Checklist for identifying risks of conflict of interest in restricted communities

Victorian Public Sector Commission

Organisations in restricted communities are generally geographically isolated and may not have access to specialist areas of knowledge. As such, the information below assists with identifying conflict of interest risks. When developing a conflict of interest policy for restricted communities, organisations should consider the following issues:

- recruitment and selection processes
- discretionary decision making
- record keeping of decision-making processes
- use of public resources
- assignment of multiple functions to one individual (conflicts of duties are a particular risk in restricted communities)
- regulation, licensing, testing and inspection
- links between decision-makers and family members or other associates
- collection, use and maintenance of confidential information
- recognition of conflict of interest in relation to consensual personal relationships where a hierarchical working relationship also exists
- secondary and post-separation employment
- tender evaluation.

If these risks are relevant to your organisation or community, consider whether they are being managed by the following strategies:

- a single coordinated policy approach for managing conflicts of interest in your community
- consulting with the community as part of the policy development process
- making policies publicly available and accessible to all
- considering how to manage the perception of conflicts of interest (e.g. promoting transparency by making public decisions about the management of conflicts of

interest).