



Elected Members Declaration of Interest Policy

This document sets out the policy for elected members' declaration of pecuniary and non-pecuniary interest in line with relevant legislation. The policy is administered by Kāpiti Coast District Council's Governance Manager. It is reviewed every triennium and is current until superseded.

As adopted by Council on 11 December 2025.

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A. Policy Objective

To achieve transparent, consistent, timely and effective management of the declaration of interests by members of Council's decision-making bodies (whether elected or appointed) to ensure compliance with the provisions of the Local Government Act 2002 (LGA) and the Local Authorities (Members' Interests) Act 1968 (LAMIA).

The policy outlines the agreed process to collate elected members' (and appointed members') interests to produce and update the register of pecuniary interests which is required to be kept in line with section 54A of the LGA.

B. Context

Public officials, whether elected, or appointed, need to exercise care to avoid situations where they have, or appear to have, a conflict of interest. A conflict of interest exists when a member could use, or uses, their position to further their own interests or those of their partner, or spouse.

Where members make decisions about the disbursement of public monies, ratepayers will expect them to exhibit a high degree of integrity and transparency in their official dealings. It is also important that members avoid even the perception of a conflict of interest, as far as is possible.

In a small district, however, conflicts of interest are unavoidable to some degree and can arise without anyone being at fault. It is a matter of ensuring transparency through prompt disclosure. The requirement to keep a register of elected members' interests under the LGA is a step to ensure transparency of interests and to strengthen public trust and confidence in local government processes and decision-making.

C. Types of Conflicts of Interest

C.1 What is a conflict of interest?

A conflict of interest arises where two different interests overlap (or may overlap) and where a person's duties or responsibilities to a public entity could be affected by some other (usually private) interest or duty. The other interest or duty may exist because of the person's financial affairs; a relationship role; or something they have said or done.

There are two types of interest: pecuniary and non-pecuniary. An interest, whether pecuniary or non-pecuniary, is one that exists which is greater than an interest in common with the public. Members must consider all types of interest when assessing whether their interests may conflict or be perceived to conflict with their role as an elected or appointed member. A checklist for assessing whether a conflict of interest exists or may exist in the future is attached in Appendix 1.

C.2 Pecuniary Interests

A pecuniary interest is one that involves money. The Local Authorities (Members' Interests) Act 1968 (LAMIA) applies to the pecuniary interests of elected or appointed members, controlling the making of contracts (and subcontracts) worth more than \$25,000 (including GST)¹ in a financial year between members and their local authority, and prohibiting members from participating in matters before the authority in which they have a pecuniary interest, other than an interest in common with the public. This includes a member's spouse or partner.

A member has a direct pecuniary interest if they are a party to the contract. They may have an indirect pecuniary interest if the contract is between the local authority and another person, and the member has a personal connection with that person or could benefit from the contract.

A breach of the LAMIA could result in a fine and/or disqualification from office. If there is any doubt about whether the \$25,000 limit applies in a specific situation the advice of the Chief Executive, or the Office of the Auditor-General (OAG) should be sought. After consideration of circumstances the OAG may issue an exemption.²

Provisions in the LGA require that Council appoint a Registrar to keep a register of elected members' pecuniary interests and that a summary of the register be available to the public. Under the LGA provisions, the Mayor, Councillors, and Community Board members are required to provide returns on their pecuniary interests. Elected members are required to provide information on the following pecuniary interests in their return to the Registrar:

- Any company directorships, including the name of the company and a description of the main business activity of the company.
- The name of the company and a description of its main business activity in which they hold more than 10% of the voting rights.
- A pecuniary interest in any other company or business entity (except as an investor in a managed investment scheme).
- The name of any employer(s) and a description of their business activities.
- The name of any trust in which they have a beneficial interest.
- The name of any organisation or trust, and a description of their main business activities of which they are a member, which receives or has applied to receive funding from the Council, or community board to which they are elected.
- The title of any role and the name of the organisation to which they are appointed to by virtue of being an elected member.
- The location and a description of any real property in which they have an interest.

¹ The Regulatory Systems (Internal Affairs) Amendment Bill, introduced on 24 July 2025 is an omnibus bill amending the LAMIA lifting this amount to \$100,000 per annum. This policy will be adjusted accordingly once the Bill has received royal assent.

² Also refer to the OAG publication Local Authorities (Members' Interests) Act 1968: A guide for members of local authorities on managing financial conflicts of interest. Published June 2020.

- The location and a description of any real property in which they have an interest as a beneficiary of a trust.
- The details of any travel outside of New Zealand where the travel and accommodation costs were not paid in full by the member and/or their family.
- A description of any gift and the name of the donor of the gift (if known) that has an estimated market value of more than \$500 or where gifts from the same donor have a combined total of more than \$500.
- Any payment for an activity in which they are involved (excluding salary paid under the Remuneration Authority Act 1977 or the LGA, any payment from an interest already disclosed and any payment from an activity which ceased prior to becoming a member).

A member may be fined up to \$5,000 if convicted of an offence under the LGA for not providing a return on their pecuniary interests or for providing an inaccurate return.

The provisions in the LGA do not replace the LAMIA and members must ensure that they are meeting their obligations under both Acts.

C.3 Non-pecuniary interests

This type of interest can arise through a variety of circumstances. It is an interest which the member holds that is greater than an interest held by the public generally. The following list of examples of non-pecuniary interests is not intended to be exhaustive – advice should be sought from the Chief Executive or the OAG on a case-by-case basis as required. Members are also free to obtain their own independent legal advice in any circumstance. The member's interest could be:

- Holding another public office
- Being an employee, advisor, director or partner of another business or organisation
- Pursuing a business opportunity
- Being a member of a club, society or association (especially as an office holder or where money is involved)
- Having a professional or legal obligation to someone else (e.g. as a trustee)
- Being a spouse, relative or close friend of someone who has one of these interests (or who could otherwise be personally affected by a decision of the public entity).

If an elected member does not declare a non-pecuniary interest it is not an offence under either the LGA or the LAMIA. However not declaring such an interest creates a reputational risk for both the elected member and Council.

D. Managing Conflicts of Interest

The keeping of a register of a elected member's pecuniary interests, as per the provisions of the LGA, does not remove the burden on elected members to disclose any conflicts of interest (pecuniary or nonpecuniary) relating to matters on an agenda at a meeting. It is prudent for elected members to state any conflict of interest, ask for that conflict of interest to be recorded in the minutes, and to refrain from engaging

in debate on the matter, from voting on the matter and preferably physically withdraw from the meeting. Elected members should refer to the Elected Member Code of Conduct for additional guidance.

D.1 Appointment of a Registrar

The provisions of the LGA require the appointment of a Registrar. The existing delegations to the Chief Executive allow them to appoint a staff member as Registrar.

Through Council's delegations, the Manager Governance has been appointed as the Registrar for the Kāpiti Coast District Council.

D.2 Responsibilities of the Registrar

The LGA does not require a Registrar to obtain a return from an elected member or notify an elected member if they fail to make a return by the due date or notify an elected member if there is an error or omission in their return. The onus is on the elected members themselves to ensure they provide a return and ensure the content of the return is accurate. However, the Registrar will provide guidance and advice on the process of completing returns on pecuniary interests. The Registrar will send elected members a form via email (attached in Appendix 2) for completing their pecuniary interest return. The form will be sent three weeks prior to the due date for the return. A reminder will be sent to elected members one week prior to the due date for the return and again on the day prior to the return being due. The Registrar will also advise elected members on how to correct a return should an omission or error be discovered by an elected member after filing their return. The Registrar will ensure that an up-to-date register of members' interests is kept and that a summary of the register is available for the public to view on Council's website.

The information provided by members in their pecuniary interests returns will be kept for seven years. After seven years have passed, that information will be destroyed. The Registrar will ensure that the information provided by members in their pecuniary interests' return is only used or disclosed in accordance with the purpose of the register.

D.3 Completing Returns

In line with the LGA, Elected members must provide returns to cover a 12-month period, being the 12 month period that ended the day that is one month before the due date set for each year of the triennium. In Year 1 of a new triennium, the return is due 120 days after the date on which the elected member comes into office under section 115 of the Local Electoral Act 2001. In Year 2 and Year 3, the return is due on the last day of February.

There is scope for a small number of days to not be covered by the return periods due to a misalignment of dates between Year 1 and Year 2. To avoid a time period being omitted, in Year 2, it will be the policy of the Kāpiti Coast District Council to ask elected members to include in their return the period from the last day of the return in Year 1 to 29 January of Year 2.

D.4 Referral of possible offences to the Secretary for Local Government

If an elected member does not provide a return, or provides a return which is incorrect, they are liable to have committed an offence under section 235 of the LGA. Each offence is punishable by a fine of up to \$5,000.

If an elected member fails to provide their return by the due date or there is an error in the return, the Registrar will contact the member by email. The Registrar will advise the member that their return has not been received or that there is an error in the return and seek an explanation. If an elected member continues to not provide their return without a reasonable explanation, and more than 30 days have passed since the deadline for filing their return, the Chief Executive may make a referral to the Secretary for Local Government. The elected member will be advised by the Chief Executive that a notification will be made to the Secretary for Local Government. The responsibility for charging elected members with an offence under section 235 of the LGA sits with the Secretary for Local Government (the Chief Executive of the Department of Internal Affairs).

D.5 Managing Conflicts of Interest under the LAMIA

Under the LAMIA, it is up to each member to determine what interests or conflicts might be material in each case, and if doubt exists, further advice should be sought from the Chief Executive or the Office of the Auditor-General. In making their judgements, elected members should consider both the actual conflict of interest that might arise, and the reputational risk to the elected member and to Council or a possible perception that there might be such a conflict.³

To align with the provisions in the LGA, members will be asked to complete a return containing questions covering both Acts (LGA and LAMIA) within the same form (attached in Appendix 2).

The Registrar will treat any pecuniary and non-pecuniary interests disclosed by the elected member in the same manner as those which are disclosed in the elected member's return required by the LGA. It is acknowledged that there is likely to be some cross-over between the pecuniary interests that are declared under the LAMIA and those which are required to be declared under the LGA.

E. Appointed Members

Council has a number of appointed members (mana whenua representatives, community representatives and independent members) who are members of committees. Community representatives, Independent Members and Mana Whenua Representatives are able to vote on at committees meetings that they are appointed to. While there is no statutory requirement for a register of interests to be kept for appointed members, it is the policy of the Kāpiti Coast District Council to ask appointed members to complete the same forms that elected members are required to complete and the details will be kept on the same register which is available on Council's website. The details of appointed members' pecuniary and non-pecuniary

³ Also refer to the OAG publication: Managing conflicts of interest: a guide for the public sector. (June 2020)

interests will be treated in the same manner as the details provided by elected members. While appointed members will be asked to complete the same forms as elected members, they are not liable to be charged with an offence under the LGA if they do not provide a return of their pecuniary interests. As is the case for elected members, it is prudent for appointed members to declare any conflicts of interest in a meeting and to have that conflict recorded in the minutes. Appointed members should also refrain from engaging in debate or voting on the matter and preferably physically withdraw from the meeting.

F. Definitions

Appointed member means community representatives, independent members and mana whenua representatives appointed to Council's decision-making bodies.

Council refers to the elected member body representing the Kāpiti Coast District (i.e. the Mayor and Councillors).

Elected member means the Mayor, Councillors and Community Board members who are elected by voters of the Kāpiti Coast District as representatives.

Local authority is the Council.

Member means an elected member of Council, a person appointed by Council to a Council decision-making body such as a committee, or a community board member.

Non-pecuniary interest is one that does not have a financial component, but which may arise from personal or family relationship or involvement in sporting, social, or cultural activities.

Pecuniary interest is an interest that involves an actual or potential financial gain or loss. Money does not need to change hands for an interest to be pecuniary.

G. References and Related Policies

Relevant legislation, codes, standards and/or external references (including other Council policies) associated with this policy include:

- Local Authorities (Members' Interests) Act 1968
- Local Government Act 2002
- Local Authorities (Members' Interests) Act 1968: A guide for members of local authorities on managing financial conflicts of interest – Office of the Auditor General June 2020
- Managing Conflicting Interests in Local Government: The Local Authorities (Members' Interests) Act 1968 and Associated Issues – Department of Internal Affairs August 2011
- Managing Conflicts of Interest: a guide for the Public Sector – Office of the Auditor-General June 2020
- Code of Conduct for Elected Members

H. Exclusions

This policy does not cover declarations of expenses associated with local body elections (which are dealt with through a separate process in line with the Local Electoral Act 2001), nor with issues of predetermination or bias associated with voting by members.

I. Review and Monitoring

The Governance Manager will monitor the implementation of this policy. This policy will be reviewed every three years after the local body election or at the request of elected members.

J. Document Version Control

Version	Amendment(s) Summary	Sign Off/Comment
1	Agreed by the Chief Executive	23/12/25

Signed..........Date: 23/12/25

Darren Edwards
CHIEF EXECUTIVE

Appendix 1 – Self-Assessment Checklist

Appendix 2 – Local Government Act 2002 pro-forma

Appendix 1

SELF-ASSESSMENT CHECKLIST FOR IDENTIFYING A CONFLICT OF INTEREST (WHETHER PECUNIARY OR NON-PECUNIARY)

(1) Describe the matter or issue being considered and the situation in which you are involved.

(2) What is your public duty in serving the public interest?

Making an assessment

Would I / my spouse or partner benefit from or be detrimentally affected by my proposed decision or action? YES/NO

Could there be benefits for me that would cast doubt on my objectivity? YES/NO

Do I have a current or previous personal, professional, or financial relationship or association of any significance with an interested party? YES/NO

Do I or my spouse/partner stand to gain or lose financially in some covert or unexpected way? YES/NO

Have I contributed in a private capacity in any way to the matter the Council is dealing with? YES/NO

Have I made any promises or commitments in relation to the matter? YES/NO

Have I received a benefit or hospitality from someone who stands to gain or lose from my proposed decision or action? YES/NO

Am I an office bearer of an association, club or professional organisation or do I have particular ties and affiliations with organisations or individuals who stand to gain or lose by my proposed decision or action? YES/NO

Do I still have any doubts about my proposed decision or action? YES/NO

What assessment would a fair-minded member of the public make? YES/NO

If I saw someone else doing this, would I suspect that they might have a conflict of interest? YES/NO

How would I feel if my actions were highlighted in the media? YES/NO

Is the matter or issue one of significant public interest that would lead to my proposed decision or action attracting greater scrutiny? YES/NO

Appendix 2

Pecuniary Interests Return Form

Information for members:

Sections 54A to 54I of the Local Government Act 2002 (LGA) requires members to provide annual returns of certain pecuniary interests. You can use this form to provide your return.

You are responsible for complying with your obligations under the LGA relating to this return.

You can, however, seek advice and guidance from the Registrar of the members' pecuniary interests register on how to complete your return.

For any advice and guidance please contact democracy.services@kapiticoast.govt.nz.

How to file this return:

You can file your completed return form with the Registrar via email to democracy.services@kapiticoast.govt.nz or at 175 Rimu Road, Private Bag 60601, Paraparaumu 5254.

The due date for the return is *[insert date]*.

Privacy statement:

Your personal information is being collected so that the Council and the Registrar can comply with their obligations under the LGA, particularly those in sections 54A and 54G.

You are required to provide this information under sections 54C to 54H of the LGA. Failure to do so will constitute an offence under section 235 of the LGA.

Your personal information will be used and disclosed in accordance with the purpose of the register set out in section 54B of the LGA, which is to record members' interests so as to provide transparency and to strengthen public trust and confidence in local government processes and decision-making. The information will be retained for 7 years from the date on which you provide it, and will then be removed from the register.

A summary of your personal information will be made publicly available by the Council, in accordance with section 54A of the LGA. In addition, your personal information will constitute official information, and so is subject to the Local Government Official Information and Meetings Act 1987.

You have the right to access and seek correction of your personal information under the Privacy Act 2020. This can be done by contacting *[insert contact details]*.

Return:

This return is made under section 54C of the Local Government Act 2002, providing information required under sections 54E and 54F of that Act.

Member's name:

12 month period covered by this return:

1. Are you the director of a company?
(*section 54E(1)(a)*)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the name of the company (or companies) and a description of their main business activities:

2. Do you hold or control more than 10% of the voting rights in a company?
(*section 54E(1)(a)*)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If yes, please provide the name of the company (or companies) and a description of their main business activities:

3. Do you have a pecuniary interest in any other company or business entity (except as an investor in a managed investment scheme)?
(section 54E(1)(b))

Yes	No
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If yes, please provide the name of the company (or companies) or business entity (or entities) and a description of their main business activities:

4. Are you employed?
(section 54E(1)(c))

Yes	No
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If yes, please provide the name of your employer(s) and a description of their main business activities:

5. Do you have a beneficial interest in a trust?
(section 54E(1)(d))

Yes	No
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If yes, please provide the name of the trust(s):

Yes No

6. Are you a member of an organisation, a member of the governing body of the organisation, or a trustee of the trust **and** that organisation or trust receives, or has applied to receive, funding from the Council, local board or community board to which you are elected?
(section 54E(1)(e))

If yes, please provide the name of the organisation(s) or trust(s) and a description of their main business activities:

Yes No

7. Are you appointed to any organisation by virtue of being an elected member?
(section 54E(1)(f))

If yes, please provide the title for your appointed role(s), the name of the organisation(s), and a description of them:

Yes No

8. Do you have a legal interest, other than as a trustee, in any real property?
(section 54E(1)(g))

If yes, please provide the location of the real property (eg suburb and city, or town) and a description of the nature of property (eg. family residence, rental property, or commercial property):

Yes No

9. Are you the beneficiary of a trust that holds real property (but excluding a trust that is a unit trust you have already disclosed under question 5 or a trust that is a retirement scheme whose membership is open to the public)?
(section 54E(1)(h))

Yes No

A 2x2 grid of four empty boxes, used for a matching exercise.

If yes, please provide the location of the real property (eg suburb and city, or town) and a description of the nature of property (eg. family residence, rental property, or commercial property):

10. Have you travelled to any country (other than New Zealand) where your travel and accommodation costs were not paid in full by you and/or a member of your family?
(section 54F(1)(a))

Yes No

A 2x2 grid of four empty boxes, likely for a crossword puzzle.

(In this question, "family" means the member's spouse, partner, parent, grandparent, child, stepchild, foster child, grandchild, or sibling.)

If yes, please provide the name of the country, the purpose of travelling to the country, the name of each person who contributed (in whole or in part) to the costs of travel to or from the country to or any accommodation costs incurred by the member while in the country (if more than one country was travelled to, provide all of this information for each country):

Yes No

11. Have you received any gift (other than a gift from a family member, unless you consider that gift should be disclosed taking into account the purpose of the members' pecuniary interests register) that:

- has an estimated market value in New Zealand of over \$500; or
- when combined with all other gifts from the same donor, have a total estimated market value in New Zealand of over \$500?

(section 54F(1)(b))

(In this question:

"gift" includes hospitality and donations in cash or kind, but excludes electoral expenses, and

"family" means the member's spouse, partner, parent, grandparent, child, stepchild, foster child, grandchild, or sibling.)

If yes, please provide a description of the gift(s) and the name of the donor of the gift(s) (if known or reasonably ascertainable by you):

Yes No

12. Have you received any payment for an activity in which you are involved, excluding:

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- any salary or allowance paid to you under the Remuneration Authority Act 1977 or the Local Government Act 2002
- any payment received from an interest that has already been disclosed in this return; or
- any payment made in respect of an activity that you ceased to be involved in before becoming a member?

(section 54F(1)(c))

If yes, please provide a description of the payment(s) received by you:

Yes	No
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13. Do you or your spouse/partner have a direct pecuniary interest in the matter before the Council (sections 6 and section 3(1) of the Local Authorities (Members' Interests) Act 1968)

If yes, please provide a description of that direct pecuniary interest:

Yes	No
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14. Are you or your spouse/partner involved in a company or incorporated society that has a pecuniary interest in the matter before the Council, including where:

- (i) either you or your spouse/partner, singly or together, own 10% or more of the share in a company (or another company controlling
- (ii) either you or your spouse/partner are a shareholder of the company (or another company controlling the company) and either of us is the managing director or general manager of the company or the controlling company; or
- (iii) either you or your spouse/partner are the managing director or general manager of the company and either of you is a shareholder of another company controlling that company (sections 6 and section 3(1) of the Local Authorities (Members' Interests) Act 1968)

If yes, please provide the name of the company (or companies) and a description of their main business activities:

	Yes	No
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15. Do you or your spouse/partner hold any non-pecuniary interests, such as membership of a board, trust, club and/or committee?

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If yes, please provide the name of the board, trust, club and/or committee and the position held by your or your spouse/partner.

16. Do you have a further declaration to make due to an error or omission in a previous declaration?

	Yes	No
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If yes, please provide the date of the return which contained an error or omission and details of the error and omission which now need to be added to the Register.
