

 **Disclosure of a Conflict of Interest Form**

A Conflict of Interest occurs when there is a conflict between a staff member's private interests and their obligation to the University. A Conflict of Interest may arise if a reasonable, disinterested person would think that the behaviour could conflict. A Conflict of Interest can be financial or non-financial in nature or otherwise constitute a material benefit or advantage.

A Conflict of Interest includes not only a personal advantage to a staff member, but to a staff member's family, close relatives or business associates, or outside business interests or activities of the staff member.

The University’s Code of Conduct places an obligation on staff to avoid conflicts between their private interests and the University responsibilities and should avoid situations where there is a reasonable basis for the perception of such a conflict.

This form is to be completed by any staff member who has an actual, potential or perceived Conflict of Interest in undertaking their University duties, responsibility and leadership role. A copy of the completed and signed form is to be stored on the staff member’s personnel file and on the conflicts of interest register. The staff members’ Conflict of Interest management plan should be reviewed annually during the performance development process.

Conflicts of Interest can be actual, perceived, or potential:

a) An **actual** conflict involves a direct conflict between a staff member’s duties and responsibilities to the University and a competing interest or obligation, whether personal or involving a third party.

b) A **perceived** conflict exists where it could reasonably be perceived, or give the appearance, that a competing interest could improperly influence the performance of a staff member’s duties and responsibilities to the University.

c) A **potential** conflict arises where a staff member has an interest or obligation, whether personal or involving a third party, that could conflict with the staff member’s duties and responsibilities to the University.

**Note:**

Merely declaring a Conflict of Interest does not mean that the staff member can then continue to lead, perform duties or carry out responsibilities in relation to or associated with, the matter in question without taking further action. Once declared, the Conflict needs to be managed in accordance with Section 7 of the Policy (Managing a Conflict of Interest).

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| STAFF MEMBERS DISCLOSURE: |
| Name:  |
| Position title: |
| Phone: Email:  |
| Organisational Unit: |
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| I am declaring: (Tick all boxes that apply) |
| [ ]  That I have read and understand the Conflict of Interest Policy and Procedures (PPL 1.50.11) |

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| Based on the Conflict of Interest Policy, I declare that I have: |
| An Actual Conflict: [ ]  |
| A Perceived Conflict: [ ]  |
| A Potential Conflict: [ ]  |
| No Conflict: [ ]  |
| SITUATION OR CONFLICT OF INTEREST  |
| Please provide a brief outline of the nature of the conflict (details may be included privately in a separate confidential envelope if appropriate): |
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| BACKGROUND INFORMATION |
| Please attach copies of all relevant background material and provide further information:  |
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| CONFLICT OF INTEREST MANAGEMENT  |
| Please detail the arrangements proposed to resolve/manage the conflict (attach details separately if appropriate):  |
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| CONFIRMATION |
| In making this declaration, I agree to:* Update this disclosure during the entire period of my employment with the University or until such times as the conflict ceases to exist; and
* Cooperate in the development of Conflict of Interest management plans as required; and
* Comply with any conditions or restrictions imposed by the University to manage, reduce, or eliminate an actual, potential or perceived Conflict of Interest
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| Signed: |
| Date: |

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| ENDORSEMENT BY HEAD OF ORGANISATIONAL UNIT |
| I have reviewed this disclosure and: |
| [ ]  believe that a plan to manage the Conflict of Interest is not required and that no further action is necessary in relation to this matter; or |
| [ ]  believe that the plan outlined in the disclosure will mitigate or remove the Conflict of Interest but the Organisational Unit will continue to monitor the situation; or |
| [ ]  cannot adequately resolve the Conflict of Interest with the staff member concerned and have referred the matter to the Executive Dean/Director for resolution |
| Signed: |
| Name: |
| Position: |
| Date: |
| REVIEWED BY HEAD OF FACULTY/INSTITUTE/MEMBER OF VICE CHANCELLOR’S COMMITTEE |
| I have reviewed this disclosure and: |
| [ ]  no further action is necessary in relation to this matter; or |
| [ ]  recommend action as follows: |
| have referred the matter to the:[ ]  Chief Operating Officer[ ]  Provost[ ]  Deputy Vice-Chancellor (Research)[ ]  Deputy Vice-Chancellor (Academic) |
| Signed: |
| Name: |
| Position: |
| Date: |