

**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.**

<b>NAME OF PERSON WHO IS MAKING THE COMPLAINT:</b>
<p>Name:</p> <hr/> <p style="text-align: center;"><i>Given Name(s)</i> <span style="margin-left: 100px;"><i>Family Name</i></span></p>

<b>NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:</b>

<b>NAME OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:</b>

<b>WHAT IS YOUR COMPLAINT:</b> Select the regulation/s that have been breached by ticking the relevant box/es below:
<p><i>Local Government (Model Code of Conduct) Regulations 2021:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regulation 17 – Misuse of local government resources</li> <li><input type="checkbox"/> Regulation 18 – Securing personal advantage or disadvantaging others</li> <li><input type="checkbox"/> Regulation 19 – Prohibition against involvement in administration</li> <li><input type="checkbox"/> Regulation 20 – Relationship with local government employees</li> <li><input type="checkbox"/> Regulation 21 – Disclosure of information</li> <li><input type="checkbox"/> Regulation 22 – Disclosure of interests</li> <li><input type="checkbox"/> Regulation 23 – Compliance with plan requirement</li> </ul> <p><i>Local Government (Administration) Regulations 1996:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Regulation 34D – Contravention of local law as to conduct</li> </ul>

**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>
<p>Name: _____</p> <p style="text-align: center;"> <span style="margin-right: 150px;"><u>Given Name(s)</u></span> <u>Family Name</u> </p> <p>Residential Address: _____</p> <p style="text-align: right;">Postcode: _____</p> <p>Postal Address: _____</p> <p style="text-align: right;">Postcode: _____</p> <p>Telephone No.(s): _____ (Hm) _____ (Wk)                  _____ (Mob)</p> <p>Email address: _____</p>
<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:** ..... **Dated:** ..... / ..... /20...

Complaints Officer

**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.

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

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

**SIGNED:**

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