

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

2. Purpose: To prescribe –

- a) 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; and
- b) the types of change in the interests of a public service employee, the occurrence of which is required to be notified to the chief executive in a revised statement of interests.

3. Legislative Provision: *Public Service Act 2008 – Section 185 (formerly Public Service Act 1996 – Section 83)*

4. Effective date: 1 December 1996

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 dependant or spouse (including de facto spouse) of the employee, including where applicable the income earned from, and the value of, those interests; 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 dependant or spouse (including de facto spouse) of the employee; and

6.2 The types of change in the interests of a public service employee, the occurrence of which would require the employee to give to the chief executive a revised statement of interests, shall be as follows:

- a) a significant change in the amount or value of an interest which has been included in a statement made to the employee's chief executive;
- b) any change in the interests about which information is required to be given in a statement made to the employee's chief executive, including by way of acquisition or divestment;
- c) a significant change in the duties of the employee;
- d) a significant change in the functions of the employing authority.

*6.3 The significant pecuniary interests referred to in paragraph 6.1(a) above shall include ownership of any **shares** (where the total value exceeds \$5,000), **bonds** (where the total value exceeds \$5,000), **debentures** (where the total value exceeds \$5,000), **similar forms of investment** (where the total value exceeds \$5,000); any **directorship in a public or private company; any employment by a public or private company, or by organisation; partnerships; real estate** (other than the employee's principal place of residence); any **other assets, including indirect and***

contingent interests (where an asset is other than a motor vehicle, and is individually valued above \$10,000); **liabilities** (where the liability is other than a mortgage over the employee's principal place of residence, and exceeds \$5000); and **any form of benefit, including sponsored travel, gift, or hospitality** (where the benefit is provided by other than the employing authority and exceeds a value determined by the chief executive).

- 6.4 The significant non-pecuniary interests referred to in paragraph 6.1(b) above shall include **membership of any organisation** (other than an industrial organisation, professional association or political party), and **any position as an office-bearer in any organisation** whose purposes are relevant to the functions of the employing authority.

Superseded

8. ATTACHMENTS

Attachment A

DECLARATION OF INTERESTS

Particulars of my private interests and those of my immediate family of which I am aware are set out in the attached form.

I confirm that I shall advise you should a situation arise where an interest of mine or an interest of a member of my immediate family of which I am aware, whether that interest is pecuniary or otherwise, conflicts or may reasonably be thought to conflict, with my public duty.

.....

(signature)

.....

(signature)

.....

(date)

Real Estate

Real Estate in which a beneficial interest is held:

Location	Owner	Purpose for which held
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Shareholdings

(Other than nominal shareholdings by way of qualification for membership of a credit union, building society or other co-operative society):

Owner of shares	Name of company
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.....
<i>(including holding companies and subsidiary companies if applicable)</i>	

Trusts/Nominee Companies

Where any **beneficial interest** is held in a family or business trust or a nominee company:

Trust or Nominee	Nature of interest	Nature of operations	Name of person holding the interest
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Where a **trustee** of a family or business trust:

Trust	Nature of interest	Beneficiaries	Nature of operations
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Directorships in Companies

In regard to any directorships, whether remunerated or not:

Name of Director	Name of company	Activities of company whether public or private
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Partnerships Etc

Person holding interest	Nature of operations	Nature of business interest
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Investments

Investments in bonds, debentures, savings or investment accounts with banks or other financial institutions. Where the cumulative value of such investments is less than \$5,100 no registration is required.

Person holding	Type of investment	Body in which investment is held
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Other Assets

List each asset valued at over \$5,000 including collections. Household or personal effects and motor vehicles for personal use are to be excluded:

Owner of asset	Nature of asset
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Other Substantial Sources of Income

Exclude salary from public sector employment:

Person receiving income	Nature of income
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Any Gifts, Substantial Sponsored Travel or Hospitality

Person receiving gift, etc.	Nature of gift, etc.
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Liabilities

Liabilities other than ordinary short term credit arrangements:

Person concerned	Nature of liability	Creditor
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Other Interests

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