

## Declaration of Interest Self-assessment Guide

Staff and affiliates should use this self-assessment checklist to assess if they have any actual, perceived or potential conflicts of interest.

***Consider the questions on the checklist below to ensure all relevant factors and risks have been taken into account. A 'yes' answer to any of the questions would indicate that a conflict exists and should be reported***

Private Interest		
Do I have any significant ties, obligations, financial relationships and/or affiliations with organisations, clubs, groups or individuals who stand to gain or lose from this matter?	YES	NO
Do I, or any of my family or anyone associated with me, have a private business (or secondary employment) interest in this matter?	YES	NO
Do I have significant family or other personal relationships with clients, contractors or other people involved in the matter?	YES	NO
Does the matter relate to financial (pecuniary) interest as defined in legislation and regulations?	YES	NO
If there is a private interest, is it sufficiently influential or motivating so that it may lead to a conflict of interest? Or could I be influenced or appear to be influenced by the private interest in carrying out my duties?	YES	NO
Are there any reasons for others to doubt my ability to act impartially in ACU's interest (i.e. to ensure any private considerations do not affect my decisions or actions)? Think about how a reasonable, outside observer would look at it (i.e., the perception of a conflict).	YES	NO
Potential Benefits		
Could I, or anyone associated with the process or matter, benefit now or in the future from my actions or decisions in relation to the matter? Benefits can be financial or non-financial	YES	NO
Could I, or anyone associated with the process or matter, be detrimentally affected now or in the future by my actions or decisions in relation to this matter?	YES	NO
Have I previously received a benefit, gift, donation or hospitality (e.g., meals, drinks, tickets) from someone who stands to gain or lose from a decision or action in relation to this matter?	YES	NO
Am I, or anyone associated with the process or matter (e.g., a relative, friend or associate) likely to gain or lose financially if the matter is resolved a certain way?	YES	NO

Could my involvement in the matter have an influence on my future employment opportunities that would give me an unfair advantage?	<b>YES</b>	<b>NO</b>
<b>Perceptions</b>		
Would it appear to a neutral or disinterested observer that my private interests conflicted with my ACU's duties?	<b>YES</b>	<b>NO</b>
Could a neutral or disinterested observer reasonably believe my private interests have influenced or would influence me?	<b>YES</b>	<b>NO</b>
Do I hold any private or professional views and biases that may lead others to conclude that I am not an appropriate person to deal with this?	<b>YES</b>	<b>NO</b>
Are there perception risks for ACU 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>
<b>Proportionality</b>		
If I am not involved, is there a better way to ensure impartiality, fairness and to protect the integrity of the ACU?	<b>YES</b>	<b>NO</b>
Is my involvement illegal?	<b>YES</b>	<b>NO</b>
Is my involvement contrary to ACU policies and procedures?	<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>
<b>Reputation/Public Scrutiny Test</b>		
Is the matter one of significant public interest or likely to attract public attention?	<b>YES</b>	<b>NO</b>
Would my private interest, if exposed on the evening news or the front page of a newspaper, cause detriment to ACU?	<b>YES</b>	<b>NO</b>
Could I 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, ACU or myself?	<b>YES</b>	<b>NO</b>
<b>Promises and Obligations</b>		
Have I made any promises or commitments or been involved in or contributed privately to the matter?	<b>YES</b>	<b>NO</b>
Do I have a current or previous relationship with interested parties that would place me under an obligation or that may be perceived to show favouritism?	<b>YES</b>	<b>NO</b>
Do I have affiliations past or present (e.g., political, union, professional, religious) that could place me under an obligation or that may be perceived by others to show favouritism?	<b>YES</b>	<b>NO</b>