

Policy and Procedure Register updates – Summary of changes to:

Conflict of interest procedure

1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations
 Audit/review recommendation
 Due for review
 Change of policy/procedure requirements
 Other

The updated procedure aims to support key elements of the department's Integrity and Governance Reforms 90-day Action Plan (90-day Plan) and to reflect recent reform recommendations to improve clarity, simplify language and assist readers to make a clear and informed decision.

2. Summary of changes

The updated procedure:

- clearly sets out, on page one, 11 common situations that may give rise to a Col.
- extends the conflict of interest (Col) process from '*Identify, Manage, Monitor*' to '*Identify, Declare, Manage, Monitor*'.

1. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

1.2 If yes, select the type of change (select all that apply):

- Revised responsibilities
 New/additional responsibilities
 Removed responsibilities

Position title	Summary of change	Page #
Managers	The updated procedure requires managers to:	
	<ul style="list-style-type: none"> ensure employees are aware that following disclosure of a Col, they must not take any or further action relating to the issue giving rise to the Col unless authorised, as stipulated in s186 of the Public Service Act 2008 immediately inform the department's Integrity and Employee Relations unit (IER) if any suspected fraud is identified in connection with the disclosure of a Col. 	2, 4 2
All employees	The updated procedure requires employees to:	
	<ul style="list-style-type: none"> ensure that following disclosure of a Col, they refrain from taking any or further action relating to the issue giving rise to the Col unless authorised, as stipulated in s186 of the Public Service Act 2008. report allegations of misconduct or corrupt conduct associated with Cols to IER. 	2 2

2. Communication and support for implementation

New supporting resources have been developed to provide further guidance to employees and managers, including:

- [Col Management strategy options – graphic overview](#)

- [Col Management process – graphic overview](#)
- [Col toolkit](#)
- [Col Management plan](#)
- [Col Declaration form](#)

The department's Mandatory All Staff Training will be updated to reflect the changes to this procedure.

A comprehensive communication campaign is planned for Q3 and Q4 2021.

The Integrity and Employee Relations Unit is available to provide support and advice to employees seeking clarification about any aspect of the updated procedure.

For further assistance, please contact:

- Implementation contact: Ms Marija Hall, Director Integrity, (07) 305 52959, marija.hall@qed.qld.gov.au
- Policy/procedure contact: Integrity and Employee Relations.
 - For advice about integrity matters, email: integrity@qed.qld.gov.au.
 - To report alleged misconduct and corrupt conduct, email; intake@qed.qld.gov.au.