

Note to person making the complaint:

This form must be completed if you wish to complain about an Employee or Elected Member who you allege has breached the Code of Conduct. All information requested on the form must be provided before the complaint can be processed. After all information has been provided, sign and date the form and submit to the Chief Executive Officer. He/she will then ensure sufficient and relevant information has been collected. They will then, determine the complaint.

Note to the person receiving the complaint form:

Any information provided on this form **MUST NOT** be sent or divulged in any way to the person who is the subject of the complaint.

All information requested below must be provided by the person making the complaint:

What is the name of the Employee or Elected Member who you allege has breached the Code of Conduct?

What section of the Code of Conduct do you allege has been breached?

What date do you allege the breach occurred?

How do you allege the breach occurred?

(Additional sheets must be attached to complaint form.)

Were there any witnesses to the alleged breach?

Are the witnesses willing to provide information to assist in resolving the complaint?

If so, what are the name(s) and contact details of witnesses?

Name

Contact details

Name

Contact details

Have you attached all relevant and additional information which may assist in resolving the complaint?

Signed

Full Name

Telephone Contact
