

## Behaviour Complaint Form - 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.

### Name of person who is making the complaint:

Name: \_\_\_\_\_  
Given Name(s) Family Name

### Contact details of person making the complaint:

Address: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact number: \_\_\_\_\_

### Name of the local government (city, town, shire) concerned:

### Name of council member, committee member, candidate alleged to have committed the breach:

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

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<b>Date of alleged breach:</b>
_____ / _____ / 20_____

<b>SIGNED:</b>
<b>Complainant's signature:</b> .....
<b>Date of signing:</b> _____ / _____ / 20_____

<b>Received by Authorised Officer</b>
<b>Authorised Officer's Name:</b> .....
<b>Authorised Officer's Signature:</b> .....
<b>Date received:</b> _____ / _____ / 20_____

**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:

[shire.ceo@shire.gov.cx](mailto:shire.ceo@shire.gov.cx)

By hand to the Shire CEO at the George Fam Building or  
Mail to: CEO c/o Shire of Christmas Island, PO Box 863 Christmas Island WA 6798

Keywords	Code of Conduct, Complaints
Related Policies	Code of Conduct for Councillors, Committee Members and Candidates
Related Procedures/ Documents	
Delegation Level	Council, CEO
First endorsed by Council	August 2021
Resolution No.	76/21
Adoption Conditions	Nil
Consultation	Nil required
Second endorsed by Council	August 2022
Resolution No.	74/22
Third endorsed by Council	September 2024
Resolution No.	69/24
Next Review Date	July 2026
File Reference	1.17.1 / 1.17.2/ 1.17.3

