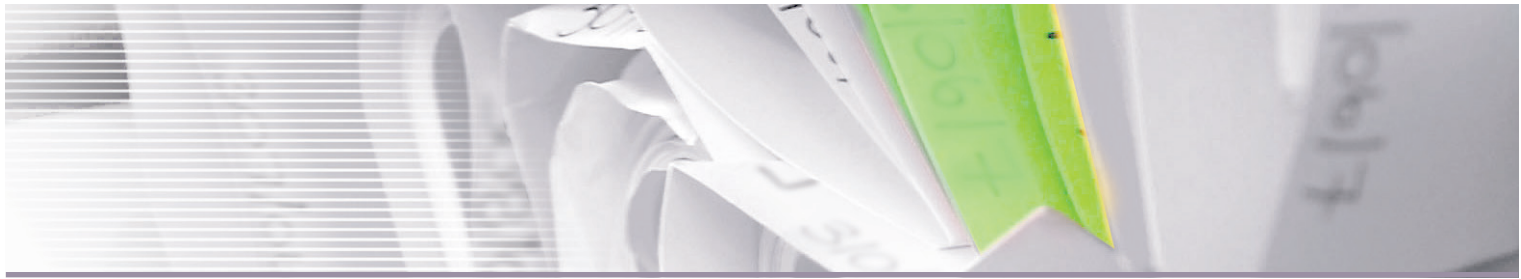# CHECKLIST
IDENTIFYING CONFLICT OF INTEREST
RISK AREAS IN AGENCY FUNCTIONS

The purpose of this tool is to assist you to identify conflict of interest risks in your agency. Use the checklist to help employees who perform the functions listed to use appropriate management strategies.

Does your agency:	Yes	No
Appoint and manage employees?	☐	☐
Operate in an isolated or small community?	☐	☐
Accept or provide sponsorship of any kind?	☐	☐
Use, maintain or store public resources or assets (e.g. vehicles, tools, office equipment, buildings) that could be used for private purposes?	☐	☐
Collect, retain, access, use or distribute confidential or commercially valuable information?	☐	☐
Regularly interact with the private sector, for example: • Contract, tender and procure goods or services from the private sector (competitive tendering processes are particularly high-risk)? • Dispose of or sell public assets?	☐	☐
Provide goods or services to clients, for example: • Provide services where demand frequently exceeds supply? • Allocate public services or grants of public funds? • Provide services or advice in a highly specialist area? • Case manage clients on an individual basis? • Provide subsidies, financial assistance, concessions or other relief to those in need?	☐	☐
Perform a regulatory role of any kind, for example: • Inspect, test, regulate or monitor standards, businesses, equipment or premises? • Issue, or review the issue of, fines or other sanctions? • Issue qualifications or licences?	☐	☐

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Does your agency: (Continued)

	Yes	**No**

Exercise discretionary power in any form of decision-making, for example: ☐ ☐

- Make determinations or hand down judgements about individuals or disputes?
- Have discretion concerning planning and development applications or zoning decisions?

Regularly interact with other public sector agencies, for example: ☐ ☐

- Engage in consultation?
- Provide advice?
- Share information?
- Engage in joint projects?

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

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