

Breach of Code of Conduct complaint form

MC04-F1



Hard copies of documents are uncontrolled and may not be current - please refer to the electronic version.

1. Your name: <i>You are the complainant.</i>	
2. Name of the council member who is alleged to have breached the Code of Conduct: <i>This person is the respondent.</i>	
3. Name of the relevant council:	
4. List the item number(s) of the Code of Conduct that you allege the respondent has breached:	
5. Do you <u>request</u> that the Council refer your complaint to a third party for advice before the Council decides your complaint? <i>Note: this is only a request – it is a council decision whether to refer your complaint to a third party.</i>	Please select one: <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Are you a council member of the relevant council? <i>Relevant council means the local government council in which the respondent is a council member.</i>	Please select one: <input type="checkbox"/> Yes (proceed to question 7) <input type="checkbox"/> No (proceed to next page)
Only answer Question 7 if you are a council member of the relevant council	
7. Do you want your complaint <u>referred</u> to the Local Government Association of the Northern Territory (LGANT) for a decision, rather than the Council? <i>If a council member of the Council selects 'Yes', the complaint will automatically be referred to LGANT.</i>	Please select one: <input type="checkbox"/> Yes <input type="checkbox"/> No

NOTES:

- Your complaint must be made within 3 months of the alleged breach.
- You must give full particulars of the alleged breach, or breaches, explain the basis of your complaint with reference to which item(s) of the Code of Conduct you allege have been breached, state the evidence on which your complaint relies, and complete the required statutory declaration.
- If additional pages or documents are attached, you must number and identify each extra page as part of your declaration. You must sign and date each page and ensure that it is signed and dated by a witness.
- If witness statements are attached, a separate statutory declaration must be provided from each witness.
- To lodge your complaint, attach this form, any attachments and the statutory declaration to an email and send the email to the CEO of the Council (or otherwise print all documents, address your complaint to the CEO of the Council and post it to the Council). Request acknowledgement of receipt of your complaint.
- Lodging a complaint does not relieve you from a legal obligation to make other reports (if relevant), including mandatory reporting requirements under legislation.

.....

Your signature

Date:

Signature of
witness

Date:

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8. Details of the respondent's alleged breach, or breaches, of the Code of Conduct:

*Detail in full, by stating each item of Code of Conduct alledged to have been breached.
Support your claim in relation to each breach with full particulars.*

[Large empty rectangular box for providing details of the breach]

.....
Your signature **Date:** **Signature of witness** **Date:**

THE NORTHERN TERRITORY OF AUSTRALIA

STATUTORY DECLARATION

I,
(Your full name and address)

solemnly and sincerely declare that
(Name of the respondent council member)

has committed a breach, or breaches, of the Code of Conduct as described in the completed Code of Conduct complaint form and attachments.

I further solemnly and sincerely declare that all of the information attached and provided in relation to this statutory declaration is true.

This declaration is true and I know it is an offence to make a statutory declaration knowing it is false in a material particular.

Declared at the day of 20.....
(Place you are making the declaration) (Date) (Month) (Year)

Signed:
(Your signature)

Witnessed by:
(Signature of the person before whom the declaration is made)

.....
(Full name of witness)

.....
(Contact address or phone number of witness)

NOTES:

1. This declaration may be witnessed by any person who is at least 18 years of age.
2. This written statutory declaration must comply with Part 4 of the *Oaths Affidavits and Declarations Act 2010*.
3. Making a declaration knowing it is false in a material particular is an offence for which you may be fined or imprisoned.

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Flowchart of complaint process

