



Conflict of Interest and Gift Register

A/1.2.1.2

Purpose

This form is used by the Governance Secretary to record conflict of interest declarations and approved management plans as outlined in the Conflict of Interest Procedure (A/1.2.1).

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, Alexandra Park Conference Centre and Uniting Education Early Learning centres.

Register of interests and gifts

A copy of the completed Conflict of Interest Declaration (A/1.2.1.1) must be filed with the Conflict of Interest and Gift Register. Access to the completed Declaration and Register is restricted as per the Conflict of Interest & Gifts Procedure. The Governance Secretary, or their delegate, is to conduct an annual review of the Conflict of Interest and Gift Register to verify changes in declared conflicts/gifts.

Related documents

A/1.2 Conflicts Policy

A/1.2.1 Conflict of Interests & Gifts Procedure

A/1.2.1.1 Conflict of Interest Declaration Form

Definitions

Term	Meaning
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.
Gift	Includes, but is not limited to free or discounted items, intangible benefits, hospitality, inducements given or promised to individuals to

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Term	Meaning
	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/1.2.1.2			
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			



Conflict of interest register

Individual Name	Position Title	Synod Service Area	Person in Control of Workplace	Basic description of the situation	Conflict Type	Proposed plan to mitigate/ reduce conflict	General Secretary Actions	Review Date



Gift register

Individual Name	Position Title	Synod Service Area	Person in Control of Workplace	Basic Description of Gift	Approx Gift Value (\$)	Gift Received From (Individual / Business)	Nature of Relationship	General Secretary Actions	Review Date