

Conflict of Interest (COI) Notification (Version 5.1)

Standard Funding Agreement Terms and Conditions Clause 9.4.2

PHN Name: Gold Coast, Level 1, 14 Edgewater Court, Robina, Qld, 4225

Person Declaring Conflict of Interest (Legible Full Name):

Name of Meeting / Group / Event:

Date Meeting / Group / Event took place:

DETAILS OF CONFLICT

(Note: all questions are required to be completed unless states as 'Optional')

Conflict type: (tick appropriate box)	<input type="checkbox"/> Actual <input type="checkbox"/> Perceived <input type="checkbox"/> Potential Note: Definitions of the above COI options can be found on the back of this form
Provide a FULL description of the COI:	
Names and details of all parties involved in the conflict:	
Is the conflict New or Historical i.e. previously declared: (tick appropriate box)	<input type="checkbox"/> New COI <input type="checkbox"/> Historical COI <i>(if yes, then provide further details)</i>
Further information: (OPTIONAL)	
Select agreed* proposed strategy for resolving or managing the Conflict:	<input type="checkbox"/> Register <input type="checkbox"/> Restrict <input type="checkbox"/> Recruit <input type="checkbox"/> Remove <input type="checkbox"/> Relinquish <input type="checkbox"/> Resign Note: Types and definitions of Strategies can be found on the back of this form <i>* COI strategy is agreed on and endorsed by the meeting / panel members.</i>
Further information: (OPTIONAL)	

Signature of Declaree:	
GCPHN Personnel Name:	
GCPHN Personnel Position:	
GCPHN Personnel Signature:	
Date signed:	

What are the different types of conflicts of interest?

- **Actual** – An actual conflict of interest involves a direct conflict between a person’s current duties and responsibilities and existing private interests. i.e. you **ARE** being influenced by a conflicting interest
- **Perceived** - A perceived or apparent conflict of interest can exist where it could be perceived, or appears, that a person’s private interests could improperly influence the performance of their duties – whether or not this is in fact the case i.e. you could **APPEAR** to be influenced by a conflicting interest.
- **Potential** - A potential conflict of interest arises where a person has private interests that could conflict with their official duties in the future i.e. you **COULD** be influenced by a conflicting interest.

STRATEGY		DESCRIPTION / RECOMMENDED ACTION
1.	Register	Details of the existence of a conflict of interest (actual, potential or perceived) are formally entered into the Conflicts of Interest Register. <i>When to use: for low-risk COI's.</i>
2.	Restrict	Where restrictions are placed on the employee’s involvement in the matter e.g. may not participate in discussions or decision making. <i>When to use: If the COI is not likely to arise frequently.</i>
3.	Recruit	Where a neutral third party is used to oversee part or all of the process that deals with the matter. <i>When to use: if the expertise of the third party is necessary.</i>
4.	Remove	Where the employee is removed from their involvement in the matter creating the conflict i.e. leave the room during pertinent discussions. <i>When to use: For ongoing serious COIs where ad hoc restriction or recruitment of others is not appropriate.</i>
5.	Relinquish	Where the employee relinquishes the private interest that is creating the conflict. <i>When to use: if the employee’s commitment to public/official duty outweighs their attachment to the private interest.</i>
6.	Resign	Where the employee resigns from the conflicting role e.g. on the interview panel, from the Board etc. <i>When to use: where no other options are practicable or if the employee prefers this course as a matter of personal principle.</i>