

A **conflict of interest issue** involves a direct or indirect conflict of interest between the Minister's responsibilities and private interests. Ministers are required to manage and resolve real, perceived, and potential conflicts of interest (all referred to as conflicts of interest, below) in accordance with the Ministerial Code of Conduct.

Step One: Identifying a private interest that might give rise to a conflict of interest

- Is there a **matter** before you, or Cabinet, or a Cabinet Committee?
- Do you have a **private interest that might be associated with that matter** – such as a financial interest, a directorship or management role of a company, a personal association, or other identifiable interest, for example, membership of a group?

If so, consider the following information to assess whether your interest is sufficient to give rise to a conflict of interest. Alternatively, seek advice from the Integrity Commissioner.

Step Two: Decide whether the personal interest gives rise to a conflict of interest

- **Financial and material interests-**
 - What is the **nature and/or value of the interest**?
 - Is there a **realistic possibility** that the **outcome of the decision could affect the value of your interest** in a way that is not minor?
- **Personal associations-**
 - What is the **nature, duration, proximity and intensity** of the relationship or association?
 - Is there a **realistic possibility** that the outcome of the decision could either **benefit or cause a detriment to you or a related party** in a way that is not minor?
- **Shared interests and existing standards-**
 - Would any **benefit or loss that you or your related party receives** from the decision be **greater than** that which would be received by a **wide group or class of people** in the community?
 - How does this **compare to similar matters** where you or other Ministers have decided a 'conflict of interest' exists – and are like matters being dealt with consistently?
- **Are there any other relevant factors?**

Taking the answers to these questions into account, you should consider: If a reasonable and fair-minded observer was considering your situation – would they think that your personal interest might conflict with the proper performance of your duties about the consideration of the issue?

Step Three: Appropriately managing the interest issue

- The Ministerial Code of Conduct includes the process to follow to manage a conflict of interest.
- In the event of any uncertainty, you can seek advice from the QIC by emailing: integrity.commissioner@integrity.qld.gov.au