

COMPLAINANT DETAILS FORM

NOTE TO PERSON MAKING THE COMPLAINT: This form should be completed, dated and signed by the person making a complaint of a minor breach or a serious breach, and should be submitted with the complaint when it is given to the Complaints Officer of the local government concerned (if a minor breach is alleged) or the Director General of the Department of Local Government and Regional Development (if a serious breach is alleged), so that the Standards Panel or the Department, as the case requires, can contact the person making the complaint to follow up on and deal with the complaint.

NOTE TO COMPLAINTS OFFICER: The Council member complained about is not entitled to, and must not be sent or provided with, a copy of this form (or any address or contact details in it) submitted by a person making a complaint.

DETAILS OF PERSON WHO IS MAKING THE COMPLAINT:
Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <u>Given Name(s)</u> <u>Family Name</u> </div>
Address: _____ _____ Postcode: _____
Telephone No.(s): _____(Hm) _____(Wk) _____(Mob)
Email address: _____

NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:

NAME OF COUNCIL MEMBER/S ALLEGED TO HAVE COMMITTED BREACH:

DATE OF INCIDENT:
_____ / _____ / 20____

WITNESS DETAILS: If there is/are any person/s who witnessed the alleged breach, and who **is/are willing to provide information**, state the name and contact details of each such person.

Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <u>Given Name(s)</u> <u>Family Name</u> </div>
Telephone No.(s): _____(Hm) _____(Wk) _____(Mob)
Email address: _____

Name: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <u>Given Name(s)</u> <u>Family Name</u> </div>
Telephone No.(s): _____(Hm) _____(Wk) _____(Mob)
Email address: _____

SIGNED:

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Complainant / Complaints Officer [*Delete as appropriate*]