Complaint form

Local Government Code of Conduct

Instructions for Use

This form is for making a complaint against a councillor under the Local Government Code of Conduct.

This form has been provided to ensure that you include all the information required under the *Local Government Act 1993* in your complaint. You will need to complete all the sections in this form.

To make a valid complaint, you will need to:

- ☐ Complete this form or otherwise put your complaint in writing as described below;
- ☐ Provide a statutory declaration, signed by each person making the complaint, verifying the accuracy of the information contained in the complaint. The approved Statutory Declaration form, and requirements for completing it, are available at www.dpac.tas.gov.au/divisions/local_government/local_government_code_of_conduct/making_a_code_of_conduct_complaint
- ☐ Lodge the complaint and statutory declaration with the general manager of your council within six months of the councillor or councillors committing the alleged breach; and
- ☐ Pay the fee for lodging a complaint to the relevant council.

You do not have to use this form. If you choose not to use this form, your complaint will need to:

- Be in writing;
- State your name and address and the name and address of any other complainants;
- State the name of each councillor you are making the complaint against;
- State which provision/s of the relevant code of conduct each councillor has allegedly breached;
- Detail the behavior of each councillor that you allege breached the Code;
- Detail what efforts you have made to resolve the complaint with the relevant councillor;
- Provide details of whether you have engaged in the council's dispute resolution process, the outcome of that process and the reasons why you are not satisfied with that outcome. If you did not complete the dispute resolution process, you must provide details of the attempts you made to resolve the subject of the complaint through the dispute resolution process, or why you believe that the process is not appropriate in respect of this complaint; and
- Be accompanied by a statutory declaration, and the required fee, and be lodged with the general manager of your council, as outlined above.

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CONTACT DETAILS (of person making the complaint)	
Name:	Telephone (mobile):
Address (Residential):	Telephone (work):
Address (Postal):	Telephone (home):
Email address:	Preferred mode of contact:

SUMMMARY OF COMPLAINT	
Name of councillor who you believe has breached the code of conduct:	
Provisions of the code of conduct that you believe have been breached:	
Date(s) of incident(s):	
Location(s) of incident(s):	

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DETAILS OF THE COMPLAINT (further information may be attached)

WITNESSES (include anyone with knowledge of what happened)

HAVE YOU PREVIOUSLY MADE A CODE OF CONDUCT COMPLAINT ABOUT THIS MATTER?
YES ❑ NO ❑ If yes, when did you make the complaint?

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HAVE YOU MADE ANY EFFORTS TO RESOLVE THE COMPLAINT WITH THE RESPONDENT COUNCILLOR?

(NOTE: THIS SECTION IS COMPULSORY. FAILURE TO ADEQUATELY COMPLETE IT MAY RESULT IN THE COMPLAINT BEING RETURNED TO YOU)

YES ❑	NO ❑
Briefly describe the efforts that you have made. You must include here details about whether you completed or participated in the council's dispute resolution process, the outcome of that process and the reasons why you are not satisfied with that outcome.	Include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent councillor. You must include here details about why you did not complete the dispute resolution process or why you believe that the process is not appropriate in respect of this complaint.

DESIRED OUTCOME OF COMPLAINT

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Please explain what you would like to happen as a result of lodging this complaint:
PLEASE SIGN AND DATE
SIGNATURE:
Date: