

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: _____ _____ <u>Given Name(s)</u> _____ <u>Family Name</u>

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:
<i>Local Government (Model Code of Conduct) Regulations 2021:</i> ☐ 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 <i>Local Government (Administration) Regulations 1996:</i> ☐ 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____

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

Complaints Officer

Dated: / /20...

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: _____ <u>Given Name(s)</u> <u>Family Name</u> 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]