



Conflict of Interest Declaration

A/1.2.1.1

Purpose

This tool is used by an individual of the Queensland Synod office making a declaration of an actual, perceived or potential conflict and/or gift in accordance with the Synod Conflicts Policy (A/1.2) and Conflict of Interest Procedure (A/1.2.1).

Fully completed form must be returned to the Governance Secretary for secure filing with the Conflict of Interest and Gift Register.

Scope

This tool is to be used for all individuals engaged in work and activities of the Uniting Church in Australia within the bounds of the Queensland Synod office including Trinity College Queensland, Raymont Residential College and Alexandra Park Conference Centre.

Individual Details

Individual Name: _____

Position Title: _____

Synod Service Area: _____

Conflict Situation

Describe the relevant facts and circumstances that may give rise to an actual, perceived or potential conflict of interest. The following are some factors that may help to describe the situation:

- The event or situation and the context in which it occurs
- The nature of your role or work
- Any personal or private interests that may directly or indirectly benefit you or others
- The names of and/or your relationship with other parties
- The reason(s) why you consider the situation may be a conflict of interest or be perceived as others as a conflict of interest
- The approximate value of the gift, who the gift was received from and the relationship with the individual/organisation.

Identify the category of conflict:

Actual Conflict Perceived Conflict Potential Conflict Gift Declaration

Describe the conflict or circumstances of the gift declaration:



Declaration

I, _____ hereby agree to:

- update this disclosure throughout the period of my engagement with the Uniting Church in Australia, Queensland Synod on an annual basis or until such time as the conflict ceases to exist
- co-operate in the formulation of a conflict of interest mitigation plan as required
- comply with any conditions or restrictions imposed by the Queensland Synod to manage, mitigate or eliminate any actual, potential or perceived conflict of interest
- give consent to the collection and use of information in my declaration for the purposes outlined in the Synod Conflicts Policy (A/1.2) and Conflict of Interest Process (A/1.2.1)
- give consent to any information provided in this declaration to be used and stored in accordance with the Synod Privacy Policy (POL-0001).

Individual's Signature: _____

Date: _____

Proposed Mitigation Plan and Recommendation

(completed by the Person in Control of the Workplace)

If required, outline a recommended mitigation plan to reduce or mitigate the conflict of interest. The mitigation plan may include changes/restrictions to delegations or reporting relationships, approval or management of specific tasks/activities by an alternative manager, or recommendation not to proceed with a transfer or appointment.

I, _____ have reviewed the disclosure and:

- believe that a Mitigation Plan to manage the conflict of interest is not required and no further action is necessary in relation to this matter, or
- believe that the Mitigation Plan outlined in this disclosure will mitigate or remove the conflict of interest and the situation will continue to be monitored, or
- cannot adequately resolve the conflict of interest with the individual concerned.

Individual's Signature: _____

Date: _____

General Secretary Decision

I have reviewed the conflict of interest disclosure and proposed Mitigation Plan and direct the following action in relation to this matter:

- Confirm that a Mitigation Plan is not required
- Implement the Mitigation Plan as proposed
- Implement the Mitigation Plan with the following changes:



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Implement the following alternative Mitigation Plan:

General Secretary's Signature: _____

Date: _____

Notification to Individual (by Person in Control of the Workplace)

Where the mitigation plan is to not proceed with transfer, promotion or employment, People and Culture must be consulted prior to notification to the individual.

Date individual notified: _____

Conflict of Interest & Gift Register

Date register updated: _____

Related documents

A/1.2 Conflicts Policy

A/1.2.1 Conflict of Interests & Gifts Procedure

Definitions

Term	Meaning
Queensland Synod office	Means the work and activities of the Uniting Church in Australia performed within the bounds of the Queensland Synod office including Trinity College Queensland, Raymont Residential College, Alexandra Park Conference Centre and Uniting Education Early Learning centres.
Individual	Means all employees (lay staff), placements and volunteers engaged in work and activities of the Uniting Church in Australia within the bounds of the Queensland Synod office.
Person in control of a workplace	For the purposes of the policy definition of "relevant person in charge", person in control of a workplace means the manager responsible for individuals in a workplace or activity of the Queensland Synod.
Actual Conflict	Involves a conflict between an individual's duties and responsibilities to the Synod office and the individual's private, professional, business or other interests or duties to other organisations.
Perceived Conflict	Exists where it would appear to an independent observer (either from within or from outside of the Synod office) that an individual's private, professional, business or other interests or duties to other organisations do or could improperly influence the performance of the individual's duties and responsibilities to the Synod office.
Potential Conflict	Arises where an individual's private, professional, business or other interests or duties to other organisations could conflict with that individual's duties and responsibilities to the Synod office

THIS DOCUMENT IS UNCONTROLLED WHEN PRINTED.



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Term	Meaning
Gift	Includes, but is not limited to free or discounted items, intangible benefits, hospitality, inducements given or promised to individuals to influence the performance of their role, items provided by organisations (e.g. from a visiting delegation from another jurisdiction) and enduring items (e.g. work of art or consumables such as wine or chocolates).

Revisions

Document number		A/1.2.1.1			
Version	Approval date	Approved by	Effective date	Policy owner	Policy contact
2.0	29.07.2021	Executive Director Shared Services	01.08.2021	Governance Secretary	Governance Secretary
Next scheduled review		01.08.2026			