

TREASURY SES CONFLICT OF INTEREST DECLARATION FORM

Treasury conflict of interest declaration

All SES employees are required to declare their private circumstances (financial details such as asset ownership, obligations and relationships/associations) and those of their close family members that could influence or be seen to influence their actions at work and therefore give rise to a real or perceived conflict of interest. This is in accordance with Section 13(7) of the [Public Service Act 1999](#) and to meet the government requirement set out in Section 5 of the APS Values and Code of Conduct in Practice and Treasury operational guidelines and policies for Conflicts of Interest (including outside and post-separation employment), and Receiving Gifts and Benefits. This direction applies to:

- All SES and EL2 employees
- All employees acting in EL2 or SES roles for longer than three months
- All employees with private circumstances that could, or could be seen to, influence their actions at work.

Name:	[REDACTED]
Position title:	[REDACTED]
Group:	

Part A: Employee acknowledgement of responsibilities

I undertake to declare the private circumstances and/or relationships of me and/or my close family members should circumstances arise in which I consider that they could, or could be seen to, influence my actions at work and therefore give rise to a real or perceived conflict of interest. I understand this would require the consent of the family member to the collection by my agency of personal information.

I understand that if I declare any conflicts, I have a responsibility to discuss the conflict with my manager and that if a conflict is confirmed to exist they may:

- Ask me to change my circumstances to remove the conflict, including divesting an asset ;
- Change my duties or transfer me to another position where there is no conflict; or
- Allow me to continue with my duties if no materiality is established.

I undertake to complete and submit a new declaration form if my, or my close family members, personal circumstances change throughout the year which would affect the contents of this declaration.

I undertake to re-declare any conflicts if I move to a different role or have a new manager.

I understand that any conflicts I declare will be retained centrally by the Risk and Governance team.

If I am an SES employee, I understand that failure to comply with my obligation under this direction to provide an accurate annual declaration may lead to action against me under the Code of Conduct set out in the [Public Service Act 1999](#). Sanctions range from reprimands to termination of employment.

I declare that:

1. I am aware of my responsibilities under the APS Code of Conduct to:
 - Behave honestly and with integrity in connection with APS employment;
 - Take reasonable steps to avoid any conflict of interest (real or apparent) and disclose details of any material personal circumstances that could give rise to a conflict, in connection with my APS employment; and
 - Not improperly use inside information or my duties, status, power or authority, (1) to gain, or seek to gain, a benefit or an advantage for myself or any other person, or (2) to cause, or seek to cause, detriment to the Treasury, the Commonwealth or any other person, (including decisions relating to performance, remuneration, promotions, recruitment or talent selection).
2. I have read and understood the guidelines and policies outlined below that require me to declare any private circumstances or relationships which could, or could be seen to, influence my actions at work and give rise to a conflict:
 - The APS-wide guidelines covering declarations of personal interests set out in [Section 5: Conflict of Interest | Australian Public Service Commission](#)
 - The operational guideline [Gifting - Giving and Receiving of Gifts](#) Guideline
 - The APS-wide guidance on [Working with lobbyists](#).
3. I am aware of my obligations under the insider trading laws in sections 1042A and 1043A of the [Corporations Act 2001](#), in relation to the possession of non-public, price-sensitive information that I may obtain during the course of my work and that while in possession of said information, I cannot trade any relevant held securities without seeking prior approval from my employer.
4. I am aware that Commonwealth legislation prohibits a person who is, or was, employed or appointed by the Commonwealth, or performing services for the Commonwealth, from making any unauthorised disclosure of confidential information.
5. I note that I am required to notify my manager immediately if I plan to accept a position with a private sector firm and that I will be prevented from having any involvement in work matters relating to my new employer or their key clients for the remainder of my Treasury employment.

The information I have provided at **Part B** is complete and accurate.

SES employee signature:

Date:




Consent of close family members (if required)

If a disclosure contains the personal information of a close family member it will generally be necessary for the employee to obtain the family member's consent for the collection of this information, consistent with the requirements of the Australian Privacy Principles contained in the *Privacy Act 1988*.

Close family members include, but are not limited to: current spouse or domestic partner; you or your spouse's/domestic partner's children over 16 years of age; and other dependants, including dependents of your spouse/domestic partner.

This is only required if your close family member/s personal and/or financial circumstances could, or could be seen to, influence your actions at work and give rise to a conflict.

If consent is not given, or is unable to be sought, then the employee should discuss the conflict with their manager, for possible escalation to their Deputy Secretary. The Deputy Secretary can then decide what action may need to be taken.

Name:		Signature:		Date:	
Name:		Signature:		Date:	

Part B: Employee declaration of material personal circumstances

The purpose of this section is to place on record any circumstances that may give rise to a conflict, or may be seen to conflict, with your public duty. The following questions provide a guide to disclose the circumstances that may give rise to potential conflicts.

Where information could be included under more than one heading, it needs to be included only under the most specific heading, unless two aspects need to be disclosed (e.g. real estate, plus a mortgage liability on that real estate).

Details of financial circumstances

Do you, or your close family members, have an interest in commercial or residential real estate which could, or could be seen to influence your decisions or advice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	---------------------------------	---

Note: do not declare your main residence unless there are specific circumstances that give rise to a conflict of interest.

Do you, or your close family members, have any interest, shareholdings or directorships in companies which could, or could be seen to, influence your decisions or advice?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
---	--	--------------------------------

Do you, or your close family members, have any other interests or a controlling role in any other entities (such as trusts, partnerships or business), that could, or could be seen to, influence your decisions or advice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
---	---------------------------------	---

Note: you do not need to give details of dollar amounts held in trust, but you should give an idea of the type of holdings and the materiality of your interest.

Do you, or your close family members have any significant liabilities which could, or could be seen to, influence your decisions or advice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
--	---------------------------------	---

Do you, or your close family members, have other sources of income which could, or could be seen to influence your decisions or advice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
--	---------------------------------	---

Did you, or your close family members, receive any gifts (including substantial sponsored travel or hospitality) which could, or could be seen to influence your decisions or advice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Details of personal circumstances (relationships & associations)

Do any relatives: <ul style="list-style-type: none"> work in Treasury, a Treasury portfolio agency, or another agency related to the employee's work in Treasury an industry regulated by Treasury or closely related to the employee's work in Treasury for a minister or politician (not including as a Departmental Liaison Officer (DLO)) for a political party or lobbying organisation related to the employee's work in Treasury. 	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
<i>If yes, please provide the relative's name and your relationship to them (e.g. spouse) and their organisation/employer (or division for internal employees):</i>		

Do you, or your close family members, have any social, personal or professional relationships or associations which could, or could be seen to influence your decisions or advice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Have you previously been employed or conducted work that could, or could be seen, to influence your decisions and advice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Do you consider that previous employment / work engagement will influence your decisions and advice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Are you undertaking any paid, unpaid or voluntary work outside Treasury?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Details of other circumstances

Do you have any other personal circumstances to declare that may give rise to a real or perceived conflict of interest??	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Conflict management plan

Please advise below the action agreed between you and your manager to address any real or apparent conflicts that arise from your personal circumstances.	
Any Mint contract or dealings with [REDACTED] are overseen by the Mint CFO. All [REDACTED] undertaken using the whole of Government [REDACTED] arrangements.	

Privacy Collection Notice

Who is collecting your personal information?	Your personal information is being collected by the Department of the Treasury. Contact details: Integrity Team Phone: +61 2 6263 3271 Email: integrity@treasury.gov.au
Authority for collection of personal information	Public Service Act 1999 Public Governance, Performance and Accountability Act 2013
Why is your personal information being collected?	The purpose of collecting your personal information is to document any real or apparent conflicts of interest and to record your acknowledgement of your obligations under the above legislation. This assists Treasury to manage any conflicts of interest.
What would happen if your personal information was not collected?	Declaring a material conflict of interest is a requirement under the above legislation. Should this form not be completed in full, this may be regarded as a breach of the Australian Public Service Code of Conduct.
To whom will your personal information be disclosed?	Your personal information will be disclosed to the Secretary and the Deputy Secretary, Small Business, Housing, Corporate and Law Group. The Integrity team will retain this form for storage on your personnel file. A copy of this form may also be provided to your manager to enable appropriate management of work relationships and duties. It is not likely that your personal information will be disclosed to any overseas recipients.
Access to and correction of personal information and complaints	Please refer to Treasury's privacy policy for information on how to access, complain or request an amendment of your personal information.