

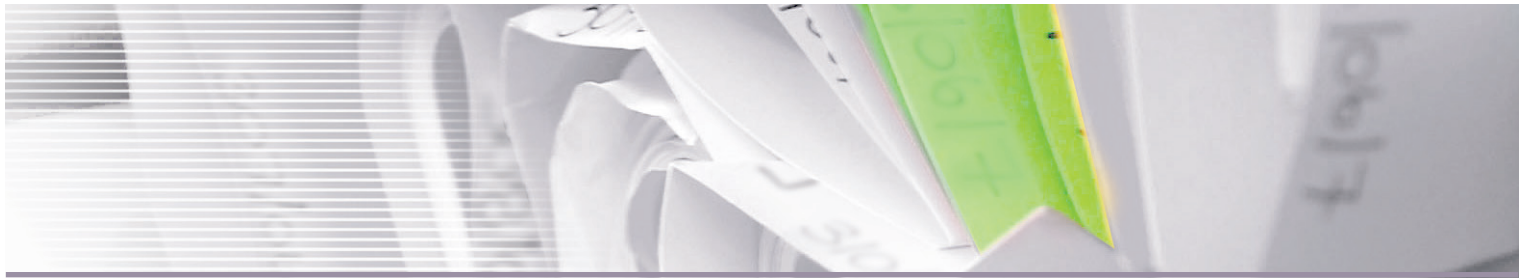
CHECKLIST

MONITORING AND MANAGING RISKS FOR AGENCIES

	Yes	No
Have managers at all levels made and expressed their commitment to the conflict of interest policy?	<input type="checkbox"/>	<input type="checkbox"/>
Has the policy been made available to everyone within the agency?	<input type="checkbox"/>	<input type="checkbox"/>
Is the policy easily accessible to everyone within the agency?	<input type="checkbox"/>	<input type="checkbox"/>
Is the policy and its supporting procedures available on the intranet and in hard copy?	<input type="checkbox"/>	<input type="checkbox"/>
Have all managers and employees received adequate training in how to manage conflict of interest?	<input type="checkbox"/>	<input type="checkbox"/>
Do all employees and managers know where to seek advice about the policy?	<input type="checkbox"/>	<input type="checkbox"/>
Has a responsible officer been designated to maintain the policy and manage its ongoing implementation?	<input type="checkbox"/>	<input type="checkbox"/>
Are the duties of the responsible officer documented?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a provision for a regular review and updating of the policy?	<input type="checkbox"/>	<input type="checkbox"/>
Is there regular monitoring of new legislation that may impact on the policy?	<input type="checkbox"/>	<input type="checkbox"/>
Are policy and procedure review processes and subsequent updates documented?	<input type="checkbox"/>	<input type="checkbox"/>
Are policy and procedure updates communicated to all employees and managers in the agency?	<input type="checkbox"/>	<input type="checkbox"/>
Is the consideration of conflict of interest issues incorporated into the agency's recruitment and selection processes?	<input type="checkbox"/>	<input type="checkbox"/>
Is the consideration of conflict of interest issues a regular feature in employee meetings?	<input type="checkbox"/>	<input type="checkbox"/>

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Monitoring and managing risks for agencies (Continued)

Yes No

Are examples of effectively managed conflict of interest profiled within the agency?

Are there mechanisms to ensure external awareness of the agency's policy and stance on conflict of interest applied effectively?

Are the conflict of interest mechanisms in contracting and tendering processes applied consistently?

Is there a process to capture employee's and manager's feedback on the efficacy of the policy and its supporting processes?

Is there a process to capture complaints of unmanaged or inappropriately managed conflict of interest that may be detrimental to the agency?

Is data available from the Integrity Commission that indicates whether or not conflict of interest within the agency is being managed properly?

Adapted from CMC and ICAC resource: 'Managing Conflicts of Interest in the Public Sector - toolkit.'

