

## LOCAL GOVERNMENT CODE OF CONDUCT COMPLAINT FORM

### INTRODUCTION

This form is designed to help you comply with section 28V (Making a code of conduct complaint against councillor) under the *Local Government Act 1993*.

**All complaints must be in writing and be lodged within 6 months after the councillor or councillors allegedly committed the contravention of the Council's Code of Conduct.**

### INSTRUCTIONS

If completing this form by hand, please use black or blue pen and print clearly.

**Send your completed form to the General Manager of the Council.**

**A code of conduct complaint must be accompanied by the prescribed lodgement fee of 50 fee units (\$75.50 in 2015/16).**

### CONTACT DETAILS (of person making the complaint)

Name:	Telephone (mobile):
Address (Residential):	Telephone (work):
Address (Postal):	Telephone (home):
Email address:	

### SUMMARY OF COMPLAINT

Name of each councillor who you believe has contravened the Council's Code of Conduct  <i>(may include more than one councillor if complaint relates to the same behaviour and same code of conduct contravention):</i>	
Provisions of the Council's Code of Conduct that you believe each councillor has contravened:	

Date(s) of incident(s):	
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Location(s) of incident(s):	
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**DETAILS OF THE BEHAVIOUR OF EACH COUNCILLOR THAT CONSTITUTES THE ALLEGED CONTRAVENTION (further information may be attached)**

**WITNESSES (include anyone with knowledge of what happened)**

**HAVE YOU PREVIOUSLY MADE A CODE OF CONDUCT COMPLAINT ABOUT THIS MATTER?**

YES  NO

If yes, when did you make the complaint?

**DESIRED OUTCOME OF COMPLAINT**

Please explain what you would like to happen as a result of lodging this complaint:

**PLEASE SIGN AND DATE**

**SIGNATURE:**

**Date:**