



# Accredited Grain Assurance Scheme (AGSA) DISCLOSURE FORM

## What is a conflict of interest under the AGSA Scheme?

A conflict of interest occurs when you have competing professional or personal interests that could make it difficult for you to be impartial and objective. A conflict of interest often arises in relation to management and control of work.

Under the AGSA Scheme, marine surveyors and BVI AOs cannot be under the same management.

Further, the accredited marine surveyor appointed to survey the bulk vessel and the BVI AO appointed to conduct the phytosanitary inspection of the bulk vessel, must not be employed by the same immediate employer, or by companies under the same parent company, or by companies that are under the same management or corporation.

## Why is it important to disclose and manage conflicts of interest?

Conflicts of interests may result in reduced trust in Australian bulk grain exports. This could result in reputational damage at many levels which may include government, exporters, and shippers, as well as with individual marine surveyors or BVI AOs. Failure to disclose, manage and record conflicts of interest may result in suspension or revocation of your accreditation.

By disclosing and managing conflicts of interest to either the DAFF or AIMS, you support trade in Australian grain exports. You will also maintain trust in Australian bulk grain exports and reduce possible reputational damage.

## How to disclose and manage a conflict of interest

- Use this form to record your conflict of interest
- Ensure that your employer has a copy of the form
- Keep a record of the form, and any associated emails or correspondence on file so that they can be retrieved in the case of an audit or complaint
- Send the form to [grain@aimsurveyors.com.au](mailto:grain@aimsurveyors.com.au). The grain team will review your disclosure form and contact you to give advice on how to manage the conflict or they may seek further advice from the DAFF and or its representatives on what further management of your conflict may be required.

## Disclosure Form

This form is to be completed by any AGSA accredited independent marine surveyor, organisations or their employees, an Authorised Officer or other person who has a real or perceived conflict of interest or a potential conflict of interest in undertaking their AGSA obligations.

A copy of the completed and signed form is to be given to the AIMS CEO or the Grain Team for review and recording

Please complete your answers in block letters.

I, *(Insert full name)*

of *(insert AGSA ID number, member number or other identification)*

hereby declare a:

REAL       POTENTIAL       PERCEIVED

CONFLICT OF INTEREST       CONFLICT OF COMMITMENT

**Note:** Tick all applicable boxes.

Please provide a brief outline of the nature of the conflict (details may be included privately in a separate confidential envelope if appropriate).

Please detail the arrangements proposed to resolve/manage/ the conflict (attach separately if appropriate).

I, \_\_\_\_\_ (insert name)

hereby agree to:

- update this disclosure throughout the period involvement in the duties/activities that are subject to conflict on an annual basis or until such time as the conflict ceases to exist;
- co-operate in the formulation of a “conflict of interest management plan” as required;
- comply with any conditions or restrictions imposed by the Company to manage, mitigate or eliminate any actual, potential or perceived conflict of interest and/or commitment.

Signed:

Date:

### Endorsement by AGSA deed administrator

I \_\_\_\_\_ as the representative for the accrediting body for the AGSA scheme have reviewed the disclosure (and plan where applicable) and:  
(\*tick as appropriate)

- Believe that a plan to manage the conflict of interest is not required, no further action is necessary in relation to this matter
- Believe that the plan outlined in the disclosure will mitigate or remove the conflict of interest but will continue to monitor the situation.
- Cannot adequately resolve the conflict of interest with the person / organisation concerned and have referred the matter to the External auditor for resolution.

Representative of the AGSA administration team

Name:

Signature:

Date:

#### OFFICE USE ONLY

<p>This disclosure form has been noted and filed securely.</p> <ul style="list-style-type: none"><li><input type="radio"/> Yes - Date</li><li><input type="radio"/> No</li></ul> <p>The applicant has been notified via email</p> <ul style="list-style-type: none"><li><input type="radio"/> Yes - Date</li><li><input type="radio"/> No</li></ul> <p>This disclosure form has been forwarded to an external auditor for review and decision</p> <ul style="list-style-type: none"><li><input type="radio"/> Yes - Date</li><li><input type="radio"/> No</li></ul>
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Attach any additional information or evidence here: