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## Staff-In-Confidence

## (When completed)

## Conflict of Interest - Disclosure Form

Employee’s Surname:

Given name/s:

Position:

Branch and Location:

Manager’s Name:

Describe the private interests that have the potential to impact on your ability to carry out, or be seen to carry out, your official duties impartially and in the public interest.

(Describe your private interests and/or associations)

## Describe the expected roles/duties you are required to perform.

(Describe the duties you are required to perform)

**The conflict of interest has been identified as:** (Please select one of the following)

Non-pecuniary interest

A real conflict of interest

An apparent conflict of interest

A potential conflict of interest

Pecuniary interest

## Staff-In-Confidence

## *(When completed)*

## Employee Declaration

I declare that the above details of my private interests are correct to the best of my knowledge and am aware of my responsibilities to take reasonable steps to avoid any real or apparent conflict of interest in connection with my public service employment and to advise my manager of any relevant changes in my personal circumstances.

*Signature:*

*Date:*

Action by Manager

Describe the action proposed to mitigate the real or perceived conflict which has been disclosed and the reasons for the decisions:

The above action has been discussed with the employee and is appropriate to resolve the real or apparent conflict of interest disclosed above.

Signature of Manager: Date:

Employee Endorsement:

Date:

**When finalised this form is to be forwarded by “Staff-in-Confidence” mail to the Section Manager**, **Workplace Relations and Manager Advisory Section in People Branch for retention on the employee’s personnel file. A copy of the form should also be kept on the selection process file where the declaration is made in relation to a selection process.**