

Conflicts of Interest Declaration

Quick Reference Guide

1 July 2026

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1 How to complete Conflicts of Interest (COI): Declarant instructions

1.1 Access ServiceNow Portal

Follow the steps below to access ServiceNow Portal

Step 1: Open **My Apps** via the DCJ portal or your work login.

Step 2: Search for “**ServiceNow Portal**” and select it

Step 3: After launching ServiceNow Portal, you’ll land on the ServiceNow homepage.

Step 4: Select your name in the top-right corner to open the menu, then choose My Declaration

Step 5: From here you can select Conflicts of Interest Declaration (COI).

1.2 Create a new COI record

On the page, select “New” to start your declaration



Home > My Declarations

Search

Number	What type of conflict of interest have you identified?	What does the conflict of interest relate to?	State	Created
COI0001116	Actual conflict of interest	Relatives or close associates	Cancelled	20-02-2026 09:12:38
COI0001035	Potential conflict of interest	Business interests you hold such as sole...	Endorsement Requested	12-02-2026 10:18:00
COI0001026	Actual conflict of interest	Shareholdings	Cancelled	12-02-2026 10:16:14
COI0001022	Potential conflict of interest	Trust/nominee companies	Endorsement Requested	11-02-2026 10:27:00
COI0001021	Actual conflict of interest	Shareholdings	Cancelled	11-02-2026 10:26:00

Rows 1 - 5 of 14

1.3 Complete the COI form

Conflict of Interest (COI) declarations for Non-Senior Executive employees must be submitted to their supervisor and endorsed by a delegated officer.

For SEPID-mandated roles, COI declarations must be submitted directly to the delegated officer.

Step 1: Read the Instructions at the top of the page to understand what a COI is and your responsibilities.

Step 2: Check the pre-populated fields:

- Employee Name – your name should appear.
- Nominated Supervisor and or Delegated Officer – ensure the details are correct

Note: A Delegated Officer must be Director level or above in the same reporting line.

Step 3: Confirm both fields are correct.

The * icon indicates a mandatory field.

Step 4: Use the dropdown to indicate whether you are currently acting in a Public Service Senior Executive (PSSE) role.

- Yes – you are currently acting in a temporary assignment.
- No – you are not acting in a temporary role.

Step 5: Use the dropdown to answer, “Employment Status?”

- Public service employee (ongoing, temporary or term) if you are a NSW Government employee (including ongoing, temp, or fixed-term roles).
- Non-public service employee if you are a contractor, consultant, or not directly employed by the public service.

1.3.1 COI details

Provide details about the Conflict of Interest you have identified.

Step 1: When did you identify the Conflict of Interest? Enter the date in DDMMYYYY format.

Note: The date cannot be future – dated.

Step 2: What type of Conflict of Interest have you identified? Please select the appropriate action from the dropdown list. Please refer to the Conflicts of Interest Policy and Procedure for further Information about the different types of conflicts.

Step 3: What does the conflict of interest relate to? Select the option that best describes the conflict. You may select one option only.

- Shareholdings
- Trust or nominee companies
- A role you hold in a company (e.g. director, partner, liquidator, administrator, secretary)
- Business interests (e.g. sole proprietor, partnership)
- Relatives or close associates
- Investment properties you or your close associates have an interest in
- Paid employment within the cluster in addition to your substantive DCJ role
- Paid employment outside DCJ and the cluster
- Previous paid or unpaid employment or associations
- Involvement in procurement activities
- Involvement in a recruitment panel
- Contract management responsibilities
- Involvement in a DCJ board, committee, or working group
- Unpaid or voluntary work
- Other (please specify)

Then provide a brief explanation of the conflict, outlining what the conflict is, how it relates to the individual’s role or duties, and how it was identified.

Step 4: Select one option that best explains how the conflict of interest will be managed. Please ensure this has been discussed with your supervisor and delegated officer prior to submitting your conflict-of-interest declaration.

- Monitor - Implement closer supervision
- Monitor - Take no action, but continue to monitor
- Monitor - All my decisions are to be clearly documented, monitored and reviewed.
- Restrict - Limit my involvement in specific processes and/or matters, including segregating or changing my duties
- Restrict - Remove decision-making authority or financial delegations in relation to certain matters
- Restrict - Prohibit dealing with certain external or third parties
- Restrict - Limit my access to certain systems, information, or assets
- Restrict - Prohibit me taking up secondary employment or unpaid work with certain parties
- Restrict - Prohibit communicating with certain parties in relation to certain processes, projects, or work tasks
- Recruit - Use an independent third party to oversee part or all a certain process
- Recruit - Engage a subject matter expert to review my work
- Recruit - Engage a colleague of equal or greater seniority to be involved in the matter
- Remove - Remove me from the certain tasks, projects, or work
- Remove - Exclude me from certain discussions or meetings
- Remove - Exclude me from certain recordkeeping functions
- Remove - Transfer certain matter/s to a different team
- Remove - Transfer to another project, branch or unit
- Remove - Remove my access to certain electronic and/or physical records
- Relinquish - Relinquish ownership or control of certain financial interest/s e.g. shares, land or controlling interests in a business etc.
- Resign from role as the conflict cannot be otherwise effectively managed

Step 5: How will these strategies manage the conflict of interest? Briefly explain how the selected strategy or strategies will reduce, manage, or remove the conflict of interest in relation to your role and work responsibilities.

1.4 Declaration and acknowledgement

Step 1: After completing all required questions, please tick the declaration and acknowledgement statements, and then select SAVE. You will then be able to select one of the following options:

- **Option 1: Save as Draft** – if you're not ready to submit and would like to complete the declaration later.

- **Option 2: Cancel COI** – if you’ve completed the declaration, it is no longer required.
- **Option 3: Request for Endorsement** – to submit the completed declaration for review and approval.

Selecting Option 3 will generate a PDF version of your COI declaration and send the declaration to your supervisor/delegated officer for review and update the status to “Endorsement Requested” in the My Declarations tab.

After submitting, if you need to make changes, select “Cancel Endorsement Request.” This will return the declaration to draft status so you can update and resubmit it.

Note: A COI is not considered complete until it has been reviewed and approved by your nominated Delegated Officer.

1.5 Submitting COI

Once you submit your COI, you (Non-Senior Executive) will receive an email confirming it has been submitted to your supervisor for review. If you are a Senior Executive, your COI application will go directly to your delegated officer for review and endorsement.

Submitted COI Declaration – Record ID XXXX

Communities and Justice (NSW Government)

Dear Your Name,

Your Conflict of Interest (COI) declaration has been submitted for review.

You can view the status of your declaration via your ServiceNow profile.

You will receive an email notification once your declaration has been endorsed or if further information is required.

If you need to make changes, select “Cancel Endorsement Request.” This will return the declaration to draft so you can update and resubmit it.

If the declaration is no longer required, first select “Cancel Endorsement Request” to return it to draft, then select “Cancel COI Request” to delete it.

Kind regards,
Fraud and Corruption Control Unit

1.6 Cancelling COI

If you cancel your COI after starting it, you will receive an email confirming the cancellation.

Cancelled COI Declaration – Record ID XXXX

Communities and Justice (NSW Government)

Dear Your Name,

Your Conflict of Interest (COI) declaration has been cancelled.

Cancelled declarations will remain visible in the “**My Declarations**” section of your ServiceNow profile, but you can no longer make changes to them.

If a declaration is still required, please submit a new COI declaration in line with the COI Policy and Procedure.

Kind regards,
Fraud and Corruption Control Unit

1.7 Request for further action

Once your COI is reviewed by your supervisor or the delegated officer and further information is required, you will receive an email requesting the additional details. The email will include the reason why the declaration has been returned for further review, as well as a copy of the completed PDF for your records.

Further Action Required – COI Declaration – Record ID XXXX

Communities and Justice (NSW Government)

Dear Your Name,

Your Conflict of Interest (COI) declaration has been returned to you for further action.

Comments outlining the required changes have been provided. Please review these comments, update your declaration, and resubmit it.

If the declaration was returned because an incorrect supervisor or delegated officer was selected, please update these details before resubmitting.

You can review and resubmit your declaration via the **“My Declarations”** section in your ServiceNow profile.

Kind regards,
Fraud and Corruption Control Unit

1.8 Review and endorsement

Once your COI is reviewed and endorsed by the delegated officer, you will receive an email confirmation, including a copy of the completed PDF for your record.

Endorsed COI Declaration – Record ID XXXX

Communities and Justice (NSW Government)

Dear Your Name,

Your Conflict of Interest (COI) declaration has been reviewed and endorsed. A copy of the completed declaration is attached for your records.

If your circumstances change, please discuss the changes with your supervisor and submit a new COI declaration.

Kind regards,
Fraud and Corruption Control Unit

2 How to Review and Endorse COI: Supervisor and Delegated Officer Instructions

When an employee submits a COI for review or endorsement, you will receive an email notification with a PDF attached and links to complete the required action.

Your Review Required – COI Declaration – Record ID XXXX

Communities and Justice (NSW Government)

Dear Supervisor/Delegated Officer,

A Conflict of Interest (COI) declaration has been submitted for your review. A copy is attached for reference.

Please review the declaration and select one of the following actions:

- **Endorse** the declaration if you agree with the information provided. The declaration will then progress to the delegated officer for final review and endorsement.
- **Return the declaration** to the declarant if changes are required or if you are not the appropriate supervisor. The declaration will need to be updated and resubmitted. Please inform the declarant of the reasons for your decision, either by email or through an offline discussion.

All COI declarations should be discussed between the declarant and their supervisor/delegated officer before endorsement.

Kind regards,
Fraud and Corruption Control Unit

2.1 Review and Endorsement

Step 1: Review the attached PDF and supporting information to ensure all details are complete and appropriate.

Step 2: If the information is satisfactory, **endorse the declaration**.

Step 3: If further information or clarification is required, select **“Revert to Declarant.”** Provide clear reasons for returning the declaration so the declarant can update and resubmit it.