



1. **Representative Name (name of the person declaring the interest)**

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1. **Representative Email**

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1. **Representative Type (please choose from the following)**

[ ] University employee

[ ] University Senior Executive

[ ] Board / Board Committee member

1. **Type of Conflict of Interest Declaration**

[x]  Continual Disclosure



1. **Type of Interest (please choose from the following)**

[ ] Family (child/ren, parent, spouse, stepchild/ren) [ ] Former colleague

[ ] Former spouse [ ] Friend

[ ] Rival and/or competitor [ ] Relatives of any of the aforesaid

[ ] Committee Membership [ ] Company directorships or partnerships

[ ] Contractual arrangements or obligations [ ] Employment

[ ] Gifts [ ] Investments

[ ] Private business [ ] Self-managed superannuation funds involvement

[ ] Shareholdings [ ] Significant equity holdings with influence

[ ] Significant liabilities [ ] Social, political or religious group

[ ] Trusts or nominee companies [ ] Voluntary activities

[ ] Other (including any significant sources of income), please specify:

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1. **Description of Interest** - Please describe the conflict (real, perceived, potential, material) and the association with the University, including name of the organisation or group or individual:

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1. **Risk Mitigation Strategy - to manage the interest in time of conflict (please choose all that applies)**

[ ] Modify or transfer the delegation

[ ] Absence from decisions or voting

[ ] Request for independent review

[ ] Restrict access to systems or information

[ ] Appoint independent members

[ ] Review access and delegations

[ ] No direct or indirect responsibility

[ ] Appoint independent oversight

[ ] Other



1. **Acknowledgement**

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| --- |
| Insert signature and date |

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**MANAGER TO CONFIRM**



Prior to confirming the declaration and if it is appropriate to do so, you may wish to:

1. obtain further information from the person declaring the interest, from the person; or
2. escalate the disclosure to the Compliance Program Unit for further investigation and action, particularly for complicated and rare conflicts of interests.

**I confirm the declaration including any applicable risk mitigation strategies.**

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| Insert name, signature and date |