### Official Conduct Form 1

**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.**

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| **NAME OF PERSON WHO IS MAKING THE COMPLAINT:** |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Given Name(s)* *Family Name* |

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| **NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:** |
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| **NAME OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:** |
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| **WHAT IS YOUR COMPLAINT:** Select the regulation/s that have been breached by ticking the relevant box/es below: |
| *Local Government (Model Code of Conduct) Regulations 2021:*    □ 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  *Local Government (Administration) Regulations 1996:*  □ Regulation 34D – Contravention of local law as to conduct |

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| **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. |
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| **SIGNED:**  **Complainant’s Signature: ……………………………………………………………..**  **Date of signing:**  \_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_ / 20\_\_\_\_\_\_\_\_ |

**Official Conduct Form 1B**

**COUNCIL MEMBER DETAILS FORM**

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| **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:** |
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| **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 to believe that the Council member is disqualified (as defined in section 2.27(1) of the *Local Government Act 1995)*? **NO** / **YES** |

**SIGNED: …………………………………………… Dated: ……… /……… /20…**

Complaints Officer

**Official Conduct Form 1A**

**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.***

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| **DETAILS OF THE PERSON WHO IS MAKING THE COMPLAINT:** |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Given Name(s)* *Family Name*  Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_  Telephone No.(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Hm) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Wk)    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Mob)  Email address: |

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

**SIGNED:**

**…………………………………………………………**

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