Conflict of interest declaration

VCAA staff are required to identify and declare private interests that may result in perceived, potential and actual conflicts of interest in the performance of their duties. The VCAA upholds, and expects anyone engaged in its work to uphold, the Victorian public sector values: responsiveness, integrity, impartiality, accountability, respect, leadership and human rights. The failure to declare conflicts of interest promptly is inconsistent with these values.

**This form is to be completed by any VCAA staff in any capacity on commencement, annually in January, and at any time during their employment on identifying that they have a perceived, potential or actual conflict of interest in the performance of their duties.**

**USE BLOCK LETTERS TO COMPLETE THIS FORM. ATTACH ADDITIONAL SHEETS, IF REQUIRED**

**Full name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Unit**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Division**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **To the best of my knowledge, I have no conflict(s) of interest to declare** Please sign and date document and submit declaration to your Executive Director. |  | Tick box, if appropriate |

I agree to update this declaration during the period of my engagement with the VCAA

Signed: (employee)

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

or

|  |  |  |
| --- | --- | --- |
| **I have a conflict(s) of interest to declare** Outline your conflict(s) of interest on the next page, sign and date the document and submit declaration to your Executive Director. |  | Tick box, if appropriate |

Outline of conflict(s) of interest

Set out the **private interests** that have the potential to create a conflict of interest, and/or impact on your ability to carry out or be seen to carry out your public duties impartially (eg. a non-work role, a financial interest), and **outline the conflict of interest**:

The **conflict**\* has been identified as (tick **all** applicable boxes):

|  |  |  |  |
| --- | --- | --- | --- |
| **Actual** conflict of interest | □ | **Pecuniary** interest | □ |
| **Perceived** conflict of interest | □ | **Non**-**pecuniary** interest | □ |
| **Potential** conflict of interest | □ |  |  |

\*Refer to the Conflict of Interest Policies and Procedures Section 3 for definitions. If unsure, consult your Unit Manager, Director or Executive Director.

**ACTION agreed upon** with Executive Director/Director in order to resolve/address/manage the conflict(s) of interest:

I agree to:

* update this declaration during the period of my engagement with the VCAA or until such time as the conflict(s) ceases to exist
* cooperate in the action set out above to manage/resolve the conflict(s) of interest, and if required, in the formulation and implementation of a management plan
* comply with any conditions or restrictions imposed by the VCAA to manage, reduce or eliminate conflict(s) of interest.

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

**Acknowledgement of Declaration**

I have reviewed this declaration and: (STRIKE OUT WHICH EVER DOES NOT APPLY)

* believe that no action is required in relation to this matter
* believe that the action set out above will mitigate or remove the conflict(s) of interest and will continue to monitor the situation
* cannot adequately resolve the conflict(s) of interest with the person concerned and have referred the matter to the Chief Executive Officer for resolution

**Executive Director/Director**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (print name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signed)

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

**REVIEW of Declaration** (IF APPLICABLE)

I have reviewed this declaration and have taken the following action in relation to this matter:

**Chief Executive Officer**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signed) Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

**AMENDED ACTION** to resolve/address/manage conflict(s) of interest: (IF APPLICABLE)

|  |  |
| --- | --- |
| Signed: (employee)  Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ | Signed: (Executive Director)  Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ |

**UPDATE**: Finalisation of conflict(s) of interest

The conflict(s) of interest declared on this form has now been resolved and no further action is required.

|  |  |
| --- | --- |
| Signed: (employee)  Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ | Signed: (Executive Director)  Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ |

|  |
| --- |
| **Privacy Statement**  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.  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.  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>  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.  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.  Failure to provide this information may lead to action under relevant performance management or misconduct processes.  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)  If you have any questions about this declaration, speak to your Unit Manager, Director or Executive Director. |