

Conflict of interest management plan

This template has been developed to assist Class B cemetery trusts manage conflicts of interest. A conflict of interest is a conflict between a person’s duty as a trust member and their private interests. A trust member with a conflict of interest is required to enter into a conflict of interest management plan.

The trust chairperson should complete this template, and the trust member and chairperson are required to sign the plan. If the chairperson is unavailable or related to the trust member, a chairperson’s delegate (current trust member or secretary not related to the member) should complete this template.

More information about conflicts of interest is available in the [*Managing conflicts of interest factsheet*](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-governance) <https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-governance>.

## Part 1: Trust member details

| Cemetery trust name:       |
| --- |
| Trust member name:       |
| Conflict of interest management plan review date:    /    /      |

## Part 2: Conflict of interest

| Description of conflict of interest:       |
| --- |

## Part 3: Management strategies

|  |
| --- |
| **Trust meetings*** The trust member:
	+ will disclose any conflicts of interest relating to agenda items at the beginning of trust meetings
	+ will leave a trust meeting as soon as an agenda item related to the conflict comes up for discussion
	+ will not initiate or engage in any discussions related to the conflict (including before and after meetings)
	+ will not seek to influence other trust members’ opinions or decisions related to the conflict (including before and after meetings)
	+ will not vote on an agenda item related to the conflict
	+ will accept decisions made by the trust and support the implementation of trust decisions.

**Procurement processes*** The trust member will not participate in any stage of procurement processes where:
	+ the trust member owns or works for a business bidding for a contract
	+ the trust member has shares in a business bidding for a contract
	+ the trust member has a private interest in a business bidding for a contract
	+ the trust member is a directly related family member or a close personal friend of a person who owns or works for a business bidding for a contract.
* The trust member will not be privy to commercial-in-confidence information relevant to a profession/business the trust member has a private interest in.

**Promotion and advertising*** The trust member will not promote a business they have a private interest in to customers and other stakeholders.
* The trust member will not advertise a business they have a private interest in on cemetery premises or via trust communications (including online).
* The trust member will not be permitted to provide quotes in a private capacity for grant applications.

**Recruitment and employment** * The trust member will not participate in the recruitment process for new trust members (including interviews and referee checks) where an applicant is a directly related family member or a close personal friend of the trust member.
* The trust member will not participate in the recruitment of trust employees (including interviews and referee checks) where an applicant is a directly related family member or a close personal friend of the trust member.
* The trust member will not participate in performance reviews and performance management of a trust employee who is a directly related family member.
 |
| Please specify any additional management strategies if applicable:       |

## Part 4: Trust member declaration

| I understand the actions detailed in this form have been put in place to manage my conflict/s of interest. I will advise the trust in writing if my circumstances change.* By signing below, I agree to adhere to this conflict of interest management plan.
* I declare, to the best of my knowledge, the information provided in this form is true and correct.

**Trust member name:**       |
| --- |
| **Trust member signature:** | **Date:**    /    /      |

## Part 5: Chairperson declaration

| The cemetery trust agrees to this conflict of interest management plan. The trust chairperson or delegate accepts responsibility for monitoring this plan, ensuring management strategies are implemented, and reviewing this plan by the review date identified in Part 1.**Chairperson / delegate name:**       |
| --- |
| **Chairperson / delegate signature:** | **Date:**    /    /      |