

Declaration of Interests Form

For members of JCU Council and its Committees

In accordance with the University’s governance principles expressed in the Compliance Framework and the University Council’s Code of Conduct, Conflicts of Interests Policy – University Council and its Committees, and the *James Cook University Act 1997* (Section 26A (2)(c)), Council members are required to disclose any conflict of interests (actual, potential or perceived) in the course of acting in their roles.  This information will be given to the University Secretary and a Register of all interests declared will be maintained.

**Please provide an answer to every question – if a particular question is not relevant to your circumstances please enter ‘N/A’ or ‘nil’.**

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| **SURNAME:** |  | **Other Names:** |  |
| **Position:** |  | **Date:** |  |

 (e.g. elected, ex-officio or statutory appointee)

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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 |
| **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 on Council. | 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. | 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 (including shareholdings or unit holdings) during the calendar year. | 4 |  |
| 5 | Any financial or private affiliation, partnership or engagement with a foreign government, political organisation, agency, university or individual or the name of any association or trade or professional organisation of which you are or were a member during the calendar year which might impact on or influence your duties and obligations to the University. | 5 |  |
| 6 | 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 on Council. | 6 |  |
| 7 | 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 on Council. | 7 |  |

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| **Probity** |  | **Details** |
| Have you been declared bankrupt or been the subject of an order under the *Bankruptcy Act 1966 (Cth)*. If so, provide details. | Yes / No |  |
| Have you been a director or executive officer of a corporation which became insolvent whilst you were a director of executive officer? If so, provide details. | Yes / No |  |
| Have you ever been disqualified from acting as a Director or acting in the management of an incorporated association? If so, provide details. | Yes / No |  |
| Have you ever been found guilty of any offence, or contravened any civil penalty provision under the *Corporations Act 2001 (Cth)* or any of its predecessors? If so, provide details. | Yes / No |  |
| Are you currently a party in any capacity to any litigation or any such threatened proceedings, either criminal or civil, or been found guilty of any indictable offence, or been subject to any prohibition or disqualification orders? If so, provide details. | Yes / No |  |

Particulars of my relevant personal pecuniary and other relevant interests of which I am aware are listed above. I undertake to advise the University should a situation arise where a relevant interest of mine or a relevant interest of an associate (e.g. a member of my immediate family) of which I am aware conflicts, or potentially could conflict, or may reasonably be perceived as a conflict, with my duties and responsibilities as a member of the Council of JCU.

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| **Signature of person making declaration:** |  | **Date:** |  **/ /** |
| **Signature of Witness:** |  | **Date:** |  **/ /** |
| **Name of Witness:** |  |  |  |

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| Definitions: | Please refer to the Definitions within the [Conflicts of Interests Policy – University Council and its Committees](https://www.jcu.edu.au/policy/corporate-governance/conflicts-of-interests-university-council) |
| Notes: |  |
| **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. |
| **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. |
| **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. [Code of Conduct – University Council](https://www.jcu.edu.au/policy/corporate-governance/code-of-conduct-university-council); 2. [Conflicts of Interests Policy – University Council and its Committees](https://www.jcu.edu.au/policy/corporate-governance/conflicts-of-interests-university-council);

### 3. [Conflict of Interest guidelines](https://www.ccc.qld.gov.au/sites/default/files/Docs/Publications/CMC/Bulletins%2Cseries-and-discussion-papers/Managing-conflicts-of-interest-in-the-public-sector-Guidelines-2004.pdf)