

**COMPLAINANT DETAILS FORM**

**NOTE TO THE PERSON MAKING THE COMPLAINT:** This form is to be completed, dated and signed by the person making a complaint of a minor breach, and should be submitted with the complaint to the Complaints Officer of the local government concerned.

**NOTE TO COMPLAINTS OFFICER:** The Council member complained about is **NOT** entitled to, and **MUST NOT** be sent or provided with, a copy of this form (or any address or contact details in it) submitted by the person making a complaint.

DETAILS OF THE PERSON WHO IS MAKING THE COMPLAINT:	
Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span><i>Given Name(s)</i></span> <span><i>Family Name</i></span> </div>	
Address: _____ _____ _____ Postcode: _____	
Telephone No.(s): _____ (Hm) _____ (Wk) _____ (Mob)	
Email address: _____	

NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:
NAME OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:
DATE OF INCIDENT:
_____ / _____ / 20_____

**SIGNED:**

.....  
**Complainant / Complaints Officer** [*Delete as appropriate*]

## **COMPLAINT OF MINOR BREACH FORM**

(Subsections 5.107(1) and (2) of the *Local Government Act 1995* ("the LG Act"))

**NOTE: A person who includes information in a complaint knowing it to be false or misleading in a material particular commits an offence (maximum penalty: \$5,000).**

**The law requires a copy of this complaint (including the complainant's name) to be given to the Council member complained about.**

**NAME OF PERSON WHO IS MAKING THE COMPLAINT:**

Name: \_\_\_\_\_  
*Given Name(s)* *Family Name*

**NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:**

**NAME OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:**

**WHAT IS YOUR COMPLAINT:** Select the regulation/s that have been breached by ticking the relevant box/es below:

*Local Government (Model Code of of Conduct) Regulations 2021:*

- Regulation 17 – Misuse of local government resources
- Regulation 18 – Securing personal advantage or disadvantaging others
- Regulation 19 – Prohibition against involvement in administration
- Regulation 20 – Relationship with local government employees
- Regulation 21 – Disclosure of information
- Regulation 22 – Disclosure of interests
- Regulation 23 – Compliance with plan requirement

*Local Government (Administration) Regulations 1996:*

- Regulation 34D – Contravention of local law as to conduct

**DATE OF INCIDENT:**

\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**WHAT HAPPENED?** What did the council member do that allegedly contravened the regulation/s? If available, attach further evidence to support each allegation.

**SIGNED:**

**Complainant's Signature:** .....

**Date of signing:** \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

**COUNCIL MEMBER DETAILS FORM**

<b>DETAILS OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:</b>
Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span><i>Given Name(s)</i></span> <span><i>Family Name</i></span> </div>
Residential Address: _____  <div style="display: flex; justify-content: flex-end; width: 100%;">       Postcode: _____     </div>
Postal Address: _____  <div style="display: flex; justify-content: flex-end; width: 100%;">       Postcode: _____     </div>
Telephone No.(s): _____(Hm) _____(Wk) _____(Mob)
Email address: _____
<b>NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:</b>
_____
<b>DATE ON WHICH COUNCIL MEMBER LAST ELECTED AS A COUNCIL MEMBER:</b>
_____ / _____ / 20_____
<b>DATE OF EXPIRY OF COUNCIL MEMBER'S TERM AS A COUNCIL MEMBER:</b>
_____ / _____ / 20_____
<b>IS THERE REASON TO BELIEVE THAT THE COUNCIL MEMBER IS DISQUALIFIED?</b>
Does the Local Government's CEO have any reason to believe that the Council member is disqualified (as defined in section 2.27(1) of the <i>Local Government Act 1995</i> )? <b>NO / YES</b>

**SIGNED:** .....  
Complaints Officer

**Dated:** ..... / ..... /20...