



# CONFLICT OF INTEREST DISCLOSURE FORM

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Last Updated:	April 2016
Form Ownership:	Executive Support Coordinator
Relevant Policy/Act:	Code of Practice for Meeting Procedures – GOVPOL 03

## CONFLICT OF INTEREST DISCLOSURE FORM

### SECTION A

I, \_\_\_\_\_, have received a copy of the agenda for the

(\*ordinary / \*special) \***Council** / \***Committee** meeting [\* delete that which is not applicable]

to be held on:

In relation to agenda item:

(insert details)

which is to be discussed by the \***Council** / \***Committee** [\* delete that which is not applicable] at that meeting, I consider that I have a (select one):

- Actual** conflict of interest pursuant to section 74 (go to **Section B**)
- Perceived** conflict of interest pursuant to section 74 (go to **Section C**)
- Material** conflict of interest pursuant to section 73 (go to **Section D**)

### SECTION B

The nature of my **actual** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why the conflict of interest between your interest and the public interests might lead to a decision that is contrary to the public interest in relation to the agenda item described above]:*

I intend to deal with my **actual** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the actual conflict of interest]:*



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### SECTION C

The nature of my **perceived** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you consider that an impartial fair-minded person could reasonably consider that you have a perceived conflict of interest in the matter]:*

I intend to deal with my **perceived** conflict of interest in the following transparent and accountable way *[ensure sufficient detail is recorded as to the manner in which you intend to deal with the actual conflict of interest]:*

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### SECTION D

The nature of my **material** conflict of interest is as follows *[ensure sufficient detail is recorded, including the reasons why you (or a person prescribed in section 73(1) of the LG Act) stands to obtain a benefit or suffer a loss depending on the outcome of the consideration of the matter at the meeting of the Council in relation to the agenda item described above]:*

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(signature)

(date)