VPSC
Victorian Public Sector Commission

CHECKLIST FOR MONITORING YOUR CONFLICT OF INTEREST POLICY

The purpose of this tool is to help organisations review and monitor the conflicts of interest policy and its effective implementation across the organisation.

Monitoring the policy and its implementation

The development of the organisation's conflicts of interest policy and its introduction across the organisation is an essential process in ensuring that conflicts of interest are identified and managed in a transparent and accountable manner. As part of the ongoing implementation process, the policy and its supporting structures and processes need to be regularly reviewed and monitored to ensure the continued relevance of the policy and its application.

Organisations can regularly check their conflict of interest policies by using the following checklist.

YES	NO	
☐	☐	Have managers at all levels expressed their commitment to the policy?
☐	☐	Has the policy been made available to everyone within the organisation?
☐	☐	Is the policy easily accessible to everyone within the organisation?
☐	☐	Is the policy and its supporting procedures available on the intranet?
☐	☐	Have members of the organisation been made aware of the policy and its requirements?
☐	☐	Have managers and staff received adequate training in how to manage conflicts of interest?
☐	☐	Do staff and managers know where to seek advice about the policy?
☐	☐	Have authorised officers been designated to maintain the policy and manage its ongoing implementation?
☐	☐	Have the duties of authorised officers been determined?
☐	☐	Is there provision for a regular review and updating of the policy?
☐	☐	Are policy and procedure updates communicated to all staff and managers in the organisation?
☐	☐	Are conflict of interest issues incorporated into the organisation's recruitment and selection processes?
☐	☐	Are conflict of interest discussion a regular feature in staff meetings?
☐	☐	Are examples of effectively managed conflicts of interest profiled within the agency?
☐	☐	Are there mechanisms to ensure external awareness of the organisation's policy and stance on conflicts of interest applied effectively?
☐	☐	Are the conflicts of interest mechanisms in contracting and tendering processes applied effectively?

YES	NO	
☐	☐	Is there a process to capture complaints of unmanaged or inappropriately managed conflicts of interest that may be detrimental to the organisation?
☐	☐	Is management of conflict of interest incorporated into the organisation's audit program?