

# FLOWCHART

## CONFLICT OF INTEREST POLICY IMPLEMENTATION - EXTERNAL AUDIENCES

### Contracting

Is the performance of your suppliers and contractors measured regularly to ensure that requirements are being met and the risk of conflict is being managed?

Are tendering processes and contract administration audited on a regular basis?

Do contract documents include a condition that your agency may penalise or withdraw from the contract for failure to comply with the organisation's conflict of interest policy?

### Tendering

Have the conflict of interest policy and disclosure forms been included into tendering documents?

Are members of evaluation or assessment panels for service suppliers selected on the basis of their expertise?

Has an independent panel member been considered to ensure impartial decisions are made?

Have members been informed of the need to disclose potential and/or actual conflict of interest prior to their appointment, and during the purchasing process?

### Clients, Customers & Others

Has the wider public been educated about the agency's conflict of interest policy?

Has a statement of business ethics been developed that explains the responsibility of public officials and any person performing work for the agency to conduct their work in a fair and impartial manner?

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

