| **Conflict of Interest (COI) Notification (Version 6.0)**  Standard Funding Agreement Terms and Conditions Clause 9.4.2 COMPLETED DOCUMENT TO BE SUBMITTED TO [HR@GCPHN.COM.AU](mailto:HR@GCPHN.COM.AU) | | |
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| **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) | ☐ Actual ☐ Perceived ☐ 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) | ☐ New COI ☐ Historical COI *(if yes, then provide further details )* | |
| **Further information:**  (OPTIONAL) |  | |
| **Select agreed\* proposed strategy for resolving or managing the Conflict:** | ☐ Register ☐ Restrict ☐ Recruit ☐ Remove ☐ Relinquish ☐ Resign  ***Note:*** *Types and definitions of Strategies can be found on the back of this form*  ***\**** *COI strategy is agreed on and endorsed by the meeting / panel members.* | |
| **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.

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