PERSONNEL POLICY

FOR THE MANAGEMENT OF

ENVIRONMENT CANTERBURY

CONFLICT OF INTEREST – POLICY NO.29

APPROVED BY: DATE:

29.1 Coverage — All employees of the Chief Executive of Environment Canterbury.

29.2 Purpose — To avoid conflicts of interest occurring and to clarify the circumstances where activities, including secondary employment, would be incompatible with employment.

29.3 Rationale — To ensure that employees are aware of possible conflicts of interest[i] that would exclude some activities, including secondary employment and, therefore, to ensure that such conflicts, do not occur.

29.4 Policy — Employees may undertake activities, including other employment, provided that such employment:

(i) Does not cause a conflict of interest with the employee's or Environment Canterbury's roles and responsibilities; and

(ii) Does not involve the use of any Environment Canterbury materials or plant, unless prior written approval has been obtained from the Chief Executive[ii].

Employees must inform their Section Manager of any situation where there is any potential for a conflict of interest. In such circumstances, an employee will not become involved in the activity unless prior written approval is obtained from their Director. Written approval will only be granted if measures are taken to avoid any conflict of interest.

Where, during any activity (including secondary employment) a conflict of interest arises, an employee must report this immediately to their Section Manager and withdraw from any involvement in the activity (including secondary employment).

---

[i] Examples of possible conflict of interest include:

- An employee, and in particular, a Consents Investigating Officer, carrying out an investigation on behalf of a resource consent applicant;
- An employee carrying out river flow gauging for a resource consent holder or applicant;

- An employee preparing a submission to the Council on: a consent application, a regional plan, etc., on behalf of another person or organisation;
- An employee carrying out services, e.g., pest control, for a client already receiving these services from Environment Canterbury.

If you are in any doubt about whether an activity could result in a conflict of interest, consult your Section Manager.

[ii] Where written approval has been obtained to use Environment Canterbury plant or materials, the use will be charged at commercial rates to ensure that Environment Canterbury funds do not subsidise private activities.