CHECKLIST FOR IDENTIFYING RISKS OF CONFLICT OF INTEREST IN ORGANISATIONAL FUNCTIONS

The purpose of this tool is to assist you in identifying conflicts 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. Where your organisation performs one of the functions listed below, you should identify the specific risks for your organisation and check that your policy provides appropriate management strategies.

DOES YOUR ORGANISATION:

YES   NO

☐   ☐   Appoint and manage staff?

☐   ☐   Operate in an isolated or small community?

☐   ☐   Accept or provide sponsorship of any kind?

☐   ☐   Use, maintain or store public resources or assets (e.g. vehicles, tools, office equipment, buildings) that could be used for private gain?

☐   ☐   Collect, retain, access, use or distribute confidential information?

☐   ☐   Regularly interact with the private sector, for example:
- contract, tender and procure goods or services from the private sector (competitive tendering processes are particularly high-risk)?
- dispose of or sell public assets?

☐   ☐   Provide goods or services to clients, for example:
- 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?

☐   ☐   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?