# Conflict of Interest Declaration Form

VCAA employees who perform public duties must ensure that they declare any private interests that may lead to perceived, potential, or actual conflicts of interest in the execution of their responsibilities. The VCAA adheres to and expects all those involved in its operations to uphold, the Victorian Public Sector values, which include responsiveness, integrity, impartiality, accountability, respect, leadership, and human rights. Failing to promptly declare conflicts of interest contradicts these core values.

*I undertake to make a further declaration as soon as practicable should any perceived, potential, or actual conflict of interest arise during the period in which I am required to perform a public duty. I agree to comply with any direction given in relation to the management of such conflicts of interest.*

***This form is to be completed by any VCAA employee, regardless of their role, upon commencement.***

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

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

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

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

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

**The applicant must make one of the following two declarations concerning any Conflict of interest.**

I hereby declare that I have no matters that may give rise to a Conflict of interest.

I hereby declare that I have matters which may give rise to a Conflict of interest.

**Please describe the actual or Potential Conflict:**

Please provide a list of **private interests** that have been identified as having the potential to create a conflict of interest or to impact your ability to perform your public duties impartially. This may include non-work roles or financial interests. Additionally, please outline the nature of the conflict of interest associated with each identified private interest.

I hereby agree to update this declaration throughout the duration of my engagement with the VCAA.

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***Employee Signature***

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

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 |  |  |  |

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

**Actions agreed upon** with the Executive Director to resolve, address, or manage conflict of interest:

I agree to:

Update this declaration throughout my engagement with the VCAA or until such time as the conflict ceases to exist;

Cooperate in the actions outlined above to manage or resolve the conflict of interest, and if necessary, to participate in the development and execution of a management plan.

Commit to comply with any conditions or restrictions imposed by the VCAA to manage, reduce or eliminate conflicts of interest.

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

**Acknowledgement of Declaration**

I have reviewed this declaration and:

Believe that no action is required in relation to this matter;

Believe that the actions outlined above will mitigate or resolve the conflict of interest, and will continue to monitor the situation;

Cannot adequately resolve the conflict of interest with the person concerned and have,therefore 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 of interest: (IF APPLICABLE)

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

**UPDATE**: Resolution of conflict of interest

The conflict 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**   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/Footer/Pages/Privacy.aspx](https://aus01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.vcaa.vic.edu.au%2FFooter%2FPages%2FPrivacy.aspx&data=05%7C02%7CNutan.Bansal%40education.vic.gov.au%7C38fab8445740426cc1dd08dcbda41db7%7Cd96cb3371a8744cfb69b3cec334a4c1f%7C0%7C0%7C638593759772586943%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C0%7C%7C%7C&sdata=vGKXLkN680lxDC5X6e6dBAj%2FjrnbO%2FyAlFaCrYboxzo%3D&reserved=0) 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@education.vic.gov.au](mailto:vcaa.foi@education.vic.gov.au)   1. If you have any questions about this declaration, please speak to your Unit Manager, or Executive Director. |