Appendix 6: VCAA Declaration of Private Interests

VCAA Staff are required to identify and declare private interests which may result in perceived, potential and actual conflicts of interest in the performance of their duties.

This declaration is required to be completed by Executive Officers and holders of financial delegations. This declaration must be completed upon appointment, annually and whenever the staff member’s circumstances change.

For further information, consult the VCAA Conflict of Interest Policy and Procedures.

**USE BLOCK LETTERS TO COMPLETE THIS FORM. DO NOT LEAVE ANY QUESTIONS BLANK**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name) of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address)

Make this declaration of my private interests as at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert date) as follows:

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| **Other substantial sources of income**  Provide details of income received by you other than from your paid employment/engagement at the VCAA, e.g. contracts, office or position that is paid or otherwise rewarded, a trade, vocation, profession engaged in by you.  State whether you have approval from the VCAA to engage in outside employment. |  |
| **Office holder**  Provide the name(s) and status (public or private, corporate or unincorporate) of any company, trustee company, incorporated associations or other body in which you hold office and the name of the office held by you. |  |
| **Shareholdings and other business interests**   1. Do you or member/s of your family hold any shareholdings, investments or other business interests? This includes partnerships, associations or other entities, and nominee shareholders in government companies on behalf of the VCAA. If yes, go to question (b) 2. Could any of these business interests reasonably be regarded as creating a perceived, potential or actual conflict of interest in relation to the performance of your duties at the VCAA or materially interfere with your public duties? If yes, go to question (c) 3. Give the name and nature of operations of the company, partnership, association or other body and the nature of the interest/s.   Where the State determines that there is any material conflict, you may be required to divest yourself of the interest. | (a) **YES** / **NO** (circle applicable response)  (a) **YES** / **NO** (circle applicable response)  (c) |

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| **Trusts**  Provide the name and nature of the operations of any trust of which you are a beneficiary and the name of the trustee |  |
| **Trusteeships**  Provide the name and of any trust of which you are a Trustee, and any trustee company of which you are a Director. |  |
| **Real estate**  Provide address and purpose of any real estate owned by you (including your principal place of residence) or a member of your family, which could reasonably be regarded as creating a perceived, potential or actual conflict of interest in relation to the performance of your duties with the VCAA and/or a material interference with your public duties? |  |
| **Agreements**  Provide details of any contract, agreement or understanding entered into by you or a family member that gives rise to an obligation or an expectation of reward, such as an agreement about future employment or engagement once public sector employment is completed, any options on business development, which could give rise to a perceived, potential or actual conflict of interest or materially interfere with the performance of your duties. |  |
| **Other interests**  Provide details of any other substantial financial or other interest held or accruing to you or a member of your family, relative/s, business partner/s, associates or friends, which could reasonably be regarded as creating a perceived, potential or actual conflict of interest in relation to the performance of your duties with the VCAA and/or a material interference with your public duties.  Examples of substantial financial or other interest include:   * being a principal or key employee of a professional adviser supplying services relevant to the operations of the VCAA; * interests in contracts, trusts, options or other business arrangements not already covered. |  |

I declare that to the best of my knowledge the information I have provided is true and correct. I undertake to advise the Executive Director of my Division in writing if an actual, perceived or potential conflict of interest arises in future or any alterations or additions to my declaration. In the event that I become involved in a decision-making process that relates to my private interests I undertake to declare my interest, and take other appropriate action, such as abstaining from voting and not taking part in discussion in respect of the decision.

I acknowledge that failure to disclose any relevant information may result in disciplinary action by VCAA or DET.

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| Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (employee)  Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ |  |
|  |  |
| In the presence of  Signature of **witness**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Name of authorised witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ | |

**Acknowledgement of Declaration**

The contents of this declaration have been noted. The following action is required and has been discussed with the employee concerned:

Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

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| **Privacy Statement**   1. Members of the VCAA, employees, officers and contractors of the VCAA (including holders of honorary positions) are required to declare and avoid perceived, potential and actual conflicts of interest in the performance of their duties. 2. The VCAA collects the information on this declaration as part of its responsibilities pursuant to the *Education and Training Reform Act 2006* (Vic) and the *Public Administration Act 2004* (Vic), for the primary purpose of assessing whether anyone engaged in work for the VCAA has or may have a conflict of interest (perceived, potential or actual) in their dealings for and on behalf of the VCAA or otherwise in the performance of their duties, whether any action is necessary in light of such conflict/s and to communicate with VCAA Staff about their employment or engagement with the VCAA. 3. The VCAA is bound by and acts in accordance with the *Privacy and Data Protection Act 2014* (Vic). The VCAA Privacy Policy can be found at <https://www.vcaa.vic.edu.au/Pages/footer/privacy.aspx> 4. When you provide us with information about other individuals (that may create a conflict of interest for you), we rely on you to make them aware that such information will or may be provided to us. 5. This information will be provided to VCAA Executive Management (Chief Executive Officer, Executive Directors/Directors) and may be provided to your Unit Manager or other VCAA Staff involved in making decisions related to the VCAA’s operations. 6. Failure to provide this information may lead to action under relevant performance management or misconduct processes. 7. You may request access to, correct or update your personal information held by the VCAA, by contacting the FOI Officer, at [vcaa.foi@edumail.vic.gov.au](mailto:vcaa.foi@edumail.vic.gov.au) 8. If you have any questions about this declaration, please speak to your Unit Manager, Director or Executive Director. |