|  |
| --- |
|  |



**2018 DECLARATION OF PRIVATE INTERESTS AND FITNESS FOR SENIOR OFFICE**

The completion of an Annual Declaration of Interest is a requirement of the [*Victoria University Council Appointment, Performance and Removal of University Council Members and Senior Staff Procedure*](https://policy.vu.edu.au/document/view.php?id=335&version=1) *and the* [*Financial Code of Conduct Policy – Related Parties Disclosure for Victoria University and its Subsidiaries Procedure*](https://policy.vu.edu.au/document/view.php?id=443)*.*

**Notes on completing this form:**

Please complete the form as accurately and comprehensively as possible. Please type or write your answers in block capitals, and provide an answer for each question. Do not leave any questions blank.

Conflicts of Interest (Qn A7). Conflicts of interests can be actual, potential or perceived, and should be declared to ensure that any risks are managed. Detailed guidance can be found in the [VU Council – Conduct of Council Business and Standing Orders Procedure](https://policy.vu.edu.au/document/view.php?id=334&version=1).

I, *(insert full name)*  …………………………………………………….

am a member of the VU Council and consent to Victoria University collecting and using this information on a confidential basis as described in this form.

I make this declaration as at (*insert date*)      /       /

**A. Private Interests**

|  |  |  |
| --- | --- | --- |
| **A1. Other significant sources of income:**  Do you have income from any source other than VU (which is attributable to your position at VU)? E.g. contract for services; offices held in return for payment or other reward; or a trade, vocation or profession engaged in by you? | Yes  No | **If Yes**, please provide details below. |
| **A2. Office holder:**  Do you hold office in any public or private:   * company? * trustee company? * incorporated association? * other entity? | Yes  No | **If Yes,** what is the name of the organisation and what office do you hold? |
| **A3. Shareholdings and other business interests:**  (a) Do you or does a member of your family have any shareholdings, investments or other business? *This includes a company, partnership, association or other entity, as well as nominee shareholders on behalf of VU in government companies.*  (b) **If Yes**, please provide details of the name, nature of operations and the nature of the interest of all such holdings of which you are aware, which could reasonably raise an expectation of conflict of interest, or a material interference with your public duties. Shareholding in public listed ASX companies need not be declared. | Yes  No | **If Yes**, please provide details below of the name, nature of operations and the nature of the interest of all such holdings of which you are aware, per (b) |
| **A4. Trusts:**  (a) Are you:   * a beneficiary of any trust? If so, who is the trustee?; * the trustee of any trust?; or * the director of a trustee company in which a member of your family is a beneficiary?   (b) **If Yes**, please provide the name and nature of the operations of the trust(s) of which you are aware, which could reasonably raise an expectation of conflict of interest, or a material interference with your public duties. | Yes  No | **If Yes,** please provide the name and nature of the operations below of the trust(s) of which you are aware, per (b) |
| **A5. Real Estate:**  Do you or a member of your family own any real estate (including your residence)?  **If Yes**, please provide details of the location and purpose of any real estate owned (e.g., principal place of residence, investment property etc.) which could reasonably raise an expectation of conflict of interest, or a material interference with your public duties. | Yes  No | **If Yes,** please provide details below of the location and purpose of any real estate owned, per (b) |
| **A6. Agreements:**  Have you or a family member entered any contract, agreement or understanding that gives rise to:   * an obligation; or * an expectation of reward, eg an agreement about future employment once your appointment term is completed?   **If Yes**, please provide details of which you are aware, which could reasonably raise an expectation of conflict of interest or a material interference with your public duties. | Yes  No | **If Yes,** please provide details of which you are aware below, which could reasonably raise an expectation of conflict of interest or a material interference with your public duties. |
| **A7. Other financial interests:**  Do you or a member of your family have any other significant financial or other interests that:   * have been held; * are currently held; or * will accrue   of which you are aware, which could reasonably raise an expectation of a conflict of interest or material interference with your public duties? **If Yes**, please provide details.  Examples of a substantial financial or other interest include:   * being a principal or key employee of a material professional adviser supplying services; and/or * interests in contracts, trusts or other business arrangements not already covered in this declaration. | Yes  No | **If Yes**, please provide details below. |
| **A8.**  **Other interests:**  Are there any other arrangements or circumstances not already covered to declare which could constitute a conflict of interest? | Yes  No | **If Yes**, please provide details below. |

**B. Probity Checks**

|  |  |  |
| --- | --- | --- |
| **B1.** Have you been a director or executive officer of a corporation, which became insolvent whilst you were a director or executive officer? | Yes  No | **If yes**, please provide details |
| **B2.** Have you ever been disqualified from acting as a director or acting in the management of an incorporated association? | Yes  No | **If yes**, please provide details |
| **B3.** Have you ever:   * contravened any civil penalty provision under the [Corporations Act 2001](http://www.austlii.edu.au/au/legis/cth/consol_act/ca2001172/) (Cth) or any of its predecessors; * contravened the [Associations Incorporation Act 1981](http://www.legislation.vic.gov.au/domino/web_notes/ldms/publawtoday.nsf/95c43dd4eac71a68ca256dde00056e7b/5028eb16bb8288ccca257591001b3576!OpenDocument) (Vic) or any equivalent in another jurisdictions; or * been found guilty of any offence in relation to corporate or regulatory matters? | Yes  No | **If yes**, please provide details |
| **B4.** Are you currently a party in any capacity in either criminal or civil proceedings before a:   * court: * tribunal; or * other adjudication body, including a professional / registration / licensing body   which could reasonably raise an expectation of a material interference with your public duties?  Do you expect to become a party to any such proceedings in the next year? | Yes  No | **If yes**, please provide details |
| **B5.** To the best of your knowledge and belief, are you currently the subject of any inquiry or investigation, including those by:   * a department or agency of the Commonwealth; and/or * a department or agency of a State or Territory of Australia; and/or * a professional association; and/or * a regulatory agency; and/or * your current or a previous employer; and/or * a consumer protection organisation?   OR   * have you been subject to such an inquiry which resulted in adverse findings been made against you? | Yes  No | **If yes**, please provide details |

**C. Related Party Disclosures**

|  |  |  |
| --- | --- | --- |
| **C1.** Are any of your close family members employed in a senior position by Victoria University in the current declaration period? A senior position is a position that has a decision-making responsibility of a KMP of an entity. | Yes  No | **If yes**, please provide:   * Details of your close family member, their position in the University and any involvement that you may have had in their appointment (if applicable); and * Details of any transactions influenced by the existence of the relationships. |
| **C2.** Have you, your close family members, or entities controlled or jointly controlled by you or your close family members had a transaction that was **a non-standard contract** **or agreement** with Victoria University? | Yes  No | **If yes**, please provide details below.  A non-standard contract or agreement has terms that have been varied or negotiated on more favourable terms than generally contracted at an arms-length with other suppliers. |
| **C3.** Have you, your close family members, or entities controlled or jointly controlled by you or your close family members received or provided any transfers under finance arrangement i.e. loans, equity contributions to Victoria University, or to any entity controlled by the University? | Yes  No | **If yes**, please provide details below. |
| **C4.** Have you, your close family members, or entities controlled or jointly controlled by you or your close family members had any **debts forgiven or** **partially forgiven** by Victoria University, or any entity controlled by the University? | Yes  No | **If yes**, please provide details below. |
| **C5.** Have you, your close family members, or entities controlled or jointly controlled by you or your close family members received any **collateral, indemnity or guarantee** or given any collateral, indemnity or guarantee to Victoria University, or any entity controlled by the University? | Yes  No | **If yes**, please provide details below. |
| **C6.** Have you, your close family members, or entities controlled or jointly controlled by you or your close family members **settled a liability** on behalf of the Victoria University, or any entity controlled by the University?  Has Victoria University or any entity controlled by the University, **settled a** **liability** on behalf of you, your close family members or entities controlled by you or jointly controlled by your or your close family members? | Yes  No | **If yes**, please provide details below. |
| **C7.** Have you or close family members, or entities controlled or jointly controlled by you or your close family members received or given **any ex-gratia payments** or received grants or subsidies greater than $5,000(individually) to/from Victoria University or any entity controlled by the University? | Yes  No | **If yes**, please provide details below. |
| **C8.** Have you or close family members, or entities controlled or jointly controlled by you or your close family members received/obtained the right to receive **interest/dividend income** from or paid/recognised the obligation to pay **interest expense/dividends** to Victoria University or any entity controlled by the University? | Yes  No | **If yes**, please provide details below. |
| **C9.** Have you or close family members, or entities controlled or jointly controlled by you or your close family members **committed to a transaction** contingent upon whether an event occurs or does not occur in the future, with Victoria University or any entity controlled by the University? | Yes  No | **If yes**, please provide details below. |
| **C10.** Have you or close family members, or entities controlled or jointly controlled by you or your close family members **leased assets with annual** **rent** provide or purchased **goods or** **services,** or **assets** (including intangible assets), to/from Victoria University or any entity controlled by the University? | Yes  No | **If yes**, please provide details below. |

Victoria University treats all personal information provided by an individual in accordance with the [*Privacy and Data Protection Act 2014 (Vic)*](http://www.austlii.edu.au/au/legis/vic/num_act/padpa201460o2014317/)and the [*Public Records Act 1973 (Vic)*](http://www.austlii.edu.au/au/legis/vic/consol_act/pra1973153/)*.* The personal information you provide in this form is required for the purposes of annual probity checks. It may be shared with other Government agencies (for example via the University Annual Report to Government). Should you wish to gain access to your personal information held by the University, please contact the University Secretary ([teresa.tjia@vu.edu.au](mailto:teresa.tjia@vu.edu.au)).

**When you provide us with information about other individuals, the University relies on you to make them aware that such information will or may be provided to the University as part of the application process.**

I declare that to the best of my knowledge, the information I have provided in Part A, Part B and Part C of this declaration is true and correct. I undertake to advise in writing the University Secretary or Chancellor or Chair – Standing Committee of Council, if an actual, potential or perceived conflict arises in the future and to stand down in any decision-making process in which I may be compromised. If there is any change to the interests set out in Part A or to the answers set out in Part B and Part C of this declaration I undertake to advise the University Secretary of any alterations or additions to my declaration as soon as practicable

***Signature of Declarant........................................................................***

***Date:***      /       /

***Signature of Witness................................................................***

***Title:***

***Name (please print):***

***Date:***       /       /