

Local Land Services Conflict of Interest Policy

The new Policy

Local Land Services has a new *Conflict of Interest Policy*. It aims to allow a greater number of landholders, including staff, board and committee members, and people closely associated with them, to apply for grants and services administered and supplied by Local Land Services. It also aims to support better management of conflicts across Local Land Services' operations.

What is a conflict? A conflict of interest exists when it is likely that someone could be influenced, or could be perceived to be influenced, by a private interest in carrying out their public duty. Conflicts of interest can lead to biased decision-making and corrupt conduct.

Who does the policy relate to? Chairs, board and committee members, Local Land Services staff, and external parties wishing to engage with Local Land Services.

When do I need to identify a conflict? For internal parties – conflicts should be identified whenever and wherever they are present. For external parties, Local Land Services will ask you to declare any conflicts as part of applying for funding or grants, or for any other purpose deemed to be relevant to your engagement with Local Land Services

The process for declaring and managing a conflict

A new Procedure has been developed to support the Policy by outlining what needs to be done to identify and manage conflicts.

The broad steps are the same for internal (chairs, board and committee members and staff) and external parties.

1. Assess if you have a real, perceived or potential conflict by completing the checklist – *Checklist for Identifying Conflicts*.
2. If you have a conflict, complete the relevant *Conflict of Interest Declaration Form* - for *external applicants* wishing to engage with Local Land Services, or *internal applicants* - to identify the conflict and how you will manage it. Then submit your form:
 - a. as part of your grant application, if you are applying for a grant;
 - b. to your Manager/Supervisor if you are an internal party; or
 - c. to your contact person at Local Land Services, if the above two options are not relevant.
3. The person reviewing your form will refer to the Guidance on *Managing Conflicts of Interest* document and make a recommendation to the General Manager of the Local Land Services region to approve or reject the strategies you have proposed to manage the conflict(s) in the form (the proposed management approach).
4. The General Manager will approve or reject the proposed management approach and notify you of the decision they have made.
5. If you are unhappy with the decision you can ask the General Manager or the Executive Manager of Local Land Services to refer your case to the Local Land Services Board Conflict of Interest Sub-committee for consideration.

All staff conflict of interest declarations will be reviewed annually by their Manager/Supervisor for any changes in circumstances.

Resources:

[Conflict of Interest Policy](#)

[Checklist for Identifying Conflicts of Interest](#)

[Conflict of Interest Declaration Form for Chairs, Board and committee members and staff](#)

[Conflict of Interest Declaration Form for external applicants wishing to engage with Local Land Services](#)

[Managing Conflicts of Interest](#)

Local Land Services staff can also access these documents on the intranet, along with an internal Procedure document.

Appeal Process:

If you are unhappy with the decision relating to your Conflict of Interest Declaration Form you can ask the regional General Manager or the Executive Manager of Local Land Services to refer it to the Board Conflict of Interest Sub-committee for consideration.

All Conflict of interest declarations will be stored on a strictly limited access register maintained by Local Land Services

More information

Contact the Local Land Services Executive Support Unit on 02 6881 3422

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