# Individual declaration template

Use the following form to declare a conflict of interest and associated details, in advance. The form should be completed with the Reserve Manager/Chair.

Attach any additional information if required. In the instances that a Reserve Manager/Chair needs to declare a conflict of interest, they should complete the form with another Crown land manager to ensure effective management of the conflict.

| Conflict of interest declaration [add Reserve name, Reserve #] | | | | |
| --- | --- | --- | --- | --- |
| Name: | | Position on board (if any): | | |
| Conflict of Interest Type: *(Tick all that apply)* | | | | |
| □ Actual | □ Perceived | | | □ Potential |
| □ Pecuniary (financial) | □ Non-pecuniary(non-financial) | | | □ Conflict of roles |
| Outline the general background and details of the Conflict(s) of Interest: | | | | |
| Identify any risks the Conflict(s) of Interest is likely to have on your role/responsibilities: | | | | |
| Outline how you would manage and/or avoid the perception, real or otherwise, of the Conflict(s) of Interest: | | | | |
| Declaration (Board member 1):  *I am aware that I must exercise my responsibilities as a member of the aforementioned board in accordance with the Crown Reserve Code of Conduct for Crown boards.*  *I will formally advise the aforementioned board and the Department of Industry, if required, of any significant change in the circumstances that affects the accuracy of this declaration and undertaking.*  *I hereby declare that the above details are correct to the best of my knowledge and I make this Conflict of Interest declaration in good faith.*  Name: | | | | |
| Signature: | | | Date: | |
| Declaration (Board member 2):  *I hereby declare that I have received and appropriately noted this Conflict of Interest declaration, on behalf of the Crown reserve board*  Name: | | | | |
| Signature: | | | Date: | |
| Statement of Conflict of Interest Management or Resolution: *(Outline the proposed action to be taken to reduce, resolve or manage the Conflict of Interest)*: | | | | |
| Declaration:  *The above action has been agreed on to resolve the Conflict of Interest declared by:* | | | | |
| Name: | | | | |
| Signature:  *(Board member 1)* | | | Date: | |
| Name: | | | | |
| Signature:  *(Board member 2)* | | | Date: | |
|  | | |  | |
| Statement of finalisation of the Conflict of Interest: *(outline the proposed adjustment to the action taken to resolve or manage the Conflict of Interest)* | | | | |
| Declaration of finalisation:  *I hereby declare that the Conflict of Interest has now been resolved and no further action is required.* | | | | |
| Name: | | | | |
| Signature:  *(Board member 1)* | | | Date: | |
| Name: | | | | |
| Signature:  *(Board member 2)* | | | Date: | |