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| Policy Name   | Conflict of Interest |
| Policy Type   | Human Resources      |
| Policy Number | HR06                 |
| Version       | 3                    |
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**Policy Number**            **HR06**  
**Policy Name**                **Conflict of Interest**

## SUMMARY

This policy outlines procedures to be followed when employees or their associates have a real or perceived conflict of interest that could affect any Council or Local Authority decision, execution of a Council or community project, program or other activity.

## POLICY STATEMENT

1. Employees are required to advise of 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 discussion on the matter commence, or by notification to the Chief Executive Officer prior to the actual meeting or in the case of the Chief Executive Officer notification to the Mayor.
2. The Chief Executive Officer will maintain a Register of Interests and in the event the Chief Executive Officer declares a conflict of interest the Mayor will ensure it is minuted and placed on the Register of Interests.
3. The Elected Member must not, without the Minister's written approval, be present at any meeting of the Council or Local Authority while 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.
4. The Mayor will decide on the future participation of the Chief Executive Officer at any time during which the matter is being considered or discussed or may be voted on by Council or the Committee.

Darwin Office

Unit 1/70 Cavenagh Street, Darwin NT 0800 | GPO Box 3775, Darwin NT 0801 | Ph: 08 7922 6403

Email [info@westdaly.nt.gov.au](mailto:info@westdaly.nt.gov.au) | [www.westdaly.nt.gov.au](http://www.westdaly.nt.gov.au) | ABN: 25 966 579 574

5. 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 Director, Manager or the Chief Executive Officer as soon as the employee realises there is such a conflict. The Chief Executive Officer Director or the Manager will instruct the employee appropriately.

## TERMINOLOGY AND REFERENCES

A **“Conflict of interest”** occurs when an employee, 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 Act requires Elected Member's, a 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 e.g. “Councillor X left the meeting for the duration of discussion of this matter”. Once a disclosure has been made to a meeting, the Elected Member involved is unable to “participate in any decision on the question” i.e. they are unable to vote on the matter; Local Government Act.

Similarly, an employee who feels they have a conflict of interest with a Council project, program or other operation, should disclose this interest to the Chief Executive Officer as soon as possible.

A **“Register of Interest”** must be maintained by the Chief Executive Officer or his/her delegate which contains details of all disclosures made.

## REFERENCES

*Local Government Act*

## FURTHER INFORMATION:

*Chief Executive Officer*