

### Try this Exercise:

#### Checklist for identifying a conflict of interest

In assessing whether you have an **actual**, reasonably **perceived** or **potential** conflict of interest, it may be helpful to ask yourself the following questions. The test when assessing these situations is to ask yourself – ‘Could this conflict with my duty to serve on a panel?’

Try it for the following scenario – you have been asked to sit on the panel which will evaluate sandwich providers for the supply of catering across the University. Take the test and evaluate your position.

#### **What is the situation? YES / NO**

1.	Would I or anyone associated with me benefit from or be detrimentally affected by my proposed decision or action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
2.	Could there be benefits for me in the future that could cast doubt on my objectivity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
3.	Do I have a current or previous personal, professional or financial relationship or association of any significance with an interested party?	Yes <input type="checkbox"/> No <input type="checkbox"/>
4.	Would my reputation or that of a relative, friend or associate stand to be enhanced or damaged because of the proposed decision or action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
5.	Do I or a relative, friend or associate of theirs stand to gain or lose financially in some covert or unexpected way?	Yes <input type="checkbox"/> No <input type="checkbox"/>
6.	Do I hold any personal or professional views or biases that may lead others to reasonably conclude that I am not an appropriate person to deal with the matter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
7.	Have I contributed in a private capacity in any way to the matter my agency is dealing with?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8.	Have I made any promises or commitments in relation to the matter?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.	Have I received a benefit or hospitality from someone who stands to gain or lose from my proposed decision or action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10.	Am I a member of an association, club or professional organisation or do I have particular ties and affiliations with organisations or individuals who stand to gain or lose by my proposed decision or action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11.	Could this situation have an influence on any future employment opportunities outside my current official duties?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12.	Could there be any other benefits or factors that could cast doubts on my objectivity?	Yes <input type="checkbox"/> No <input type="checkbox"/>

13.	Do I still have any doubts about my proposed decision or action?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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**What perceptions could others have?**

1. What assessment would a fair-minded member of the public make of the circumstances?
2. Could my involvement in this matter cast doubt on my integrity or on my organisations integrity?
3. If I saw someone else doing this, would I suspect that they might have a conflict of interest?
4. If I did participate in this action or decision, would I be happy if my colleagues and the public became aware of my involvement and any association or connection?
5. How would I feel if my actions were highlighted in the media?
6. Is the matter or issue one of great public interest or controversy where my proposed decision or action could attract greater scrutiny by others?

Ref. Managing Conflicts of Interest in the Public Sector Toolkit, Independent Commission Against Corruption, Crime and Misconduct Commission Queensland.

Further reading at:

[https://www.integrity.qld.gov.au/assets/document/catalogue/icac\\_info\\_sheets/Managing\\_conflicts\\_of\\_interest\\_in\\_the\\_public\\_sector\\_-\\_toolkit.pdf](https://www.integrity.qld.gov.au/assets/document/catalogue/icac_info_sheets/Managing_conflicts_of_interest_in_the_public_sector_-_toolkit.pdf)