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## CONFLICT OF INTEREST OF STAFF REPORTING TO COUNCIL POLICY

**Policy Number:** POL16/178 • **Adopted:** 5/03/1991 • **Reaffirmed:** 31/08/2004, 1/12/2020 (SSCM Committee) • **Amended:** 24/03/2009, 26/02/2013 • **Minute Number:** MIN91.483, MIN04.985, MIN09.339, MIN13.129 • **File:** 4063E • **Produced By:** Finance Corporate and Community Services Group • **Review Date:** 1/12/2020

### 1. PURPOSE

To prevent prejudicial reporting, or the perception of prejudicial reporting, to Council by staff who may have a conflict of interest in the outcome of the report.

The intent of this policy is to also supplement the Code of Conduct in respect to staff when preparing reports to Council or its Committees.

### 2. STATEMENT

Council is committed to avoiding a potential breach of the Code of Conduct where staff members are involved in the preparation of reports in which they have an actual or perceived Pecuniary Interest or Significant non Pecuniary Conflict of Interest.

Council requires all staff to comply with the spirit of the Code of Conduct in the event of a conflict of interest between their public duty and private interests.

The Local Government Act and Code of Conduct provide, the staff member shall disclose in writing to the supervisor or the general manager, the nature of any pecuniary interest in a matter as soon as practicable.

In the event of a Non-Pecuniary Interest the Local Government Act and Code of Conduct require staff to disclose the interest fully and in writing, even if the conflict is not significant, as soon as practicable.

### 3. PROVISIONS

As a matter of policy, staff shall not prepare reports to Council where they have a Pecuniary or Significant Non Pecuniary Conflict of Interest. In the event that the staff member is required to prepare the report (due to lack of available resources) the author shall declare the interest and the nature of that interest in the preface to the report.

### 4. IMPLEMENTATION

Group Directors have responsibility for ensuring compliance with this policy.

**5. REVIEW**

The Finance Corporate & Community Services Group will review this policy within one year of every election of a new Council.

**6. APPLICATION OF ESD PRINCIPLES**

None applicable.