Declaring a Conflict of Interest or Gift / Benefit

Overview
The Conflict of Interest process in FlindersPro, provides a convenient, consistent and confidential way for staff to record conflicts and for supervisors to record how these conflicts are being managed. It also provides a means for disclosing the acceptance of Gifts or Benefits (including hospitality). This guide will step you through the following:

- Registering a Conflict of Interest
- Declaring a Gift or Benefit
- Updating a Conflict of Interest or Gift / Benefit
- Closing a Conflict of Interest

Positions Responsible
All staff

System Steps
1. Login to FlindersPro (https://flindersbpm.appiancloud.com)
   (Using your FAN and FAN password)
2. Go to the ‘Actions’ tab and select ‘Declare Conflict of Interest or Gift/Benefit’

Declaring a Conflict of Interest

What is a Conflict of Interest?

A conflict of interest arises when a staff member’s personal, external or financial interests, or the interests of someone with whom the staff member has a close personal relationship are, or could be perceived to be in conflict with the staff member’s professional obligations to the University.

It is essential that actual, potential or perceived conflicts are identified, disclosed and appropriately managed when they arise. Disclosing a conflict ensures appropriate transparency and protects both you and the University. Please refer to the Conflict of Interest Policy and the associated guidance document for further information.

3. Select to declare ‘An Actual, Potential or Perceived Conflict’
4. Complete the remainder of the form
   Supporting documentation (if relevant) can be uploaded by clicking ‘Choose File’ and navigating to the document.
5. Click ‘Submit’
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Note: * denotes a mandatory field and must be completed before moving to the next page

Next Stage
Your supervisor will receive an email asking them to review the Conflict of Interest and either confirm the approach you have proposed or suggest an alternative.

Declaring a Gift / Benefit
Staff must declare the offer or receipt of a Gift / Benefit (including hospitality) with an estimated value of $150 or more and seek their supervisor’s approval for acceptance. Gifts / Benefits under this value may be declared in the interests of transparency but supervisor approval for acceptance is not required. Please refer to the Conflict of Interest Policy and the associated guidance document for further information.

3. Select to declare ‘A Gift or Benefit (including hospitality)’
4. Enter the estimated value (only enter numbers in this field, $ sign is not required)
5. Select the date the Gift or Benefit was offered
6. Complete the remainder of the form
   Supporting documentation (if relevant) can be uploaded by clicking ‘Choose File’ and navigating to the document.
7. Click ‘Submit’
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Note: * denotes a mandatory field and must be completed before moving to the next page

Next Stage
Your supervisor will receive an email asking them to review the offer or receipt of the Gift / Benefit and provide a response if the estimated value of the gift is $150 or more. If the estimated value is under $150 your supervisor will receive an email advising them of the declaration and that no approval is required.

Updating a Conflict of Interest or Gift / Benefit
When circumstances change or there is an error, a Conflict of Interest or Gift / Benefit record can be updated, regardless of the ‘Status’. These instructions will step you through how to update the record:
1. Go to the ‘Records’ tab and click ‘Declared Conflicts of Interest/Gifts’
2. Select the record that needs updating by clicking the blue link.
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The most recent information will be displayed on screen.

3. Click the ‘Update’ button to change the details displayed. Previous ‘Versions’ can be viewed by clicking the blue version link.

4. Update information as required and click ‘Submit’.
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Next Stage

Your supervisor will receive an email advising there has been an update and it will need to be reviewed, unless the update relates to a gift/benefit declaration with a value under $150, in which case your supervisor will receive an email notification but no task to action.

Closing a Conflict of Interest

When a declared Conflict of Interest ceases to exist, the record can be closed. The declarant can only close conflicts with a status of ‘Completed’. Once a declaration is closed, it can no longer be edited or re-opened.

1. Go to the ‘Records’ tab and click “Declared Conflicts of Interest/Gifts’

![Records Tab](image1)

2. Select the record to close by clicking the blue link

![Record Details](image2)

3. Click the ‘Close’ button to change the details displayed.

![Close Button](image3)

4. Enter a reason why the conflict no longer exists and click ‘Submit’

![Submit Button](image4)
Next Stage

Your supervisor will be sent an email advising them that the conflict has been closed.