



## 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 (1) month after the occurrence of the alleged breach.

### Name of person who is making the complaint:

Name: \_\_\_\_\_  
Given Name(s) Family Name

### Contact details of person making the complaint:

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Contact number: \_\_\_\_\_

### Name of the local government (city, town, shire) concerned:

### Name of council member, committee member, candidate alleged to have committed the breach:

### Date of alleged breach:

\_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

### State the full details of the alleged breach.

Please describe each behaviour, communication, interaction, decision and/or action that has caused your complaint including the date/time of the event. (Ensure your description includes the what, when, where, and who of each event.)

Please keep the explanation succinct as this lends clarity to the matters to be addressed (max of two sides of A4 paper).

**Attach any supporting evidence to your complaint form** such as emails, photographs, text messages etc and attach them to this form.

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**State the clause of the Code of Conduct relevant to the alleged breach.**

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**Were there any witnesses to the conduct that occurred?** If Yes, who witnessed the conduct that occurred? Please provide the witnesses name, position, department, relationship with the Town, relationship with you and contact details.

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**What outcome do you wish to have as a result of this complaint?**

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I confirm that the contents of this complaint are true to the best of my knowledge and belief and information.

**Complainant's signature:** .....

**Date of signing:**        \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_\_

<p><b>Received by Authorised Officer</b></p> <p><b>Authorised Officer's Name:</b> .....</p> <p><b>Authorised Officer's Signature:</b> .....</p> <p><b>Date received:</b>        _____ / _____ / 20_____</p>
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**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: [toc@claremont.wa.gov.au](mailto:toc@claremont.wa.gov.au)