

**MANAGING CONFLICTS OF INTEREST – COUNCILLORS**

**Prescribed Conflict of Interest Form**

# **Overview**

This template is to provide a form for Councillors to capture their conflict of interest and assist in their determination and identifying the relevant conflict for reporting and compliance purposes.

Councils are welcome to modify to suit their individual styles, however ensure that reference is made to the relevant legislation and Placemats available through the Department of Local Government Division.

It is encouraged to make this form a fillable PDF form and maintain it as one page.

# **Related templates**

* Councillor Declarable Conflict of Interest Form

# **References/acknowledgements:**

These templates have been developed referencing the *Local Government Act 2009, Queensland Government Managing Conflict of Interest Placemat, LGAQ/King & Co Conflicts of Interest Councillor Statements Oct 2020* and other available reports/documentation.

Other research and reference material sourced from council websites), which the following list acknowledges:

* Noosa Shire Council;
* Southern Downs Regional Council.

*This resource has been prepared in partnership between LGMA and the Department of Housing, Local Government, Planning and Public Works through the Governance Advisory Service.*

Under the *Local Government Act 2009* Councillors are required to declare their prescribed conflict of interest at Statutory Meetings of Council. Please complete this form and **return the original to the Chief Executive Officer.** Where practicable, Councillors are required to inform the Chief Executive Officer of their prescribed conflict of interest prior to the meeting

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Type & Date** | | **🞏** Council  <date> | | **🞏** Workshop  <date> | | **🞏** Briefing  <date> | **🞏** Other, please specify:  <date> |
| **Item No.** |  | | **Subject/topic:** | |  | | | |

I, Cr \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ inform this meeting that I have a prescribed conflict of interest in this matter as defined in *Local Government Act 2009 in:*

**🞏 Section 150EG – Gifts or Loan;**

🞏 I have received anElectoral or othergift or loan; or

🞏 A close associate has received a gift or loan

in the circumstances prescribed by subsections (1) and (2)(c) of Section 150EG

**🞏 Section 150EH – Sponsored travel or accommodation benefits; or**

🞏 I have received a sponsored travel or accommodation benefit; or

🞏 A close associate of mine has received a sponsored travel or accommodation benefit in the circumstances prescribed by Section 150EH:

**🞏 Section 150EI – Other prescribed conflict of interest.**

🞏 I have prescribed conflict of interest in this matter, as defined in Section 150EI of the *Local Government Act 2009,* which relates to:

🞏 Councillor or 🞏 a close associate of mine\* is tendering for this contract;

🞏 A close associate of mine is being considered for appointment as CEO\*;

🞏 the CEO is a close associate of mine relating to discipline, appointment, termination, remuneration, employee condition matters\*;

🞏 Councillor or 🞏 a close associate of mine\* is the applicant for this approval;

🞏 Councillor or 🞏 a close associate of mine\* has made a submission in relation to this application.

The nature of my interest is as follows. Councillor to complete relevant sections:

|  |  |
| --- | --- |
| I/my close associate received the benefit from: | (*insert name of entity that has an interest in the matter before Council)* |
| The value of the benefit is | $ |
| My relationship with the entity is: |  |
| The entity’s interest in this matter is  (*e.g. it is the applicant)* |  |
| Name of close associate\*: |  |
| Nature of my relationship with the close associate\*:  *(e.g. he is my brother)* |  |

In accordance with Section 150EM of the *Local Government Act 2009* I will leave the meeting room while this matter is discussed, considered and voted on.

I understand that the above information will be recorded in the minutes of the Council meeting and placed in the Declaration of Interest Register.

|  |  |
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|  |  |
| **Signed** | **Date** |