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| local government Code of conduct complaint form Introduction  This 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.**  Instructions  If 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) | | | | |
|  | | | | |
| 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? | |  | | |
| 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:** | | |