



Conflict of Interest Declaration Form

(For Council staff and members of delegated or community asset committees who are not Councillors)

Use this form prior to a process that requires Staff, Volunteers, Contractors and committee members to consider whether they have a conflict of interest prior to a process commencing ie recruitment, negotiations, Leasing agreements etc.

Insert details of project/works

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Actual, potential or perceived Conflict of Interest may arise in the project of works if:

1. your immediate family hold shares or other pecuniary interests in businesses
2. you currently hold a position (including honorary) in any professional association or business
3. You have received a hospitality or gifts from a business
4. You have a relationship with employees or officials
5. You have been employed during the last two years, or had discussions regarding employment prospects with the business/organisation
6. You have obligation, allegiance or loyalty in any form with
7. You have any personal bias or inclination which would in any way affect your decisions

No risk of conflict of interest identified

I have considered the nature of the project/task, considered my professional duties and personal interests and declare that to the best of my knowledge no general or material conflict risk of exists **OR**

Risk of conflict of interest identified

I have considered the nature of the project/task, considered my professional duties and personal interests and consider that an actual, potential or perceived conflict of interest risk exists.

Please advise your People Leader. You will have to pause/cease the work you are doing until the conflict can be assessed. You may have to complete a Conflict of Interest Management Plan (22/121928). You can seek Guidance from the Coordinator Governance or Manager Governance and Integrity.

General Conflict of Interest (S127)	<input type="checkbox"/>
Material Conflict of Interest (S128) Direct benefit or loss.	<input type="checkbox"/>
Indirect benefit or loss relating to:	
• a family member	<input type="checkbox"/>
• a spouse/domestic partner is a Director or member of a governing body	<input type="checkbox"/>
• an employer of the relevant person	<input type="checkbox"/>
• a business partner of the relevant person	<input type="checkbox"/>
• a person for whom the relevant person is a consultant, contractor or agent	<input type="checkbox"/>
• a beneficiary under a trust or an object of a discretionary trust of which the relevant person is a trustee	<input type="checkbox"/>
• a person from whom the relevant person has received a disclosable gift	<input type="checkbox"/>

Further information on Conflicts of Interest:

Conflict of Interest Guide 2021 (HPCM 22/1244)

Declarations

I undertake to make further declaration should a change in my circumstances give rise to an expectation of a conflict of interest.

Signature	
Name	
Title	
Date	

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