The Uniting Church in Australia
QUEENSLAND SYNOD

FORM

Concerns about a Conflict of Interest / Bias / Other

Purpose

This Form is to be used by either:

- a person (the Complainant) who has lodged a complaint against a Member or Adherent (including a complaint against a person who is a member of the Church Council) or a Minister; or
- a person (the Respondent) against whom a complaint has been made.

Form Recipient

Where the Complainant or Respondent wants to raise a concern during the process, that the person handling their complaint has a conflict of interest or is biased (or there is some other concern) and should, for example, not be handling their complaint or are not following reasonable process, they should complete the below and send this Form to:

- the Presbytery → where the complaint is about a Member of Adherent (including a Church Councillor)
- the Synod's Complaints Officer → where these concerns relate to the handling of a complaint by a Presbytery officer

(Note: if your matter is being dealt with by the Committee for Discipline or Committee for Counselling, you must raise your concern with that Committee. Such a concern will not be dealt with via this process.)

Details

Does your concern relate to a:

☐ Conflict of Interest

☐ Bias

☐ Failure to follow correct process

☐ Other

Please set out details in relation the following:

Date of original complaint:	
Identity of the Respondent:	
Whom the complaint was made to:	

Please set out the **facts** that give rise to your concern.

(Please note that an opinion, a suspicion, belief, conclusion, assumption or general understanding is not a fact.)

Please set out the **outcome** that you are seeking.

(Please note: You will be advised of the outcome in due course.)

Signature:	
Name:	
Date:	

Revisions

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Version	Approval date	Approved by	Effective date	Policy owner	Policy contacts
1.0	04.09.2026	General Secretary	04.09.2026	Associate General Secretary	Special Counsel, Synod Legal & Risk
Next scheduled review		31.12.2026			