



## Conflict of Interest Disclosure and Management Form

This form is to be used by all MACS Staff when disclosing and managing conflicts of interest.

### Declaration

To be completed by staff member.

#### Step 1. Please record your Personal Details

First name	
Family name	
Email	
Position	
School Name	

#### Step 2. Do you have any Conflicts of Interest to Declare?

<input type="checkbox"/>	No, I have no conflicts of interest. <i>(If you tick this box, go straight to Step 5.)</i>
<input type="checkbox"/>	Yes, I may have a conflict of interest. <i>(If you tick this box, go to Step 2a.)</i>

#### Step 2a. Which category applies most closely to your Conflict of Interest?

<input type="checkbox"/>	Actual Conflict of Interest
<input type="checkbox"/>	Potential Conflict of Interest
<input type="checkbox"/>	Perceived Conflict of Interest
<input type="checkbox"/>	I am unsure

#### Step 3. Please provide the details of this Conflict of Interest

<input type="checkbox"/>	<b>My Conflict of Interest relates to a personal or family relationship.</b> <i>(e.g., A family member or close friend works at my school, or I am hiring a relative in a new position at my school.)</i>
<input type="checkbox"/>	<b>My Conflict of Interest relates to my financial involvement in a business that deals with the school.</b> <i>(e.g., My family owns a company providing services or supplies to the school.)</i>
<input type="checkbox"/>	<b>My Conflict of Interest relates to a role in an external organisation that may influence school decisions.</b> <i>(e.g., I am on the board of another educational institution or vendor.)</i>

	<b>I have another Conflict of Interest not listed. (Please provide details below)</b>

<b>Step 4. How will the identified Conflict of Interest be managed?</b>	
	<b>I will remove myself from decisions relating to conduct and performance management/ salary/ selection &amp; recruitment pertaining to the identified Conflict of Interest.</b>
	<b>I will consult with another staff member before making a decision relating to my Conflict of Interest.</b>
	<b>I will be using another management strategy.</b>

<b>Step 5. Declaration &amp; Agreement</b>			
<ul style="list-style-type: none"> <li>• I understand my responsibility to act in the best interests of my school.</li> <li>• I will update this declaration if my circumstances change.</li> <li>• I agree to follow MACS policies to manage any conflicts of interest.</li> <li>• I undertake to meet regularly with my Principal or Senior Manager (School Leadership) to review and manage this Conflict of Interest.</li> </ul>			
<b>Signature</b>		<b>Date</b>	

## Management Plan

To be completed by the Principal or Senior Manager (School Leadership) when a Conflict of Interest has been Identified.

### Step 1. Are the Conflict of Interest details in the above Declaration accurate?

	<b>Yes, the details in the above Declaration are accurate.</b>
	<b>No, the details in the above Declaration are not accurate/ require amending.</b> <i>(Please provide details below.)</i>

### Step 2. What Strategies will be used to manage the Conflict of Interest?

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**Step 3. Please detail your role in managing your staff member's Conflict of Interest****Step 4. How often will this Management Plan be reviewed?***(Please tick one box)*

<input type="checkbox"/>	Every 1 Month
<input type="checkbox"/>	Every 3 Months
<input type="checkbox"/>	Every 6 Months
<input type="checkbox"/>	Other <i>(Please provide details below.)</i>

**Step 5. Declaration & Agreement**

- I undertake to adhere to the Conflict-of-Interest Management Plan and to monitor the individual's adherence to that plan to ensure the conflict of interest is managed effectively.
- I undertake to review the Management Plan in line with the review timeline to monitor the ongoing effectiveness and requirement for the management plan.

<b>Signature</b>		<b>Date</b>	
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## Management Plan Review

Management Plan Review #1			
(Please tick one box)			
<input type="checkbox"/>	The identified Conflict of Interest is being managed.		
<input type="checkbox"/>	The Management Plan requires adjustment.		
<input type="checkbox"/>	A New Management Plan is required.		
Signature		Date	

Management Plan Review #2			
(Please tick one box)			
<input type="checkbox"/>	The identified Conflict of Interest is being managed.		
<input type="checkbox"/>	The Management Plan requires adjustment.		
<input type="checkbox"/>	A New Management Plan is required.		
Signature		Date	

## Management Plan Review #3

(Please tick one box)

	The identified Conflict of Interest is being managed.		
	The Management Plan requires adjustment.		
	A New Management Plan is required.		
Signature		Date	

## Management Plan Review #4

(Please tick one box)

	The identified Conflict of Interest is being managed.		
	The Management Plan requires adjustment.		
	A New Management Plan is required.		
Signature		Date	