



Town of  
Cambridge

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

**27 April 2021**

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# Town of Cambridge Code of Conduct for Council Members, Committee Members and Candidates

## Policy Purpose:

This Policy is adopted in accordance with section 5.104 of the *Local Government Act 1995*.

## Division 1 — Preliminary provisions

### 1. Citation

These is the *Town of Cambridge* Code of Conduct for Council Members, Committee Members and Candidates.

## Division 1 — Preliminary provisions

### 1. Citation

This is the *Town of Cambridge* Code of Conduct for Council Members, Committee Members and Candidates.

### 2. Terms used

(1) In this code —

**Act** means the Local Government Act 1995;

**candidate** means a candidate for election as a council member;

**complaint** means a complaint made under clause 11(1);

**publish** includes to publish on a social media platform.

(2) Other terms used in this code that are also used in the Act have the same meaning as they have in the Act, unless the contrary intention appears.

## Division 2 — General principles

### 3. Overview of Division

This Division sets out general principles to guide the behaviour of council members, committee members and candidates.

### 4. Personal integrity

(1) A council member, committee member or candidate should —

(a) act with reasonable care and diligence; and

(b) act with honesty and integrity; and

(c) act lawfully; and

(d) identify and appropriately manage any conflict of interest; and

(e) avoid damage to the reputation of the local government.

- (2) A council member or committee member should —
- (a) act in accordance with the trust placed in council members and committee members; and
  - (b) participate in decision making in an honest, fair, impartial and timely manner; and
  - (c) actively seek out and engage in training and development opportunities to improve the performance of their role; and
  - (d) attend and participate in briefings, workshops and training sessions provided or arranged by the local government in relation to the performance of their role.

## **5. Relationship with others**

- (1) A council member, committee member or candidate should —
- (a) treat others with respect, courtesy and fairness; and
  - (b) respect and value diversity in the community.
- (2) A council member or committee member should maintain and contribute to a harmonious, safe and productive work environment.

## **6. Accountability**

A council member or committee member should —

- (a) base decisions on relevant and factually correct information; and
- (b) make decisions on merit, in the public interest and in accordance with statutory obligations and principles of good governance and procedural fairness; and
- (c) read all agenda papers given to them in relation to council or committee meetings; and
- (d) be open and accountable to, and represent, the community in the district.

## **Division 3 — Behaviour**

### **7. Overview of Division**

This Division sets out —

- (a) requirements relating to the behaviour of council members, committee members and candidates; and
- (b) the mechanism for dealing with alleged breaches of those requirements.

### **8. Personal integrity**

- (1) A council member, committee member or candidate —
- (a) must ensure that their use of social media and other forms of communication complies with this code; and
  - (b) must only publish material that is factually correct.

- (2) A council member or committee member —
- (a) must not be impaired by alcohol or drugs in the performance of their official duties; and
  - (b) must comply with all policies, procedures and resolutions of the local government.

## **9. Relationship with others**

A council member, committee member or candidate —

- (a) must not bully or harass another person in any way; and
- (b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and
- (c) must not use offensive or derogatory language when referring to another person; and
- (d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and
- (e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.

## **10. Council or committee meetings**

When attending a council or committee meeting, a council member, committee member or candidate —

- (a) must not act in an abusive or threatening manner towards another person; and
- (b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and
- (c) must not repeatedly disrupt the meeting; and
- (d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and
- (e) must comply with any direction given by the person presiding at the meeting; and
- (f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.

## **11. Complaint about alleged breach**

- (1) A person may make a complaint, in accordance with subclause (2), alleging a breach of a requirement set out in this Division.
- (2) A complaint must be made —
  - (a) in writing in the form approved by the local government; and

- (b) to a person authorised under subclause (3); and
  - (c) within 1 month after the occurrence of the alleged breach.
- (3) The local government must, in writing, authorise 1 or more persons to receive complaints and withdrawals of complaints.

## **12. Dealing with complaint**

- (1) After considering a complaint, the local government must, unless it dismisses the complaint under clause 13 or the complaint is withdrawn under clause 14(1), make a finding as to whether the alleged breach the subject of the complaint has occurred.
- (2) Before making a finding in relation to the complaint, the local government must give the person to whom the complaint relates a reasonable opportunity to be heard.
- (3) A finding that the alleged breach has occurred must be based on evidence from which it may be concluded that it is more likely that the breach occurred than that it did not occur.
- (4) If the local government makes a finding that the alleged breach has occurred, the local government may —
- (a) take no further action; or
  - (b) prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- (5) When preparing a plan under subclause (4)(b), the local government must consult with the person to whom the complaint relates.
- (6) A plan under subclause (4)(b) may include a requirement for the person to whom the complaint relates to do 1 or more of the following —
- (a) engage in mediation;
  - (b) undertake counselling;
  - (c) undertake training;
  - (d) take other action the local government considers appropriate.
- (7) If the local government makes a finding in relation to the complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of —
- (a) its finding and the reasons for its finding; and
  - (b) if its finding is that the alleged breach has occurred — its decision under subclause (4).

## **13. Dismissal of complaint**

- (1) The local government must dismiss a complaint if it is satisfied that —
- (a) the behaviour to which the complaint relates occurred at a council or committee meeting; and

- (b) either —
  - (i) the behaviour was dealt with by the person presiding at the meeting; or
  - (ii) the person responsible for the behaviour has taken remedial action in accordance with a local law of the local government that deals with meeting procedures.
- (2) If the local government dismisses a complaint, the local government must give the complainant, and the person to whom the complaint relates, written notice of its decision and the reasons for its decision.

#### **14. Withdrawal of complaint**

- (1) A complainant may withdraw their complaint at any time before the local government makes a finding in relation to the complaint.
- (2) The withdrawal of a complaint must be —
  - (a) in writing; and
  - (b) given to a person authorised under clause 11(3).

#### **15. Other provisions about complaints**

- (1) A complaint about an alleged breach by a candidate cannot be dealt with by the local government unless the candidate has been elected as a council member.
- (2) The procedure for dealing with complaints may be determined by the local government to the extent that it is not provided for in this Division.

#### **15A. Breaches of this Code**

##### **15A.1 Allegations and Complaints about Council Members, Committee Members and Candidates**

- (a) Any person who has reason to believe that the personal behaviour of a Council Member, Committee Member or Candidate breaches the standards of conduct set out in this Code, may refer the matter to the Complaints officer who will consider the matter and deal with it in accordance with the management protocols, procedures or practices of the Town, and any applicable law concerning local government employees.
- (b) Each report of a breach is to be dealt with quickly and fairly in accordance with the principles of procedural fairness and the procedure specified in Clause 15A.3.

##### **15A.2 Procedures for Breaches of this Code**

A breach by a Council Member, committee member or a candidate of the Code of Conduct for Council Members or the *Local Government (Model Code of Conduct) Regulations 2021* may be reported to the Town's Complaints Officer in accordance with the prescribed Complaints Form, as determined from time to time. Such complaints will be dealt with under Division 9 of Part 5 of the *Local Government Act 1995* or *Local Government (Model Code of Conduct) Regulations 2021* or the Code of Conduct for Council Members.

### 15A.3 Procedure for dealing with a Complaint and Allegations

- (1) The Complaints Officer is responsible for the investigation of allegations of breaches of the Code of Conduct and must either:
  - (a) investigate the alleged breach; or
  - (b) engage a suitably qualified independent person or a barrister to investigate the allegation; and
  - (c) where deemed possible and appropriate by the Complaints Officer try and resolve the issue through discussions with the parties.
- (2) If a breach of the Code is found then the Complaints Officer must prepare a report on the matter, for the consideration of the Council.
- (3) An investigation conducted by the Complaints Officer or independent Investigator will follow the rules of procedural fairness. The Complaints Officer and/or the Investigator must:
  - (a) inform the person/s against whose interests a decision may be made of any allegations against them and the substance of any adverse comment in respect of them;
  - (b) provide the person/s with a reasonable opportunity to put their case;
  - (c) hear all parties to a matter and consider submissions;
  - (d) make reasonable enquiries before making a decision;
  - (f) ensure that no person is involved in enquiries in which they have a direct interest;
  - (g) endeavour to ensure the complaint is dealt with in a timely manner and where the investigation is prolonged, keep the parties informed as to the progress of the investigation; and
  - (h) ensure that any decision is effectively communicated to the relevant interested parties.
- (4) Wherever reasonably practical parties will meet with the intent of resolving the issue.
- (5) Wherever reasonably practical investigations will be kept confidential.

### Division 4 — Rules of conduct

*Notes for this Division:*

1. *Under section 5.105(1) of the Act a council member commits a minor breach if the council member contravenes a rule of conduct. This extends to the contravention of a rule of conduct that occurred when the council member was a candidate.*
2. *A minor breach is dealt with by a standards panel under section 5.110 of the Act.*

## **16. Overview of Division**

- (1) This Division sets out rules of conduct for council members and candidates.
- (2) A reference in this Division to a council member includes a council member when acting as a committee member.

## **17. Misuse of local government resources**

- (1) In this clause —

**electoral purpose** means the purpose of persuading electors to vote in a particular way at an election, referendum or other poll held under the Act, the *Electoral Act 1907* or the *Commonwealth Electoral Act 1918*;

**resources** of a local government includes —

- (a) local government property; and
  - (b) services provided, or paid for, by a local government.
- (2) A council member must not, directly or indirectly, use the resources of a local government for an electoral purpose or other purpose unless authorised under the Act, or by the local government or the CEO, to use the resources for that purpose.

## **18. Securing personal advantage or disadvantaging others**

- (1) A council member must not make improper use of their office —

- (a) to gain, directly or indirectly, an advantage for the council member or any other person; or
- (b) to cause detriment to the local government or any other person.

- (2) Subclause (1) does not apply to conduct that contravenes section 5.93 of the Act or *The Criminal Code* section 83.

## **19. Prohibition against involvement in administration**

- (1) A council member must not undertake a task that contributes to the administration of the local government unless authorised by the local government or the CEO to undertake that task.
- (2) Subclause (1) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.

## **20. Relationship with local government employees**

- (1) In this clause —

**local government employee** means a person —

- (a) employed by a local government under section 5.36(1) of the Act; or
  - (b) engaged by a local government under a contract for services.
- (2) A council member or candidate must not —

- (a) direct or attempt to direct a local government employee to do or not to do anything in their capacity as a local government employee; or
  - (b) attempt to influence, by means of a threat or the promise of a reward, the conduct of a local government employee in their capacity as a local government employee; or
  - (c) act in an abusive or threatening manner towards a local government employee.
- (3) Subclause (2)(a) does not apply to anything that a council member does as part of the deliberations at a council or committee meeting.
- (4) If a council member or candidate, in their capacity as a council member or candidate, is attending a council or committee meeting or other organised event (for example, a briefing or workshop), the council member or candidate must not orally, in writing or by any other means —
- (a) make a statement that a local government employee is incompetent or dishonest; or
  - (b) use an offensive or objectionable expression when referring to a local government employee.
- (5) Subclause (4)(a) does not apply to conduct that is unlawful under *The Criminal Code* Chapter XXXV.

## 21. Disclosure of information

- (1) In this clause —

**closed meeting** means a council or committee meeting, or a part of a council or committee meeting, that is closed to members of the public under section 5.23(2) of the Act;

**confidential document** means a document marked by the CEO, or by a person authorised by the CEO, to clearly show that the information in the document is not to be disclosed;

**document** includes a part of a document;

**non confidential document** means a document that is not a confidential document.

- (2) A council member must not disclose information that the council member —
- (a) derived from a confidential document; or
  - (b) acquired at a closed meeting other than information derived from a non confidential document.
- (3) Subclause (2) does not prevent a council member from disclosing information —
- (a) at a closed meeting; or
  - (b) to the extent specified by the council and subject to such other conditions as the council determines; or
  - (c) that is already in the public domain; or

- (d) to an officer of the Department; or
- (e) to the Minister; or
- (f) to a legal practitioner for the purpose of obtaining legal advice; or
- (g) if the disclosure is required or permitted by law.

## **22. Disclosure of interests**

(1) In this clause —

***interest*** —

- (a) means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest; and
  - (b) includes an interest arising from kinship, friendship or membership of an association.
- (2) A council member who has an interest in any matter to be discussed at a council or committee meeting attended by the council member must disclose the nature of the interest —
- (a) in a written notice given to the CEO before the meeting; or
  - (b) at the meeting immediately before the matter is discussed.
- (3) Subclause (2) does not apply to an interest referred to in section 5.60 of the Act.
- (4) Subclause (2) does not apply if a council member fails to disclose an interest because the council member did not know —
- (a) that they had an interest in the matter; or
  - (b) that the matter in which they had an interest would be discussed at the meeting and the council member disclosed the interest as soon as possible after the discussion began.
- (5) If, under subclause (2)(a), a council member discloses an interest in a written notice given to the CEO before a meeting, then —
- (a) before the meeting the CEO must cause the notice to be given to the person who is to preside at the meeting; and
  - (b) at the meeting the person presiding must bring the notice and its contents to the attention of the persons present immediately before any matter to which the disclosure relates is discussed.
- (6) Subclause (7) applies in relation to an interest if —
- (a) under subclause (2)(b) or (4)(b) the interest is disclosed at a meeting; or
  - (b) under subclause (5)(b) notice of the interest is brought to the attention of the persons present at a meeting.
- (7) The nature of the interest must be recorded in the minutes of the meeting.

### 23. Compliance with plan requirement

If a plan under clause 12(4)(b) in relation to a council member includes a requirement referred to in clause 12(6), the council member must comply with the requirement.

#### Document Control

Office Use Only:

<b>Statutory Legislation and Compliance</b>	<i>Local Government Act 1995</i>
<b>Related Documents/Legislation</b>	CR21.40 - Code of Conduct for Council Members, Committee Members and Candidates
<b>Date of Adoption by Council</b>	Ordinary Council Meeting – 27 April 2021
<b>Date Reviewed/Amended</b>	Ordinary Council Meeting - 28 September 2021
<b>Next Review Date</b>	

## Instructions for: **Making a complaint about an alleged breach of the Town of Cambridge Code of Conduct for Council Members, Committee Members and Candidates**

### BEHAVIOUR COMPLAINT:

Please read the Town of Cambridge's Code of Conduct Behaviour Complaints Policy on our website Town of Cambridge before submitting a complaint. This Policy details:

- How the Town of Cambridge will process and determine a Behaviour Complaint; and
- How confidentiality of the complaint will be handled.

To make a valid **Behaviour Complaint**:

- 
- The allegation must relate to a breach of the behaviour standards in Division 3 of the Town of Cambridge's Code of Conduct for Council Members, Committee Members and Candidates.
- 
- Complete all sections of the Behaviour Complaint Form attached, including any additional information that will support assessment of the complaint. *The Behaviour Complaints Officer may contact you to clarify or ask for more information.*
- 
- The completed Behaviour Complaint Form **MUST** be lodged with the Town of Cambridge Behaviour Complaints Officer within one (1) month of the alleged behaviour breach.
- 

### RULES OF CONDUCT COMPLAINT:

A **Rules of Conduct Complaint** refers to a breach of the Rules of Conduct outlined in Division 4 of the Town of Cambridge's Code of Conduct for Council Members and Candidates, including Council Members when acting as a Committee Member. This type of complaint is determined by the Local Government Standards Panel, administered through the Department of Local Government, Sport and Cultural Industries. Further information about Rules of Conduct Complaints may be obtained from:

- Department of Local Government, Sport and Cultural Industries: (08) 6552 7300 or [www.dlgsc.wa.gov.au](http://www.dlgsc.wa.gov.au); OR
- The Town of Cambridge's Rules of Conduct Complaints Officer: (08) 9347 6000 or [mail@cambridge.wa.gov.au](mailto:mail@cambridge.wa.gov.au)

### Need Advice?

If you require advice in making a Behaviour Complaint, please contact the Town of Cambridge's Complaints Officer/Chief Executive officer on (08) 9347 6000 or by email [mail@cambridge.wa.gov.au](mailto:mail@cambridge.wa.gov.au)

Official Conduct Form 1A and 1B

# BEHAVIOUR COMPLAINT FORM

## Town of Cambridge Code of Conduct for Council Members, Committee Members and Candidates

Name of Person Making the Complaint				
<b>Complainant Name:</b> <i>Given Name/s and Family Name</i>				
Contact Details				
<b>Residential Address:</b>				
<b>Postal Address:</b>				
<b>Phone:</b>	Day-time:		Mobile:	
<b>Email:</b>				

Complaint Details:	
<b>1.</b>	<b>Insert Name of Person alleged to have committed a behaviour breach:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>

<b>2.</b>	<b>Select the position that the person was fulfilling at the time the person committed the alleged behaviour breach:</b>	Council Member of the Town of Cambridge <input style="float: right;" type="checkbox"/>
		Member of a Committee of the Town of Cambridge <input style="float: right;" type="checkbox"/>
		Candidate for election at the Town of Cambridge <input style="float: right;" type="checkbox"/>

<b>3.</b>	<b>Date that the alleged behaviour breach occurred:</b> <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>
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<b>4.</b>	<b>Location where the alleged behaviour breach occurred:</b> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>
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<b>5.</b>	<b>Which of the behaviours prescribed in Division 3 of the Town of Cambridge's Code of Conduct do you allege this person has breached?</b>	
	<b>Clause 8. Personal integrity</b>	
	(1) A council member, committee member or candidate —	
	(a) must ensure that their use of social media and other forms of communication complies with this code; and	<input type="checkbox"/>
	(b) must only publish material that is factually correct	<input type="checkbox"/>
	(2) A council member or committee member —	
	(a) must not be impaired by alcohol or drugs in the performance of their official duties; and	<input type="checkbox"/>
	(b) must comply with all policies, procedures and resolutions of the local government.	<input type="checkbox"/>
	<b>Clause 9. Relationship with others</b>	
	A council member, committee member or candidate —	
	(a) must not bully or harass another person in any way; and	<input type="checkbox"/>
	(b) must deal with the media in a positive and appropriate manner and in accordance with any relevant policy of the local government; and	<input type="checkbox"/>
	(c) must not use offensive or derogatory language when referring to another person; and	<input type="checkbox"/>
	(d) must not disparage the character of another council member, committee member or candidate or a local government employee in connection with the performance of their official duties; and	<input type="checkbox"/>
	(e) must not impute dishonest or unethical motives to another council member, committee member or candidate or a local government employee in connection with the performance of their official duties.	<input type="checkbox"/>
	<b>Clause 10. Council or committee meetings</b>	
	When attending a council or committee meeting, a council member, committee member or candidate —	
	(a) must not act in an abusive or threatening manner towards another person; and	<input type="checkbox"/>
	(b) must not make a statement that the member or candidate knows, or could reasonably be expected to know, is false or misleading; and	<input type="checkbox"/>
	(c) must not repeatedly disrupt the meeting; and	<input type="checkbox"/>
	(d) must comply with any requirements of a local law of the local government relating to the procedures and conduct of council or committee meetings; and	<input type="checkbox"/>
(e) must comply with any direction given by the person presiding at the meeting; and	<input type="checkbox"/>	
(f) must immediately cease to engage in any conduct that has been ruled out of order by the person presiding at the meeting.	<input type="checkbox"/>	

<b>6. State the full details of the alleged breach.</b>

<b>7 List any additional information you have provided as part of this complaint:</b> <i>Please ensure all information relevant to the alleged breach has been attached. This information will be the basis on which the complaint is considered.</i>

<b>9 Have you made any efforts to resolve the complaint with the Respondent?</b> <i>Please note, you MUST complete this section</i>		
<b>YES</b>	<input type="checkbox"/>	<i>If yes, please describe the efforts that you have made.</i>
<b>NO</b>	<input type="checkbox"/>	<i>If no, please include a brief statement explaining why you have not made any efforts to resolve the issue with the person complained about.</i>

<b>10</b>	<p><i>The Town of Cambridge has a policy that the Complainant and the Respondent be offered the opportunity to participate in an Alternative Dispute Resolution process, that if agreed to by BOTH parties, will be undertaken before the complaint is dealt with.</i></p> <p><i>The objective is to support both parties to reach a mutually satisfactory outcome that resolves the issues and restores the relationship between them. An outcome may be that as the Complainant, you will have absolute discretion to withdraw or continue with this Complaint.</i></p> <p><i>Please contact the Behaviour Complaints Officer if you would like more information.</i></p>	
<b>Would you agree to participate in an Alternative Dispute Resolution process?</b>	<b>YES</b>	<input type="checkbox"/>
	<b>NO</b>	<input type="checkbox"/>

<b>11</b>	<b>Desired outcome of the Complaint</b> <i>Please explain what you would like to happen as a result of lodging this complaint, including the opportunity to participate in Alternative Dispute Resolution.</i>

<b>COMPLAINANT</b> <i>please sign and date</i>	
<b>Signature:</b>	
<b>Date:</b>	

**Please submit completed Behaviour Complaint to:**

The Town of Cambridge's Complaints Officer/Chief executive Officer:

- Email: [mail@cambridge.wa.gov.au](mailto:mail@cambridge.wa.gov.au)
- Mailing Address: PO Box 15, Floreat WA 6014
- In person: 1 Bold Park Drive, Floreat WA 6014

<b>OFFICE USE ONLY:</b> <i>Received by the Council appointed Behaviour Complaints Officer</i>	
<b>Authorised Officer's Name:</b>	
<b>Authorised Officer's Signature:</b>	
<b>Date received:</b>	

## COMPLAINT OF MINOR BREACH FORM

(Subsections 5.107(1) and (2) of the *Local Government Act 1995* ("the LG Act"))

**NOTE: A person who includes information in a complaint knowing it to be false or misleading in a material particular commits an offence (maximum penalty: \$5,000).**

**The law requires a copy of this complaint (including the complainant's name) to be given to the Council member complained about.**

<b>NAME OF PERSON WHO IS MAKING THE COMPLAINT:</b>
Name: _____ <div style="display: flex; justify-content: space-around; margin-top: 10px;"><span><i>Given Name(s)</i></span><span><i>Family Name</i></span></div>

<b>NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:</b>
TOWN OF CAMBRIDGE

<b>NAME OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:</b>

<b>WHAT IS YOUR COMPLAINT:</b> Select the regulation/s that have been breached by ticking the relevant box/es below:
<p><i>Local Government (Model Code of Conduct) Regulations 2021:</i></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Regulation 17 – Misuse of local government resources</li><li><input type="checkbox"/> Regulation 18 – Securing personal advantage or disadvantaging others</li><li><input type="checkbox"/> Regulation 19 – Prohibition against involvement in administration</li><li><input type="checkbox"/> Regulation 20 – Relationship with local government employees</li><li><input type="checkbox"/> Regulation 21 – Disclosure of information</li></ul>

<input type="checkbox"/> Regulation 22 – Disclosure of interests
<input type="checkbox"/> Regulation 23 – Compliance with plan requirement
<i>Local Government (Administration) Regulations 1996:</i>
<input type="checkbox"/> Regulation 34D – Contravention of local law as to conduct

<b>DATE OF INCIDENT:</b>
_____ / _____ / 20_____
<b>WHAT HAPPENED?</b> What did the council member do that allegedly contravened the regulation/s? If available, attach further evidence to support each allegation.

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

**COUNCIL MEMBER DETAILS FORM**

<b>DETAILS OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:</b>
Name: _____ <div style="display: flex; justify-content: space-around; margin-left: 100px;"> <span><i>Given Name(s)</i></span> <span><i>Family Name</i></span> </div> Residential Address: _____ _____ Postcode: _____ Postal Address: _____ _____ Postcode: _____ Telephone No.(s): _____ (Hm) _____ (Wk) _____ (Mob) Email address: _____
<b>NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:</b>
TOWN OF CAMBRIDGE
<b>DATE ON WHICH COUNCIL MEMBER LAST ELECTED AS A COUNCIL MEMBER:</b>
_____ / _____ / 20_____
<b>DATE OF EXPIRY OF COUNCIL MEMBER'S TERM AS A COUNCIL MEMBER:</b>
_____ / _____ / 20_____
<b>IS THERE REASON TO BELIEVE THAT THE COUNCIL MEMBER IS DISQUALIFIED?</b>
Does the Local Government's CEO have any reason to believe that the Council member is disqualified (as defined in section 2.27(1) of the <i>Local Government Act 1995</i> )? <b>NO / YES</b>

**SIGNED:** ..... **Dated:** ..... / ..... /20...

Complaints Officer

**COMPLAINANT DETAILS FORM**

**NOTE TO THE PERSON MAKING THE COMPLAINT:**

*This form is to be completed, dated and signed by the person making a complaint of a minor breach, and should be submitted with the complaint to the Complaints Officer of the local government concerned.*

**NOTE TO COMPLAINTS OFFICER:**

*The Council member complained about is **NOT** entitled to, and **MUST NOT** be sent or provided with, a copy of this form (or any address or contact details in it) submitted by the person making a complaint.*

<b>DETAILS OF THE PERSON WHO IS MAKING THE COMPLAINT:</b>	
Name: _____	
<u>Given Name(s)</u>	<u>Family Name</u>
Address: _____	
_____	
_____	Postcode: _____
Telephone No.(s): _____ (Hm) _____ (Wk)	
_____ (Mob)	
Email address:.....	

<b>NAME OF THE LOCAL GOVERNMENT (CITY, TOWN, SHIRE) CONCERNED:</b>
TOWN OF CAMBRIDGE
<b>NAME OF COUNCIL MEMBER ALLEGED TO HAVE COMMITTED BREACH:</b>
<b>DATE OF INCIDENT:</b>
_____ / _____ / 20_____

**SIGNED:**

.....

**Complainant / Complaints Officer [Delete as appropriate]**