You play an important role in protecting the integrity and reputation of your authority and maintaining community trust by supporting your staff to identify, declare and manage their conflicts of interest.

# Support your team to identify and declare conflicts of interest

* Know about and raise awareness of your authority’s conflicts of interest policies and procedures.
* Communicate your expectation that staff identify and declare all conflicts of interest, know how to do this and who to talk with.
* Build staff knowledge by talking through work related scenarios.
* Embed open and regular discussion about conflicts of interest in work related activities such as performance discussions.

# Be alert to conflicts of interest risks

* Manage higher risk functions, activities and changes in work practices that could increase the likelihood of conflicts of interest arising.
* Follow up on any red flags that may indicate conflicts have not been declared or have been understated.

# Manage declared conflicts of interest

* Check a full disclosure has been made with enough detail for it to be assessed.
* Explore options for mitigating risks as detailed in policies and procedures using the 6Rs or similar tools and, in some cases, what relevant legislation requires.
* Make decisions based on the level of risk the conflict of interest presents.
* Seek advice from others when you need it.
* Document (for example, in a management plan) declared conflicts of interest, strategies for managing them and reasons for choosing those strategies.

# Monitor the plan

* Review the plan’s effectiveness and amend it as necessary.
* Check your staff member follows the plan and updates you if their circumstances change.
* Take action as needed.
* Support audits of plans.

# More information

[WA.gov.au/conflicts-of-interest](http://www.WA.gov.au/conflicts-of-interest)

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