

# Bike Riding Encouragement Grant Conflict of Interest Declaration



Queensland  
Government

**Note:** Any personal information provided might be discussed with the Bike Riding Encouragement Program (BREP) Grants Team who may discuss the matter with the Bike Riding Encouragement Program Grants Selection Committee if a conflict of interest situation arises. Depending on the circumstances, an opinion may be sought from the Integrity Commissioner. Your personal information will not be disclosed to other parties without your consent, unless required to do so by law. Use of the information on this form is restricted to those involved in the administration of this process. **Please complete Section A, B and either C or D.**

## SECTION A: APPLICANT (Declarant)

Family name

Given name/s

**Declaration details.** It is the applicant's responsibility to indicate the relevant circumstances which give rise, or may give rise, to a conflict of interest, such as: personal, professional and business interests, others you may wish to benefit or disadvantage, or the interests of partners, dependents or other groups with which you associate.

Names and relationships with other parties, and the reason why the circumstances present, or could present, a conflict of interest are required. Both pecuniary and non-pecuniary interests need to be addressed.

**Note:** Having a conflict of interest is not considered wrong doing in itself. However you are required to openly declare actual, perceived or potential conflicts of interest.

**Attach relevant supporting documentation if required.**

## SECTION B: WHAT IS THE PRIVATE, PROFESSIONAL OR BUSINESS INTEREST THAT MAY BE A CONFLICT?

Declarant Signature

Date

**Privacy statement:** The Department of Transport and Main Roads collects the information on this form for the purpose of assessing the application for bike riding encouragement grants. This information is authorised by the *Transport Operations (Road Use Management) Act*. The Department of Transport and Main Roads usually gives some or all of this information to its agents and contractors, authorised departmental officers, the Queensland Police Service, other Queensland state government agencies, and federal and interstate government agencies. The Department of Transport and Main Roads will not disclose your personal information to any other third parties without your consent unless authorised or required by law.

## SECTION C: DELEGATE DECISION MAKING – NO CONFLICT

(if completing section C, Section D is not required to be completed)

**The matter has been discussed between the declarant and the Bike Riding Encouragement Program team delegate and it has been agreed that the circumstances do not represent a conflict of interest and no further action is required.**

**Document the discussion below:**

Name

Declarant's Signature

Date

Name

Position Title

BREP Community Grants Delegate Signature

Date

**SECTION D: DELEGATE DECISION MAKING - CONFLICT OF INTEREST EXISTS AND REQUIRES A MANAGEMENT PLAN (including potential and perceived conflicts) (if completing section D, Section C is not required to be completed)**

**Resolution and Management Strategy**

What action has been taken to resolve and/or manage the conflict of interest (Register, Restrict or Remove)? Include details of discussions if any advice sought. Attach additional documentation if required.

I agree the above action has been decided upon to resolve and/or manage the conflict of interest:

<p>Name <input style="width: 95%;" type="text"/></p> <p>Declarant's Signature <input style="width: 95%;" type="text"/></p> <p>Date <input style="width: 95%;" type="text"/></p>	<p>Name <input style="width: 95%;" type="text"/></p> <p>Position Title <input style="width: 95%;" type="text"/></p> <p>BREP Community Grants Delegate Signature <input style="width: 95%;" type="text"/></p> <p>Date <input style="width: 95%;" type="text"/></p>
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**Delegate Office Action**

- Copy to Declarant
- Copy to BREP community grants team (to secure confidential file)
- Original to Delegate (to secure confidential file)