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).

Once a staff member has registered a Conflict of Interest or disclosed the acceptance of a Gift / Benefit an email will be sent to their supervisor. The supervisor’s role is to review the declaration and provide a response. Please refer to the Conflict of Interest Policy and the associated guidance document for further information. This guide will step you through the following:

- Responding to a Conflict of Interest declaration
- Responding to a Gift / Benefit declaration
- Updating your response

Positions Responsible

Supervisors

System Steps

1. Login to FlindersPro (https://flindersbpm.appiancloud.com) (Using your FAN and FAN password)
2. Go to the ‘Tasks’ tab and select the declaration task

Responding to a Conflict of Interest declaration

When responding to a declaration of Conflict of Interest, there is an opportunity to accept the proposed approach or suggest an alternative. If an alternative approach is required, provide details and click ‘Submit’. An email will be sent to the declarant advising of your response.
Responding to a Gift / Benefit declaration

As a supervisor, when a Gift / Benefit declaration has been submitted, your response in relation to the acceptance of gifts valued at $150 or more is required. If the gift should not be accepted, or there are conditions around the acceptance, details need to be provided before clicking ‘Submit’. An email will be sent to the declarant advising of your response.

Updating your response

When circumstances change or there is an error, the supervisor may update their response to a declared Conflict of Interest or Gift or Benefit. Only declarations where a response has already been recorded may have their response updated. If a Conflict of Interest is closed and no longer current than the supervisor may not update their response as it is considered no longer active.

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.
Responding to a Conflict of Interest or Gift / Benefit Declaration

3. Select 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’.

Next Stage
The declarant will receive an email advising that the Supervisor has updated their response.