

## **CONFLICT OF INTEREST**

A conflict of interest arises when your own interest, or those of people close to you, conflict with your obligations to the Council. For example, a conflict would exist if you had a personal interest that influenced the way you carried out your duties on behalf of Council.

If you have a conflict of interest, or may be perceived to have a conflict of interest in any area of your voluntary work with Council, we ask that you disclose this to us. Please note that a conflict of interest does not mean that you would be barred from participating in a meeting or activity. Instead, it allows others to understand your position and prevents criticism of Council activities or decisions at a later date.

Volunteers are often invited to participate in Community Operating Committees or Incorporated Associations because of their specific knowledge, experience, and expertise. This personal interest is generally well understood and would not need to be disclosed.

However, if the committee you are on makes financial decisions, then potential pecuniary conflicts of interest have to be dealt with in accordance with the Local Government Act.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated. (Section 442 and 443 of the Local Government Act 1993).

If you are unsure whether or not you have a conflict of interest, please contact Council to discuss the matter.

## **GIFTS**

Gifts or benefits must not be offered to any Council Official or volunteer, which is designed to gain any advantage for you or the group you may be representing, or which the public could reasonably see as likely to cause that person to depart from his/her proper course of duty. Similarly, as a volunteer you should not accept gifts or benefits that may appear to gain an advantage.

Token gifts may be given or accepted (token gifts include small items such as a bunch of flowers or a box of chocolates) if the gift is not likely to be seen as compromising.

Cash incentives should not be offered to, or accepted by, any volunteer or committee member under any circumstance. If you are unsure, please contact Council for further advice.

## **ALCOHOL AND DRUGS**

It is a Council requirement that you do not carry out your duties for Council whilst under the influence of alcohol or other drugs that could impair your ability or cause danger to the safety of yourself or others.

## **COMPLAINTS AND DISPUTES**

Please refer any complaint against Council staff, or fellow volunteers acting on behalf of Council, to your Supervisor.

Council will investigate the complaint and, if necessary, take appropriate action.