

Governance & Compliance

Complaints Management

Objective

The Shire of Koorda (“**the Shire**”) recognises that from time to time, members of the community may not be satisfied with Shire services, processes, or decisions. It is recognised that complaints can be an important tool to ensure accountability and promote continuous improvement.

This policy aims to;

- Provide guidelines for dealing with complaints received by the Shire from external persons,
- Assure the community that complaints may be made without fear of recrimination,
- Ensure that all complaints will be promptly dealt with, and will receive a response,
- Use complaints statistics to improve the effectiveness and efficiency of the Shire’s operations, and
- Ensure the Council and its employees are open and honest in its dealings with customers and where no action is proposed in response to the complaint, will provide the reasons why.

Policy

Scope

This policy applies to external complaints lodged against elected members and employees of the Shire.

Definitions

TERM	DEFINITION
Anonymous complaint	A complaint made without providing any identifying details of the sender.
Complainant	The person, organisation or their representative who has made the complaint.
Designated officer	The employee designated with the responsibility to investigate the complaint.
Receiving officer	The employee who received the complaint.

What is a complaint?

Complaints that will be dealt with under this policy include, but are not limited to, expressions of dissatisfaction regarding:

- decisions made by Council or employees,
- inappropriate behaviour of employees or elected members such as rudeness, discrimination, or harassment,
- the standard of works or services provided by Shire, and/or
- failure of Shire to comply with the Local Government Act 1995, Council policies, local laws and other laws administered by the Shire.

The following issues will not be regarded as complaints and will not be dealt with under this policy:

- requests for services,
- requests for information or explanations of policies and/or procedures,
- the lodging of a formal objection or appeal in accordance with the Local Government Act 1995 and other legislation or in accordance with Council policies or standard procedures,
- the lodging of a submission in response to an invitation for comment,
- asset maintenance related complaints/works requests – requests of this nature are to be lodged via the “Works Request” online form on the Shire’s website, and/or

- matters relating to alleged breaches of the Code of Conduct for Council Members, Committee Members and Candidates or Code of Conduct for employees – matters of this nature are to be lodged on the relevant complaint form available on the Shire's website.

The CEO may cease review of a complaint if it:

- has previously been dealt with by the Shire,
- was lodged more than 12 months after the alleged action took place, except where a complaint alleges that an action more than 12 months previously may have caused the issue of current concern, or
- if another statutory authority could more effectively deal with the complaint, in which case an explanation will be provided along with the contact details of the appropriate organisation.

Making a complaint?

Any person or their representative may lodge a complaint.

Complaints will be accepted:

- in writing to Shire of Koorda, PO Box 20, Koorda WA 6475,
- in person at any Shire administration office, 10 Haig Street, Koorda WA 6475,
- online via the webform available at www.koorda.wa.gov.au
- by email to shire@koorda.wa.gov.au, or
- by telephone on 9684 1219.

If a verbal complaint alleges a criminal offence, corruption or other serious matter, the receiving officer is to advise the complainant that the matter must be submitted in writing.

Complaints regarding elected members, employees or Shire services are to be directed to the Chief Executive Officer (CEO). The CEO is responsible for investigation and administrative responses.

Where a complaint relates to the CEO, it is to be referred to, and dealt with by the Shire President.

Confidentiality

All complaints are treated confidentially, unless required by law or the complainant provides their permission to release information. There will be no adverse repercussions by the Shire for a complainant who, in good faith, chooses to make a complaint.

Anonymous complaints

The Shire accepts anonymous complaints, however, reserves the right to take no action except where the matter alleges a criminal offence, or poses a risk to public health or safety.

Complaint management

The following standard response times will be adhered to when dealing with complaints:

- Acknowledgement of receipt of the complaint is to be sent, in writing, within three working days.
- A formal response to the complainant will be given within 10 working days.
- Where a delay in response is expected, the complainant is to be notified prior to the expiry of the period above and provided with an estimated response timeframe. The complainant should be provided with status updates from time to time until the complaint is resolved.

When a complaint is received, the receiving officer will attempt to satisfy the complainant as soon as possible. If a resolution/response cannot be provided immediately, or on the same day, the receiving officer will issue to the complainant, a written acknowledgement of the complaint.

Complaints received will be investigated by the designated officer.

Complaint resolution

Where a complaint has been investigated and found to be justified, the designated officer will ensure that the remedy is carried out and will advise the complainant that the Shire has substantiated the complaint and the specific action that has/will be taken by the Shire to respond to the circumstances of the complaint.

Where a complaint has been investigated and the complaint has not been substantiated, the designated officer will provide a formal response to the complainant outlining the reasons why no further action will be taken.

Complaints register

The CEO shall establish and maintain an appropriate record of all complaints. The record will provide the following:

- nature of each complaint
- services or facilities about which the complaints are made
- time taken to conclude complaint investigations
- outcomes
- trends
- other relevant information.

The designated receiving officer of any complaint shall be responsible for ensuring that all details pertaining to the complaint are recorded in the Shire's records management system.

Related Documents (Legislation/Local Law/Policy/Procedure/Delegation)

Shire of Koorda Customer Service Charter
Corruption, Crime and Misconduct Act 2003
Freedom of Information Act (WA) 1992
Local Government Act 1995
Public Interest Disclosure Act 2003
Public Sector Management Act 1994
State Administrative Tribunal Act 2004
State Records Act 2000

Review History

Date	Council Resolution	Description of review/amendment
17/04/2024	RES: 060424	Adoption of Policy