Conflict of interest register

Template

(Insert procurement activity and reference number)

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| **When to use this template**This template can be used to document and register conflict of interest declarations provided by officers involved in a procurement activity.**Please delete this text box and remove any user notes before use.**Use of this template is optional – remember to check your agency’s policies and procedures to check whether your agency has a standard template available that you are required to use.**For more information on the *Buy Queensland* approach to procurement please visit** [www.qld.gov.au/buyqueensland](http://www.qld.gov.au/buyqueensland).Get involved! This document is part of the Procurement Resource Centre. We would love to hear what you think, so please email your feedback to betterprocurement@hpw.qld.gov.au.**Disclaimer**This document is intended as a guide only for the internal use and benefit of government agencies. It may not be relied on by any other party. It should be read in conjunction with the Queensland Procurement Policy, your agency’s procurement policies and procedures, and any other relevant documents.The Department of Housing and Public Works disclaims all liability that may arise from the use of this document. This document should not be used as a substitute for obtaining appropriate probity and legal advice as may be required. In preparing this document, reasonable efforts have been made to use accurate and current information. It should be noted that information may have changed since the publication of this document. Where errors or inaccuracies are brought to attention a reasonable effort will be made to correct them. |

# Conflict of interest register

[User note: conflict of interest declarations should be obtained as soon as possible from any person involved in the procurement activity. Any declared conflicts of interest, along with the determination of any resolution strategies, needs to occur in accordance with agency requirements and delegations.]

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| --- | --- | --- | --- | --- | --- |
| **Date of conflict of interest declaration** | **Name of officer** | **Declared conflicts (Y/N)** | **Summary of declared conflict (if applicable)** | **Approved resolution strategy (if applicable)** | **Probity advisor notified (if applicable)** |
| (Insert date) | (Insert name)  | (Y/ N) | (Insert summary, if applicable) | (Insert approved resolution strategy, if applicable) | (Insert once the probity advisor has been notified) |
| (Insert date) | (Insert name)  | (Y/N) | (Insert summary, if applicable) | (Insert approved resolution strategy, if applicable) | (Insert once the probity advisor has been notified) |
| (Insert date) | (Insert name)  | (Y/N) | (Insert summary, if applicable) | (Insert approved resolution strategy, if applicable) | (Insert once the probity advisor has been notified) |