Dispute Resolution Form

Instructions for Use

This form is for lodging a dispute under Waratah Wynyard Council's Dispute Resolution Policy.

This form has been provided to ensure that you include all the information required under the *Dispute Resolution Policy* in your dispute. You will need to complete all the sections in this form.

To make a valid dispute, you will need to:

- ☐ Complete this form.
- ☐ Lodge the dispute with the Chief Executive Officer of Council within two months of the alleged behaviour by the councillor or councillors.
- ☐ Pay the fee for lodging a complaint to the relevant council. 25 fee units ($47.75 in 2025/2026). The Complainant is to pay via Customer Services at the Waratah-Wynyard Council.

  The fee may be waived if the applicant can demonstrate to the satisfaction of the Chief Executive Officer that they would find it difficult to pay the fee, for example they are receiving income support or are in financial hardship.

Document Set ID: 1241988
Version: 1, Version Date: 16/09/2025

Contact Details (of person lodging the dispute – the complainant)	
Name:	Telephone (mobile):
Address (Residential):	Telephone (work):
Address (Postal):	Telephone (home):
Email address:	Preferred mode of contact:

Summary of dispute	
Name of councillor who you are in dispute with (the respondent):	
Part(s) of the Code of Conduct or Council's that you believe have been infringed:	
Date(s) of incident(s):	
Location(s) of incident(s):	

Details of the dispute (FURTHER INFORMATION MAY BE ATTACHED)

Witnesses (INCLUDE ANYONE WITH KNOWLEDGE OF WHAT HAPPENED)

Have you previously made a dispute about this matter?

☐ Yes ☐ NO

If yes, when and to whom did you make the dispute?

Have you made any efforts to resolve the dispute directly with the respondent?

(Note: this section is compulsory. Incomplete forms will be returned)

☐ Yes	☐ No
Briefly describe the efforts that you have made **(Note: You must complete this section)**	Include a brief statement explaining why you have not made any efforts to resolve the issue with the respondent.

Desired outcome of dispute

Please explain what you would like to happen because of lodging this dispute.

Please sign and date

Signature:

Date: