Version 11

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**Conflict of interest declaration form**

Under section 7 of the [Guidelines for the conduct of auditing services for Group Training Organisations in Queensland](https://desbt.qld.gov.au/__data/assets/pdf_file/0022/7717/gto-auditor-guidelines.pdf), 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:

National standards for group training organisations - Audits

**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 of 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 your 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 as a conflict of interest.

Attach additional documentation if necessary.

Signature: Date: ……/……/……

Please return this form to:

Senior Program Officer

Stakeholder and Industry Relations Unit

Department of Employment, Small Business and Training

PO Box 15483

CITY EAST QLD 4002

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