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| local government Code of conduct complaint formIntroductionThis form is designed to help you comply with section 28V (Making a code of conduct complaint against councillor) under the *Local Government Act 1993.***All complaints must be in writing and be lodged within 6 months after the councillor or councillors allegedly committed the contravention of the Council’s Code of Conduct.**InstructionsIf completing this form by hand, please use black or blue pen and print clearly. **Send your completed form to the General Manager, Huon Valley Council, PO Box 210, Huonville, 7109 or deliver to the Council’s Customer Service Centre, 40 Main Street, Huonville.****A code of conduct complaint must be accompanied by the prescribed lodgement fee of 50 fee units**. |
| 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 each councillor who you believe has contravened the Council’s Code of Conduct *(may include more than one councillor if complaint relates to the same behaviour and same code of conduct contravention)*: |  |
| Provisions of the Council’s Code of Conduct that you believe each councillor has contravened: |  |
| Date(s) of incident(s): |  |
| Location(s) of incident(s): |  |
| DETAILS OF THE BEHAVIOUR OF EACH COUNCILLOR THAT CONSTITUTES THE ALLEGED CONTRAVENTION: (further information may be attached) |
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| Witnesses (include anyone with knowledge of what happened) |
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| HAVE YOU PREVIOUSLY MADE A CODE OF CONDUCT COMPLAINT ABOUT THIS MATTER? |
| YES ❑  | NO ❑ |
| If yes, when did you make the complaint? |  |
| 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 ❑Briefly describe the efforts that you have made (NOTE: YOU MUST COMPLETE THIS SECTION): | NO ❑include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent councillor: |
| desired outcome of complaint |
| Please explain what you would like to happen as a result of lodging this complaint: |
| please sign and date |
| **Signature:** | **Date:** |