

# Disclosure of Interest

Section 5.88 (2) (b) of the Local Government Act 1995

Chief Executive Officer  
Shire of Toodyay  
PO Box 96  
TOODYAY WA 6566

Dear Sir

## Written Declaration of Interest in a Matter before Council

**The following information will be read out by the relevant person at the Council or Committee Meeting)**

I, \_\_\_\_\_ (name) wish to declare an interest in the following item to be considered by Council at its meeting to be held on \_\_\_\_\_ (date) Agenda Item \_\_\_\_\_ (Item No and Heading)

The Type of Interest I wish to declare is:

- Financial pursuant to Section 5.60A of the Local Government Act 1995
- Proximity pursuant to Section 5.60B of the Local Government Act 1995
- Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995
- Closely Associated Persons pursuant to Section 5.62 of the Local Government Act 1995
- Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulations 2007.

The nature of my interest is

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The extent of my interest is

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I understand that the above information will be recorded in the Minutes of the meeting and recorded by the Chief Executive Office in an appropriate Register.

Impartiality Interest Only

***As a consequence, there may be a perception that, my impartiality on the matter may be affected. I will therefore declare that I will consider the matter on its merits and vote accordingly***

Yours sincerely

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



### Guidelines

#### Interests to be disclosed

You should be familiar with your obligations under the Local Government Act. Section 5.60 Stipulates that a relevant person has an interest in a matter if either the person; or a closely associated person has

- (c) A direct or indirect financial interest in the matter; or
- (d) A proximity interest in the matter.

A person who has disclosed an interest must leave the room and not preside at the part of the meeting relating to the matter, or participate in, be present during any discussion or decision-making procedure relating to the matter unless allowed to do so under Section 5.68 or 5.69 of the *Local Government Act 1995*.

#### Trivial Interest or Interest in Common – Council to Decide

Council or the committee may resolve to allow the disclosing member to remain in the room, participate in the debate or preside at the meeting if the member discloses the extent of the interest and Council decides that the interest is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or is common to a significant number of electors or ratepayers.

#### Impartiality Interest

A Councillor who has an interest which is not a direct or indirect financial interest or proximity interest, but has an interest which could or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association, must declare that interest.

#### Participating with an Impartiality Interest

A Councillor with an impartiality interest should disclose the interest in the form set out on the face of this form followed by the following declaration:

***As a consequence, there may be a perception that, my impartiality on the matter may be affected. I will therefore declare that I will consider the matter on its merits and vote accordingly***

#### CEO to complete

The relevant person has read out the required declaration to the meeting and details have been recorded in the Minutes of the Meeting and the interests register.

CEO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### OFFICE USE ONLY

Particulars recorded in Minutes

Particulars recorded in Register

