

Section: PS 801-C Conflict of Interest

Created: April 2022

Last reviewed:

Next review:

Appendix C - Conflict of Interest Self-Assessment Tool

Making an Assessment

In assessing whether you have an actual, perceived or potential conflict of interest, it may be helpful to ask yourself the following questions based on your situation and the public service role you play. The test when assessing these situations is to ask yourself if the situation you are in could result in a conflict with your official duty to serve the public interest.

What is the situation?¹

- Would I or anyone associated with me benefit from or be detrimentally affected by my proposed decision or action?
- Could there be benefits for me in the future that could cast doubt on my objectivity?
- Do I have a current or previous personal, professional or financial relationship or association of any significance with a party interested in this matter?
- 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?
- Have I contributed in a private capacity in any way to the matter my ministry is dealing with?
- Have I received a benefit or hospitality from someone who stands to gain or lose from my proposed decision or action?
- Am I a member of an association, club or professional organization or do I have particular ties and affiliations with organizations or individuals who stand to gain or lose by my proposed decision or action?
- Could this situation have an influence on any future employment opportunities outside my current official duties?
- Do I still have any doubts about my proposed decision or action?

Should I seek help?

- Do I feel a need to seek advice or discuss the matter with an independent objective party?
- Is all the relevant information available to ensure a proper assessment?
- Do I need to discuss any issues regarding this matter with my manager?
- Do I understand the possible penalties that may apply if I proceed with an action or decision with an unresolved conflict of interest?

At any point during this assessment, public servants are encouraged to seek clarity from the Conflict of Interest Policy on its provisions and also to consult and seek help from their managers if needed.

Section D of the Conflict of Interest Policy outlines the process for addressing risks of conflict of interest and it is the employee's responsibility, after assessing their situation using this tool, to take the necessary steps which may include completing the conflict of interest declaration form and submitting it to their managers.

¹ Tool is adapted from the "Managing Conflicts of Interest in the Public Sector Toolkit", Independent Commission Against Corruption and Crime and Misconduct Commission, Queensland.