

Council

## CODE OF CONDUCT COMPLAINTS FORM

Complaint About Alleged Breach Form – Code of  
Conduct for Council Members, Committee Members  
and Candidates

Meeting Date: 23 February 2021

Number of Pages : 3

**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.

**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:**

**State the full details of the alleged breach. Attach any supporting evidence to your complaint form.**

**Date of alleged breach:**

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

**SIGNED:**

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

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

**Received by Authorised Officer**

**Authorised Officer's Name:** .....

**Authorised Officer's Signature:** .....

**Date received:** \_\_\_\_\_ / \_\_\_\_\_ / 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:

CEO  
Shire of Plantagenet  
PO Box 48  
Mount Barker WA 6324

or

Email: [info@sop.wa.gov.au](mailto:info@sop.wa.gov.au)