

ACTION PROPOSED

Tick one box only

- In my opinion, **my interest is pecuniary and** I am therefore required to take the actions specified in Part 5 of Council's Code of Conduct and or any other action required by the Chief Executive Officer.
- In my opinion, **my interest is non-pecuniary but significant.** I am unable to remove the source of conflict. I am therefore required to treat the interest as if I t were pecuniary and take the actions specified in in clause 5.10 of Council's Code of Conduct.
- In my opinion, **my interest is non-pecuniary and less than significant.** I therefore make this declaration as I am required to do pursuant to clause 5.11 of Council's Code of Conduct. However, I intend to continue to be involved with the matter.

MEMBER OF COUNCIL STAFF

I, _____(name) disclose the above interest. I acknowledge that I will take appropriate action as I have indicated above.

Signed: _____ Dated: ____ / ____ / ____

MAYOR *(for a declaration made by Chief Executive Officer only)*

I have noted the above declaration and I note your opinion and/or the action you have proposed.

Signed: _____ Dated: ____ / ____ / ____

CHIEF EXECUTIVE OFFICER *(required for all declarations except that made by the CEO)*

I have noted the above declaration and I note your opinion and/or the action you have proposed.

Signed: _____ Dated: ____ / ____ / ____

COMMENTS / RECOMMENDATIONS - Comments and/or recommendations from the relevant director or Chief Executive Officer *(where the director or Chief Executive Officer does not concur with the opinion and/or proposed action of the member of Council staff).*

DECLARATION OF INTEREST FORM

MEMBER OF COUNCIL STAFF

NAME OF MEMBER OF COUNCIL STAFF
DECLARING INTEREST:

LIVERPOOL
CITY
COUNCIL

DEFINITIONS

A PECUNIARY INTEREST is an interest that a designated person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person (see Part 4 of Council's Code of Conduct).

A NON-PECUNIARY INTEREST is a private or personal interest that does not amount to pecuniary interest as defined by Part 5 of Council's Code of Conduct.

MANAGING PECUNIARY INTERESTS:

Part 5 of Council's Code of Conduct requires designated persons immediately to declare in writing to the Chief Executive Officer the nature of a pecuniary interest the person has in any Council matters.

MANAGING SIGNIFICANT NON-PECUNIARY INTERESTS:

Clause 5.10 of Council's Code of Conduct provides that you must manage a significant non-pecuniary interest by not participating in consideration of, or decision making in relation to, the matter in which you have the significant non-pecuniary conflict of interest and the matter being allocated to another person for consideration or determination, or if the significant non-pecuniary conflict of interest arises in relation to a matter under consideration at a council or committee meeting, by managing the conflict of interest as if you had a pecuniary interest in the matter by complying with clauses 4.28 and 4.29.

MANAGING NON-PECUNIARY INTERESTS:

Clause 5.8 of Council's Code of Conduct states that how you manage a non-pecuniary interest will depend on whether or not it is significant. Clause 5.9 of Council's Code of Conduct states that, as a general rule, a non-pecuniary conflict of interests will be significant where a matter does not raise a pecuniary interest but involves:

- a) a relationship between a council official and another person who is affected by a decision or a matter under consideration that is particularly close, such as a current or former spouse or de facto partner, a relative for the purposes of clause 4.4 or another person from the council official's extended family that the council official has a close personal relationship with, or another person living in the same household
- b) other relationships with persons who are affected by a decision or a matter under consideration that are particularly close, such as friendships and business relationships. Closeness is defined by the nature of the friendship or business relationship, the frequency of contact and the duration of the friendship or relationship.
- c) an affiliation between the council official and an organisation (such as a sporting body, club, religious, cultural or charitable organisation, corporation or association) that is affected by a decision or a matter under consideration that is particularly strong. The strength of a council official's affiliation with an organisation is to be determined by the extent to which they actively participate in the management, administration or other activities of the organisation.
- d) membership, as the council's representative, of the board or management committee of an organisation that is affected by a decision or a matter under consideration, in circumstances where the interests of the council and the organisation are potentially in conflict in relation to the particular matter
- e) a financial interest (other than an interest of a type referred to in clause 4.6) that is not a pecuniary interest for the purposes of clause 4.1
- f) the conferral or loss of a personal benefit other than one conferred or lost as a member of the community or a broader class of people affected by a decision.

DEFINE YOUR INTEREST:

Is your interest:

- Pecuniary (see Managing Pecuniary Interests)?
- Non-pecuniary (see Managing Non-pecuniary Interests)?

MATTER IN WHICH YOU HAVE AN INTEREST: *(Please provide full details including item number on Council agenda or in TRIM if applicable)*

NATURE OF THE INTEREST

Be specific and include information such as :

- The names of any person or organisation with which you have a relationship
- The nature of your relationship with the person or organization
- The reason(s) why you consider the situation may (or may be perceived to) give rise to a conflict between your personal interests and your interest as a member of Council staff.

MANAGING LESS THAN SIGNIFICANT NON-PECUNIARY INTERESTS:

Clause 5.11 of Council's Code of Conduct provides that if you determine that a non-pecuniary conflict of interest is less than significant and does not require further action, you must provide an explanation of why you consider that conflict does not require further action in the circumstances.

IS YOUR NON-PECUNIARY INTEREST LESS THAN SIGNIFICANT?

If you are of the view that your non-pecuniary interest is less than significant, please provide your explanation directly below. (Only complete this if you are claiming that your non-pecuniary interest is less than significant.)
