

Complaint about a council code of conduct breach by member

Complaint and statutory declaration

In the matter of:

_____ (complainant)

and

_____ (respondent)

I, _____ (name of complainant)

of _____ (address)

solemnly and sincerely declare that, on the grounds set out below,

_____ (name of respondent)

has committed a breach, or breaches of the code of conduct of

_____ (name of council)

on the following grounds (see "Notes" on p.2: each page must be completed in accordance with note 3)

This declaration is true and I am aware that it is an offence to make a statutory declaration that is false in any material particular.

Declared at: _____ (Place) on ____ / ____ / ____ (Date)

_____ (signature of complainant)

Before me:

_____ (signature of witness – must be 18 yrs. old or more)

_____ Full Name of Witness

_____ Address and phone number of Witness

Note: A person knowingly making a false statement in a statutory declaration is liable to imprisonment for three years.

Notes

1. The complaint must be made within 6 months of the alleged breach.
2. The complainant must give full particulars of the alleged breach, explain the basis of the complaint with reference to which code of conduct it is alleged has been breached, state the evidence on which the complainant will rely and attach the relevant documents in support of the complaint.
3. If extra pages are added or if any attachments are added, each page of the attachment must be numbered and identified as part of this declaration and must be signed by the complainant and the witness who has signed this complaint form below.

e.g.

"This is <name of document> in support of the Complaint by (*name of complainant*).

_____	_____
Complainant	Witness
Date: / /	/ /

4. The complaint will be dealt with in accordance with Part 7.4, Division 2, of the *Local Government Act 2008*.
5. It is helpful to the disciplinary committee to include a chronology of events.
6. The disciplinary committee will not deal with the complaint if it would be more appropriate to have it form the subject matter of a criminal charge, or the complaint is frivolous, vexatious or lacking in substance.

On completion of the complaint and statutory declaration, forward it to:

Secretariat
Local Government Disciplinary Committee
Department of Local Government, Housing and Community Development
Level 1, RCG Centre
47 Mitchell Street
GPO Box 4621
DARWIN NT 0801

Email: localgovernment.dlghcd@nt.gov.au