



Council and Local Board Code of Conduct Formal Complaint Form 1

Please complete the following fields with as much information as possible regarding your complaint. Please note that you must complete all fields, including personal details, in order for your complaint to be investigated.

Complainant Details

Name:

Address:

Telephone: (Home) _____ (Mobile) _____

E-Mail:

Complaint Details

Who is your complaint about?

Which category(s) does your complaint fall under?

- Respect and Dignity
- Conduct Respecting Staff
- Gifts, Benefits and Hospitality
- Use of Municipal Assets
- Confidentiality, Privacy and Use of Information
- Personal and Political Interests

Have you attempted to resolve your complaint through the informal process?

Yes No

Please turn over to provide details of your complaint

Disclaimer:

This information is collected in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. The Clerk will protect any personal information about the complainant. The identity of the complainant shall be protected through a closed session meeting of Council due to personal matters about an identifiable individual.

Complaint Form 1 (cont'd)

Please give as much detail as possible about your complaint, including specific dates as appropriate.

Signature: _____ Date: _____

For Office Use Only:
Date Received: _____ Complaint Number: _____