

**CONFLICT OF INTEREST (STAFF)**

**CHECKLIST - IDENTIFYING A CONFLICT OF INTEREST**

# **Overview**

Refer to the Conflict of Interest (Staff) Policy template for the overview.

This checklist has been developed to support the Conflict of Interest (Staff) Policy template in staff awareness.

# **Related templates**

* *Conflict of Interest (Staff) Policy*
* *Conflict of Interest (Staff) Form*
* *Conflict of interest (staff) Guideline (based on policy template)*

*This resource has been prepared in partnership between LGMA and the Department of Housing, Local Government, Planning and Public Works through the Governance Advisory Service.*

**CHECKLIST - IDENTIFYING A CONFLICT OF INTEREST**

A screenshot of a computer

Description automatically generated

Could any of the following private interests be a potential conflict of interest risk that could (or be perceived by others) affect your position:

|  |  |
| --- | --- |
| Any financial and economic interests (e.g. asset ownership, shares) | Affiliations with for-profit and non-profit organisations, sporting bodies, clubs and associations |
| Secondary employment | Significant family or other relationship with clients, contractors or other staff working in the same (or related) organisation |
| Affiliations with political, trade union or professional organisations and other personal capacity interests | Memberships (e.g. political, professional, sporting, social or cultural organisations |

**Identifying a situation:**

|  |  |
| --- | --- |
| Would I or anyone associated with me benefit from or be detrimentally affected by my proposed decision or action? | □Yes □No |
| Would a reasonable person looking at this objectively, have any concerns that there may be a conflict between my private interests or those of a relative, friend or associate and my public duty? | □Yes □No |
| Could there be benefits for me in the future that could 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 |
| Would my reputation or that of a relative, friend or associate stand to be enhanced or damaged because of the proposed decision or action? | □Yes □No |
| Do I or a relative, friend or associate of theirs stand to gain or lose financially in some covert or unexpected way? | □Yes □No |
| Do I hold any personal or professional views or biases that may lead others to reasonably conclude that I am not an appropriate person to deal with the matter? | □Yes □No |
| Have I contributed in a private capacity in any way to the matter that 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 |
| Could this situation have an influence on any future employment opportunities outside my current official duties? | □Yes □No |
| Could there be any other benefits or factors that could cast doubts on my objectivity? | □Yes □No |
| Do I still have any doubts about my proposed decision or action? | □Yes □No |

Please refer to your manager for further assistance, or contact Governance to discuss any areas of concern or perceived conflicts of interest.