

DECLARATION OF PRIVATE INTERESTS

Notes on completing this form:

Please complete the form as accurately and comprehensively as possible. Please type or write your answers in block capitals, and provide an answer for each question. Do not leave any questions blank.

Conflicts of Interest (Qn A7). Conflicts of interests can be actual, potential or perceived, and should be declared to ensure that any risks are managed. Detailed guidance can be found on the State Services Authority website in its Conflict of Interest Policy Framework – www.ssa.vic.gov.au and in its eLearning guide on Conflicts of Interest.

Findings of Guilt (Qn B6). A “finding of guilt” includes convictions, fines associated with criminal charges, good behaviour bonds, undertakings and community based orders, even where no conviction was recorded. It does not include a conviction under any prescribed spent convictions scheme.

I, *(insert full name)*
 am *(insert position/potential role being applied for)*.....and
 consent to the Department collecting and using this information on a confidential basis as described in this form.

I make this declaration as at *(insert date)*

A. Private Interests

<p>A1. Other significant sources of income:</p> <p>Do you have income from any sources other than your main source of employment income relating to:</p> <ul style="list-style-type: none"> • contracts; • offices held in return for payment or other reward; or • a trade, vocation or profession engaged in by you? <p>If Yes, please provide details.</p>	<p>Yes/No</p>
<p>A2. Office holder:</p> <p>Do you hold office in any public or private:</p> <ul style="list-style-type: none"> • company? • trustee company? • incorporated association? • other entity? <p>If Yes, what is the name of the organisation and what office do you hold?</p>	<p>Yes/No</p>
<p>A3. Shareholdings and other business interests:</p> <p>(a) Do you or does a member of your family have any shareholdings, investments or other business? <i>This includes a company, partnership, association or other entity, as well as nominee shareholders on behalf of the agency in government companies.</i></p> <p>(b) If Yes, please provide details of the name, nature of operations and the nature of the interest of all such holdings of which you are aware, <u>which could reasonably raise an expectation of conflict of interest, or a material interference with your public duties.</u></p> <p>Where the State determines that there is any material conflict, an appointment may not proceed or your appointment/employment may be suspended whilst the particular interest remains.</p>	<p>Yes/No</p>

<p>A4. Trusts:</p> <p>(a) Are you:</p> <ul style="list-style-type: none"> • a beneficiary of any trust? If so, who is the trustee?; • the trustee of any trust?; or • the director of a trustee company in which a member of your family is a beneficiary? <p>(b) If Yes, please provide the name and nature of the operations of the trust(s) of which you are aware, <u>which could reasonably raise an expectation of conflict of interest, or a material interference with your public duties.</u></p>	<p>Yes/No</p>
<p>A5. Real Estate:</p> <p>Do you or a member of your family own any real estate (including your residence)?</p> <p>If Yes, please provide details of the location and purpose of any real estate owned (eg, principal place of residence, investment property etc) <u>which could reasonably raise an expectation of conflict of interest, or a material interference with your public duties.</u></p>	<p>Yes/No</p>
<p>A6. Agreements:</p> <p>Have you or a family member entered any contract, agreement or understanding that gives rise to:</p> <ul style="list-style-type: none"> • an obligation; or • an expectation of reward, eg an agreement about future employment once your appointment term is completed. <p>If Yes, please provide details of which you are aware, <u>which could reasonably raise an expectation of conflict of interest or a material interference with your public duties.</u></p>	<p>Yes/No</p>
<p>A7. Other financial interests:</p> <p>Do you or a member of your family have any other significant financial or other interests that:</p> <ul style="list-style-type: none"> • have been held; • are currently held; or • will accrue <p><u>of which you are aware, which could reasonably raise an expectation of a conflict of interest or material interference with your public duties.</u> If Yes, please provide details.</p> <p>Examples of a substantial financial or other interest include:</p> <ul style="list-style-type: none"> ➤ being a principal or key employee of a material professional adviser supplying services; and/or ➤ interests in contracts, trusts or other business arrangements not already covered in this declaration. 	<p>Yes/No</p>
<p>A8. Other interests:</p> <p>Are there any other arrangements or circumstances not already covered to declare which could constitute a conflict of interest?</p>	<p>Yes/No</p>

B. Probity

<p>B1. Have you been declared bankrupt or been the subject of any order under the <i>Bankruptcy Act 1966</i> (Cth)?</p>	<p>Yes / No</p>	<p>If yes, please provide details</p>
<p>B2. Have you been a director or executive officer of a corporation which became insolvent whilst you were a director or executive officer?</p>	<p>Yes / No</p>	<p>If yes, please provide details</p>
<p>B3. Have you ever been disqualified from acting as a director or acting in the management of an incorporated association?</p>	<p>Yes / No</p>	<p>If yes, please provide details</p>
<p>B4. Have you ever:</p> <ul style="list-style-type: none"> • contravened any civil penalty provision under the <i>Corporations Act 2001</i> (Cth) or any of its predecessors; • contravened the <i>Associations Incorporation Act 1981</i> (Vic) or any equivalent in another jurisdictions; or • been found guilty of any offence in relation to corporate or regulatory matters? 	<p>Yes / No</p>	<p>If yes, please provide details</p>
<p>B5. Are you currently a party in any capacity in either criminal or civil proceedings before a:</p> <ul style="list-style-type: none"> • court; • tribunal; or • other adjudication body, including a professional / registration / licensing body <p><u>which could reasonably raise an expectation of a material interference with your public duties?</u></p> <p>Do you expect to become a party to any such proceedings in the next year?</p>	<p>Yes / No</p>	<p>If yes, please provide details</p>

B6. Has there ever been a finding of guilt against you for a criminal offence (except a conviction that is spent under any prescribed spent convictions scheme)?	Yes / No	If yes, please provide details
B7. To the best of your knowledge and belief, have you been, or are you currently, the subject of any inquiry or investigation, including those by: <ul style="list-style-type: none"> • a department or agency of the Commonwealth; and/or • a department or agency of a State or Territory of Australia; and/or • a professional association; and/or • a regulatory agency; and/or • your current or a previous employer; and/or • a consumer protection organisation? 	Yes / No	If yes, please provide details

The Department treats all personal information provided by an individual in support of an appointment application in accordance with the *Information Privacy Act 2000 (Vic)* and the *Public Records Act 1973 (Vic)*. The personal information you provide in this form is required for application processing and assessment purposes, including submission to Cabinet. It may be shared with other public sector organisations. Should you wish to gain access to your personal information held by the Department please contact 9096 0000 and ask for the Department's Privacy Officer.

When you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of the application process.

If all or part of the requested information is not provided this failure may impact on your application.

I declare that to the best of my knowledge, the information I have provided in Part A and Part B of this declaration is true and correct. I undertake to advise the responsible Agency Head or delegate in writing if an actual, potential or perceived conflict arises in the future and to stand down in any decision-making process in which I may be compromised. If there is any change to the interests set out in Part A or to the answers set out in Part B of this declaration I undertake to advise the responsible Agency Head or delegate of any alterations or additions to my declaration as soon as practicable.

Signature of Declarant: **Signature of Witness/Delegate:**

Title: **Name (please print):**

Date: **Date:**