

# CODE OF CONDUCT COMPLAINT FORM

## INTRODUCTION

This form is designed to help you comply with the Local Government regulations in relation to making a Code of Conduct complaint. It is not compulsory that it accompany a complaint.

It is suggested that this form is read in conjunction with the 'General information about making a complaint' fact sheet.

## 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 with the prescribed fee. If you require assistance completing this form please contact the Council to make arrangements.

## CONTACT DETAILS (of person making the complaint)

|                        |                     |
|------------------------|---------------------|
| Name:                  | Telephone (mobile): |
| Address (Residential): | Telephone (work):   |
| Address (Postal):      | Telephone (home):   |

## SUMMARY OF COMPLAINT

|  |  |
|--|--|
| Name of the Councillor who you believe has breached the Code of Conduct: |  |
| Provisions of the Code of Conduct that you believe have been breached:   |  |
| Date(s) of incident(s):  |  |
| Location(s) of incident(s):  |  |

## DETAILS OF THE COMPLAINT (further information may be attached)

|  |
|--|
|  |
|--|

WITNESSES (include anyone with knowledge of what happened and is willing to provide a statement)

•

HAVE YOU PREVIOUSLY MADE A 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:

**\*Please remember to attach the prescribed fee**