



Complaint of Minor Breach

This form is used to lodge a Complaint of Minor Breach under section 5.107(1) and (2) of the *Local Government Act 1995 (Act)*.

Important

Completed forms **must** be submitted to the Complaints Officer of the relevant local government within six (6) months of the date of the alleged breach.

Under section 5.123 of the Act, the complaint and its details must be kept confidential until the Local Government Standards Panel (**Panel**) has made an order under section 5.110(6) of the Act or the State Administrative Tribunal has made an order under section 5.117(1) or for the purpose of dealing with the complaint (for example, seeking legal advice) (maximum penalty: \$5,000).

Under section 5.124 of the Act, 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).

Complainant details

Title: Specify other:

Given name:

Family name:

Relationship with the local government:

Specify other:

Phone (business hours):

Residential (or postal) address:

Email address:

Preferred method of communication:

Complaint overview

Name of the local government concerned:

Name of council member alleged to have committed breach:

Select the relevant clauses/s alleged to have been breached:

- ***Local Government (Model Code of Conduct) Regulations 2021 Schedule 1***

Clause 17 – Misuse of local government resources

Clause 18 – Securing personal advantage or disadvantaging others

Clause 19 – Prohibition against involvement in administration

Clause 20 – Relationship with local government employees

Clause 21 – Disclosure of information

Clause 22 – Disclosure of interests

Clause 23 – Compliance with plan requirement

- ***Local Government (Administration) Regulations 1996***

Regulation 34D – Contravention of local law as to conduct

Date of alleged breach:

Location of alleged breach (for example, Shire Offices, Council Chambers):

- Meeting type (and name if committee meeting)
- Location

Details of alleged breach

Describe the nature of the alleged breach and the information that supports the breach.

Are there any further details relevant to the alleged breach that should be considered?
(For example, please include the Agenda reference if the alleged breach occurred during a council meeting.)

Please attach any documents relevant to your complaint and list anything you have attached here.

Please submit only those documents that support the alleged breach.
(E.g., meeting agenda, relevant excerpt from meeting minutes, documents.)

Signature

Date

Council member personal details

Given name:

Family name:

Local government street address:

Local government postal address:

Phone (business hours):

Email address:

Position details

Date on which council member last elected:

Date of expiry of council member's term:

Please attach council member's most recent Form 7 – Declaration by elected member of council,
Local Government (Constitution) Regulations 1998 Sch 1

Complaints Officer's full name:

Signature

Date