

## T.C.A. – Disclosure of Interest

1. A councillor or committee members must not participate in any meeting of the Council or a committee nor vote on any matter in respect of which the councillor or committee members :-
  - a. Has an interest; or
  - b. Is aware or ought to be aware that a close associate has an interest.
2. A person is a close associate of a councillor or committee member if that person is :-
  - a. a body corporate of which the councillor or committee member is a director or a member of the governing body; or
  - b. a proprietary company in which the councillor or committee member is a shareholder ; or
  - c. A public company in which the councillor or committee member holds more than \$10,000 worth of shares ; or
  - d. A beneficiary of a trust of which the councillor or committee member is a trustee ; or
  - e. A business partner of the councillor or committee member ; or
  - f. The employer or an employee of the councillor of the committee member ; or
  - g. A person from whom the councillor or committee member has received or may reasonably expect to receive a fee in relation to the matter being dealt with ; or
  - h. The spouse or partner of the councillor, committee member or son or daughter of the councillor or committee member ; or
  - i. The son, daughter, brother, sister, mother or father of the councillor or committee member.
- 3 A councillor or committee member must declare any interest in a matter before any discussion on that matter takes place.
- 4 On declaring an interest, the councillor or committee member is to leave the room in which the meeting is being held. Before leaving the room the councillor or committee member may provide a personal explanation not exceeding five minutes providing no other discussion on the matter takes place.
- 5 The declaration shall be recorded in the minutes of the meeting indicating when the councillor or committee member left and returned to the room.
- 6 A councillor or committee member has an interest in a matter if the councillor, committee member or a close associate would if the matter was decided in a particular manner receive or have the expectation of receiving or be likely to receive a benefit or detriment.
- 7 This requirement does not apply :-
  - a. If the benefit or detriment is one received in common with a majority of members; or
  - b. If it relates to insurance taken out to indemnify councillors or committee members ; or
  - c. If it relates to consideration of an application in which the councillor, committee member or close associate's interest is no greater than any other member ; or
  - d. The making of fees and charges ; or
  - e. The matter relates to the payment of allowances or expenses ; or
  - f. If the Council or Committee unanimously agrees that a declaration need not be made.