# ​ Pre-Employment Conflict of Interest Declaration

The Department of Local Government, Sport and Cultural Industries facilitates lively communities and the economy and the offering of outstanding and inclusive sporting and cultural experiences to local, interstate and international visitors. We are Customer Focused, Responsive, Respectful, Accountable and Innovative which is how we support our corporate vision.

The WA public has a right to expect that as public officers, we will perform our duties in the public interest, not for personal gain or to cause detriment to others.

This means appropriately identifying, declaring and managing any personal/private interests that might conflict with our public duties.

Prospective employees are required to complete a pre-employment conflict of interest declaration to enable DLGSC to assess any risks and mitigation strategies should a perceived, potential or actual conflict of interest be identified.

A pre-employment declaration of a perceived, potential or actual conflict of interest may not be a barrier to appointment. It will, however, be assessed to determine whether a declared Conflict of Interest can be managed to ensure a high standard of integrity, accountability and trust in the conduct of our employees.

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| Applicant Name |  | Vacancy ID |  |
| Division |  | Branch |  |
| Position Title |  | Level |  |
| Hiring Manager |  | Type of Declaration | Nothing to Declare |
| Type conflict | Choose an item. | Type of Interest | Choose an item. |
| Level of risk | Choose an item. | Date: | Click or tap to enter a date. |

Please describe the conflict of interest you have identified:

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Please describe how this is connected to the role you have applied for:

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Should you be employed please explain how you propose to manage this conflict of interest:

Select one or more of the below:

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| --- | --- |
|  | Register – Declare and record the details of the conflict of interest |
|  | Restrict – Place limits on your involvement in the matter |
|  | Recruit – Involve an independent third party to oversee or review the process |
|  | Remove – Withdraw from all involvement in the matter for as long as the conflict exists |
|  | Relinquish – Give up the personal interest in question |
|  | Withdraw – Withdraw your application to work with this agency |

Describe the actions you will take:

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Note – Should you be employed by DLGSC the proposed management of the conflict of interest will be discussed and finalised with your line manager.

By submitting this form, you are confirming that:

* You have read the Department of Local Government Sport and Cultural Industries (DLGSC) Pre-employment Conflict of Interest guide.
* You have made this declaration in good faith and that should you be employed by DLGSC you are aware that providing false or incomplete information may constitute a breach of the Code of Conduct.
* You understand that if you are appointed then you will be required to submit a conflict-of-interest declaration using the approved systems.

Applicant Signature

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Date: Click or tap to enter a date.

Hiring Manager Name

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Hiring Manager Comments

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Hiring Manager Approval

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Date: Click or tap to enter a date.

Executive Director Name

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Executive Director Comments

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Executive Director Approval

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Date: Click or tap to enter a date.

Human Resources received and recorded

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Date: Click or tap to enter a date.