

Conflict of Interest Checklist

Process/ Activity: _____

Committee/Panel Name/Group Name: _____

Meeting / Assessment Date: _____

Section 1: Before commencing formal activities

- The Chair, Convenor or delegated lead has directed all relevant individuals to declare any actual, potential, perceived or nil conflict of interest in relation to the relevant process, activity, matter, applicant, nominee, participant or decision-making activity prior to commencement.
- Conflict of interest declarations have been completed.

Outcome of declarations (tick one):

- No conflicts declared → go to Section 4.
- One or more conflicts (other than NIL) declared → go to Section 2.

Section 2: Assessment of declared conflicts during finalist shortlisting

- List the individual(s) declaring conflict(s): _____
- Chair, Convenor or delegated lead has reviewed and confirmed the declared conflict(s) with the relevant individual(s) and committee, panel or group, where appropriate.
- Relevant individual(s) have stepped aside from related discussion, assessment, recommendation, scoring and/or decision-making activities pending assessment of the conflict.

Chair, Convenor, or delegated lead's assessment outcome (informed by panel discussion - tick one):

- No conflict exists following assessment (specify rationale):

→ Relevant individual(s) may resume participation, go to Section 4.

- Conflict confirmed (tick all that apply):

- Actual (a direct conflict exists)
- Perceived (it could reasonably be seen as a conflict)
- Potential (it may develop into a conflict)

→ go to Section 3.

Section 3: Mitigation and management of the conflict

Mitigation action(s) implemented by the Chair, Convenor, or delegated lead (informed by panel discussion - tick all that apply):

- Individual does not participate in related recommendations or decision-making activities
- Individual recused from assessment or evaluation activities relating to the affected matter
- Individual absent from related discussion and/or voting
- Individual excluded from specific stages or components of the process or activity
- Alternate assessor, reviewer or decision-maker used where required
- Additional oversight or review implemented
- Other (specify):

Confirmation (tick when complete):

- Mitigation actions have been communicated to and understood by relevant participants.

→ go to Section 4.

Section 4: Chair, Convenor, or delegated lead sign-off

Name	
Title / Position	
Signature and Date	

Instructions

- Chair, Convenor, or delegated lead has directed relevant individual(s) to record the declared conflict and mitigation on the [Integrity Reporting Register](#) within 5 working days, using this signed Checklist as supporting evidence.
- Formal activities may commence or continue once all declared conflicts have been assessed and, where required, mitigation actions are implemented.
- Retain this Checklist with the relevant process documentation, records or official reports.

