

## Declaration – Conflict of Interest eduPay form

### Roles and Responsibilities

All staff are required to declare conflicts of interest, and record the declaration and steps to manage the conflict.

The 'Declaration – Conflict of Interest' form in eduPay allows staff to appropriately record declarations and management approval.

The form is required to be used by the following staff:

- regional and central staff
- executive employees
- school principals and assistant principals
- school business managers and other school staff whose roles involve procurement.

Principals may choose to require other school staff to declare conflicts of interest using the eduPay form or record declarations following a local process. The form is available to all staff in eduPay.

| Role   | Responsibility   |
|--|--|
| <b>Regional and central staff</b>  | <ul style="list-style-type: none"> <li>• required to use the form for declaring own conflicts of interest</li> </ul>   |
| <b>Managers</b>  | <ul style="list-style-type: none"> <li>• required to use the form for declaring own conflicts of interest</li> <li>• responsible for requiring staff to use the form</li> <li>• responsible for reviewing and approving staff declarations and management steps using the form</li> </ul>  |
| <b>School business managers (other school staff whose roles involve procurement)</b> | <ul style="list-style-type: none"> <li>• required to use the form for declaring own conflicts of interest</li> </ul>   |
| <b>Assistant Principals</b>  | <ul style="list-style-type: none"> <li>• required to use the form for declaring own conflicts of interest</li> </ul>   |
| <b>Other school staff</b>  | <ul style="list-style-type: none"> <li>• principals may choose to require school staff to declare conflicts of interest using the eduPay form or record their declaration following a local process</li> <li>• the form is available to all staff</li> </ul>   |
| <b>Principals</b>  | <ul style="list-style-type: none"> <li>• required to use the form for declaring own conflicts of interest</li> <li>• responsible for approving declarations and management steps by assistant principals and business managers or other school staff whose roles involve procurement</li> <li>• may choose to require other school staff to declare conflicts of interest using the eduPay form</li> </ul>   |
| <b>Senior Education Improvement Leaders</b>  | <ul style="list-style-type: none"> <li>• required to use the form for declaring own conflicts of interest</li> <li>• may support principals with discussions on how to manage conflicts of interest</li> <li>• may play a role in the ongoing steps to manage a principal's conflict of interest (e.g.: oversee decisions affecting the ongoing employment of a principal's family member, such as decisions about progression, complaints, allocation of duties)</li> </ul> |

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|---------------------------------|---|
| <b>Area Executive Directors</b> | <ul style="list-style-type: none"> <li>• required to use the form for declaring own conflicts of interest</li> <li>• responsible for approving declarations and management steps by regional staff who report to them directly</li> <li>• responsible for reviewing all declarations made by principals and submitting a recommendation via the form to Regional Director for approval</li> </ul> |
| <b>Regional Directors</b>       | <ul style="list-style-type: none"> <li>• required to use the form for declaring own conflicts of interest</li> <li>• responsible for approving declarations and management steps by regional staff who report to them directly</li> <li>• responsible for approving principal declarations and management steps on recommendation by the Area Executive Director</li> </ul>                       |

## Support and advice

- Contact your regional Integrity Liaison Officer via [integrity.assurance@edumail.vic.gov.au](mailto:integrity.assurance@edumail.vic.gov.au) or the
- Conflict of Interest Officer in the Employee Conduct Branch via [employee.conduct@edumail.vic.gov.au](mailto:employee.conduct@edumail.vic.gov.au)