

Kororareka/Russell Community Wharf Kaitiaki Trust

Conflict of Interest/ Pānga Rongorua Policy

- “A conflict of interest exists for an officer if the officer’s interests or duty in a particular matter conflicts, or might conflict, with his or her duty to the charitable entity.”
- “When a conflict of interest exists for an officer, that officer must declare the nature of the conflict or the potential conflict. The officer must not take part in deliberations or proceedings including decision-making in relation to the conflict of interest. The officer must not be counted in the quorum required for decision-making on the matter for which he or she has the conflict of interest.”

The purpose of this conflict of interest policy is to ensure:

- decisions made are in the best interest of the charity when contemplating entering into a transaction, contract or arrangement that might benefit the private or personal interests of members of the governing group
- the governing group acts at all times in the best interest of the charity
- officers do not directly or indirectly receive and profit from his or her position
- any financial interest is disclosed, and
- officers do not use their position to obtain information to achieve financial benefit for themselves or another close family member, friend, or for another organisation. Family includes anyone related by blood, marriage or domestic partnership.

The following procedures will be followed to ensure decisions are made in the best interest of the Kororareka/Russell Community Wharf Kaitiaki Trust:

1. An interest register will be regularly maintained and monitored where officers will register any perceived, current or potential interests. The interest register will include information about:
 - the officer affected
 - the type of conflict of interest, and
 - how it will be ensured that decisions are made in the charity’s best interest.
2. At the beginning of every governing group meeting, conflicts of interest will be declared that relate to the agenda items for discussion.
3. When there is a conflict of interest, the affected officer will not take part in the discussion or decision making.
4. The minutes of meetings will record all disclosures and declarations of conflict of interest. This should include:

- the type of conflict of interest
 - the officer affected
 - whether the conflict of interest was declared in advance (new conflicts of interest will be added to the conflict of interest register)
 - a summary of the discussion, and
 - how it was ensured that decisions were made in the charity's best interest, including anyone that withdrew from the discussion and decision making.
5. An ongoing conflict register will record this information, and any related party transactions will be recorded in the Performance Statement at the end of the year.

WHAKATUTUKI / EXECUTION

Signed by **John David Bell:**



in the presence of:



Name: Phillipa Buchanan
Occupation: Retired
Address: 17 Kaha Place, Russell 0272

Signed by **Barry Heath:**



in the presence of:



Name: Phillipa Buchanan
Occupation: Retired
Address: 17 Kaha Place, Russell 0272

Signed by **Peter Joseph Parkes:**



in the presence of:



Name: Phillipa Buchanan
Occupation: Retired
Address: 17 Kaha Place, Russell 0272

Signed by **Debra May Rewiri:**



in the presence of:




Name: Phillipa Buchanan
Occupation: Retired
Address: 17 Kaha Place, Russell 0272

Signed by **Lance Frazer Sigley:**



in the presence of:


Name: Phillipa Buchanan

Occupation: Retired
Address: 17 Kaha Place, Russell 0272

Signed by **Erle Gregory Williams:**



in the presence of:


Name: Phillipa Buchanan

Occupation: Retired
Address: 17 Kaha Place, Russell 0272

Signed by **Timothy Roy Grant:**



in the presence of:


Name: Phillipa Buchanan

Occupation: Retired
Address: 17 Kaha Place, Russell 0272