**Notification and Management of Potential and/or Perceived Conflict of Interest.**

Section 8 of the Department’s [Code of Conduct](https://education.nsw.gov.au/policy-library/associated-documents/The-2014-Code-of-Conduct-approved-by-Minister-1-July-2014-updated-Dec-2016-not-tracked.pdf) requires staff to declare any conflict of interest to their supervisor. Employment related decisions concerning family or friends must be declared and the conflict of interest managed appropriately in accordance with Section 9 of the Code of Conduct. It is a requirement that any declaration of a conflict of interest in engaging family or friends be made in writing by the Principal to their Director. Engagement of any family or friend of staff members at the school must also be declared by the Principal. [See also Appendix 4 of the Code of Conduct](https://education.nsw.gov.au/policy-library/associated-documents/The-2014-Code-of-Conduct-approved-by-Minister-1-July-2014-updated-Dec-2016-not-tracked.pdf).

If you have any questions about managing a conflict of interest please contact the Employee Performance and Conduct Directorate.

Name of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Relation-ship | Position  on  staff | Period of  Employ-ment | Perm  TempCasual | Detail measures that were undertaken during the engagement process to manage any potential and/or perceived conflict of interest. | Detail systems implemented to manage ongoing potential and /or perceived conflict of interest (eg, supervision, day-to-day management) |
|  |  |  |  |  | **For Example:**  ***(Day-to-Day management*** *- Stage Supervisor, APxxxxx*  *, monitored by DP*  ***PDP*** *– follow School policy with final in-school sign off*  *by DP. Supporting documentation monitored and*  *signed off by Director*  ***Teaching and Learning programs*** *monitored by*  *Stage Supervisor, AP xxxxxx*  ***Complaints management*** *DP with Director support*  *Allocation of duties/roster responsibility of exec team.*  *Supervised by DP*  ***Prof Learning*** *that involves expenditure– final approval*  *by DP, subject to school policy and processes*  ***Leave*** *– paper forms signed by DP xxxx*  *monitored by Director*  ***Whole school responsibilities*** *supervised by DP*  ***Sign on monitoring*** *– DP*  *Conflict of Interest discussed with parties supervising / involved by Director on xx/xx/2014)* |

Name of Principal: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:

On the information provided, I have determined that the employment is appropriate and systems have been implemented to manage the conflict of interest.

Name of Director Educational Leadership: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_