# **Appendix 1 – Declaration of Interests Form**



**Declaration of Interests Form**

Senior Management and Specified Staff

In accordance with the University’s Conflict of Interest Policy and Procedures, Senior Management and Specified Staff members are required to provide a declaration of financial and other personal interests on appointment and to be reviewed annually. All staff acting in Senior Management or specified staff roles for longer than 3 months are also required to complete this declaration.

**This declaration is to be forwarded on completion to the Chief of Staff:**

I, declare as follows:

* I am aware of my responsibilities under the Staff Code of Conduct to:
	+ behave honestly and with integrity
	+ to take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with my employment at JCU
	+ disclose details of any material personal interest in connection with the University; 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 have read and understood:
	+ the Conflict of Interest Policy and Procedures and the obligations on me as a Senior Manager or Specified Staff

that require me 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.

I undertake to immediately inform the University of any changes to my responsibilities or to the issue or subjects on which I am required to make decisions or give advice; and my personal circumstances that could affect the contents of this declaration and to provide an amended declaration/s using this form.

I **have declared** my material personal interests below €

I have **no material personal interests to declare** €

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| **Note:** If you completed a declaration last year and there has been no change in your interest, please tick the box opposite and sign this form. | € No change to previous declaration |

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| **SURNAME:** |  | **First Name:** |  |
| **Position:** |  | **Date:** |  |

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| **Registrable Interests** | **Details** |
| 1 | The income source (see Note A) of any financial benefit (Note B) which you received or were entitled to receive during any part of the calendar year. Only provide information which could reasonably raise an expectation of conflict of interest or a material interest with your duties. | 1 |  |
| 2 | The name of any spouse or other family member employed at JCU or in any business relationship with JCU either as contractor, consultant or supplier, or student | 2 |  |
| 3 | The name of any company or other body in which you held office as director or otherwise during the calendar year. | 3 |  |
| 4 | The name or description of any company or other body in which you held a beneficial interest during the calendar year. | 4 |  |
| 5 |  A concise description of any trust in of which you are a trustee or hold a beneficial interest, or which a member of your family (see Note C) holds a beneficial interest, that could reasonably raise an expectation of conflict of interest, or a material interference with your duties at JCU. | 5 |  |
| 6 | Any association or affiliation, or membership with a foreign government, political organisation, military, policing or intelligence agency, or individual which might impact on or influence your duties and obligations to the University. | 6 |  |
| 7 | Are you receiving and financial support (cash or in-kind) for education or research related activities from a country other than Australia, or hold a position (paid or unpaid) or honorific titles in any foreign university, academic organisation or company? |  |  |
| 8 | Any other substantial interest (whether of a pecuniary nature or not) held by you or a member of your family of which you are aware and which you consider might appear to raise a material potential conflict with your duties at JCU (eg private business) | 7 |  |

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| **Signature of person making declaration:** |  | **Date:** |  **/ /** |
| **Signature of VC:** |  | **Date:** |  **/ /** |
| **Comments:** |  |  |  |

### Definitions:

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| **Conflict of interest** | A conflict of interest involves a conflict between a staff member’s duties and responsibilities in serving JCU, and the staff member’s private interests. A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage – whether financial or otherwise – for the staff member or an associate (eg a family member). |
| **Private or personal interest** | The realistic interest expectation that the staff member or an associate directly or indirectly stand to gain a benefit or suffer a loss, depending on the outcome of an issue. In Queensland legislation, a material personal interest may encompass a financial or non-financial interest. |
| **Financial interests** | An actual or potential financial gain or loss. They may result from the staff member or a related party owning property, being a beneficiary in a trust, holding shares or a position in a company bidding for University work, accepting gifts or hospitality, or receiving an income from a second job. Money does not need to actually change hands for an interest to be pecuniary.  |

### Notes:

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| **Note A** | **Income source:** any person or body of persons with whom you entered into a contract of service, paid office holding or any trade, vocation or profession engaged in by you, any private or family business or partnership. |
| **Note B** | **Financial benefit:** the remuneration, fee, shareholding or other pecuniary sum received by you in respect of any contract of service entered into; or any paid office held by you; or any trade, vocation or profession engaged in by you. Any significant gifts, real estate investments or significant liabilities that could or could be seen to impact on your responsibilities.  |
| **Note C** | **Family:** spouse, de facto spouse, dependent children and other members of the household or family with closely connected interests to you, and requires disclosure of family interest in trusts, companies or other bodies in which you may not be a beneficiary or a trustee  |

### References:

1. Staff Code of Conduct
2. Foreign Interference Policy
3. Conflict of Interest Policy
4. Declaration of Interest – Senior Management and Specified Staff Procedure