

**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.

<b>Name of person who is making the complaint:</b>	
<i>Dependent on the seriousness of the complaint, anonymous complaints will be investigated. However note that as an anonymous complainant it is impossible to be advised of the outcome.</i>	
Name: _____	
Given Name(s)	Family Name

<b>Contact details of person making the complaint:</b>	
Address:	
Email:	
Contact Number:	

<b>Name of the local government concerned:</b>
<b>Shire of Dardanup</b>

<b>Name of council member, committee member, candidate alleged to have committed the breach:</b>	
<i>If the complaint is about a person(s), the identity of the Respondent/Respondents and their relationship to the Complainant:</i>	
Name:	
Relationship:	

<b>Date of the alleged breach:</b>

**Code of Conduct for Council Members, Committee Members and Candidates**

---

**Names of Witnesses/Relevant persons**

The names of any witnesses (and contact details if available) who were present during the specific incident or who have first-hand knowledge of the issue being complained about:

**State the full details of the alleged breach. Attach any supporting evidence to your complaint form.**

*Details of the specific incident or issue including dates, times and exact conduct being complained about:*

**Date of alleged breach:**

**Outcome sought:**

Please state the outcome you are seeking as Complainant:

**Action taken:**

Any action that has already been taken in an effort to resolve the issue.

**Code of Conduct for Council Members, Committee Members and Candidates**

---

<b>Confidentiality clause - Signing</b>	
<p>I acknowledge that any oral or written information exchanged regarding this Complaint is regarded as confidential information. As such, I agree to maintain confidentiality of all such confidential information, and shall not disclose any relevant confidential information to any third parties, except for the information that: (a) is or will be in the public domain; or (b) is under the obligation to be disclosed pursuant to the applicable laws or regulations.</p>	
Signature of Complainant:	
Date:	

<b>Received by Authorised Officer</b>	
Authorised Officer Name:	
Signature of Authorised Officer:	
Date:	

**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: Complaints Officer, Shire of Dardanup- 1 Council Drive, Eaton WA 6232 or email to [ceo@dardanup.wa.gov.au](mailto:ceo@dardanup.wa.gov.au)