



CONFLICT OF INTEREST

Identifying conflict of interest risks for organisations

The purpose of this tool is to assist you to identify conflict of interest risks in your organisation.

The checklist sets out organisational functions identified by integrity agencies as presenting conflicts of interest risks. Use the checklist as part of your environmental scan when preparing your conflicts of interest policy.

Does your organisation:	Yes	No
Appoint and manage staff?	<input type="checkbox"/>	<input type="checkbox"/>
Operate in an isolated or small community?	<input type="checkbox"/>	<input type="checkbox"/>
Accept or provide sponsorship of any kind?	<input type="checkbox"/>	<input type="checkbox"/>
Use, maintain or store public resources or assets (e.g. vehicles, tools, office equipment, buildings) that could be used for private gain?	<input type="checkbox"/>	<input type="checkbox"/>
Collect, retain, access, use or distribute confidential information?	<input type="checkbox"/>	<input type="checkbox"/>
Regularly interact with the private sector, for example:		
<ul style="list-style-type: none"> ▼ contract, tender and procure goods or services from the private sector (competitive tendering processes are particularly high-risk)? ▼ dispose of or sell public assets? 	<input type="checkbox"/>	<input type="checkbox"/>
Provide goods or services to clients, for example:		
<ul style="list-style-type: none"> ▼ 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? 	<input type="checkbox"/>	<input type="checkbox"/>

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 licenses?

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

- ▼ make determinations or hand down judgment about individuals or disputes?
- ▼ have discretion concerning planning and development applications or zoning decisions?

Regularly interact with other public sector organisations, for example:

- ▼ engage in consultation?
- ▼ provide advice?
- ▼ share information?
- ▼ engage in joint projects?

Where your organisation performs one of the functions listed above, you should identify the specific risks for your organisation and check that your policies provide appropriate management strategies.

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.