



## PROCEDURE FOR THE DISCLOSURES OF CONFLICTS OF INTEREST FOR COMMITTEE MEMBERS, DELEGATES OF COUNCIL AND COUNCIL ADVISERS

This procedure applies to the disclosures of conflicts of interest by council committee members, delegates of council and council advisers in accordance with Parts 4 and 5 of the Code of Conduct for Council Committee Members, Delegates of Council and Council Advisers.

Parts 4 and 5 of the code set out the obligations for disclosure and management of conflicts of interest which should be referred to when identifying, declaring and managing conflicts of interest.

**Pecuniary** – *financial gain or loss*

**Significant non-pecuniary** – *a close association that does not involve financial gain or loss*

**Not significant non-pecuniary** – *NOT a close association that does not involve financial gain or loss*

Completion and lodgement of the disclosure is the responsibility of the committee member, delegate or adviser with the conflict of interest.

## PROCEDURE FOR DISCLOSURES OF CONFLICTS OF INTEREST

Action	Responsible person	Timeframe
<p><b>STEP 1:</b>            As soon as a conflict of interest is declared, the 'Disclosure of Conflicts of Interest for Council Committee Members, Delegates of Council and Council Advisers' form is to be completed by the person with the conflict and provided to the Governance Unit, relevant staff member or otherwise to the Chief Executive Officer.</p>	<p>Person who has conflict</p>	<p>Immediately—and prior to end of the meeting</p>
<p><b>STEP 2:</b>            The staff member receiving the declaration distributes it in the following manner:            1) Copy placed in relevant file/s            2) Original forwarded to the Corporate Governance Unit to be registered.</p>	<p>Relevant Council staff member</p>	<p>As soon as practicable—within one week.</p>
<p><b>STEP 3:</b>            The completed form is added to the Conflicts of Interest Register by the Corporate Governance Unit.</p>	<p>Corporate Governance Unit</p>	<p>As soon as practicable—within one week.</p>

The Register of Disclosures of Conflicts of Interest is maintained by the Corporate Governance Unit. To promote transparency and accountability the Register is a public document which is available for viewing and copying in accordance with the *Government Information (Public Access) Act 2009*.



## DISCLOSURES OF CONFLICTS OF INTEREST FORM FOR COUNCIL COMMITTEE MEMBERS, DELEGATES OF COUNCIL AND COUNCIL ADVISERS

### PART 1: NATURE OF CONFLICT OF INTEREST (completed by person with conflict)

Surname:

Given name/s:

Relationship with Council:

Matter under consideration (eg: DA Number and description, committee discussion on....):

  
  

File / reference relating to the matter:

Roles / duties performed by the delegate which have created the conflict:

  

What private interests have created this conflict of interest? (eg: member of club, family member etc):

  

Type of conflict of interest Identified (tick appropriate box):

**Pecuniary** interest

**Significant non-pecuniary** interest

**Not significant non-pecuniary** interest (You MUST explain why it is not significant):

  
  

### PART 2: MANAGEMENT OF CONFLICT OF INTEREST

(To be completed by relevant Council Manager):

How will the conflict of interest be managed?

  
  
  
  

Expected timeframe for when conflict will be removed (eg: once DA has been determined):



## PART 3 : SIGNATURES AND AUTHORISATIONS:

### A: SIGNATURE BY THE PERSON WITH THE CONFLICT:

I hereby declare that:

- The above details are correct to the best of my knowledge and I make this conflict of interest disclosure in good faith.
- The above actions have been agreed on to resolve / manage the conflict of interest.
- I will notify the relevant Council Manager, Director or the Manager Corporate Governance if and when the situation surrounding this conflict of interest changes.

Signature

Name

Date

### B: SIGNATURE BY RELEVANT COUNCIL MANAGER:

(If the disclosure relates to a panel or selection committee part 3C must be completed)

I hereby declare that:

- I have received and appropriately noted this conflict of interest disclosure.
- The above actions have been agreed on to resolve / manage the conflict of interest.
- I will advise the Manager Corporate Governance if and when the situation surrounding this conflict of interest or the management strategy changes.

Signature

Position Name

Date

Name

### C: SIGNATURE OF PANEL CONVENOR AND PANEL MEMBERS WHEN CONFLICT OF INTEREST INVOLVES A TENDER OR SELECTION PANEL:

We the undersigned hereby declare that:

- We have received and appropriately noted this conflict of interest disclosure.
- We acknowledge and agree upon the action as outlined and formulated by the individual and their manager/supervisor/panel convenor to resolve/manage the conflict of interest.

Convenor Name

Signature

Date

Panel Member 1 Name

Signature

Date

Panel Member 2 Name

Signature

Date

Panel Member 3 Name

Signature

Date

Panel Member 4 Name

Signature

Date



## D: ACKNOWLEDGEMENT BY DIRECTOR:

I hereby declare that:

- I have received and appropriately noted this conflict of interest disclosure.

Signature

Name

Position Name

Date

## E: ACKNOWLEDGEMENT BY CHIEF EXECUTIVE OFFICER:

I hereby declare that:

- I have received and appropriately noted this conflict of interest disclosure and I agree with the management resolution in this matter.

Signature

Name

Position Name

Chief Executive Officer

Date