# **Queensland quality standards for principal employer organisations - Audits**

Version 10

March 2024

**Conflict of interest declaration form**

Under Section 12 of the Guidelines for the Conduct of Auditing Services for Principal Employer Organisations, you are required to declare and avoid situations that involve a conflict between your audit duties and your private interests. Use this form if you or any audit team members may be involved in a conflict situation **or** if you are unsure and you want formal clarification.

**Details of the person making the declaration**

Please supply contact details for enquiries and correspondence in relation to this application.

**First name**:       **Last name:**

**Job title:**

**Organisation:**

**Postal address:** **State:**  **Postcode:**

**Telephone:**  **Facsimile:**

**Email:**

**Declaration**

A declaration may be made in relation to both pecuniary and non-pecuniary interests. Describe all the relevant facts and circumstances that you consider may give rise to a real or apparent conflict of interest. Here are some factors which may help you describe the situation:

* the event or situation and the context in which it occurs
* the nature of your work
* any personal or private interests that may directly or indirectly influence and/or benefit you or others
* the names of, and/or your relationships with, other parties
* the reason/s why you consider the situation may be a conflict of interest or be perceived by others as a conflict of interest.

Attach additional documentation if necessary.

**Signature:………………………………….Date:**  .……/….…/………

Send the completed conflict of interest form to:

Senior Program Officer

Stakeholder and Industry Relations Unit

Department of Employment, Small Business and Training

PO Box 15483

CITY EAST QLD 4001

Email: [SIRT@desbt.qld.gov.au](mailto:SIRT@desbt.qld.gov.au)

**Disclaimer:** The Department of Employment, Small Business and Training is collecting the information on this form to execute a conflict of interest deed in relation to the audit of principal employer organisations under the *Queensland Quality Standards for Principal Employer Organisations.* Only authorised departmental officers have access to this information. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law