

Declaration of interests template - long version

Declaration of Interests Form

In accordance with section 13(7) of the *Public Service Act 1999*, an Australian Public Service (APS) employee must:

- take reasonable steps to avoid any conflict of interest (real or apparent) in connection with the employee's APS employment; and
- disclose details of any material personal interest of the employee in connection with the employee's APS employment.

To be 'material' a personal interest needs to be of a type that can give rise to a real or apparent conflict of interest.

Agency heads and SES employees are required to declare in writing, at least annually, their own and their immediate family's financial and other interests that could cause a real or apparent conflict of interest.

Declarations need to be revised and resubmitted whenever there is a change in personal circumstances and/or a change in work responsibilities that could involve a new real or apparent conflict of interest.

Agency heads may also require other employees to complete a declaration of interests.

See example [Privacy Collection Notice template](#)..


Part A: Employee acknowledgement of responsibilities

I declare that:

- I am aware of my responsibilities under the APS Code of Conduct to:
 - take reasonable steps to avoid any conflict of interest, real or apparent, and disclose details of any material personal interest in connection with APS employment
 - not make improper use of inside information, or my duties, status, power or authority.
- I have read and understood:
 - the APS-wide guidelines covering declarations of personal interests set out in section 5 of *APS Values and Code of Conduct in practice*
 - any other policies and guidelines on declarations of personal interests that my agency has put in place that require me to declare any material personal interests which could influence, or could reasonably be seen to influence, the decisions I take or the advice I give.
- The attached list at **Part B** of my material personal interests has been prepared on the basis of:
 - the roles and responsibilities of my agency
 - my APS roles and responsibilities.

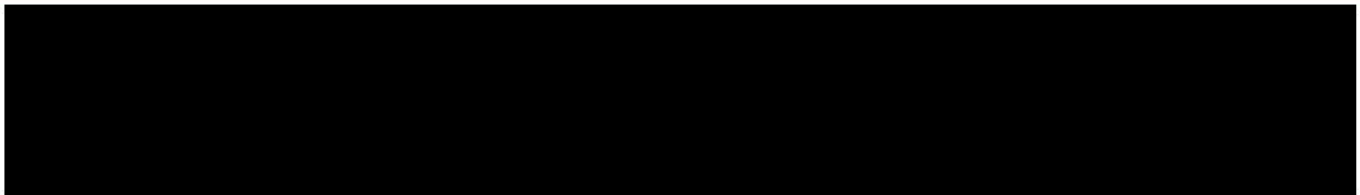
I undertake to immediately inform my agency head of any changes to my circumstances that could affect the contents of this declaration and to provide an amended declaration/s using this pro forma.

I undertake to declare any material personal interests of my immediate family that I am aware of, should circumstances arise in which I consider that they could influence, or could reasonably be seen to influence, the decisions I take or the advice I give. I understand that this would require the consent of the family member to the collection by my agency of personal information and a declaration that he/she is aware of the purpose for which the personal information has been collected, the legislative requirements authorising the collection and the third parties to whom the personal information may be disclosed, and consents.

Signature		Date	13 August 2021
Surname	Rickard	First names	Delia
AGS number			

Part B: Employee declaration of material personal interests

Please list any material personal interests¹ which could influence, or could reasonably be seen to influence, the decisions you take or the advice you give.



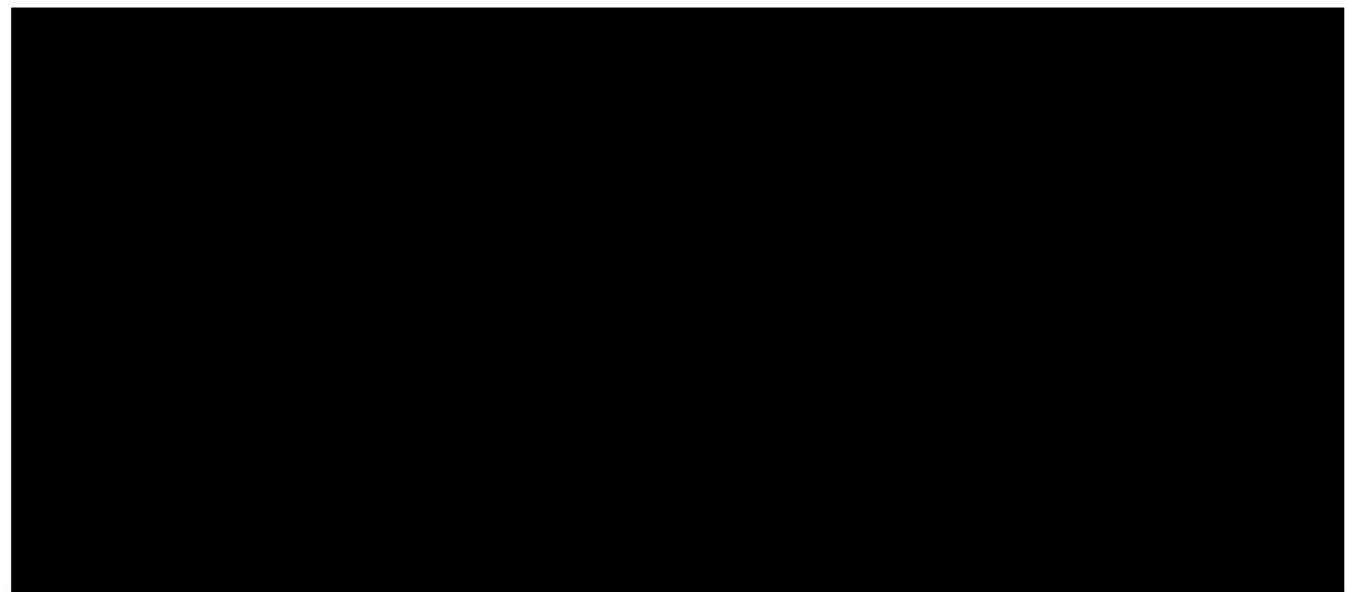
Trust/Nominee Companies

Name of trust: Jan Pentland Foundation

Name of interest: Trustee

Nature of operations: Charity that provides scholarships for financial counsellors

Personal holding: The position is not remunerated



Committee and group memberships

Committee member of Consumer Policy Research Centre's reference committee

Chair of Good Shepherd's Financial Inclusion Action Plan advisory group

Member of Thriving Communities Partnership

Signature		Date	13 August 2021
Surname	Rickard	First names	Delia

¹ The types of interests and relationships that may need to be disclosed include real estate investments, shareholdings, trusts or nominee companies, company directorships or partnerships, involvement in self-managed superannuation funds, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary activities, social or personal relationships that could or could be seen to impact upon your responsibilities.

