

# Do I have a conflict of interest? ... Assessment guide and record

Name: \_\_\_\_\_

Position: \_\_\_\_\_

**STEP 1: Describe the nature of the matter or issue that is the subject of the possible conflict of interest.**

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**STEP 2: Detail the public duty requirements to satisfy the public interest.**

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**STEP 3: Determine if a conflict of interest situation exists** (*Consider all the items on the checklist to ensure all relevant factors and risks are identified. A yes answer to any of the prompt questions would indicate that a conflict exists and should be reported*)

### **PRIVATE INTEREST:**

Do I have any significant ties, obligations, financial relationships, affiliations with organisations, clubs, groups or individuals who stand to gain or lose from this matter? **YES NO**

Do I, or anyone associated with me, have a private business (or secondary employment) interest in this matter? **YES NO**

Does the matter fall within the definition of a financial (pecuniary) interest as defined in the *Local Government Act 1995* and Regulations? **YES NO**

Is the private interest sufficiently motivating to possibly lead to a COI? **YES NO**

Do I have doubts about my ability to act impartially in the public interest (ie. to absolutely ensure that any private considerations do not affect my decisions/actions)? **YES NO**

### **POTENTIAL BENEFITS:**

Could I, or anyone associated with me, benefit now or in the future from my decision or action in relation to this matter? **YES NO**

Could I, or anyone associated with me, be detrimentally affected now or in the future by my decision or action in relation to this matter? **YES NO**

Have I received a benefit, gift, donation or hospitality (meals, drinks, tickets etc) from someone who stands to gain or lose from a decision or action in relation to this matter? **YES NO**

Am I, or a relative/friend/associate, likely to gain or lose financially if the matter is resolved a certain way? **YES NO**

Could this matter have an influence on my future employment opportunities? **YES NO**

**PERCEPTIONS:**

Would it appear to a neutral person that my private interests were in conflict with my public duty?	<b>YES</b>	<b>NO</b>
Would a neutral person believe my private interests had influenced me?	<b>YES</b>	<b>NO</b>
Do I hold any private or professional views and biases that may lead others to conclude I am not an appropriate person to deal with this?	<b>YES</b>	<b>NO</b>
Are there perception risks for the City or myself if I remain involved?	<b>YES</b>	<b>NO</b>
Would I think it was wrong or improper if I saw someone else doing this?	<b>YES</b>	<b>NO</b>

**PROPORTIONALITY:**

If I am not involved, is there a better way to ensure impartiality, fairness and to protect the public interest?	<b>YES</b>	<b>NO</b>
Is my involvement illegal?	<b>YES</b>	<b>NO</b>
Is my involvement contrary to the City’s policy and procedures and/or the Code of Conduct?	<b>YES</b>	<b>NO</b>
Do I need to seek advice from someone who knows about these things or who is an objective party?	<b>YES</b>	<b>NO</b>

**PUBLIC SCRUTINY TEST:**

Is the matter one of great public interest? Is it controversial and likely to attract significant public attention?	<b>YES</b>	<b>NO</b>
Would I be unhappy if my private connection or association was made public? Would I feel ashamed if my private interest was exposed on the 6 o’clock News or the front page of the West?	<b>YES</b>	<b>NO</b>
Would I find it hard to defend and justify my actions and/or involvement if questioned publicly?	<b>YES</b>	<b>NO</b>
Could my involvement result in negative consequences for others, the City, or myself?	<b>YES</b>	<b>NO</b>

**PROMISES & OBLIGATIONS:**

Have I made any promises or commitments, been involved in or contributed privately (outside of work) to this matter?	<b>YES</b>	<b>NO</b>
Do I have a current or previous relationship with an interested party that would place me under an obligation?	<b>YES</b>	<b>NO</b>
Do I have affiliations past or present (political, union, professional, religious etc) that place me under an obligation?	<b>YES</b>	<b>NO</b>

*Please send this form to your Direct Supervisor, SBMG Manager for assessment, then to the Director, and CEO for final approval. Once all signatures are acquired, the form **must** be sent to Governance and recorded on the Conflict of Interest Register*

**Direct Supervisor Approval Section**

**STEP 4: Sign Off**

Approved By: \_\_\_\_\_

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

**Strategic Manager Assessment Section**

**STEP 5:** The identified conflict of interest is a

**Actual conflict**

**Perceived conflict**

**Potential conflict**

**STEP 6:** The type of conflict of interest is a

**Financial conflict**

**Partiality conflict**

**Role conflict**

**STEP 7:** Proposed strategy and plan to resolve or manage the conflict of interest with reference to the 6 R's (including review date).  
Record/Register, Restrict, Recruit, Remove, Relinquish, Resign.

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Approved By: \_\_\_\_\_

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

**Director Approval Section**

Comments: \_\_\_\_\_

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Approved By: \_\_\_\_\_

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

**CEO Approval Section**

Comments: \_\_\_\_\_

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Approved By: \_\_\_\_\_

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

**(Please send completed form with all signatures to Governance)**