

Appendix B: Complaint about Alleged Behaviour Breach Form

**Complaint About Alleged Behaviour 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:
Full Name:
Contact details of person making the complaint:
Address:
Email:
Contact number:
Name of the local government concerned:
CITY OF ALBANY
Name of council member, committee member, candidate alleged to have committed the breach:
Full Name (if known):
State the full details of the alleged breach. Attach any supporting evidence to your complaint form.
Date of alleged behaviour breach:
Date:
Signed:
Complainants signature:
Date of signing:

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:

Chief Executive Officer

City of Albany

PO BOX 484, Albany, WA, 6331

Email: staff@albany.wa.gov.au

Office Use Only:

Date received by Authorised Officer:

Authorised Officer signature and date received: