



Conflict of interest declaration

Use this form to declare real, perceived or potential conflicts of interest in undertaking duties on behalf of Local Land Services. This policy applies to everyone engaged by Local Land Services whether as Chair of the Board of Chairs, chair or board member of a local board, member of a committee of the Board of Chairs or a local board, or an ongoing officer or staff member under an employment contract, term appointment (including secondment), or temporary arrangement.

Nature of conflict: Tick all appropriate. Attach additional information if required.

- Actual** conflict of interest
- Perceived** conflict of interest
- Potential** conflict of interest
- Conflict of **role**
- Financial** (pecuniary) interest
- Non-financial** (non-pecuniary) interest

Outline the general background and details of your proposed involvement and responsibilities and how you would manage and/or avoid the perception, real or otherwise, of the conflict(s) of interest.

Declaration by staff member: I declare that the above details are correct to the best of my knowledge and I make the conflict of interest declaration in good faith.

Name			
Position			
Email address			
Signature		Date	

Proposed action by Manager/Supervisor

Identify any risks the conflict of interest is likely to have on the employee's agency duties, or that the actual or perceived conflicts of interest presents to the agency's performance of its public responsibilities. Outline what action is proposed to reduce the risk or resolve the conflict:

Name			
Position			
Email address			
Signature		Date	

Approval by regional General Manager

Approved Not approved

Reason for not approved:

Name			
Position			
Signature		Date	

Submitting the approved form

- ➔ Once complete, the form needs to be submitted to the relevant regional Manager/Supervisor.
- ➔ The relevant Manager/Supervisor or General Manager then needs to submit the form to the regional General Manager for consideration.
- ➔ The relevant Manager/Supervisor will advise in writing if your declaration has been approved or not.
- ➔ The declaration, once approved or not by the region will be forwarded to the Executive Manager, Local Land Services Executive Support Unit for noting.

Appeals process

- ➔ If there is a dispute regarding the approval or non- approval of your declaration, this will be escalated to the Local Land Services Board Conflict of Interest Sub-committee for consideration/ resolution/ decision.

Privacy: Information collected will not be given to any other third party except where required by law. All information provided will be managed in accordance with provisions under the Privacy and Personal Information Protection Act 1998.