

Ministerial Staff

Code of Conduct

July 2022



Office of
the Premier

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1. Introduction

- 1.1. Ministerial Staff play an important role in providing advice and assistance to Ministers in the performance of their functions. Their proximity to the most significant decisions of government is a privilege that carries with it an obligation to act with care and diligence in the performance of their duties.
- 1.2. This Ministerial Staff Code of Conduct (**the Code**) sets out the standards that Ministerial Staff are expected to meet in the performance of their duties.
- 1.3. This Code applies to Ministerial officers (**Ministerial Staff**) employed under section 98 of the *Public Administration Act 2004*. This Code is incorporated into the contracts of Ministerial Staff, such that compliance with the Code, as amended from time to time at the discretion of the Premier, is a term of employment for Ministerial Staff.

2. Key values

- 2.1. In carrying out their duties to assist and provide advice to the Premier and Ministers, Ministerial Staff are expected to conduct themselves with:
 - Integrity
 - Accountability
 - Respect

3. Integrity

Ministerial Staff responsibility

- 3.1. Ministerial Staff are employed by the Premier and in line with Westminster principles, are accountable to their Minister.
- 3.2. The Premier's Chief of Staff has delegated authority of the Premier in relation to ministerial staff employment.
- 3.3. Ministerial Staff must comply with any lawful and reasonable direction received in the course of their employment.
- 3.4. Ministerial Staff must not knowingly or intentionally provide false or misleading information (in response to a request for information) that is made for official purposes in connection with their employment.

Conflicts of interest and Declaration of Private Interests

- 3.5. Ministerial Staff must take reasonable steps to avoid any conflicts of interest (actual, potential or perceived) in connection with their employment. Where a conflict of interest cannot be avoided, it must be actively managed.

- 3.6. A conflict of interest arises when there is a conflict between employment duties and private interests. A private interest includes both financial and other interests. More information about different kinds of private interests and how conflicts might arise is provided in section 7 of this Code.
- 3.7. On commencement, Ministerial Staff are required to complete a *Declaration and Management of Private Interests* (DOPI) form. This is to be signed by their Chief of Staff and provided to the Premier's Chief of Staff or their delegate. The obligation to maintain an up-to-date DOPI is ongoing. Ministerial Staff must advise the Premier's Chief of Staff or their delegate of any changes in their circumstances which alter or add to the Declaration as soon as practicable.
- 3.8. Ministerial Staff must divest themselves, or relinquish control, of interests in any private company or business and/or direct interest in any public company involved in the area of their Minister's portfolio responsibilities.
- 3.9. Despite paragraph 3.7 above, Ministerial Staff may retain or acquire an interest in a superannuation fund, publicly-listed managed fund, or other trust arrangement, provided that the fund is broadly diversified, the staff member has no influence over particular investment decisions of the fund, and the fund does not invest to any special extent in a particular business or business sector that could reasonably give rise to a conflict of interest.
- 3.10. The transfer of interests to a spouse, de facto partner, or dependent family member or to a nominee or a Trust is not an acceptable form of divestment.
- 3.11. Ministerial Staff who have an actual, potential, or perceived conflict of interest or duty in a matter must develop a management plan with their Chief of Staff in accordance with section 7 and bring the conflict to the attention of the Premier's Chief of Staff or their delegate.
- 3.12. Ministerial Staff must not make improper use of their position or access to information to gain or seek to gain a benefit or advantage for themselves or any other person.

Gifts, hospitality, and benefits

- 3.13. Ministerial Staff, in their official capacity, may accept customary official gifts, hospitality and benefits. Ministerial Staff must not seek gifts, hospitality, or benefits.
- 3.14. Ministerial Staff shall ensure that they do not come under any financial or other obligation to individuals or organisations to the extent that they may appear to be influenced improperly in the performance of their official duties.
- 3.15. Ministerial Staff should not accept offers of money or items easily converted into money such as shares.
- 3.16. If Ministerial Staff receive, in connection with their employment, a gift, hospitality or benefit which exceeds a combined value of \$500 from the same source in the last 12 months, Ministerial Staff must declare the gift to their Chief of Staff.

Probity in tendering

- 3.17. Ministerial Staff must abide by probity requirements at all times and in particular follow any guidelines or protocols issued in relation to contact with firms currently involved in major government tenders. Some areas of government, such as gaming, have specific statutory requirements in relation to procedures, which must also be followed by Ministerial Staff.

Government and Parliament resources

- 3.18. Ministerial Staff must ensure government and Parliamentary resources are used in a proper manner and that due economy is observed at all times. They must be scrupulous in ensuring the legitimacy and accuracy of any claim for entitlements and must be responsible and accountable for their use of these resources.
- 3.19. Ministerial Staff must be aware of the legislative obligations of Members and Ministers when using public resources. This includes Ministerial Staff acting ethically, reasonably and in good faith when using, and accounting for the use of, government and Parliamentary resources in relation to the performance of their own professional duties.
- 3.20. Ministerial Staff should not undertake party political activities while using Time Off in Lieu provisions. Party political work should be done outside of work hours, or while on annual or unpaid leave.

Outside employment

- 3.21. Ministerial Staff must have no involvement in outside paid employment or in the daily work of any business, or retain a directorship, without the written agreement of the Premier's Chief of Staff or their delegate.

Post-employment

- 3.22. As outlined in the *Victorian Government Professional Lobbyist Code of Conduct* (the Lobbyist Code), Ministerial Staff shall not, for a period of 12 months after they cease employment, engage in lobbying activities (as defined in the Lobbyist Code) relating to any matter with which they had official dealings in their last 12 months of employment as a Ministerial Staff member.

4. Accountability

Political party membership

- 4.1. Ministerial Staff are prohibited from holding a membership of any political party other than the Australian Labor Party.

Party roles and political office

- 4.2. Ministerial Staff are prohibited from holding elected positions in the Australian Labor Party or acting as proxies in party forums. All elected party positions must be resigned from prior to commencement of employment as a Ministerial Staffer. This includes, but is not limited to, state and national conference delegates, branch executives, Young Labor Executive and membership of Committees of State Conference including the Administrative Committee, Public Office Selection Committee, Agenda Committee, Platform Committee, Membership Committee, and all other elected positions in the party.
- 4.3. Ministerial Staff wishing to work full-time on any election campaign must take leave to do so. Volunteering outside of work hours in a campaign role, including membership of campaign committee, is permitted but staff must be mindful of their professional responsibilities and their position as representatives of their Minister.
- 4.4. Ministerial Staff must not hold office as a Local Government Councillor, State Member or Federal Member. Ministerial Staff must take leave from their position if they nominate for elected office at Local, State or Federal level, from the time they lodge their nomination, to the time that polls are declared.
- 4.5. All Ministerial Staff nominating for preselection must establish appropriate work arrangements with their Chief of Staff and notify the Premier's Chief of Staff or their delegate. Campaign activities relating to preselection are permitted outside of work hours, but staff must be mindful of their professional responsibilities and their position as representatives of their Minister.

Public appearances, submissions to publications and social media

- 4.6. Ministerial Staff must not, in an official capacity, make any public appearances, make any submission to a written publication (electronic or otherwise) or accept any invitation to speak publicly without the approval of the Premier's Chief of Staff or their delegate.
- 4.7. If Ministerial Staff make public comments (electronic or otherwise) in a private capacity, they must ensure their comments do not undermine policies or decisions of the Victorian Government or bring the Government or Minister into disrepute. Ministerial Staff must be clear that they are expressing their own view and not making an official public comment and must not compromise their ability to perform their role. Staff must not make any public comment that is contrary to a Government policy position.
- 4.8. Other than to fulfil their professional duties, or to re-post approved content from Ministerial or MP sites, Ministerial Staff should not post online commentary or photos about Government policy or decision making, visits or events they attend in the course of their duties.
- 4.9. Ministerial staff are provided with access to the internet, email, and electronic communications, and must use these systems for conducting their public duties.
- 4.10. Ministerial Staff use of the internet, email and social media is expected to be consistent with community expectations. This includes being polite and respectful, and complying with all relevant laws. Ministerial Staff must not post or respond to material that is offensive,

obscene, defamatory, bullying, harassing, threatening, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a court suppression order, or is otherwise unlawful. Ministerial Staff should not solicit or send information that is inflammatory, hateful, obscene, vulgar or defamatory. While at work or using work systems, Ministerial Staff are also prohibited from accessing or downloading information of this kind. Standards of use apply regardless of whether an account is under the staff member's name, or an alias is used.

5. Respect

Personal conduct

- 5.1. Ministerial Staff must maintain a commitment to diversity, inclusion, and equity. Ministerial Staff must ensure that they treat everyone with respect and without harassment or discrimination, consistent with the *Charter of Human Rights and Responsibilities Act 2006*, the *Equal Opportunity Act 2010*, and the United Nations Declaration on the Rights of Indigenous Peoples.
- 5.2. Working relationships, including with Ministers, Members, Victorian Public Service and Public Sector staff, Parliamentary staff, and colleagues should be proper and appropriate. Harassment, bullying or other inappropriate or discriminating behaviour in the workplace is not consistent with this Code and will not be tolerated.
- 5.3. Ministerial Staff acknowledge and must act consistently with legislative prohibitions preventing sexual harassment in the workplace (see section 94 of the *Equal Opportunity Act 2010*).
- 5.4. Under the *Occupational Health and Safety Act 2004*, as employees, Ministerial Staff must take reasonable care for their own health and safety in the workplace and the health and safety of people their work may affect.
- 5.5. Ministerial Staff must comply with employment policies, including any policies in relation to the prevention of sexual harassment, bullying and occupational violence.
- 5.6. Ministerial Staff must advise their manager about matters relevant to their employment, including if they are charged with a criminal offence, which is punishable by imprisonment or, if found guilty, could reasonably be seen to affect their ability to meet the inherent requirements of the work they are engaged to perform.
- 5.7. Ministerial staff carry out their work safely and avoid conduct that puts themselves or others at risk.

Dealing with departments

- 5.8. Ministerial Staff have a key role in facilitating direct and effective communication between their Minister's department and their Minister. They must respect protocols established to guide these relationships and ensure the prompt handling of paperwork and advice.

- 5.9. Ministerial Staff do not have the authority to direct Victorian Public Sector employees in the performance of their duties. Ministerial Staff are to regard the skills and abilities of public servants as a public resource and are expected to ensure that public servants are deployed only for appropriate public purposes.

Dealing with stakeholders

- 5.10. Ministerial Staff have an important role in dealing with stakeholders and the public and should act appropriately with all whom they have contact in the course of their employment.

Privacy and confidentiality

- 5.11. Ministerial Staff must familiarise themselves with the Information Privacy Principles in the *Privacy and Data Protection Act 2014* and ensure they maintain the confidentiality of personal information of individuals that they gain through their employment.
- 5.12. Ministerial Staff must observe appropriate confidentiality about their dealings with their Minister, other Ministers, Members, other Ministerial Staff, and Victorian Public Service, Victorian Public Sector and Parliamentary employees. This includes:
- (a) ensuring that official information obtained because of employment as a Ministerial Staff member is only used for official purposes and in an approved manner
 - (b) receiving and managing information in such a manner that its confidentiality will be maintained and that it will not be used to advantage a prospective employer or business, or disadvantage the Government
 - (c) continuing to respect the confidentiality of official information and ownership of intellectual property when they leave ministerial employment
 - (d) ensuring that the ongoing confidentiality of Cabinet and related records is maintained.
- 5.13. If you have any concerns regarding suspicious or unusual activity related to espionage, sabotage, or foreign interference, these should be raised with your Chief of Staff and the Premier's Chief of Staff or their delegate.

6. Compliance

Reporting Unethical Behaviour

- 6.1. Ministerial Staff must comply with legislation, policies, and lawful instructions in the performance of their work. There is an expectation that Ministerial Staff report to their Chief of Staff, or the Premier's Office, any workplace behaviours that violate any law, rule or regulation or represents corrupt conduct, or is a danger to public health or safety.
- 6.2. Suspected corrupt conduct will be referred to relevant integrity agencies and unlawful conduct will be referred to Victoria Police.

Compliance with the Code

- 6.3. This Code is not a comprehensive statement of Ministerial Staff ethics. It is not a definitive compilation of obligations expected by the Premier and the relevant Minister, and at no time does it replace the good judgement Ministerial Staff are expected to exercise in undertaking their duties.
- 6.4. Complaints relating to behaviour of Ministerial Staffers may be raised by any person with the relevant Chief of Staff or the Premier's Chief of Staff or their delegate. The Ministerial Staff Complaint Resolution Policy and Procedure outlines the process that will apply to these complaints. The Premier's Chief of Staff or their delegate may determine that an alternative process is appropriate depending on the circumstances.
- 6.5. If a Ministerial Staff member is in doubt about the appropriate course of action, they should raise the matter with their Chief of Staff, the Premier's Chief of Staff, or their delegate.
- 6.6. Ministerial Staff must comply with all applicable laws, codes of conduct (including the Lobbyist Code) and abide by any guidelines issued by the Premier or the Premier's Chief of Staff.
- 6.7. A breach of the Code may result in disciplinary action which may include termination of employment.

7. Conflict of Interest

Risk Identification and Management Guide

- 7.1. Identifying the type of interest:
 - (a) Direct interests:

Includes your own personal, family, professional or business interests.
 - (b) Indirect interests:

Includes the personal, family, professional or business interests of individuals or groups with whom you are or were recently, closely associated.
 - (c) Financial interests:

Involves an actual, potential, or perceived financial gain or loss. Money does not need to change hands for an interest to be financial. People have a financial interest if they (or family, or a close associate) own property, hold shares, have a position in a company bidding for government work, receive benefits such as concessions, discounts, gifts, or hospitality from a particular source related to the public sector organisation, or can benefit financially from a decision significantly influenced or made by the organisation.
 - (d) Non-financial interests:

Arise from personal or family relationships, or involvement in sporting, social or cultural activities.

They include any tendency toward favouritism or prejudice resulting from friendship, animosity, or other personal involvement with another person or group. If personal values are likely to impact on the proper performance of public duty, then these can also lead to a conflict of interest.

Family: means someone you live with or those family members who are wholly or substantially dependent on you and whose affairs are closely linked.

Conflict of Interest Risk Management actions

- 7.2. In discussion with your Chief of Staff, Ministerial Staff must identify the preferred way to manage a conflict by preparing a management plan. This management plan will ensure conflict risks are managed and resolved in favour of the public interest rather than that of the appointee and should be based on the following mitigation strategies:
- (a) Restrict - placing restrictions on the Ministerial Staffer's involvement in the matter
 - (b) Recruit - an independent third party is used to oversee part or all of the process that deals with the matter. In most circumstances, a subordinate would not be considered an independent third party.
 - (c) Remove - the Ministerial Staffer removes themselves, or is removed, from the matter
 - (d) Relinquish or resign – relinquishing the private interest that is creating the conflict. Where relinquishing the interest is not possible (e.g. relationship with family) and the conflict cannot be managed in using one of the other options above, the Ministerial Staffer may consider resigning or may be terminated.
- 7.3. Records should be kept of the identification, management, or resolution of each conflict of interest that arises during the course of a Ministerial Staffer's employment.

8. Policy management details

Title and version number	Ministerial Staff Code of Conduct
Date of approval	6 July 2022
Effective date	15 July 2022

For further information, or if you have any queries, please contact your Minister's Chief of Staff or the General Counsel.

Ministerial Staff are required to comply with the policies and procedures applicable to Ministerial Staff. Failure to do so may result in disciplinary action.

9. Declaration and management of private interests form

Name:	
Ministerial Office:	
Instructions for completing this form	
<p>1. How often must I complete this form?</p> <p>This form must be completed:</p> <ul style="list-style-type: none"> • upon appointment; and • as soon as practicable after the appointee’s circumstances change (regarding topics covered in this form). 	
<p>2. What sections do I need to complete?</p> <p>Please complete sections A and B of this form and:</p> <ul style="list-style-type: none"> • if you do not consider that there are any conflicts, complete the declaration at Part C; or • <u>if you consider that there is a conflict of interest risk (whether new or existing), complete the declaration at Part D. This includes:</u> <ul style="list-style-type: none"> - providing further details on the conflict; - outlining the management strategy that is being proposed, or (in some instances) that is already in place – this involves completing the mandatory management plan at Part D2; and - completing the declaration. 	
<p>3. Filling in this form (general)</p> <ul style="list-style-type: none"> • Complete the form as accurately and comprehensively as possible. • Type your answers. • Provide an answer for each question. Do not leave any questions unanswered. • If you have any questions, including whether something constitutes a conflict, please contact General Counsel at the Premier’s Office. • Please return your completed form to your Chief of Staff. 	
Use of your personal information	
<p>1. The Ministerial Office is subject to the <i>Privacy and Data Protection Act 2014</i>. Personal information provided in this form may be used for application processing and assessment purposes. It may be shared with other Victorian Government departments, non-departmental entities and public entities in certain circumstances as prescribed by law.</p> <p>2. You may access your personal information by contacting the General Counsel at the Premier’s Office.</p> <p>3. When you provide us with information about other individuals, we recommend that you inform those individuals that such information has been provided to us.</p> <p>4. If you do not provide all or part of the requested information this may affect your application.</p> <p>5. Where a material conflict is identified, an appointment may not proceed, you may have restrictions placed on your involvement in certain matters, or your appointment may be suspended while the particular interest remains.</p>	

Section A. Private interests

Definitions to assist in completing this section:

Family (Qn A4, A7 and A8): this includes the people you live with (e.g. husband, wife, spouse, partner, child, parent or sibling) or those family members who are wholly or substantially dependent on you and whose affairs are closely linked. Family interests refers only to interests that are known to the appointee and that may reasonably raise an expectation of a conflict of interest.

Conflict of interest: a conflict of interest arises when an appointee has private interests that could improperly influence, or be seen to influence, their decisions or the performance of their public duties. Conflicts can be actual, potential or perceived and can be financial or non-financial in nature. See the Ministerial Staff Code of Conduct for further details.

A1. Other significant sources of income

Do you have income from any sources other than your main source of employment income relating to:

- contracts;
- 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 of this source of income.

Please explain how this income may reasonably raise an expectation of conflict of interest, or a material interference with your public duties. Alternatively, please explain why it does not.

A2. Office holder:

Do you hold office in any public or private:

- company;
- trustee company;
- incorporated association; or
- other entity?

YES

NO

If yes, please provide the name of the organisation and the office you hold.

Please explain how this office may reasonably raise an expectation of conflict of interest, or a material interference with your public duties. Alternatively, please explain why it does not.

A3. Shareholdings and other business interests:

Do you have any shareholdings, investments or other business? <i>This includes a company, partnership, association or other entity, as well as nominee shareholders on behalf of the agency in government companies.</i>	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

If yes, please provide details about the nature of the interest of all such holdings (not the amount).

Please explain how this/these shareholdings or investments may reasonably raise an expectation of conflict of interest, or a material interference with your public duties. Alternatively, please explain why it does not.

A4. Trusts

Are you:	YES <input type="checkbox"/>
<ul style="list-style-type: none"> • a beneficiary of any trust (and, 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 (to your knowledge) is a beneficiary? 	NO <input type="checkbox"/>

If yes, please provide details about the operations of the trust/s.

Please explain how the operation of the trust/s may reasonably raise an expectation of conflict of interest, or a material interference with your public duties. Alternatively, please explain why it does not.

A5. Real estate

Do you own any real estate (including your residence)?

YES

NO

If yes, please provide details about ownership, location, and purpose of this property.

Please explain how the ownership of this property may reasonably raise an expectation of conflict of interest, or a material interference with your public duties. Alternatively, please explain why it does not. For example, you may consider matters such as the location of the property, or whether it is owned with another person and the identity of that person.

A6. Agreements

Have you entered any contract, agreement or understanding that gives rise to:

- an obligation; or
- an expectation of reward, e.g. an agreement about future employment once your appointment term is completed

that may reasonably raise an expectation of a conflict of interest?

YES

NO

If yes, please provide details about the nature of this contract, obligation or agreement.

Please explain how this this contract, obligation or agreement may reasonably raise an expectation of conflict of interest, or a material interference with your public duties.

A7. Family interests

To your knowledge, do any of the following apply to your family that may reasonably raise an expectation of conflict of interest:

YES

NO

- own real estate (including a residence);
- entered into any contract, agreement or understanding that gives rise to an obligation or expectation of reward;
- have any shareholdings, investments or other business (*this includes a company, partnership, association or other entity, as well as nominee shareholders on behalf of the agency in government companies.*)

If yes, please provide details, including the nature of the interest and how the interest may reasonably raise an expectation of conflict of interest.

A8. Other financial interests

Do you or a member of your family (to your knowledge) have any other significant financial or other interests of which you are aware, which could reasonably raise an expectation of a conflict of interest or material interference with your public duties?

YES

NO

These include financial interests that:

- have been held;
- are currently held; or
- will accrue.

If yes, please provide details of the financial interest.

Please explain how this/these financial interests could reasonably raise an expectation of conflict of interest, or a material interference with your public duties.

A9. Other interests

To your knowledge, 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 of these arrangements or circumstances.

Please explain how these arrangements or circumstances of which you are aware, could reasonably raise an expectation of conflict of interest, or a material interference with your public duties.

Section B. Probity

Definitions to assist in completing this section:

Findings of guilt (Qn B6): a 'finding of guilt' includes convictions, fines associated with criminal charges, good behaviour bonds, undertakings and community-based orders, even where no conviction was recorded. It does not include a conviction under any prescribed spent convictions scheme.

B1. Bankruptcy

Have you been declared bankrupt or been the subject of any order under the <i>Bankruptcy Act 1986</i> (Cth)?	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

If yes, please provide details

B2. Insolvency

Have you been a director or executive officer of a corporation which became insolvent whilst you were a director or executive officer?	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

If yes, please provide details

B3. Disqualification

Have you ever been disqualified from acting as a director of a corporation or acting in the management of an incorporated association?	YES <input type="checkbox"/>
	NO <input type="checkbox"/>

If yes, please provide details

B4. Corporate and civil penalties	
<p>Have you ever:</p> <ul style="list-style-type: none"> contravened any civil penalty provision under the Corporations Act 2001 (Cth) or any of its predecessors; contravened the Associations Incorporation Reform Act 2012 or any equivalent in another jurisdictions; or been found guilty of any offence in relation to corporate or regulatory matters? 	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>If yes, please provide details</p>	
B5. Criminal and civil proceedings	
<p>Are you currently a party in any capacity in either criminal or civil proceedings before a:</p> <ul style="list-style-type: none"> court; tribunal; or other adjudication body, including a professional / registration / licensing body? <p>Do you expect to become a party to any such proceedings in the next year?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>If yes, please provide details</p>	
B6. Findings of guilt	
<p>Has there ever been a finding of guilt against you for a criminal offence (except a conviction that is spent under any prescribed spent convictions scheme)?</p> <p><i>Useful information: A "finding of guilt" includes convictions, fines associated with criminal charges, good behaviour bonds, undertakings and community-based orders, even where no conviction was recorded. It does not include a conviction under any prescribed spent convictions scheme.</i></p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>
<p>If yes, please provide details</p>	

B7. Inquiries and investigations

To the best of your knowledge and belief, have you been, or are you currently, the subject of any inquiry or investigation, including those by:

- a department or agency of the Commonwealth of Australia; 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
- a government integrity body (such as the Ombudsman, Auditor-General, Independent Broad-based Anti-Corruption Commission); and/or
- a Royal Commission, Board of Inquiry or formal inquiry; and/or
- a Parliamentary inquiry; and/or
- your current or a previous employer; and/or
- a consumer protection organisation?

YES

NO

If yes, please provide details

I declare that to the best of my knowledge, the information I have provided in Section A and Section B of this declaration is true and correct. I undertake to advise the responsible Chief of Staff **or delegate** in writing if an actual, potential or perceived conflict arises in the future. If there is any change to the interests set out in Section A or to the answers set out in Section B of this declaration I undertake to advise the responsible Chief of Staff or delegate of any alterations or additions to my declaration as soon as practicable.

Signature

.....

Name (please print)

.....

Date / /

Signature of witness

.....

Name of witness (please print)

.....

Date / /

To finalise this form, you must complete 'Section C' OR 'Section D' below:

Section C. No conflict of interest risk identified (complete this section if no conflict has been identified, otherwise complete Section D)

Appointee declaration

I have considered my duties as an appointee, and my personal interests, and am satisfied that there are no actual, potential or perceived conflicts of interest. **Sign below.**

Signature

.....

Name (please print)

.....

Date / /

Section D. Conflict of interest risk identified (complete this section if a conflict of interest risk has been identified, otherwise complete Section C)

I have considered my duties as an appointee, and my personal interests, and I have concluded that there is a risk of a conflict of interest. **You must complete D1, D2 and D3, and sign at D4.**

D1. Type of conflict of interest identified

The following conflict of interest risk was identified:

State the specific personal interest identified (e.g. financial interest; conflict of duty etc.) and detail how this raises an actual, potential or perceived conflict of interest with your public duties.

You may attach additional documents if this assists, including in relation to an existing management plan. Please do not refer to previous declarations – this document should be exhaustive.

.....

D2. Management plan for appointee’s conflict of interest

The following management plan is proposed/in place:

Outline the plan in place. This management plan will ensure conflict risks are managed and resolved in favour of the public interest rather than that of the appointee and should be based on the following mitigation strategies:

Restrict: restrictions are placed on the appointee’s involvement in the matter

Recruit: a disinterested third party is used to oversee part or all of the process that deals with the matter

Remove: the appointee removes themselves from the matter

Relinquish: the appointee relinquishes the private interest that is creating the conflict.

You may attach additional documents if this assists, including in relation to an existing management plan. Please do not refer to previous declarations – this document should be exhaustive.

D3. This management plan will be reviewed:

- Within 1 month Within 3 months Within 6 months
- Every 12 months N/A as the conflict is a one-off of short duration
- Other (specify):

Section D (continued). Conflict of interest risk identified

D4. Appointee declaration

The actions described in Section D2. of the form have been put in place to effectively manage any actual, perceived or potential conflict of interest disclosed in Sections A or B and further detailed in Section D1, of this form. I undertake to adhere to any conflict of interest risk management plan set out in Section D, which is in place to ensure that government's reputation and the public interest is adequately protected.

Signature

.....

Name (please print)

.....

Date / /

Signature of Chief of Staff or delegate:

.....

Name of Chief of Staff or delegate: (please print)

.....

Date / /