



Australian Government
 Department of Agriculture,
 Water and the Environment

2021

Manual conflict of interest declaration form

Note: please only complete the following if you are unable to access the Financial Management Compliance System (FMCS) on the intranet.

Name:	
Position:	
Classification:	
Section:	
Branch:	
Division:	

In accordance with section 13(7) of the *Public Service Act 1999* and the department guidelines concerning conflicts of interest, as an APS employee you must:

- take reasonable steps to avoid any conflict of interest (actual, perceived or potential) in connection with your APS employment
- declare details of any material personal interest you hold in connection with your APS employment
- make an annual declaration confirming whether you hold any conflicts of interest.

Note: To be 'material' a personal interest needs to be of a type that can give rise to an actual or perceived conflict of interest.

A conflict of interest is a situation where an official or contracted provider has a personal interest (whether financial or non-financial) or an affiliation which could improperly influence or could be perceived to influence the performance of his or her official duties and responsibilities.

A conflict of interest can occur at any time, including situations where there was no previous conflict.

OFFICIAL: Sensitive: Personal (once completed)

There are three kinds of conflict of interest – actual, perceived and potential:

- **Actual:** A direct conflict between an official's current duties and responsibilities and existing personal interests.
- **Perceived:** Where it could be perceived, or appears, that an official's personal interests could improperly influence the performance of their duties, whether this is in fact the case.
- **Potential:** Where an official has personal interests that could conflict with their official duties in the future.

Declaration of conflict of interest

All conflicts must be declared regardless of whether they are actual, perceived or potential.

I am aware of my obligations as outlined in the department Guideline: *Management and identification of conflicts of interest* and have the following conflict/s of interest to declare:

Description of conflict/s of interest

OFFICIAL: Sensitive: Personal (once completed)

Action/s to avoid or manage a conflict/s of interest

The following action/s is proposed in order to avoid or manage the declared conflict/s of interest:

I hereby declare that:

- the above details are correct to the best of my knowledge
- I undertake to immediately inform my manager of any changes to my circumstances that could affect the contents of this declaration and to provide an amended declaration/s using this declaration form
- I make this declaration in good faith and commit to the implementation of any agreed management action.

I hereby declare that I have received and appropriately noted this declaration and confirm the agreed management actions.

.....
Signature (declarant)

.....
Signature (EL2 manager)

Date / /

Date / /

Note: This conflict of interest declaration must be emailed to the Integrity Coordination team (integrity@awe.gov.au) for processing.

OFFICIAL: Sensitive: Personal (once completed)

Consent

By submitting this conflict of interest declaration to the department and providing any personal information, including sensitive information, you are taken to have consented to the collection, use and disclosure of that information by the department as set out in this privacy notice below.

If you do not consent to this, you may not be able to fulfil your employment responsibilities or your employment role may be limited.

Third party personal information

If you are providing any personal information of another person in your conflict of interest declaration (for example, material personal interests of an immediate family member), contact the Office of General Counsel Helpdesk (ogc@awe.gov.au) for further advice.

Privacy Notice

The department will deal with any personal information you provide in accordance with the *Privacy Act 1988* (Cth), including the Australian privacy principles, and in accordance with the department Privacy policy. The department Privacy policy contains information about how to access or correct your personal information and about how to make a complaint about a breach of the Australian privacy principles.

Personal information you provide within your conflict of interest declaration form will be collected by the department for the purpose of fulfilling the department functions related to promoting the APS values, ensuring compliance with the APS code of conduct and other employment matters relating to the department APS employees.

The department may disclose any personal information it collects with respect to your conflict of interest declaration to other government agencies, and other relevant third parties, as otherwise required or permitted by law.