

Private interests declarations

An overview for School Principals

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Why

Education recently worked closely with ICAC and has acted on a specific recommendation that principals make additional declarations

What

Annual declaration of private interests that potentially might influence official decisions

Who

Principals (including acting)

When

From Term 1 2026

Where

SAP > ESS > My declarations > Create Private Interest declaration

Transparency through declarations

Core public sector value: Integrity

Role modelling integrity requires employees to act

- without prejudice or favour.
- professionally with honesty, consistency and impartiality.
- on the public interest over their personal interest.

Declarations obligations

- promote and support the integrity framework
- are crafted to address the risk in leadership and high risk roles.

The declaration obligation

A principal must make a written declaration of private, financial, business, personal, and other interests or relationships that have the potential to influence, or could reasonably be perceived to influence, their duties, including decisions made or advice given. Where there are no private interests to declare, a nil return is required.

After an initial declaration, a declaration must be made as soon as practicable

- following any relevant change in their private interests
- following assignment to a new school,

and at least annually.

Private interests typically declared

There is no definitive list of what must be declared. Declarants must interpret and apply the policy obligation in the context of their particular circumstances .

Typically, private interests can be categorised into three categories:

- Assets and liabilities – you either directly or indirectly hold or have assets and liabilities of a financial/monetary nature
- Associations and affiliations – you have a direct or indirect association / affiliations with persons, groups, organisations and or entities
- Circumstances and events – a circumstance or event arises which may change or impact your official duty.

Navigating to the declaration form

 Education

[Home](#) [Employee self-service](#) [Success](#) [Employee Declarations](#)

[Back](#)

Employee Services



Working from Overseas

Create and Manage requests to work while overseas

Quick Links

[Create an International Access \(Working from Overseas\) request](#)

[Manage International Access \(Working from Overseas\) requests](#)

[Travel and expense work center](#)



Staffing

Request a temporary staff movement, display and accept temporary engagements, view your employment history and request for separation

Not to be used for PSSE staff movements

Quick Links

[Temporary staff movement](#)

[Temporary engagement](#)

[Request separation](#)

[Employment history](#)



Create and Manage Declarations

Create and Manage Declarations

Quick Links

[Create Private Interest Declaration](#)

[Create Conflict of Interest Declaration](#)

[Create Private and Secondary Employment Declaration](#)

[Create Gifts, Benefits and Hospitality Declaration](#)

[Manage My Declarations](#)

An example declaration



Declaration Number

93000091

Details

Declaration

Notes

Attachments

*Reason:

I am either a PSSE, Principal, or Nominated employee.

Do you have any private interest(s) to declare?:

☒ Yes ☐ No

Declared Private Interests

Details of private interest

*Select a category of your Private Interest:

You have a direct or indirect association / affiliations with persons, groups, organisations and entities.

*Set out how your private interests may conflict with your public duty:

My spouse is employed as a teacher in the neighbouring principal network

Declaration

I declare that:

1. I have read and understand the department's [Code of ethics and conduct](#) which requires me to declare any private financial, business, personal or other interests or relationships that have the potential to influence, or could be perceived to influence, decisions made or advice given by me;

2. In making this declaration, I have considered all my private interests or relationships in relation to the functions and responsibilities of the department and to my role and responsibilities in the department;

3. I understand this is not a conflict of interest declaration, and that I will declare any perceived or actual conflicts of interests as required by the department's Code of ethics and conduct;

4. I confirm the information provided is correct and current to the best of my knowledge;

5. I understand the information provided will be retained electronically by the department.

What is my declaration used for

- self -assessment to raise awareness about future conflicts of interest
- fraud and corruption control quality review to identify blatant conflicts
- analytics and data matching to identify corruption red flags
- quality assurance and compliance with public sector obligations.