

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). If this complaint is made during the campaign period for a local government election (that is, during the period from opening of nominations to the Election Day), the fact of making the complaint and its details must be kept confidential during that period (maximum penalty: \$5,000).

The law requires a copy of this complaint to be given to the Council member complained about.

NAME OF PERSON WHO IS MAKING THE COMPLAINT:
<p>Name:</p> <p>_____</p> <p style="text-align: center;"><i>Given Name(s)</i> <i>Family Name</i></p>

NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:

NAME OF COUNCIL MEMBER/S ALLEGED TO HAVE COMMITTED BREACH:

WHAT IS YOUR COMPLAINT: State the type of your complaint by ticking the box of the particular breach alleged to have occurred under the <i>Local Government (Rules of Conduct) Regulations 2007</i> .
<ul style="list-style-type: none"> <input type="checkbox"/> Regulation 4 – Breach of a local law relating to conduct at meetings <input type="checkbox"/> Regulation 6 – Improper disclosure of information <input type="checkbox"/> Regulation 7 – Securing personal advantage or disadvantaging others <input type="checkbox"/> Regulation 8 – Misuse of local government resources <input type="checkbox"/> Regulation 9 – Prohibition against involvement in administration <input type="checkbox"/> Regulation 10 – Relations with local government employees <input type="checkbox"/> Regulation 11 – Non-disclosure of interest adverse to impartiality <input type="checkbox"/> Regulation 12 – Acceptance of gifts <p><i>(State full details of What Happened in that section on the next page)</i></p>

DATE OF INCIDENT:
<p>_____ / _____ / 20____</p>

WHAT HAPPENED? What are the details of the contravention that is alleged to have resulted in the breach? *[Attach further information if insufficient space]*

SIGNED:

Complainant's Signature:

Date of signing: _____ / _____ / 20_____

COUNCIL MEMBER DETAILS FORM

DETAILS OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:

Name:

_____ Given Name(s) _____ Family Name

Residential Address: _____

_____ Postcode: _____

Postal Address: _____

_____ Postcode: _____

Telephone No.(s): _____ (Hm) _____ (Wk)
 _____ (Mob)

Email address:

NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:

DATE ON WHICH COUNCIL MEMBER LAST ELECTED AS A COUNCIL MEMBER:

_____ / _____ / 20

DATE OF EXPIRY OF COUNCIL MEMBER'S TERM AS A COUNCIL MEMBER:

_____ / _____ / 20

IS THERE REASON TO BELIEVE THAT THE COUNCIL MEMBER IS DISQUALIFIED?

Does the Local Government's CEO have any reason for to believe that the Council member is disqualified (as defined in section 2.27(1) of the *Local Government Act 1995*)? **NO / YES**

SIGNED:
 Complaints Officer

Dated: / / 20...

COMPLAINANT DETAILS FORM

NOTE TO PERSON MAKING THE COMPLAINT: This form should be completed, dated and signed by the person making a complaint of a minor breach or a serious breach, and should be submitted with the complaint when it is given to the Complaints Officer of the local government concerned (if a minor breach is alleged) or the Director General of the Department of Local Government and Regional Development (if a serious breach is alleged), so that the Standards Panel or the Department, as the case requires, can contact the person making the complaint to follow up on and deal with the complaint.

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 a person making a complaint.

DETAILS OF PERSON WHO IS MAKING THE COMPLAINT:	
Name: _____	
_____ <i>Given Name(s)</i>	_____ <i>Family Name</i>
Address: _____	

Postcode: _____	
Telephone No.(s): _____(Hm) _____(Wk)	
_____ (Mob)	
Email address:	

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

SIGNED:

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