

CONFLICT OF INTEREST DECLARATION RESPONSIBILITIES



A conflict of interest arises when a member is in a position to use their role to benefit themselves, their family, friends, or an organisation, or to disadvantage others.

It typically occurs when a member has personal or professional interests that conflict with their responsibilities. Members must disclose and avoid any perceived, potential, or actual conflicts of interest. If unsure, members should seek guidance from the Principal. All School Representative Body (SRB) members, including parent and community members who are not NTPS employees, must complete the Department of Education Conflict of Interest Declaration Form if they identify a perceived, potential, or actual conflict. NTPS employees must declare conflicts through the Department's conflict of interest process.

PERCEIVED CONFLICT

A perceived conflict exists when it appears to others that a member's private interests could improperly influence their decisions or performance.

Example: A parent member is involved in a vote about hiring a local contractor for school maintenance. Although they have no formal connection to the contractor, other members know they are close friends. This could be seen as a perceived conflict.

POTENTIAL CONFLICT

A potential conflict exists when a member's private interests may interfere with their duties or decision-making in the future.

Example: A community member owns a small catering business. While the SRB is not currently using their services, the school is planning a large event, and the member's business may later be considered as a supplier.

ACTUAL CONFLICT

An actual conflict exists when a member's private interests are currently interfering with their responsibilities or decisions.

Example: A parent member of the SRB is involved in a decision to approve fee changes for the school's outside-of-school-hours care program. The member uses the service for their own children and works part-time for the provider, giving rise to a direct personal and financial interest in the outcome.

MANAGING CONFLICTS OF INTEREST

The first step in managing a conflict of interest is to disclose it. Disclosure, whether the conflict is perceived, potential, or actual, supports transparent processes, good governance, and protects the integrity of SRB decision-making. An SRB should include a standing conflict of interest item on all meeting agendas. Once disclosed, a conflict can be managed by restricting the member's involvement in related discussions or decisions, or by assigning the responsibility to another member.

VOTING WHERE A CONFLICT IS DECLARED

Where a member has a financial conflict of interest, they must not be involved in any part of the decision-making process. This includes participating in discussions, making recommendations, or voting on the matter. This ensures decisions are made fairly, transparently, and in the best interests of the school.