Coooee Book RoundUp Conflict of Interest Disclosure Form

Surname: Given name/s: Position:

Describe the private interests that have the potential to impact on your ability to carry out, or be seen to carry out, your role in CBR.

Describe the expected roles/duties you perform within CBR.

The conflict of interest has been identified as: (Please circle one of the following)

Non-pecuniary interest An apparent conflict of interest Pecuniary interest

A real conflict of interest A potential conflict of interest Other _____

Provide any other details of how this might be a conflict of interest:

Employee Declaration

I declare that the above details of my private interests are correct to the best of my knowledge and am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of interest in connection with my public service employment and to advise my manager of any relevant changes in my personal circumstances.

Signature: *Date:*

When finalised this form is to be forwarded to the board for consideration. You will be notified of a decision within seven (7) days following CBR's next monthly board meeting. The board decision is final. A copy of the form and the board's decision will be kept on file.

Action by CBR Board

Describe the action proposed to mitigate the real or perceived conflict which has been disclosed and the reasons for the decisions:

The above action has been discussed with the employee/volunteer and is appropriate to resolve the real or apparent conflict of interest disclosed above.

Signature of Chairperson: Date:

Employee Endorsement: Date: