FLOWCHART

CONFLICT OF INTEREST RISK MANAGEMENT



Strategy

Record

Where details of the existence of possible or potential conflicts of interest are formally registered



When to use

For very low-risk conflicts of interest and potential conflicts of interest



When not to use

The conflicts of interest are more significant or of a higher risk

The potential or perceived effects of a conflict of interest on the public employee's duties require more proactive management

Restrict

Where restrictions are placed on the public employee's involvement in the matter



The public employee can effectively be separated from parts of the activity or process

The conflict of interest is not likely to arise frequently



The conflict is likely to arise more frequently.

The public employee is constantly unable to perform a number of their regular duties because of conflicts of interest

Recruit

Where an impartial third party is used to oversee part or all of the process that deals with the matter



It is not feasible for the public employee to remove themselves from the decision-making process

The expertise of the public employee is necessary and genuinely not easily replaced



The conflict is serious and ongoing, rendering ad hoc recruitment of others impracticable.

Recruitment of a third party is not appropriate for the proper handling of the matter.

A suitable third party is unable to be sourced

Remove

Where a public employee chooses to be removed from the matter



For an ongoing serious conflict of interest where ad hoc restriction or recruitment of others is not appropriate



The conflict of interest and its perceived or potential effects, is of low risk or low significance

The public employee is prepared to relinquish the relevant private interest rather than radically change their work responsibilities

A suitable third party is unable to be sourced

Relinquish

Where the public employee relinquishes the private interest that is creating the conflict



The public employee's commitment to public duty outweighs their attachment to their private interest



The public employee is unable or unwilling, for various reasons, to relinquish the relevant private interest

Resign

Where the public employee resigns from their position with the agency



No other options are practicable

The public employee cannot/will not relinquish their conflicting private interest and changes to their work responsibilities are not feasible

The public employee prefers this course as a matter of personal principle



The conflict of interest and its potential or perceived effects is low risk or low significance

Other options exist that are workable for the public, employee and the agency

 ${\it Adapted from CMC\ Qld\ and\ ICAC\ NSW\ resource:\ ``Managing\ Conflicts\ of\ Interest\ in\ the\ Public\ Sector.''}$

