This form should be used by Department of Education and Training (DET) employees (school and corporate based) to disclose actual, potential and perceived conflicts of interest and to demonstrate that you will take appropriate action to manage and resolve conflicts of interest or prevent them from arising and those in positions required to lodge a declaration annually.

**This form is not to be used by school representative bodies or school council employees (non-NTPS) or by recruitment or procurement assessment panel members. Separate declaration forms for these can be found on DET’s internet page.**

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|  | Questions are followed by answer fields. Use the ‘Tab’ key to navigate through. Replace Y/N or Yes/No fields with your answer. |
| Conflict of Interest Declaration | |

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| Declarant’s details | |
| Employee’s Full Name: |  |
| Position: |  |
| School / Branch and Division: |  |
| Telephone and Email: |  |
| I have read and understood the Department of Education and Training’s Conflict of Interest policy and examples provided at appendix A in the Conflict of interest procedures. Yes | |

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| **Step 1: Assessment** |

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| 1. Do you hold a position that can make financial or operational decisions for a school/s that your child/ren attend or a position where you teach your own child/ren at a school? | Yes  No |
| 1. Are you a member of any organisations, clubs or groups that apply for and/or receive funding from the Department of Education and Training? | Yes  No |
| 1. Do you get paid for being a member on a Committee or Board? | Yes  No |
| 1. Are you a company director, business partner, shareholder or owner of a business? | Yes  No |
| 1. Are you doing any paid work outside of your role with the Department of Education and Training? | Yes  No |
| 1. Do you have any real estate (residential, commercial or vacant land) that is leased to the Department of Education and Training or to a person working with or for the Department of Education and Training? | Yes  No |
| 1. Do you line manage or are you line managed by your partner, immediate family member, relative or close friend? | Yes  No |
| 1. Are you a member of a political party in the Northern Territory that will participate in lobbying the Government or the Department of Education and Training? | Yes  No |
| 1. Do you have an actual, potential or perceived conflict of interest not listed above? | Yes  No |
| **If you have answered ‘yes’ to any of the questions above, you have a conflict of interest to declare.** | |

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| **Step 2: Do you have a conflict of interest to declare?** |
| Yes  No |
| If YES, Steps 3 to 8 to be completed  If NO, Steps 6 to 8 to be completed |

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| Step 3: Provide details of the conflict of interest/s you are declaring.  *For example:*   * *Where you work and what you do in your paid work outside of your role with the Department of Education and Training.* * *Name of the company you are a director, business partner, shareholder or owner of and what type of goods or services the company provides. Any goods/services the company supplies to the Department of Education and Training.* * *Address of the leased property and who it is leased to.* * *What organisation you are a member of that applies for and/or receives funding from the Department of Education and training. Your role within that organisation.* * *Name, position and relationship to you of the partner, immediate family member, relative or close friend that you line manage or are line managed by.* * *What school your child/ren attend if you answered yes to Assessment question1.* |
| * If you are declaring more than one (1) conflict of interest, please number them from 1 to 3. * If you have more than three (3) conflicts to declare please complete another declaration form. |

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| Step 4: Describe how your declared conflict of interest/s may result in a situation that might affect, or be seen to potentially affect, you and or the department/school. |
| If you are declaring more than one (1) conflict of interest please number them from 1 to 3 as per above. |

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| Step 5: Discuss your conflict of interest/s declared above with your line manager and outline below the agreed actions you will undertake to manage or eliminate the conflict of interest/s. |
| If you are declaring more than one (1) conflict of interest please number them from 1 to 3 as per above. |

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| **Step 6: Employee Acknowledgement** | | | | | |
| **The particulars of my private financial and other interests and associations, of which I am aware, that give or may give rise to a conflict of interest with my official duties are set out above.**  I acknowledge that the information disclosed by me will be held by Quality Assurance Services on behalf of the Chief Executive in accordance with the requirements of the *Information Act 2002*.  I also acknowledge that the Auditor General may examine this information in pursuance of a function under the *Audit Act 1995*, to ascertain my compliance with the Northern Territory Public Sector Principles and Code of Conduct.  I further acknowledge that completion of this Declaration does not absolve me of my obligation to disclose any new conflict of interest and to take all reasonable steps to prevent such conflict.  I confirm that I shall complete a new declaration following any change in my interests or the interests, of which I am aware, of my immediate family (or other relevant persons) which gives, or may give, rise to a conflict of interest.  *Bankruptcy - Please note that if you become bankrupt during your employment as a public sector officer, you must disclose this information to the Chief Executive who will determine if any action is required.*   |  |  | | --- | --- | | **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Date: \_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_** | | | | | |  |
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| **Step 7: Endorsement by Line Manager (Principal, Director, Executive Director etc.)** | | | | | |
| *If aggrieved by the outcome of a decision regarding their conflict of interest, an employee may put their grievance/s in writing to* [*qas.doe@education.nt.gov.au*](mailto:qas.doe@education.nt.gov.au) *for consideration by the Chief Executive.*  ***Provide any additional comment about the proposed strategy and plan to monitor the conflict/s*** | | | | | |

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| |  |  |  | | --- | --- | --- | | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_** | |

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| **Step 8: Send the declaration to** [**QAS.doe@education.nt.gov.au**](mailto:QAS.doe@education.nt.gov.au) **to be registered and progressed to the CE or their delegate.** |

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| Ensure a copy of your **approved** outside employment application accompanies this declaration for any paid work outside your role with the Department of Education and Training (refer to assessment questions 3, 4, 5).  NOTE- Conflict of interest declarations accompanied by incomplete outside employment applications will be rejected. |

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| **Step 9: QAS comments** |

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| Conflict of interest 1 |

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| Conflict of interest 2 |

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| Conflict of interest 3 | | |
| QAS determination | | |
| 1 | Actual / Perceived / Potential | Risk rating: Low / Medium / High |
| 2 | Actual / Perceived / Potential | Risk rating: Low / Medium / High |
| 3 | Actual / Perceived / Potential | Risk rating: Low / Medium / High |

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| Step 10 – CE/Delegate decision |
| Conflict of interest 1  The conflict of interest declaration is approved with the management strategies at Step 9 to be implemented.  The conflict of interest declaration is approved with the management strategies listed below to be implemented.  The conflict of interest declaration is NOT approved, and the following action is required to be undertaken. |

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| Conflict of interest 2  The conflict of interest declaration is approved with the management strategies at Step 9 to be implemented.  The conflict of interest declaration is approved with the management strategies listed below to be implemented.  The conflict of interest declaration is NOT approved, and the following action is required to be undertaken. |

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| Conflict of interest 3  The conflict of interest declaration is approved with the management strategies at Step 9 to be implemented.  The conflict of interest declaration is approved with the management strategies listed below to be implemented.  The conflict of interest declaration is NOT approved, and the following action is required to be undertaken. |
| CE/Delegate’s authorisation |
| |  |  |  | | --- | --- | --- | | **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Date: \_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_** | |