# Conflict of interest declaration and management plan

The [Conflict of interest (COI) policy](https://ppr.qed.qld.gov.au/pp/conflict-of-interest-policy) outlines the department’s commitment to ensuring all departmental employees are aware of and comply with their obligation to identify, declare and resolve or manage conflicts of interest (COI) in favour of the public interest.

Employees only need to disclose interests held by them, their partner and/or dependants about which they have knowledge and that they consider ***may have*** a bearing on their ability to properly and impartially discharge the duties of their role. Please refer to the [Conflict of interest procedure](https://ppr.qed.qld.gov.au/pp/conflict-of-interest-procedure) for guidance on the conflict of interest process. The intent of this form is to ensure the highest levels of integrity and public trust are achieved and maintained through the appropriate management or resolution of conflicts of interest.

A copy of this completed form should be uploaded by the employee into [MyHR PCT](https://myhr-pct.dete.qld.gov.au/PPDP/) using the COI Declaration Shell template. For support with this process, please refer to the [COI MyHR Navigation Guide](https://intranet.qed.qld.gov.au/Services/strategymanagement/integrity-employee-relations/InfoFlyers/Documents/conflict-of-interest-myhr-navigation-guide.pdf) or contact the [MyHR Help Desk](https://intranet.qed.qld.gov.au/Services/HumanResources/payrollhr/trainingdevelopment/myhrtrainingsupport/Pages/myhrcontacts.aspx).

A comprehensive range of knowledge base articles (KBAs) can be found in [Services Catalogue Online](https://qldqed.service-now.com/sco/?id=kb_category&kb_category=2232b617db77309070754815059619eb&kb_id=9e159c211bf830108bbac95c274bcbd1) (SCO) covering a range of topics including conflicts of interest and other employment. All enquiries about resolving or appropriately managing COI should be referred to your manager or local/regional [Human Resource Business Partner](https://intranet.qed.qld.gov.au/Services/HumanResources/Forms/Documents/RegionalOfficeContactDetails.pdf).

Privacy notice

The Department of Education (the department) is collecting, using and storing your personal information in accordance with the *Information Privacy Act 2009* and the *Public Service Act 2008* for the purposes of assessing your conflict of interest disclosure and whether you, as an employee of the department, have an interest that conflicts or may conflict with the discharge of your duties as a public service employee. Your personal information will be managed in accordance with the *Information privacy Act 2009* and the information will only be accessed by authorised employees within the department. Your personal information will not be otherwise used or disclosed, unless it is authorised or required by law. If you wish to access or correct any of the personal information on this form, please refer to your declaration stored in [MyHR](https://myhr-pct.dete.qld.gov.au/PPDP/). If you have any questions in regards to this form, please contact your manager in the first instance. This form needs to be revised on an annual basis or sooner if your circumstances change.

The Queensland Government’s privacy policy can be found at: <https://www.qld.gov.au/legal/privacy>.

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| **Employee details:** | | | | | |
| **Employee name and number:** Click or tap here to enter text. | | | **School/business unit:** Click or tap here to enter text. | | |
| **Position/title:** Click or tap here to enter text. | | | **Contact details:** Click or tap here to enter text. | | |
| **Manager’s name and position COI declared to:** Click or tap here to enter text. | | | | | |
| **Actual, potential or perceived COI relates to:**   * *An* ***actual*** *conflict of interest exists where a current employee, could be influenced by private interests, which would influence decisions made within their role.* * *A* ***potential*** *COI may arise where an employee’s future decision making may be influenced by private interests. If not managed, an actual COI may arise if certain conditions are fulfilled.* * *A* ***perceived*** *COI arises where it appears that an employee could by influenced by private interest/s, which could cause a conflict with their official duties, even if they are confident they can remain objective and impartial.* | | | | | |
| Close and/or personal relationships *(A personal relationship is a family, personal or social connection between 2 people, outside of the usual interactions that co-workers would have)*:  Direct reporting arrangement *(e.g. supervision of family members)*  No reporting arrangement *(e.g. employees who work at the same location that do not report to each other)*  Other (secondary/concurrent) employment or previous employment (including volunteering with a significant commitment or risk) *(e.g. an employee provides services in their private capacity to clients of the department)* Contract management *(e.g. an employee is also a director of a company, which is considering applying for a departmental contract)*  Purchasing and procurement *(e.g. an employee has a friend bidding in a tender process)*  Accepting gifts and benefits *(e.g. community member offered an employee a gift)* | | | Investigations and discipline *(e.g. may perform a role where required to investigate a family member)*  Employment arrangement *(e.g. may have dealings with workplace currently responsible for in private capacity)*  Asset ownership *(e.g. property holdings, investments)*  Memberships *(e.g. political, professional, sporting, social or cultural organisations)*  Interest held by a family member or close associate *(e.g. a business owned by a family member who may potentially provide services to the department)*  Other *(e.g. any real or potential risks that may arise in your role as a public sector employee or any other interests not already listed):* Click or tap here to enter text. | | |
| **Please provide additional details about the COI issue/s being considered and the situation in which the employee is involved:** Please refer to the [Conflict of interest procedure](https://ppr.qed.qld.gov.au/pp/conflict-of-interest-procedure) for further information. | | | | | |
| Click or tap here to enter text. | | | | | |
| **COI management plan**  *(Manager and employee to jointly develop* [*resolution or management strategies*](https://intranet.qed.qld.gov.au/Services/strategymanagement/integrity-employee-relations/InfoFlyers/Documents/conflict-of-interest-management-strategies.pdf) *and record here)* | | | | | |
| **Advice and engagement activities undertaken:** | | | | | |
| Discussion with manager\_\_\_/\_\_\_/\_\_\_  Advice sought from Regional Advisor\_\_\_/\_\_\_/\_\_\_  Advice sought from Human Resources Business Partner (HRBP) \_\_\_/\_\_\_/\_\_\_  Advice sought from Regional Advisor\_\_\_/\_\_\_/\_\_\_  Other, please specify:      \_\_\_/\_\_\_/\_\_\_ | | | | | |
| **Proposed action to be taken to resolve or manage the identified conflict of interest issue/s:** | | | | | |
| Register | Restrict | Recruit | Remove | Relinquish | Resign |
| **Details of action to be taken:** Click or tap here to enter text. | | | | | |
| **Employee declaration:** | | | **Manager declaration:** | | |
| *I declare that:*  the information provided in this statement properly reflects, to my knowledge, my interests and/or the interests of my partner and/or dependants that may have a bearing, or may be perceived to have a bearing, on my ability to properly and impartially discharge the duties of my employment.    the information provided is to meet my obligations as a public service employee under sections 185 and 186 of the *Public Service Act 2008* (Qld).  a copy of this declaration has been provided to my manager.  I agree the above action has been decided upon and will be implemented to resolve and/or manage the identified COI.  within one month of my becoming aware of any change to the interests I have declared in this form, I will update my existing COI declaration and management plan and submit the updated form to my manager.  I will upload the record of declaration to the COI Declaration Shell in MyHR PCT and refer to appropriate officer. | | | I declare I have received and considered this COI and determine that:  a COI **does** exist and I agree the above action has been decided upon to resolve and/or manage the identified COI.  a COI **does not** exist – Employee to upload record of declaration to the employee’s COI Declaration Shell in MyHR PCT. | | |



**Employee signature: Manager signature:**

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## Monitor and review

**The following adjustment to action taken to resolve and/or manage the identified conflict of interest has occurred:**

Click or tap here to enter text.

*I agree the above adjustment has been decided upon to resolve and/or manage the conflict of interest.*

**Employee signature Manager signature**



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