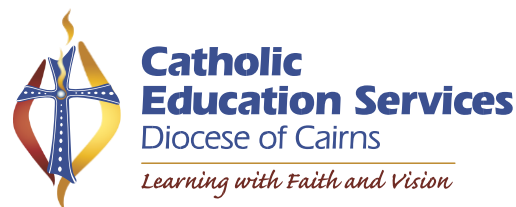


Catholic Education, Cairns School and College Boards Conflict of Interest Registration



Purpose: This registration form is to be used by members of school/college to declare actual, perceived or potential conflicts of interest. It also applies to ex officios on Boards, and those for whom the Board constitution defines an advisory or support role.

The register only seeks information relevant to the Board's role.

Confidentiality: Registrations of this form will be kept securely and confidentially and will only be available to the Board's Chair and the Board Secretariat. Board members will keep a copy of their own registration.

Updates: Board secretariats will invite members to update their register on an annual basis, but Board members have an obligation to update their register when required as a result of changed circumstances.

Actions in response to registration: Corporate governance practice usually applies six strategies (the six Rs) to manage conflicts of interest. These are provided below with comments on the particular context for school boards.

Strategy	Comment
Register: <i>Where details of the existence of an actual, Perceived or Potential Conflict of Interest are formally registered.</i>	The most common form of conflict management where awareness of the interest is sufficient, and the Member's involvement in the discussion is more beneficial than being absent from the matter. Meeting record should always note the conflict.
Restrict <i>Where restrictions are placed on the relevant person's involvement in the matter.</i>	Restrictions may involve leaving the meeting for all or part of discussion of an agenda item or not having a vote counted. Useful when there is a direct or likely conflict. Difficult if there are ongoing conflicts.
Recruit <i>Where a disinterested third party (e.g. probity adviser or probity auditor) is used to oversee part or all of the process that deals with the matter.</i>	School boards have not used probity advisors in the past but it is an available option for significant governance or financial matters where independent oversight is required.
Remove <i>Where a relevant person chooses to be removed from the matter.</i>	Unlikely to be required here. In the normal course of events, restricting a Member's involvement in certain agenda items might be sufficient.
Relinquish <i>Where the relevant person relinquishes the Private Interest that is creating the conflict.</i>	A matter for Member judgment
Resign <i>Where the relevant person resigns from their position with the agency.</i>	A consideration where ongoing conflicts might permanently impact a Member's positive contribution to the Board

Register of Interests – School and College Boards, Diocese of Cairns

Name:

Date of registration:

Applies to (Name Board, committees this covers):

1. Personal/family contact with Catholic schools/education

Schools/colleges currently attended by your children or other close family members (this school/college and others):

Positions held in Catholic school governance by you or an immediate member of family (eg membership of other school/college boards, committees or P&Fs)

2. Personal/family contact with Church governance

Parish, Diocesan or Church roles (boards, committees, councils etc) held by you or an immediate member of family

3. Business/professional interests for yourself or an immediate member of family that might constitute a conflict of interest with your education governance role:

(Note this does not seek an exhaustive list of business or professional interests – only those which might constitute an actual, potential or perceived conflict of interest)

4. Other matters for which you might have an actual, potential or perceived conflict of interest that you wish to declare