**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.

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| **Name of person who is making the complaint:** |
|  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Given Name(s) Family Name |

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| **Contact details of person making the complaint:** |
| Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Name of the local government (city, town, shire) concerned:** |
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| **Name of council member, committee member, candidate alleged to have committed the breach:** |
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| **State the full details of the alleged breach. Attach any supporting evidence to your complaint form.** |
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| **Date of alleged breach:** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_ / 20\_\_\_\_\_\_\_\_ |

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| **SIGNED:****Complainant’s signature: ……………………………………………………………..****Date of signing:**  \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ / 20\_\_\_\_\_\_\_\_ |

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| **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)**