

Policy and Procedure Register updates – Summary of changes to:

Conflict of interest policy

1. Reason for new/updated policy or procedure (select all that apply)

- Change to legislation/delegations
 Audit/review recommendation
 Due for review
 Change of policy/procedure requirements
 Other

This policy has been developed to support the fostering of an ethical and transparent workplace culture in which any real, perceived or potential conflicts of interest (Col) are resolved or appropriately managed.

To this end, it outlines the Department of Education's commitment to ensuring all employees are aware of their obligation to transparently identify, declare and resolve or manage Col in favour of the public interest.

2. Summary of changes

The policy:

- clarifies departmental expectations about the application to the department's operating environment of the four ethics principles set out in the [Public Sector Ethics Act 1994](#) and the [Code of Conduct for the Queensland Public Service](#)
- sets out high-level advice about the requirements of ss 185 and 186 of the [Public Service Act 2008](#) relating to the disclosure of interests and
- draws employees' attention to commonly encountered, workplace-related Col which must be resolved or appropriately managed, including:
 - other employment
 - employees contracting back to the department in their private capacity
 - failure to disclose Col and
 - a number of higher risk areas for Col, including Gifts and benefits, Recruitment and selection, Purchasing and procurement and Appropriate and ethical use of public resources and
- notes that the CEO may direct employees to provide a written declaration of interests at any time.

1. Impacts to roles and responsibilities

1.1 Does the new/updated content change staff roles/responsibilities *in any way*? Yes No

1.2 If yes, select the type of change (select all that apply):

Revised responsibilities
 New/additional responsibilities
 Removed responsibilities

Position title	Summary of change	Page #
All employees	The new policy requires employees to: <ul style="list-style-type: none"> • ensure that after disclosing a Col, they do not take action or further action relating to the issue giving rise to the Col unless 	3

	<p>authorised, as stipulated in s186 of the Public Service Act 2008.</p> <ul style="list-style-type: none"> disclose their partner's and/or dependents' interests which may influence, or be perceived to influence their ability to properly and impartially discharge the duties of their role/office; as well as disclosing their own. 	3
<h2>2. Communication and support for implementation</h2>		
<p>This policy is supported by an updated Col procedure, and a range of new new supporting resources including:</p> <ul style="list-style-type: none"> Col Management strategy options – graphic overview Col Management process – graphic overview Col Management plan Col Declaration form Col toolkit <p>The department's Mandatory All Staff Training will be updated to reflect the changes to this procedure.</p> <p>A comprehensive communication campaign is planned for Q3 and Q4 2021.</p> <p>The Integrity and Employee Relations Unit is available to provide support and advice to employees seeking clarification about any aspect of the updated procedure.</p> <p>For further assistance, please contact:</p> <ul style="list-style-type: none"> Implementation contact: Ms Marija Hall, Director Integrity, (07) 305 52959, marija.hall@qed.qld.gov.au Policy/procedure contact: Integrity and Employee Relations. <ul style="list-style-type: none"> For advice about integrity matters, email: integrity@qed.qld.gov.au. To report alleged misconduct and corrupt conduct, email; intake@qed.qld.gov.au. 		