This form must be completed by all members of a procurement assessment panel, including the panel Chair and any advisors prior to commencing the assessment of responses, regardless of whether they have a conflict or not.

The assessment panel Chair is responsible for ensuring declarations are completed, managed appropriately, and stored electronically with the procurement documents.

If a conflict of interest is declared, the declarant must detail a strategy in how they will manage the conflict. If the declarant is to remain involved in the procurement activity, the strategy must be endorsed by the Assessment Panel Chair and approved by the Delegate prior to any further involvement in the procurement activity.

*For procurements managed by the Department of Corporate and Digital Development please use their conflict of interest declaration published on NTG Central.*

Please read the Conflict of interest declaration policy and the procedure documents before completing this declaration.

When completing the declaration, you are required to take into consideration the private interests and associations of your immediate family and associations.

Where immediate family members or other relevant persons do not wish to provide detail or verify the information for inclusion on the form, you are nevertheless required to disclose any details of which you are aware and follow the directions to propose a plan to manage your involvement.

The department recognises that the information you provide in this document is personal and sensitive and must therefore be held in confidence subject to the *Information Act 2002* and Information Privacy Principles.

**Once completed, this form must be stored electronically with the procurement documentation.**

|  |  |  |  |
| --- | --- | --- | --- |
| Procurement details | | | |
| Quote/ Tender Number: |  | **Quote/ Tender Name:** |  |

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| Panel details | |  | |  | |  | |
|  | **Panel Chair (member 1)** | | **Panel Member 2** | | **Panel Member 3** | | **Panel Member 4** (Optional) |
| Employee Name: |  | |  | |  | |  |
| Position: |  | |  | |  | |  |
| Division / school: |  | |  | |  | |  |
| Telephone and Email: |  | |  | |  | |  |
| I have read and understood the Department of Education and Training’s Conflict of interest declaration policy and the procedures document | Yes | | Yes | | Yes | | Yes |
| I have a conflict of interest to declare for this procurement process | Yes  No | | Yes  No | | Yes  No | | Yes  No |
| Declaration of interest and Confidentiality  I declare that:   1. Neither I, nor my partner, immediate family or other relevant person/s, have any interests, pecuniary or otherwise, other than that mentioned below, which could reasonably be construed as having any influence on the proper and objective performance by me of my duties in relation to this procurement activity. 2. I will truthfully declare, in writing to the Assessment Panel Chair and Procurement Delegate, any changes which may occur that relate to the matters stated in clause 1 of this Declaration, as soon as practicable after I become aware of the same. 3. I will keep all information and documents relating to this procurement activity confidential, and not disclose or communicate the same to any person or persons outside the procurement activity. 4. I will take all reasonable measures to securely store all information and documents related to this procurement activity in my possession. 5. I will not pass information or make comments to any potential supplier to this procurement activity. 6. I will not receive any gift, gratuity, hospitality, benefit or inducement from a potential supplier to this procurement activity. 7. I will not meet with a potential supplier to discuss the procurement activity or any other School or Department of Education and Training contract activities (accept for business as usual contact with existing suppliers). | | | | | | | |
|  | Panel Chair (member 1): | | Panel Member 2: | | Panel Member 3: | | Panel Member 4 (Optional): |
| Signature: |  | |  | |  | |  |

If you selected YES to the question “I have a conflict of interest to declare for this **procurement** process” above, please provide the details of the conflict of interest below:

|  |  |  |  |
| --- | --- | --- | --- |
| REPORT: Please provide details of the type of interest/s identified above for each panel member. All interests can be included on one statement. Please clearly identify where an interest belongs to a family member or other relevant person, and the relationship of that person to you: | | | |
| Panel Chair (member 1) | **Panel Member 2** | **Panel Member 3** | **Panel Member 4 (Optional)** |
|  |  |  |  |

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| Please describe how the above identified interests may result in a situation that might affect, or be seen to potentially affect, you and or the department/school. | | | |
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| MANAGE: Discuss the conflict of interests declared above with the panel and describe the agreed action you will undertake to manage or eliminate the conflict of interest: | | | |
| Panel Chair (member 1) | **Panel Member 2** | **Panel Member 3** | **Panel Member 4 (Optional)** |
|  |  |  |  |

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| **Endorsement (Assessment Panel Chair)** | | | | | |
| **Name** |  | | **Date** |  |  |
|  |  | |  |  |  |
| **Position** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | **Signature** |  | | | | |
| ***Provide comment about the proposed strategy and plan to monitor any declared conflict/s and whether or not you endorse the panel member to remain on the panel.***  *An employee if aggrieved by the outcome of a decision regarding their conflict of interest may put their grievance in writing to* [*qas.doe@education.nt.gov.au*](mailto:qas.doe@education.nt.gov.au) *for consideration by the Chief Executive.* | | | | | |

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| **Approval - Chief Executive Officer (required for conflicts of interest deemed as actual or perceived)** | | | | | |
| **Name** |  | | **Date** |  |  |
|  |  | |  |  |  |
| **Position** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |  | | --- | --- | | **Signature** |  | | | | |
| ***Provide comment about the proposed strategy and plan to monitor the declared conflict/s and whether or not the declarant can remain on the panel.***  *An employee if aggrieved by the outcome of a decision regarding their conflict of interest may put their grievance in writing to* [*qas.doe@education.nt.gov.au*](mailto:qas.doe@education.nt.gov.au) *for consideration by the Chief Executive.* | | | | | |