



Declaration of personal interests

Overview

In accordance with the APS Code of Conduct, section 13 *Australian Public Service Act 1999*, APSC Circular No 2007/1: *'Declarations of Personal Interests: Revised Policy Guidelines'* and departmental policy:

- all SES employees; and
- all employees acting as SES for longer than three months; and
- any other departmental employees nominated by their division as required to complete a declaration because of their responsibilities or the nature of their work;

are required to submit, at least annually, a written declaration of their, and their immediate family's financial and other personal interests that could involve a real, apparent, or potential conflict of interest with their official responsibilities.

A conflict of interest may involve any situation where an officer has private interests or relationships which could or could be seen to influence the decisions they make or the advice they give.

What should be included in a declaration

There is no standard list of items that must be included in a declaration. Rather, it is the responsibility of employees to whom the declaration policy applies to consider and declare those private interests or relationships that could or could be seen to impact upon the decisions they are taking or the advice they are giving.

Factors to be taken into account in considering what to disclose include:

- the particular roles and responsibilities of the employee's agency and its probity concerns;
- the particular roles and responsibilities of the employee.

Examples of organisations and situations where transparency and openness about private and personal financial interests are particularly important include:

- agencies, organisations and positions undertaking an investigatory or regulatory role;
- agencies, organisations and positions that allocate contracts or disperse Australian

Government funds;

- agencies, organisations and positions that are responsible for the protection and management of sensitive policy, commercial or personal information.

The types of interests and relationships that may need to be disclosed include:

- real estate investments;
- shareholdings;

Sensitive: Personal (when completed)

- trusts or nominee companies;
- company directorships or partnerships;
- other significant sources of income;
- significant liabilities;
- gifts;
- paid, unpaid or voluntary outside employment
- that could or could be seen to impact upon the employee's responsibilities.

On the other hand, ownership of personal assets such as a personal or family home, works of art, jewellery, furniture, antiques etc are most unlikely to have any real or perceived impact on an employee's responsibilities and would not normally need to be declared, since their possession is unlikely to involve a conflict of interest or any other threat to an employee's probity, except in the case of people working in these fields.

All officers must review their personal circumstances and sign and submit a new declaration.

Please complete and sign the attached declaration template by **Monday 29 February 2016**, and return marked 'Sensitive: Personal' to:

Integrity and Conduct Team
People Services Branch
People and Service Delivery
M.8.03
GPO Box 858
Canberra City ACT 2601
integrity.unit@agriculture.gov.au

Your response will be treated in strict confidence. It may be viewed by the Secretary, and/or officers nominated for the purpose of ensuring any real, apparent or potential conflicts of interest or other threats to the integrity of the department are identified and managed effectively. All new declarations will be placed on the Register of Declarations held within the Integrity and Conduct Team, People Services Branch. Old declarations will be held on a classified file within the Team.

'Personal information' means any information or opinion about an identified, or reasonably identifiable, individual.

The collection of personal information by the Department of Agriculture and Water Resources (the department) in relation to this declaration is determining for the purpose of ensuring any real, apparent or potential conflicts of interest or other threats to the integrity of the department are identified and managed effectively.

Your personal information will be used and stored in accordance with the Privacy Principles.

The department's Privacy Policy, including information about access to and correction of your personal information, can be found at: <http://www.agriculture.gov.au/about/privacy>

Sensitive: Personal (when completed)

To contact the department about your personal information or to make a complaint:

Telephone: Switchboard +61 2 6272 3933

Email: privacy@agriculture.gov.au

Post:

Privacy Contact Officer

Department of Agriculture and Water Resources

GPO Box 858

Canberra ACT 2601.

As your circumstances change over time, you should review them against the policy and, if required, update your previous declaration.

If you require further information, please refer to the Department of Agriculture and Water Resources policy on Mylink,

<http://mylink.agdaff.gov.au/PeopleEmploy/StaffRespon/Declaration/Pages/default.aspx> or contact Jasna Blackwell on 6272 5679.

Declaration of personal interests

I declare that:

- I am aware of my responsibilities under the APS Code of Conduct to behave honestly and with integrity, to disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with my APS employment and not make improper use of (a) inside information, or (b) my duties, status, power or authority, in order to gain, or seek to gain, a benefit or advantage for myself or for any other person.
- I am aware of the requirement to declare any private interests or relationships which could, or could be seen to, influence the decisions I am taking or the advice I am giving.
- The attached list at **Annex A** of my private interests and relationships has been prepared on the basis of:
 - the particular roles and responsibilities of the department
 - my particular APS roles and responsibilities.

I undertake to declare any private interests or relationships of my immediate family that I am aware of, should circumstances arise in which I consider that they could or could be seen to influence the decisions I am taking or the advice I am giving. I understand that this would require the consent of the family member to the collection by the department of personal information and a declaration that he/she is aware of the purpose for which the personal information has been collected, the legislative requirements authorising the collection and the third parties to whom the personal information may be disclosed, and consents.

I undertake to review this declaration of personal interests if there are any changes to:

- my responsibilities or to the issues or subjects on which I am required to make decisions or give advice; or
- my personal circumstances; or
- the private interests or relationships of my immediate family; and
- inform the secretary of any changes.

I have read and understood:

- the APS-wide guidelines covering declarations of personal interest set out in the APS Values and Code of Conduct in Practice;
- any other policies and guidelines on declarations of personal interests that my agency head may have put in place;

That I am required to declare any private interests or relationships which could or could be seen to influence the decisions I am taking or the advice I am giving.

Signature: _____

Name (Please print): _____

Position Title: _____

Branch / Division: _____

Position Number: _____

Date: _____

Declaration of personal financial and other interests

The types of interests and relationships that may need to be disclosed include real estate investments (e.g. a farm), shareholdings (e.g. shares in an agriculture company or units in a managed investment scheme), trusts or nominee companies, company directorships or partnerships, lobby groups (including membership and board positions), membership of governing bodies of organisations with agriculture, food, fisheries or farming interests, other significant sources of income, significant liabilities, acceptance of gifts, a private business, other paid, unpaid or voluntary outside employment, or social or personal relationships that could or could be seen to impact upon your responsibilities.

Please tick and respond as relevant

- I wish to advise that, to the best of my knowledge, my personal financial and other interests have not changed since my last declaration
- I wish to advise that, to the best of my knowledge, I do not hold any interests or have any relationships that could conflict, or be perceived to conflict, with my duties in the department.
- I wish to advise that no member of my immediate family holds any interests or have any relationships that could conflict, or be perceived to conflict, with my duties in the department.
- I wish to advise that my pecuniary and other interests or relationships, as listed below, may give rise to a conflict of interest or to the perception of a conflict of interest:

- I wish to advise that I continue to hold the following approved Directorships or that I continue to be engaged in the following approved outside employment:

Declaration of consent by immediate family member to the disclosure of their personal financial and other interests

This declaration is to be completed by the immediate family member/s of the employee should circumstances arise in which the employee considers that the personal financial and other interests of the family member/s could or could be seen to influence the decisions they are taking or the advice they are giving.

The term 'immediate family members' applies to spouses and dependent children.

I am aware that my information has been provided to the department for the purpose of identifying personal and other interests that could or could be seen to influence the decisions that the employee covered by the declarations policy is taking or the advice he/she is giving. I am aware of the Privacy Principles set out in the Privacy Act 1988 which authorise the collection of my personal information, and the third parties to whom it may be disclosed. I consent to the collection of my personal information by the Department of Agriculture, Fisheries and Forestry.

*The attached list of my private interests and relationships has been prepared at **Annex B** on that basis.*

Name of immediate family member: _____
(Please print)

Name of related employee: _____

Relationship to employee: _____

Signature: _____

Date: _____

Declaration of personal financial and other interests of immediate family members

Please list any private interests or relationships of your immediate family members which could or could be seen to influence your decisions or the advice you give.

The types of interests and relationships that may need to be disclosed include real estate investments, shareholdings, trusts or nominee companies, company directorships or partnerships, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary, social or personal relationships that could or could be seen to impact upon your responsibilities.

Signature: _____

Name: _____
(Please print)

Date: _____