

# Disclosure of Interests 2021/22



## Annual Declaration

The Local Authorities (Members' Interests) Act 1968, s175 of the Education Act 1989, and the Ara policy on *Disclosure and Management of Conflicts of Interest* require individuals to make an annual declaration to the Board Secretary of material interests they have in businesses or organisations so that any conflicts of interest can be identified and managed appropriately. They must also update their declaration if further interests are added before the next declaration is called for.

Declarations are required for:

- Board members
- Board officers
- Managers and Leaders
- Members of Te Kāhui Manukura
- Heads of Departments (including delegates)
- Members of Finance and the Planning and Strategy Office
- Capital Works Governance Group members
- Other employees and persons contracted for service

## Material Interest

A material interest is defined as an involvement in a matter which could give rise to an expectation of or an actual significant gain or loss of money on the part of the person concerned, or a member of her or his immediate family or a dependent.

Material interest also includes situations involving bias, non-pecuniary interest, and passive interest; that is, an interest which is not principally or solely about financial involvement. Non-pecuniary interest includes being a member of a board or a trustee or a director of any business or organisation even if there is no financial involvement. More detail is provided in the Ara policy.

## No Participation

No Board members, Board officers, Members of Te Kāhui Manukura, Heads of Departments (including delegates), Capital Works Governance Group members and Purchasing officers may take part in any discussions, deliberations, decision making, or voting on a matter in which the person has a material interest as defined.

## Limit on Business Transactions

A Board member is disqualified from office if Ara does business exceeding \$25,000 (inclusive of GST) in any financial year with a company or organisation in which the member is concerned or interested; prior approval of the Auditor General to exceed this limit may be given on application.

## List Material Interests

So that Ara can monitor compliance and take appropriate action where necessary, please provide the name of any company or organisation in which you have a material interest or non-pecuniary interest as defined.

Concerns or interests of a member of your immediate family, spouse, domestic partner or a dependent may constitute an indirect concern or interest and must be declared.

## Public Register

A register of disclosed material interests is compiled and is a publicly available document which is provided on request.

# Declaration of Interests 2021/22

<b>Name of Declarant</b>	
<b>Job Title</b>	
<b>Division</b>	
<b>Department</b>	
<b>Other (if the above does not apply)</b>	

Examples of interests:

Alternative Energies	(Director and shareholder)
Smith's Engineering	(Shareholder)
Bloggs Family Trust	(Trustee)
Banks Primary School	(Board Member)
Regional Health Care provider	(Employer and title of role)

Please list the businesses and organisations in which **you** have a material interest as defined.

<b>Business or Organisation Name</b>	<b>Nature of your interest</b> <small>(please disclose if there is an intent to engage with Ara)</small>

Please list the businesses and organisations in which **your immediate family, spouse/domestic partner or dependents** have a material interest as defined.

<b>Business or Organisation Name</b>	<b>Nature of your interest</b> <small>(please disclose if there is an intent to engage with Ara)</small>

The above detail is the minimum disclosure expected. Please list any other relevant disclosures you feel are appropriate e.g. acquaintances, friends etc.

<b>Business or Organisation Name</b>	<b>Nature of your interest</b> <small>(please disclose if there is an intent to engage with Ara)</small>

<b>SIGNATURE</b>	
<b>Date</b>	