

**Complaint About Alleged Breach Form -  
Code of conduct for council members, committee members and  
candidates**

Schedule 1, Division 3 of the *Local Government (Model Code of Conduct) Regulations 2021*

- NOTE:** A complaint about an alleged breach must be made —
- (a) in writing in the form approved by the local government
  - (b) to an authorised person
  - (c) within one month after the occurrence of the alleged breach.

<b>Name of person who is making the complaint:</b>
Name: _____ <div style="display: flex; justify-content: space-around;"><span><u>Given Name(s)</u></span><span><u>Family Name</u></span></div>

<b>Contact details of person making the complaint:</b>
Address: _____
Email: _____
Contact number: _____

<b>Name of the local government (city, town, shire) concerned:</b>

<b>Name of council member, committee member, candidate alleged to have committed the breach:</b>

<b>State the full details of the alleged breach. Attach any supporting evidence to your complaint form.</b>

<b>Date of alleged breach:</b>
_____ / _____ / 20_____

<b>SIGNED:</b>
<b>Complainant's signature:</b> .....
<b>Date of signing:</b> _____ / _____ / 20_____

<b>Received by Authorised Officer</b>
<b>Authorised Officer's Name:</b> .....
<b>Authorised Officer's Signature:</b> .....
<b>Date received:</b> _____ / _____ / 20_____

**NOTE TO PERSON MAKING THE COMPLAINT:**

This form should be completed, dated and signed by the person making a complaint of an alleged breach of the Code of Conduct. The complaint is to be specific about the alleged breach and include the relevant section/subsection of the alleged breach.

The complaint must be made to the authorised officer within one month after the occurrence of the alleged breach.

**Signed complaint form is to be forwarded to: (insert email/postal address)**