

APPENDIX THREE

Conflict of interest form¹⁷

Disclosure of possible conflict of interest

Name:

Date of Disclosure:

I wish to disclose a personal interest that may result in a conflict. I understand a conflict of interest to be a situation where my personal interests compromise, or may be seen to compromise my responsibilities to act fairly and impartially when delivering justice services.

Type of personal interest:

- Whānau/Relationship **Please provide details:**
- Financial
- Professional
- Other

Please answer the following questions:

1. Do you think it is possible that the interest identified above may lead to an unfair outcome and/or inappropriate access to information?
2. Have you already seen or had access to information that could be considered private or sensitive?

I will update this disclosure if my interests change, or if there is a relevant change in circumstances.

I will not access any information related to the case or circumstance that this actual, potential or perceived conflict relates to without prior approval of my manager or my organisation's Board or governance group.

Signed:

Date:

¹⁷ Use of this sample form is not compulsory. Organisations may choose to use their own conflict of interest form.

Management Plan

Assessment of the interest disclosed

Does a conflict exist? Actual Potential Perceived No Conflict

Comments

Actions taken:

Restricting Involvement	How this conflict will be managed:
Reallocating Responsibility	
Removing the conflict	
Relinquishing the work	

Please answer the following questions:

1. Has a privacy breach occurred?

Note if the answer is Yes, privacy breach procedures must be followed.

2. Does the Court or Ministry of Justice need to be informed?

The Ministry of Justice requires that you document the steps you have taken, and will take, to mitigate any identified conflict of interest as it relates to services that the Ministry funds.

Management plan completed by:

Date:

Agreed to by the person with a conflict:

Date:

Review by Organisation's governance group (if applicable)

Date: