

Complaint About Alleged Breach Form

Code of Conduct for Council Members, Committee Members and Candidates

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

Name of person who is making the complaint:
<div style="height: 100px; border-bottom: 1px solid black; margin-top: 10px;">Name:</div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"><div style="width: 45%; text-align: center;"><u>Given Name(s)</u></div><div style="width: 45%; text-align: center;"><u>Family Name</u></div></div>

Contact details of person making the complaint:
<div style="height: 100px; border-bottom: 1px solid black; margin-top: 10px;">Address: _____</div> <div style="border-bottom: 1px solid black; margin-top: 10px;">Email: _____</div> <div style="border-bottom: 1px solid black; margin-top: 10px;">Contact number: _____</div>

Name of the local government (city, town, shire) concerned:

Name of council member, committee member, candidate alleged to have committed the breach:

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

Date of alleged breach:

_____ / _____ / 20_____

SIGNED:

Complainant's signature:

Date of signing: _____ / _____ / 20_____

Received by Authorised Officer

Authorised Officer's Name:

Authorised Officer's Signature:

Date received: _____ / _____ / 20_____

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

Signed complaint form is to be forwarded to: (insert email/postal address)