

Senior Executive Private Interest Declaration

Quick Reference Guide

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1 How to complete SEPID: 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

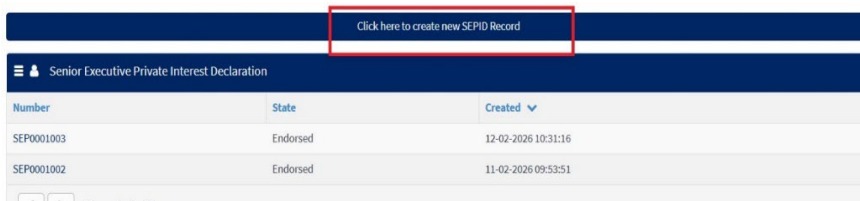
Step 3: After launching ServiceNow Portal, you’ll land on the ServiceNow homepage.

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 SEPID.

1.2 Create a New SEPID Record

On the page, select “Create new SEPID Record” to start your declaration



1.3 Complete the SEPID

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

Step 2: Check the pre-populated fields:

- Employee Name – your name should appear.
- Nominated Delegated Officer – the correct delegated officer should be listed.

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 temporary role:

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

Step 5: If you select yes to whether you are currently acting in a temporary role. Please answer the question relating to Substantive role title and Substantive position number.

Step 6: Use the dropdown to answer, “Are you moving to a different role?”

- Yes – you are moving to a different role.

- No – you are not moving to a different role.

Step 7: If you select yes to whether you are moving to a different role. Please answer the question relating to whether this position is a temporary acting assignment, future role title, future position number, start date.

1.3.1 Private Interest details

Step 1: Answer all questions about your private interests by selecting Yes or No:

- Select No if you have nothing to declare and proceed to the next question.
- Select Yes if a relevant interest exists — additional fields will appear for details

Step 2: If you select Yes, Select Add and provide full details as prompted. You can delete an added item later if required

1.3.2 Secondary Employment (SEUW) & Conflicts of Interest (COI)

Secondary Employment (paid): Declare any paid secondary employment within DCJ/Cluster or external to DCJ, including work in other DCJ areas (e.g., a helpline), outside employment/consulting, running a private business, or paid committee/board roles.

Step 1: Choose from the dropdown:

- Yes – you currently undertake or intend to undertake paid secondary employment.
- No – you do not have any paid work outside your primary DCJ role.

Note: An endorsed SEUW is required. You will not be able to finalise the SEPID until your SEUW is approved.

- If endorsed in the [Ethics Legacy Dashboard](#), enter the number in the free text field.
- If endorsed in ServiceNow, select it from the dropdown.
- If you don't have one yet, save this SEPID, submit a SEUW as soon as possible, and return to link it once endorsed.

Conflicts of Interest (COI):

Step 1: Have you previously submitted any COI declarations relating to your private interests?

After reviewing your circumstances, select one option from the dropdown:

- **Yes** – You have previously submitted one or more COI declarations. You will need to link or provide details of the relevant COI records.
- **No** – You have not submitted any COI declarations.

Note: An endorsed COI is required. You will not be able to finalise the SEPID until your SEUW is approved.

- If endorsed in the [Ethics Declaration Dashboard](#), enter the number in the free text field.
- If endorsed in ServiceNow, select it from the dropdown.
- If you don't have one yet, save this SEPID, submit a COI as soon as possible, and return to link it once endorsed.

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 SEPID – 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 delegated officer for review and update the status to "Endorsement Requested" in the My Declarations tab.

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

1.5 Submitting SEPID

Once you submit your SEPID, you will receive an email confirming it has been submitted to your delegated officer for review and endorsement.

Subject: Submitted SEPID Declaration – Record ID XXXX

Communities and Justice (NSW Government)

Dear Your Name,

Your Senior Executive Interests Declaration Policy has been submitted for review.

You can view the status of your application in your ServiceNow profile.

You will be notified by email once a decision has been made.

Please note that you are no longer able to make any changes to your SEPID.

If you need to update your SEPID, please:

- Access your submitted SEPID in the "My Declarations" tab in ServiceNow
- Select "Cancel SEPID" to close this request
- Create a new SEPID record with the required changes

Kind regards,

Fraud and Corruption Control Unit

1.6 Draft SEPID

If you save your SEPID as a draft, you can return later to complete it. You will receive an email confirming it is in draft.

Subject: Draft SEPID Declaration – Senior Executive Private Interest Declaration (SEPID)

Communities and Justice (NSW Government)

Dear Your Name,

Your Senior Executive Private Interest Declaration (SEPID) form is currently saved as a draft and has not been submitted for endorsement.

Please complete and submit your declaration or delete the draft if it is no longer required.

You can access your draft under "Drafts" in the "Requests" section of the ServiceNow portal.

If you no longer require this form, select the “**Rubbish Bin**” icon in Drafts to delete the SEPID.

Please note that deleted draft SEPID records will not appear in the “**My Declarations**” tab.

Kind regards,
Fraud and Corruption Control Unit

1.7 Review and Endorsement

Once your SEPID 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 SEPID Declaration – Record ID XXX

Communities and Justice (NSW Government)

Dear Your Name,

Your Senior Executive Interests Declaration Policy declaration has been reviewed and endorsed. A copy of the completed declaration is attached to your records.

If your circumstances change in relation to this SEPID, please submit a new SEPID record.

Kind regards,
Fraud and Corruption Control Unit

1.8 Review and Decision

If your SEPID is reviewed and not supported by the delegated officer, you will receive an email explaining the outcome, including the reason and a copy of the completed SEPID for your records.

Not Supported – SEPID Declaration – Record ID XXXX

Communities and Justice (NSW Government)

Dear Your Name,

Your Senior Executive Private Interest Declaration (SEPID) has been reviewed and is not supported.

The delegated officer has provided comments outlining the reason for this decision. A copy of your completed SEPID is attached to your records.

You may wish to review the comments and discuss your declaration with the delegated officer before submitting a new SEPID, if required.

Please note that you cannot reopen this SEPID. If needed, you will need to submit a new SEPID for endorsement.

Kind regards,
Fraud and Corruption Control Unit

2 How to Review and Endorse SEPID: Delegated Officer Instructions

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

Your Review Required – SEPID Declaration – Record ID XXXX

Communities and Justice (NSW Government)

Dear Delegated Officer's name,

A Senior Executive Private Interest Declaration (SEPID) has been submitted for your review. A copy is attached for reference.

Please review the SEPID and choose one of the following actions:

- **Endorse the SEPID** if you agree with the information provided. The SEPID will be finalised once endorsed.
- **Revert the SEPID** if changes are required or if you are not the appropriate delegated officer. The SEPID will be closed and must be resubmitted. Please inform the declarant of the reason for your decision separately, if required.

Kind regards,
Fraud and Corruption Control Unit

2.1 Review and Endorsement

Step 1: Open the SEPID using the link provided and review all information before making a decision.

Step 2: If you agree with the information, select “**Endorse this application**” to finalise the SEPID.

Step 3: If you do not support the declaration, select “**Revert the SEPID.**” The SEPID will be closed and must be resubmitted by the declarant. You should also notify the declarant of your reasons via email or discuss it with them offline.