**MINISTERIAL STAFF**

**PRIVATE INTERESTS DECLARATION**

**TO THEIR EMPLOYING MINISTER**

**JULY 2022**

All ministerial staff are required to provide a written declaration of their private interests to their employing Minister, in accordance with the *Ministerial Staff Code of Conduct,* as soon as possible on employment and updated if and when there are any significant changes in interests.

It is each staff member’s responsibility to discuss real or potential conflicts of interest with their employing Minister.

The personal information requested in this form is collected for the purpose of identifying personal and other interests that could, or could be seen to, influence the advice provided by the ministerial staff member to their employing Minister or the decisions that the employing Minister takes based on their advice.

The information collected in this form will not be provided to anybody else outside the employing Minister’s office unless the staff member provides consent to do so, or the law requires it.

If there is insufficient space on the form for the information required, please attach additional papers providing that information.

When completing this form, the staff member must sign the declaration on page 2.

*In particular, I confirm that:*

* *I have read and familiarised myself with the* **Ministerial Staff Code of Conduct***.*
* *I have divested myself, or relinquished control, of interests in any private company or business and/or direct interest in any public company involved in the area of my employing Ministers’ portfolio responsibilities or my responsibilities in the employing Minister’s office.*
* *I will have no involvement in outside employment or in the daily work of any business, or retain a directorship of a company, without the written agreement of my employing Minister.*
* *I do not have any contracts or understandings with other parties regarding my future employment or for any other reward.*
* *I understand the requirements of the* Ministerial StaffCode of Conduct *relating to gifts and that I must comply with the* [Guidelines Relating to Official Gifts Received](https://www.pmc.gov.au/government/official-gifts/guidelines-relating-official-gifts-received), *published on the website of the Department of the Prime Minister and Cabinet.*
* *The information I provide is an accurate and comprehensive statement of my private interests.*
* *To the best of my knowledge my private, business and financial interests, including taxation affairs, would not conflict with the responsibilities of my employing Minister, or otherwise cause embarrassment to myself or to the Government.*
* *I undertake to advise my employing Minister should a situation arise in the future which might cause a conflict of interest with the responsibilities of my employing Minister.*

*Particulars of my private interests are set out on the following pages.*

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| --- | --- |
| *Name:* | *Signature:* |
| *Position:* | *Date:* |

1. **Superannuation**

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| If you are a member of an **industry super fund**, the name of the fund: | and specific product: |
| ***Example –*** *Aussie Employee Super* | *Best Choice* |
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| If you have a **private or self-managed super fund**, provide the details of the fund: |  |
| ***Example –*** *private superannuation invested by XYZ Finance in XYZ Diversified* | *XYZ Diversified is broadly diversified and I have no influence over investment decisions* |
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***NOTE:*** *If your private or self-managed super is invested in shares, you should provide details in* ***section 2: Shareholdings.***

1. **Shareholdings (including those held by family or business trusts, nominee companies or partnerships) in public and private companies (including holding companies)**

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| --- | --- | --- | --- |
| Name of company/fund/trust | Activities of entity | Number  of shares | Approx value ($) |
| ***Example – private superannuation invested in:***  *AMP*  *Telstra*  *XYZ Pty Ltd* | *Insurance*  *Telecommunications*  *Freight services* | *500*  *1,000*  *2,000* | *2,000*  *5,000*  *9,500* |
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1. **Family and business trusts and nominee companies**

(i) in which a beneficial interest is held

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| Trust/nominee company | Nature of its operation | Approx value of interest ($) |
| ***Example –*** *Brown Family Trust* | *Property investment in commercial real estate (currently leased by a spare car parts supply business)* | *460,000* |
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(ii) in which you are a trustee or of which you are a director

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| Trust/nominee company | Nature of its operation | Beneficial interest | Approx value of interest ($) |
| ***Example –*** *Black Family Trust* | *Share investments:*  *Telstra, BHP, GIO* | *Children* | *51,000* |
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1. **Real estate (other than primary residence)**

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| --- | --- | --- | --- |
| Address | Description | Approx. value ($) | Any income derived - ($) p.a. |
| ***Examples –***  *1/12 West Street, OLDTOWN NSW 2000*  *Unit 1, 74 Main St, BIG CITY 6000* | *Investment property for residential rental*  *Commercial shop-front leased to Australia Post* | *$420,000*  *$2.5 million* | *$42,000*  *$250,000* |
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1. **Directorships of, or other offices held with, companies, trustee companies, incorporated associations or other organisations**

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| Name of entity | Role or office held | Activities of entity | Remuneration ($) |
| ***Example –*** *QRS Pty Ltd* | *Director* | *Property services* | *4,000 p.a.* |
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1. **Partnerships**

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| Name | Nature of interests | Partnership's activities | Income - ($) p.a. |
| ***Example –*** *Green & Sons* | *Financial planner* | *Farming* | *17,000* |
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1. **Liabilities (other than mortgage on primary residence)**

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| Nature | Creditor | Approx. amount ($) |
| ***Example –*** *Mortgage on investment property* | *Commonwealth Bank of Australia* | *210,000* |
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1. **Bonds, debentures and like investments**

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| Type of investment | Body in which investment is held | Approx. value ($) | Income  ($) p.a. |
| ***Example –*** *managed funds* | *CDE* | *$140,000* | *11,000* |
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1. **Savings or investment accounts**

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| Nature | Name of Bank/Institution |
| ***Example –*** *long term deposit* | *Commonwealth Bank of Australia* |
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1. **Other assets each valued at over $7,500**

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| Asset | Annual income or approx value ($) |
| ***Example –*** *AMP life insurance* | *140,000 on maturity* |
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1. **Other substantial sources of income**

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| Nature | Amount -  ($) p.a. |
| ***Example –*** *royalties from publications* | *9,500* |
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1. **Membership of organisations**

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| Organisation |
| ***Example –*** *Paradise Bay Sailing Club (member)  Chartered Accountants Association (member)* |
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1. **Any other interests where a conflict with your employing minister’s public duties could foreseeably arise or be seen to arise**

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| Details | Approx value ($) if relevant |
| ***Example*** *– Spouse employed by Department of X*  *Family business has a contract with a Government agency (provide details* | *$150,000 pa*  *$4 million* |
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1. **Probity matters**

Please answer the following questions by circling the reply that applies to your personal circumstances.

**If you answer “yes” to any question, please provide details in a** **signed and dated attachment to this form**. Your response will be treated as confidential and will only be used for purposes connected with your employment as Ministerial staff.

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| 1. Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history other than those protected by a Spent Convictions Scheme (see Part VIIC of the *Crimes Act 1914* or equivalent State/Territory legislation)? | Yes / No |
| 1. Are you, or have you been, the respondent or defendant in any civil or criminal court action (including as a company director or other office holder)? | Yes / No |
| 1. Have you ever been declared bankrupt, entered into a debt agreement under Part IX of the *Bankruptcy Act 1996* (the Bankruptcy Act) or entered into a personal insolvency agreement under Part X of the Bankruptcy Act? | Yes / No |
| 1. If you are in a partnership, have any of your partners ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act or entered into a personal insolvency agreement under Part X of the Bankruptcy Act? | Yes / No or N/A |
| 1. Has any business or commercial enterprise for which you, or if applicable your partner(s), have had responsibility for ever gone into receivership or a similar scheme or arrangement? | Yes / No |
| 1. During the last 10 years have you, or if applicable your partner(s), been the subject of a court order in connection with monies owing to another party? | Yes / No |
| 1. Have you ever been summonsed or charged concerning non-payment of tax or outstanding tax debts, investigated for tax evasion or defaults, or negotiated with the Australian Taxation Office over outstanding tax debts? | Yes / No |
| 1. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation? | Yes / No |
| 1. Have you ever been dismissed from employment because of a discipline or misconduct issue? | Yes / No |
| 1. Are you, or have you been, a lobbyist registered on the Australian Government’s Lobbyists Register or the register of a state or territory? If yes, please provide details in a separate attachment. | Yes / No |