



Monitoring and managing risks for organisations

Checklist	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 organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is the policy easily accessible to everyone within the organisation?	<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 organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is the consideration of conflict of interest issues incorporated into the organisation'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"/>
Are examples of effectively managed conflict of interest profiled within the organisation?	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No
Are there mechanisms to ensure external awareness of the organisation's policy and stance on conflict of interest applied effectively?	<input type="checkbox"/>	<input type="checkbox"/>
Are the conflict of interest mechanisms in contracting and tendering processes applied consistently?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a process to capture employees' and managers' feedback on the efficacy of the policy and its supporting processes?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a process to capture complaints of unmanaged or inappropriately managed conflict of interest that may be detrimental to the organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Is data available from the Integrity Commission that indicates whether or not conflict of interest within the organisation is being managed properly?	<input type="checkbox"/>	<input type="checkbox"/>

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



The Commission can help

We are available to provide support and assistance with identifying, reporting, investigating, managing and preventing misconduct: prevention@integrity.tas.gov.au or 1300 720 289.

For more Misconduct Prevention resources go to www.integrity.tas.gov.au/resources