

Policy Name	Conflict of Interest
Policy Type	Elected Members
Policy Number	EM03
Version	2
Approval Date	January 2019
Renewal Date	January 2022



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## SUMMARY

This policy outlines procedures to be followed when Elected Members (including members of Local Authorities), employees or their associates having real or perceived conflicts of interest that could affect any Council or Local Authority decision, execution of a Council or community project, program or other activity.

## POLICY STATEMENT

- I. Employees, Elected Members and Members of Local Authorities are required to advise on any potential conflict of interest in a matter that arises or are likely to arise. This can be done at a meeting at which the Elected Member or Member of a Local Authority attends. This advice should be declared at the meeting before any discussions on the matter commence, or by notification to the Chief Executive Officer prior to the actual meeting.
- II. The Chief Executive Officer will maintain a Register of Interests.
- III. The Elected Member must not, without the Minister's written approval, be present at any meeting of the Council or Local Authority whilst a matter in which they have a conflict of interest is under consideration nor can they participate in a vote to determine the matter in question.
- IV. All employees who consider they have a conflict of interest in a Council project, program or other activity, should disclose this conflict of interest to their Executive Manager, Manager or the Chief Executive Officer as soon as the employee realises there is such a conflict. The Chief Executive Officer, Executive Manager, or the Manager will instruct the employee appropriately.

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## TERMINOLOGY AND REFERENCES

A “**Conflict of Interest**” occurs when an employee, Elected Member, a Member of a Local Authority or their associate has a personal or financial interest in the outcome of a matter being considered by Council or Local Authority regardless of whether this conflict of interest may or may not influence any decision. A conflict of interest can also arise when a Council employee is involved in the management of a project where they have a personal or financial interest in the final outcome.

“**Disclosure of Interest**”. The *Local Government Act* requires the Elected Member or Member of a Local Authority as soon as practicable when they become aware of a conflict of interest in a matter that has or will arise before the Regional Council or Local Authority to disclose their interest at either that meeting as well as to the Chief Executive Officer. Where this occurs, the disclosure should be minuted along with any action taken

### REFERENCES

*Local Government Act*

### FURTHER INFORMATION:

*Chief Executive Officer*