

Council Members

Council Officers and Supporting Staff

Members of Te Kāhui Manukura,

Heads of Departments (including designated Division delegates)

Capital Works Governance Group members

Purchasing Officers



Disclosure of Interests 2018

Annual Declaration

The Local Authorities (Members' Interests) Act 1968, s175 of the Education Act 1989, and the Ara policy on *Disclosure and Management of Conflicts of Interest* require Council members, Council officers and supporting staff, Members of Te Kāhui Manukura, Heads of Departments (including designated Division delegates), Capital Works Governance Group members and Purchasing officers to make an annual declaration to the Council Secretary of material interests they have in businesses or organisations so that any conflicts of interest can be identified and managed appropriately. They must also update their declaration if further interests are added before the next declaration is called for.

Material Interest

A material interest is defined as an involvement in a matter which could give rise to an expectation of or an actual significant gain or loss of money on the part of the person concerned, or a member of her or his immediate family or a dependent.

Material interest also includes situations involving bias, non-pecuniary interest, and passive interest; that is, an interest which is not principally or solely about financial involvement. Non-pecuniary interest includes being a member of a board or a trustee or a director of any business or organisation even if there is no financial involvement. More detail is provided in the Ara policy.

No Participation

No Council members, Council officers and supporting staff, Members of Te Kāhui Manukura, Heads of Departments. (including designated Division delegates), Capital Works Governance Group members and Purchasing officers may take part in any discussions, deliberations, decision making, or voting on a matter in which the person has a material interest as defined.

Limit on Business Transactions

A Council member is disqualified from office if Ara does business exceeding \$25,000 (inclusive of GST) in any financial year with a company or organisation in which the member is concerned or interested; prior approval of the Auditor General to exceed this limit may be given on application.

Further information is available from the Council Secretary.

List Material Interests

So that Ara can monitor compliance and take appropriate action where necessary, please provide the name of any company or organisation in which you have a material interest or non-pecuniary interest as defined.

Concerns or interests of a member of your immediate family, spouse, domestic partner or a dependent may constitute an indirect concern or interest and must be declared.

Public Register

A register of disclosed material interests is compiled by the Council Secretary. The register is a publicly available document which is provided on request. Then details of the register are provided to the staff of the Finance Division.

List of Interests

*Please list the businesses and organisations in which **you** have a material interest as defined. Please indicate in brackets the nature of your interest. For example:*

Alternative Energies	(Director and shareholder)
Smith’s Engineering	(Shareholder)
Bloggs Family Trust	(Trustee)
Birdlings Flat Primary School	(Board member)
Regional Health Care provider	(Employer, title of your role)

*Please list the businesses and organisations in which **your immediate family, spouse/domestic partner or dependents** have a material interest as defined. Please indicate in brackets the nature of their interest. For example:*

Alternative Energies	(Director and shareholder)
Smith’s Engineering	(Shareholder)
Bloggs Family Trust	(Trustee)
Birdlings Flat Primary School	(Board member)
Regional Health Care provider	(Employer, title of your role)

The above detail is the minimum disclosure expected. Please list any other relevant disclosures you feel are appropriate e.g. acquaintances, friends etc.

Please attach extra pages as required.

Name of declarant: Please print _____

Signed: _____ Dated: _____

Please tick

- Council member
- Council officer/support provider
- Te Kāhui Manukura member
- Director
- Head of Department
- Designated Division Delegate
- Purchasing Officer
- Capital Works Governance Group member, e.g Programme Planning team, Project Control Group.