

Breach of Code of Conduct Complaint Form

1. Your name: <i>You are the complainant</i>	
2. Name of the Councillor who is alleged to have breached the Code of Conduct: <i>This person is the respondent</i>	
3. List the item number(s) of the Code of Conduct that you allege the respondent has breached:	
4. 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: Yes No
5. Are you a Councillor of the City of Darwin? <i>Relevant council means the local government council in which the respondent is a council member</i>	Please select one: Yes <i>(proceed to question 6)</i> No <i>(proceed to next page)</i>
Only answer Question 6 if you are a Councillor	
6. 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 you select 'Yes', the complaint will automatically be referred to LGANT.</i>	Please select one: Yes No

Please proceed to the next page.

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 through darwin@darwin.nt.gov.au (or otherwise print all documents, address your complaint to the CEO 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:

7. 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 alleged to have been breached.
Support your claim in relation to each breach with full particulars.*

Collection Notice City of Darwin collects personal information from you, including your personal contact details. We collect this information for the purpose of updating our administrative systems to be able to carry out Council's functions. The *Local Government Act 2019* allows or authorises us to collect this personal information and you may seek access to this information. We will only use your information for the purpose described here. It will not be used or disclosed in any other way unless we have your consent or we are authorised or required by law to do so. If you choose not to provide us with your information, we will be unable to complete your request. Your personal information will be handled in accordance with our Privacy Statement and the *Information Act 2002* (NT). Council's Privacy Statement is available from the City of Darwin, Harry Chan Ave, Darwin or via the Council's website at: www.darwin.nt.gov.

(Your signature)

Date:

(Signature of witness)

Date:

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.