



## Pre-Employment Conflict of Interest Guide

The purpose of this guide is to raise awareness of the integrity risks associated with conflicts of interest at the Department of Local Government Sport and Cultural Industries (DLGSC) to ensure conflicts of interest are identified, assessed, declared and effectively managed prior to and during employment with us.

The guide aligns with DLGSC Code of Conduct.

This guideline applies to all suitable applicants whether by way of permanent appointment, secondment, contract, temporary arrangement, volunteering, work experience or traineeship.

**Conflict of Interest:** Involves a conflict between a staff member's work duties and their personal or private interests. The conflict may be:

- **Actual:** This may occur when there is a conflict between a person's official duties and responsibility in serving the public interest, and their personal interest
- **Perceived:** This may occur when a reasonable person, knowing the facts, would consider that a conflict of interest may exist, whether or not this is the case. This may be in situations where it could be perceived, or appear to a reasonable person, that an employee's personal interests could improperly or unduly influence the performance of their duties and responsibilities.
- **Potential:** This may occur where a conflict of interest may arise in the future due to personal interests conflicting with or influencing required workplace duties or responsibilities.

**Interest:** Means anything that can advantage (or disadvantage) an individual or group. Interests may include:

- **Direct interests**, such as an employee's own personal, family, professional or business interests.
- **Indirect interests**, such as the personal, family, professional or business interests of individuals or groups with whom the staff member is, or was recently, closely associated.
- **Pecuniary (i.e., financial) interests**, which includes any actual, potential or perceived financial gain or loss.
- **Non-pecuniary interests**, which includes any bias to favour or prejudice resulting from personal or family relationships, such as friendships, enemies, sporting, cultural or social activities.

**Risk Assessment:** The process of understanding the nature of risk and determining the level of risk to the DLGSC.

**Public Interest:** Means putting the public interest first and behaving in accordance with the public sector Code of Ethics and the DLGSC Code of Conduct.

**Secondary Employment:** Refers to paid, unpaid or voluntary work undertaken by staff members outside of their position with DLGSC.

## **Risk areas for conflicts of interest**

Whilst conflicts of interest are not inherently wrong, if inappropriately managed, they can damage public confidence in the integrity of our department. We must all take reasonable steps to avoid any conflict of interest, actual or perceived, which could tarnish the DLGSC's image.

There are many common workplace scenarios that can potentially lead to conflict of interest situations. Some common risk areas include:

- secondary employment
- staff recruitment and selection
- managing staff/making decisions where a current, or previous, personal relationship exists
- accepting gifts, benefits or hospitality
- procurement processes, such as tendering and managing contracts
- allocation of grants
- membership of a board or committee
- sponsored travel.

We all have a responsibility to ensure conflicts of interest are declared and managed effectively.

