

## **1. Title: Declaration of Interests – Public Service Employees (other than chief executives)**

### **2. Purpose:**

- a) to prescribe the information about the interests of a public service employee which the employee may, from time to time, be directed to give to the chief executive;
- b) to aid in the recognition of a conflict of interest situation (real or perceived);
- c) to advise on the management of changes to declared information that may occur from time to time; and
- c) to specify the requirements for the confidential storage of, and access to, declaration of interests records.

### **3. Legislative Provision:** *Public Service Act 2008* – Section 185

### **4. Effective date:** 4 December 2009

### **5. Definitions:** Nil

### **6. Provisions:**

- 6.1 The information about the interests of a public service employee which the employee may be directed to give to the chief executive from time to time shall be as follows:
  - a) identifying information in relation to all significant pecuniary interests of the employee and, where known to the employee, any significant pecuniary interests of a partner or dependant of the employee, and an interest held by any other person or entity which is subject to the employee's direction or control; and
  - b) identifying information in relation to all relevant non-pecuniary interests of the employee and, where known to the employee, any relevant non-pecuniary interests of a partner or dependant of the employee and an interest held by any other person or entity which is subject to the employee's direction or control.
- 6.2 When directed by the chief executive to provide a declaration of interests, a public service employee is responsible for fully disclosing all interests that may have a bearing on their ability to properly and impartially discharge the duties of their office.
- 6.3 The types of change in the interests of an employee that the employee must draw to the attention of the chief executive who may then direct the employee to submit a revised declaration of interests, are as follows:
  - a) a significant change in an interest which has been declared;
  - b) a change in the interests of the employee by way of acquisition, divestment or an altered relationship; or
  - c) a significant change in the responsibilities of the employee.

- 6.4 The significant interests referred to under section 6.1 above are those which may or are reasonably likely to have the potential of a conflict of interest and may include –
- a) shareholdings in public and private companies;
  - b) family and business trusts and nominee companies;
  - c) bonds, debentures and like investments;
  - d) savings and investment accounts;
  - e) partnerships;
  - f) real estate;
  - g) directorships in or employment by a public or private company;
  - h) other assets;
  - i) other substantial sources of income;
  - j) other interests;
  - k) liabilities;
  - l) membership of any organisation.

## **7. Storage of records and access**

- 7.1 Completed declarations will be filed securely with the chief executive.
- 7.2 Access to declaration of interests documents will be limited to the employee, the chief executive or delegate, and in the case of senior officers and above, the Queensland Integrity Commissioner.
- 7.3 Upon the employee ceasing employment with the agency, the declaration of interest documentation for that employee will be securely filed on the employee's personal record.