150W(1)(b) of the LGA.

Upon referral of a complaint of suspected inappropriate conduct Council of the City of Gold Coast (Council) must investigate the Councillor's conduct.

Section 150AE of the LGA requires a local government to adopt an Investigation Policy (the Policy) about how it deals with the suspected inappropriate conduct of Councillors referred, by the Assessor, to Council to be dealt with.

As required by the LGA this policy:

- includes a procedure for investigating the suspected inappropriate conduct of Councillors; and
- states the circumstances in which another entity may investigate the conduct; and
- is consistent with the principles of natural justice; and
- requires Councillors and persons who make complaints about Councillors' conduct to be given notice about the outcome of investigations; and
- requires decisions about suspected inappropriate conduct and the reasons for them to be published.

Council may ask the President of the Councillor Conduct Tribunal to:

- investigate the conduct of a Councillor; and
- make recommendations to the Council about dealing with the conduct.

This policy provides for the investigation of suspected inappropriate conduct of Councillors, referred by the Independent Assessor to Council, to be managed by a Councillor Investigator, who will ordinarily be the Mayor with the assistance of independent external investigators and/or mediators as required.

The payment of costs relating to an investigation is subject to normal budget and approval processes.

This policy supports the local government principles in section 4 of the LGA, and in particular the principles of transparent and effective processes, decision-making in the public interest, and the ethical and legal behaviour of Councillors.

The following principles apply to all investigations undertaken in accordance with this policy:

**Fairness and objectivity:** Complaints are considered on their merits and addressed in an unbiased and equitable manner. The principles of natural justice are observed and complainants will not suffer any reprisal from Council.

**Accessibility and visibility:** Decisions following investigations of allegations of inappropriate conduct by Councillors will be made in open session at Council meetings and will be published in the minutes of those meetings and in the Councillor Conduct Register. The Investigation Policy and the Councillor Conduct Register are readily accessible on Council's website. Assistance will be provided to those with special needs who seek access to these documents.

**Confidentiality:** Complaint information is managed according to the *Information Privacy Act 2009* and Council's Information Management and Information Privacy Policy.

**Client focus and responsiveness:** Complainants, Councillors who are the subject of complaints, witnesses and others involved in the investigation process shall all be treated with respect, courtesy, dignity and fairness at all times. Complainants and the Councillors who are subject of complaints will be kept informed of the progress of the matter, including any investigation.

**Effectiveness and efficiency:** Where possible and appropriate, a complaint will be resolved by the early resolution process (Attachment A – section 6) without the need for a formal investigation.

A summary of the end to end process from complaint, through to Council deciding the matter is outlined in this policy at Attachment B – Councillor Conduct Investigations Flow Chart.

## SCOPE

### In scope:

This Policy relates to the management of complaints made about the inappropriate conduct of Councillors, including the Mayor. It also applies to a person who was, but is no longer, a Councillor if the person was a Councillor when conduct the subject of the complaint or investigation is alleged to have happened. It describes the process (section 150AE of the LGA) for dealing with allegations of inappropriate conduct by a Councillor referred to Council by the Assessor for investigation.

### Out of scope:

This Policy does not relate to more serious Councillor conduct, such as misconduct or corrupt conduct, which are dealt with under separate legislative provisions. This Policy also does not deal with unsuitable meeting conduct. The procedures for dealing with such conduct are explained in the *Model Meeting Procedures*.

## DEFINITIONS

See Attachment A

## RELATED POLICIES AND DELEGATIONS

### Council Policy

Appointment of Acting Mayor Policy  
 Complaints (Administrative Actions) Policy  
 Expenses Reimbursement and Provision of Facilities to Mayor and Councillors Policy  
 Information Management Policy  
 Information Privacy Policy  
 Whistleblowers (Public Interest Disclosure) Policy

## LEGISLATION

### External Legislation

*Code of Conduct for Councillors in Queensland*  
*Model Meeting Procedures*  
*Local Government Act 2009*  
*Local Government Regulation 2012*  
*Crime and Corruption Act 2001*  
*Information Privacy Act 2009*  
*Public Interest Disclosure Act 2010*  
*Public Sector Ethics Act 1994*

## SUPPORTING DOCUMENTS

Attachment A – Investigation Standards  
 Attachment B – Councillor Conduct Investigations Flow Chart  
 Attachment C – Statement of Findings Template

Lodgement form and information for complainants can be found on the Office of the Independent Assessor's website: [www.oia.qld.gov.au](http://www.oia.qld.gov.au)

## RESPONSIBILITIES

Sponsor	Chief Operating Officer
Owner	City Solicitor

## VERSION CONTROL

Document	Date	Approved	Amendment
72598945 v2	25.08.2020	GA20.0820.004/G20.0825.045	Major changes
72598945 v1	28.03.2019	G19.0326.034	New policy

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## Contents

1. Authority .....	2
2. Commencement .....	2
3. Scope .....	2
4. Definitions .....	2
5. Confidentiality .....	3
6. Natural Justice .....	3
7. Standard of Proof .....	4
8. Assessor's referral .....	4
9. Receipt of Assessor's referral .....	4
10. Investigator .....	4
11. Investigation reports received from President of the Tribunal .....	5
12. Early resolution .....	5
13. Investigation Management .....	5
14. Timeliness .....	7
15. Assistance for Investigator .....	7
16. Information of possible inappropriate conduct, or misconduct or corrupt conduct .....	7
17. Completion of investigation .....	8
18. Notice about the outcome of investigation .....	8
19. Councillor conduct register .....	8
20. Expenses .....	8

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## Investigation Standards– Council of the City of Gold Coast

### 1. Authority

This is City of Gold Coast's Investigation Policy for how complaints about the inappropriate conduct of Councillors will be dealt with as required by the section 150AE of the *Local Government Act 2009* (the LGA). However, this policy does not relate to more serious Councillor conduct.

### 2. Commencement

The Investigation Policy was adopted by Council resolution on 26 March 2019 and applies from that date as amended from time to time.

### 3. Scope

This Investigation Policy applies to investigations and determinations of a complaint about the alleged inappropriate conduct of a Councillor/s which has been referred by the Independent Assessor.

### 4. Definitions

**Assessor** means the Independent Assessor appointed under section 150CV of the LGA

**behavioural standard** means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150E of the LGA

**complaint** means a statement by a person or persons (including a Councillor) alleging inappropriate conduct, misconduct or corrupt conduct by one or more Councillors

**conduct** includes—

- (a) failing to act; and
- (b) a conspiracy, or attempt, to engage in conduct

**Corrupt conduct** is defined in section 15 *Crime and Corruption Act 2001*

**Council** means the Council of the City of Gold Coast

**Councillor** means a Councillor of the City of Gold Coast (including the Mayor); or a former Councillor of the City of Gold Coast (to the extent that this policy applies to a former Councillor).

**Councillor conduct register** means the register required to be kept by Council as set out in section 150DX of the LGA

**Councillor Conduct Tribunal** means the body established under section 150DK of the LGA with a range of functions relating to investigating and making recommendations in relation to the conduct of Councillors

**disciplinary action** against a Councillor for findings of inappropriate conduct under section 150AG of the LGA may be taken pursuant to section 150AH LGA

**good faith**, means honesty of purpose, or sincerity of declaration of facts and circumstances

**inappropriate conduct** see section 150K of the LGA

**Investigation Policy**, refers to this policy, as required by section 150AE of the LGA

**Investigator** means the person responsible under this Investigation Policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor

**LGA** means the *Local Government Act 2009*

**local government meeting** means a meeting of -

- (a) a local government; or
- (b) a committee of a local government.

**Mayor** means a Councillor who is the Mayor of the City of Gold Coast, or who has been appointed Acting Mayor during the Mayor's absence

**misconduct** see section 150L of the LGA

**natural justice** – a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.

**President of the Tribunal** means the President of the Councillor Conduct Tribunal appointed under section 150DN of the Act

**referral notice** see section 150AC of the LGA, is the method by which the Assessor refers a complaint about a Councillor's alleged inappropriate conduct to Council with, or without, recommendations as to how to deal with the matter

**Tribunal** means the Councillor Conduct Tribunal as established under section 150DK of the LGA

**unsuitable meeting conduct** see section 150H of the LGA

**vexatiously**, means instituted without sufficient grounds, or serving only to cause mischief or annoyance

## 5. Confidentiality

Matters of suspected inappropriate conduct of a Councillor are confidential except as otherwise specifically provided for either in the LGA, *Public Interest Disclosure Act 2010* or this Investigation Policy.

Subject to any written recommendation or requirement of the Assessor, a complainant's identity will not be included in any report to Council. Councillors will be advised of a complainant's identity to assist in conflict of interest determinations but must not reveal the complainant's identity.

*Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.*

## 6. Natural Justice

Any investigation of suspected inappropriate conduct of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

"Natural justice" or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing)
- the Investigator(s) should be objective and impartial (absence of bias), and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected inappropriate conduct matter must be told of the case against them including any evidence and be provided with an opportunity to put their case in writing with the investigation report provided to the Councillors as part of the meeting agenda.

Whilst the Councillor is not permitted to be present during the Council's deliberation or voting on the matter, the Councillor will be allowed to be present prior to the deliberation in order to make a statement and answer any questions from other Councillors not involved in the complaint. This attendance, the making of a statement and the answering of questions are not obligatory.

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A decision based on evidence requires that the investigation should not be based on mere speculation or suspicion but instead must be based upon evidence material. A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

## **7. Standard of Proof**

The civil standard of proof is applied by the Investigator when determining whether or not a Councillor has engaged in inappropriate conduct.

The civil standard of proof is 'on the balance of probabilities', which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions.

An allegation is proved to be true 'on the balance of probabilities' if based on the evidence, the Investigator and ultimately Council, is reasonably satisfied that its existence is more probable than not.

## **8. Assessor's referral**

The Council may receive from the Assessor a referral notice about the suspected inappropriate conduct of a Councillor/s. Council may also receive referrals directly.

## **9. Receipt of Assessor's referral**

On receipt of a referral notice about the suspected inappropriate conduct of a Councillor/s from the Assessor, Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors as a confidential document.

If the referral notice includes a recommendation from the Assessor that the conduct should be referred to the President of the Tribunal for consideration, the Chief Executive Officer will immediately refer the matter.

Should the Mayor or a Councillor/s (other than the subject of the complaint or the complainant) disagree with any other recommendation accompanying the Assessor's referral notice or form the opinion that the complaint should be dealt with in a way other than under this policy, the Mayor or Councillor may request the matter be placed on the agenda of the next Council meeting to decide on the appropriate process to investigate the complaint. Such a request must be made in accordance with the Council's meeting procedure requirements.

## **10. Investigator**

### **10.1 Mayor is the Investigator in most instances**

Unless otherwise resolved by Council, or otherwise detailed in these Investigation Standards, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors by performing the role of Investigator.

### **10.2 Appointment of Acting Mayor Policy to be used to determine the nominated Investigator in certain circumstances**

If the suspected inappropriate conduct involves:

- the Mayor declaring that they may have a real or perceived conflict of interest in relation to the matter, or
- there is an allegation of bias against the Mayor, or
- where the Mayor is either the complainant or the complaine, then

the same method used in the Appointment of the Acting Mayor Policy is to be used to determine the nominated Investigator for that suspected inappropriate conduct matter.

If Deputy Mayor, and both the other Councillors named in the Appointment of Acting Mayor Policy are all unable to perform the role of Investigator because he or she have a conflict of interest, or subject to an allegation of bias, then Council may resolve to appoint one of the other Councillors to perform the role of Investigator for that matter.

### **10.3 Investigator may refer matter to the President of the Tribunal**

If the suspected inappropriate conduct involves conduct that in the circumstances, the Investigator believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.



#### **10.4 Complaints involving the Mayor, or complaints by Councillors must be referred to the President of the Tribunal**

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor, or
- the Mayor as the complainant, or
- a Councillor as the complainant, then

the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

**NOTE:** At the request of Council, the Tribunal will:

- (a) investigate suspected inappropriate conduct of a Councillor referred to Council, by the assessor and to be dealt with by Council; and
- (b) make recommendations to Council about dealing with the conduct.

### **11. Investigation reports received from President of the Tribunal**

When the Chief Executive Officer receives a Councillor Conduct Tribunal investigation report about suspected inappropriate conduct of a Councillor, the Chief Executive Officer must then submit the report to Council for consideration and decision as to whether or not the Councillor has engaged in inappropriate conduct.

Council must then decide if the subject Councillor has engaged in inappropriate conduct, whilst having regard to the contents and recommendations outlined Councillor Conduct Tribunal investigation report.

**NOTE:** The recommendations in the Councillor Conduct Tribunal investigation report are not binding, and an alternative view can be formed by Council provided that any alternate view is supported by reasons which are capable of being reasonably held, and which are documented.

### **12. Early resolution**

Before beginning an investigation, the Investigator must consider whether the matter is appropriate for resolution prior to the investigation. This consideration includes any recommendation made by the Assessor.

A matter is only appropriate for early resolution if the parties to the matter agree to explore early resolution. The Investigator may engage an independent person with suitable qualifications or experience to facilitate this process.

If the matter cannot be resolved, the matter will then be investigated as outlined in this Investigation Policy.

If the matter is resolved prior to investigation, the Investigator will advise the Chief Executive Officer of this outcome. In turn, the Chief Executive Officer will advise the Mayor (if the Mayor is not the Investigator) and all Councillors that the matter has been resolved. The Chief Executive Officer will also update the Councillor Conduct Register to reflect this.

The resolution of a matter will result in the complaint being withdrawn.

### **13. Investigation Management**

#### **13.1 Case file management**

The investigation must be supported by a recognised case management tool so that emails, letters, statements and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured, and document key decisions.

Effective case file management will allow a new Investigator, should they need to be appointed, to quickly identify what work has been done and what lines of inquiry still need to be pursued.



### 13.2 Investigation Plan

The following investigation process must be followed by the Investigator unless the CEO agrees to vary the process in a particular case. The Investigator will:

- i. Prior to beginning the investigation check that they do not have a conflict of interest in the matter.
- ii. Remove themselves immediately from the investigation should a conflict of interest become known during the investigation. (See clauses 10 – 10.2 in this policy for more details on this contingency).
- iii. Confirm the content of the complaint with the complainant(s) if able to contact.
- iv. Investigate the possibility of early resolution with the complainant(s) and subject Councillor(s).
- v. Take all necessary steps to protect the identity of the complainant(s) as far as possible during communications with the subject Councillor(s).
- vi. Research the legislation and policy framework thoroughly.
- vii. Communicate the allegations in the complaint to the subject Councillor(s).
- viii. Identify lines of inquiry, and record them as a file note in case file management system.
- ix. Provide an opportunity for both the complainant(s) and the Councillor(s) to make their cases known and present all the evidence they hold.
- x. Gather further evidence (for example, from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- xi. Secure evidence in case file management system, making a file notes when lines of inquiry are followed up and key decisions are made during the course of in the investigation.
- xii. Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and / or legal advice if required.
- xiii. Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.
- xiv. If during the course of an investigation, the Investigator obtains new information that a Councillor may have engaged conduct that may give rise to a new allegation of inappropriate conduct, misconduct or corrupt conduct, the Investigator must obtain thorough particulars and evidence related to the conduct and then advise the Chief Executive Officer. (See clauses 16.1, 16.2 and 16.3 in this policy for more details on this contingency).
- xv. The Investigator will be informed of activities of the Chief Executive Officer in relation to the investigation, and outcomes of the external authorities involved. For example, the Investigator will be informed in the event the finalisation of a matter is delayed, or if the Chief Executive Officer has to make a decision about the referral of a fresh allegation identified during the course of an investigation to an external authority.
- xvi. Once the investigation is completed a preliminary 'Statement of Findings' must be prepared that concisely details the findings of the investigation (see attachment C – Statement of Findings).
- xvii. Ensure procedural fairness throughout the investigation and provide a final opportunity to respond to the accused Councillor by giving them:
  - a copy of the preliminary Statement of Findings not less than two weeks prior to the Council meeting that will consider the findings and decide the matter; and
  - a final opportunity to provide a written explanation, or provide written comment on the preliminary findings for consideration prior to the matter being dealt with by Council.
- xviii. Examine the accused Councillor's written explanation, or written comment in response to the preliminary Statement of Findings if received, and then:
  - If appropriate to do so, add the Councillor's explanation, or comment as an annexure to the preliminary Statement of Findings; and
  - amend the findings as necessary and if necessary having regard to the requisite standard of proof, but not otherwise.
- xix. Prepare an investigation report for the consideration of Council, with the preliminary Statement of Findings inserted to the front of the report which provides a concise summary of the allegations, and the accused Councillor's submission, any other relevant information and the findings.

## 14. Timeliness

The Investigator will make all reasonable endeavors to complete the investigation and provide a report for inclusion on the agenda of a Council meeting no more than ten weeks after the receipt of the complaint.

*Note: If the Investigator is of the opinion that it may take longer than ten weeks to complete the investigation, the matter should be raised with the Mayor (if the Mayor is not the Investigator) to seek an extension of time.*

## 15. Assistance for Investigator

The Investigator may use section 170A of the LGA to seek assistance during the investigation. Any requests for assistance must be made to the Chief Executive Officer.

The Investigator is authorised by Council to expend money as reasonably needed to engage contractors in accordance with the Council's procurement policy.

## 16. Information of possible inappropriate conduct, or misconduct or corrupt conduct

### 16.1 New information of possible Inappropriate Conduct during course of investigation

If during the course of an investigation the Investigator obtains information which indicates a Councillor/s may have engaged in conduct that may give rise to a new allegation of inappropriate conduct, the Investigator must further investigate this new information in order to obtain thorough particulars and evidence of the alleged conduct.

If from this investigation the Investigator has obtained thorough particulars and evidence, the Investigator must advise the Chief Executive Officer.

If the Chief Executive Officer forms a view that the new information about further inappropriate conduct lacks detail, or could potentially be provided vexatiously, or other than in good faith; the Chief Executive Officer may request assistance to investigate the matter further in order to inform the decision to refer the new matter to the Assessor.

The Chief Executive Officer must notify the Assessor of the new possible inappropriate conduct unless the Chief Executive Officer reasonably believes the information is given:

- vexatiously; or
- other than in good faith.

Where the Chief Executive Officer decides a notification is not required to be made to the Assessor, the Chief Executive Officer must make a record of the decision not to notify the Assessor, and that record must include:

- (a) the details of the complaint or information or matter; and
- (b) the evidence on which the Chief Executive Officer relied in making the decision; and
- (c) any other reasons for the decision

### 16.2 New information of possible misconduct during course of investigation

If during the course of an investigation the Investigator obtains information which indicates a Councillor may have engaged in misconduct, the Investigator must cease the investigation and advise the Chief Executive Officer. The Chief Executive Officer will then notify the Assessor of the possible misconduct.

### 16.3 New information of possible corrupt conduct during course of investigation

If during the course of an investigation, the Investigator obtains information which indicates a Councillor/s may have engaged in corrupt conduct, the Investigator must further investigate this new information in order to obtain thorough particulars and evidence of the alleged corrupt conduct and must then advise the Chief Executive Officer.

If the Chief Executive Officer forms a view that the new information received about suspected corrupt conduct lacks detail or substance with regards to the allegation, or could potentially be provided vexatiously, or other than in good faith, the Chief Executive Officer may request assistance to investigate the matter further in order to inform the decision to notify the Assessor, or Crime and Corruption Commission.

If the Chief Executive Officer suspects that the allegation may constitute corrupt conduct the Chief Executive Officer must notify the Assessor, or the Crime and Corruption Commission about the suspected corrupt conduct.

Where the Chief Executive Officer decides a referral is not required to be made to the Assessor or the Crime and Corruption Commission, the Chief Executive Officer must make a record of the decision not to notify the Crime and Corruption Commission, and that record must include:

- (a) the details of the complaint or information or matter; and
- (b) the evidence on which the Chief Executive Officer relied in making the decision; and
- (c) any other reasons for the decision

Instances of suspected inappropriate conduct, or misconduct or corrupt conduct may be referred back to the Council if determined by the Assessor or Crime and Corruption Commission.

### **17. Completion of investigation**

On the completion of an investigation, the Investigator will provide a report to the Council outlining the investigation process, the investigation findings, any recommendations about dealing with the conduct and a record of the investigation costs.

The Council must consider the findings and recommendations of the Investigator's report and decide whether on the balance of probabilities the Councillor has engaged in inappropriate conduct and, if so, what action it will take under section 150AH of the LGA.

If a Councillor is aggrieved by the outcome of the investigation, the Councillor may be entitled to apply for a judicial review of Council's decision, or make a complaint to the Queensland Ombudsman.

### **18. Notice about the outcome of investigation**

After an investigation is finalised, the Council must give notice about the outcome of the investigation to the person who made the complaint about the Councillor's conduct that was the subject of the investigation.

### **19. Councillor conduct register**

The Chief Executive Officer must ensure decisions about suspected inappropriate conduct of a Councillor/s are entered into the Councillor conduct register.

The Councillor conduct register must not include -

- (a) the name of the person who made the complaint; or
- (b) information that could reasonably be expected to result in identification of the person.

For dismissed complaints the name of the Councillor against whom the complaint was made is not to be included in the entry in the register for the complaint, unless the Councillor agrees to the councillor's name being included.

Where a complaint has been resolved under section 10 of this policy, the Chief Executive Officer will update the register to reflect that the complaint was withdrawn.

### **20. Expenses**

Council must pay any reasonable expenses of Council associated with the informal early resolution or investigation of suspected inappropriate conduct of a Councillor including any costs of:

- the president of the Tribunal in undertaking an investigation for Council
- a mediator engaged under this Investigation Policy
- a private Investigator engaged on behalf of or by the Investigator
- travel where the Investigator needed to travel to undertake the investigation or to interview witnesses
- seeking legal advice
- engaging an expert.

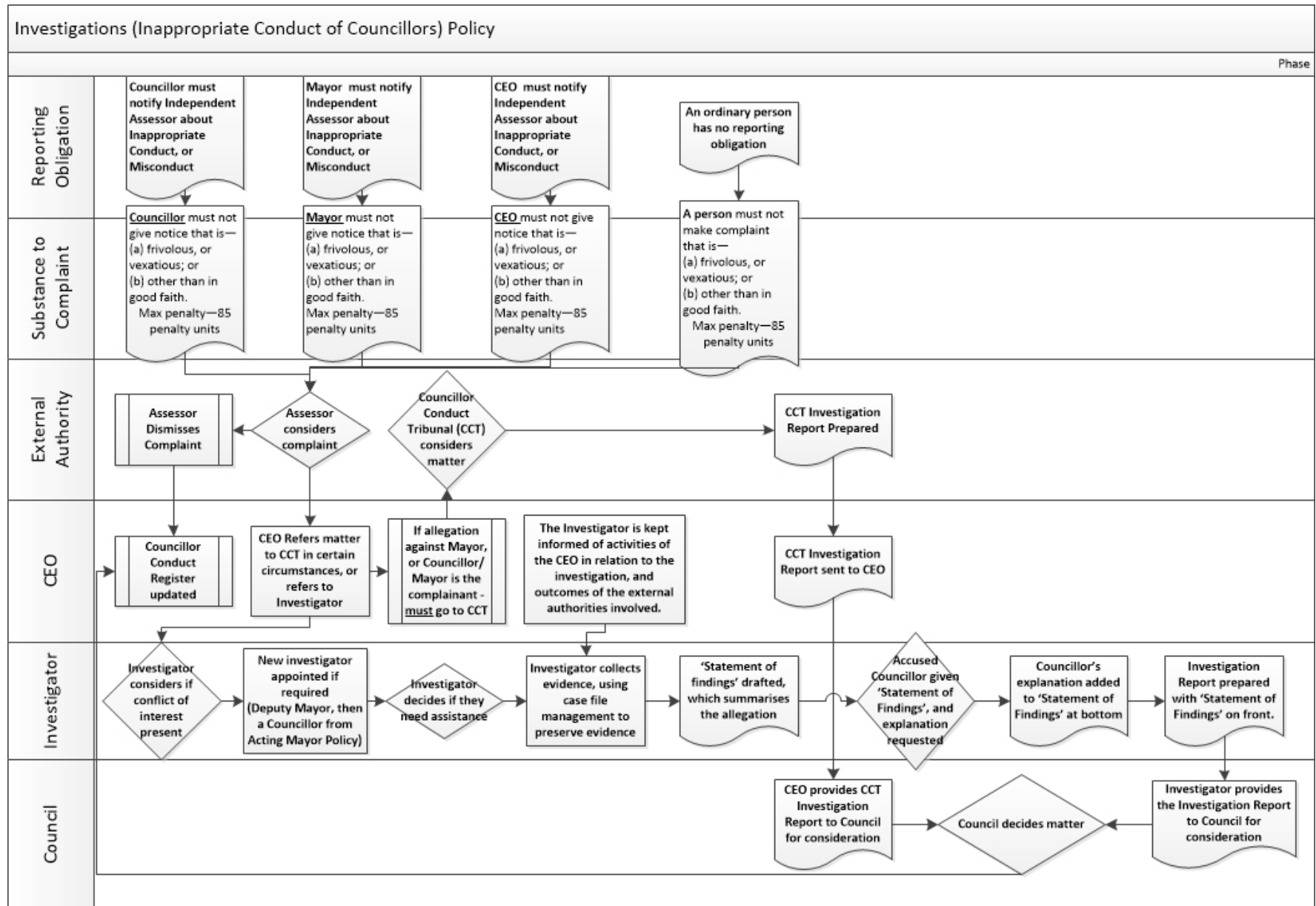
*Note: Council may order the subject Councillor reimburse it for all or some of the costs arising from the Councillor's inappropriate conduct.*

Costs incurred by a Councillor in responding to formal allegations of inappropriate conduct, including costs incurred in responding to a notice given to a Councillor by the Assessor, as outlined in s150AA of the LGA, will be managed in accordance with the Expenses Reimbursement and Provision of Facilities to Mayor and Councillors Policy and any relevant Council insurance policies.

Costs incurred by a Councillor arising from disciplinary action (as determined by Council in accordance with s150AH(1)(b)(vii) of the LGA) will not be reimbursed.

# Investigation (Inappropriate Conduct of Councillors) Policy

## Attachment B – Councillor Conduct Investigations Flow Chart



## Statement of Findings

<b>Council matter number:</b>	
<b>Assessor reference:</b>	
<b>Date of alleged conduct:</b>	
<b>Accused Councillors name:</b>	
<b>Summary of Inappropriate conduct alleged:</b>	

### **Facts alleged**

At about XXXXX (Time) on XXXXXXXX (Day) XXXXXXXXXXXX (Date) it is alleged that Councillor XXXXXXXX....

<b>Accused Councillor's explanation and/or comments:</b>	
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<b>Investigator's name:</b>	
<b>Date preliminary Statement of Findings given to accused:</b>	
<b>Date preliminary Statement of Findings finalised:</b>	