

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:	

SUMMMARY OF COMPLAINT

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

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: