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Adult, Community and Further Education

Regional Councils

Information for prospective members

The Adult, Community and Further Education Board (ACFEB) is currently seeking expressions of interest for member positions on all Regional Councils of Adult, Community and Further Education (ACFE).

|  |  |
| --- | --- |
| * Barwon South Western | * Eastern Metropolitan |
| * Gippsland | * North Western Metropolitan |
| * Grampians | * Southern Metropolitan |
| * Loddon Mallee |  |
| * Hume |  |

People with a vision for adult community education and a willingness to contribute to discussions and processes which will enhance the provision of adult education in their community and across the region are invited to apply.

People with an interest in skills development, including those with experience in industry and business, local government, community services organisations and youth agencies, are also encouraged to express interest.

Expressions of interest are encouraged from all members of the community including women, Indigenous people, young people, people with disability and people from culturally diverse backgrounds.

**Regional Councils of ACFE**

There are eight Regional Councils of ACFE established under the *Education and Training Reform Act 2006.* The work of the Council is supported by Department of Education and Training staff.

Regional Councils draw together different expertise and aspects of local knowledge about adult education and skills needs to advise ACFEB on the needs of adult education across their region. They also contribute to state-wide planning and policy development and prepare reports to ACFEB.

The role of Councils

ACFEB and Regional Councils work together to fulfil the Board’s mission to increase educational participation and attainment of adults, improve social cohesion and boost human and social capital of Victoria through:

* Working with Government to meet the needs of learners facing barriers to participation and attainment including those from low socio-economic status localities, early school leavers, low skilled and vulnerable workers, Indigenous people, unemployed people and people with a disability.
* Supporting Victoria’s Learn Local adult community education organisations, to focus on quality improvement and sustainability, be responsive to local/regional individual, community and industry needs, and to develop stronger and more visible networks while maintaining the characteristics and approaches that are their historical strength.
* Maintaining open, consultative and collaborative relationships with its stakeholders and partners particularly Regional Councils of ACFE, Learn Local providers, Adult Education Institutions and adult and community education sector peak bodies.

The objectives of the Regional Councils are aligned with ACFEB objectives. Regional Council projects and activities contribute directly to the achievement of the Board’s objectives.

The Board’s functions are to:

* Inquire into and reports on the development of adult, community and further education policies, programs, and services.
* Advise the Minister for Training and Skills and, through the Minister, the Government, on adult, community and further education matters.
* Plan and evaluate policies, programs, and services, including considering and prioritising community-learning needs and establishes objectives and the targets to meet them.
* Promote research and development in the adult community education sector, and promote general public awareness of adult, community and further education,
* Provide and fund policies, programs, and services for the delivery of adult, community and further education.

Regional Councils help the Board meet its objectives by:

* Developing processes to enable learners and providers to advise Regional Councils and the Board of needs in their region.
* Providing advice and preparing reports for the Board.
* Providing information and contributing to planning.
* Advising the Board regarding the effectiveness of activities in their region including those funded by the Board.
* Supporting and promoting provision, networks between providers, and diversity and flexibility of provision.
* Participating in recommending to the Board state-wide priorities and policies.

Composition

Each Regional Council has a minimum of five members appointed by the Minister for Training and Skills and may co-opt a further two people.

The members are appointed to ensure that there is a reflection and understanding of:

* The diversity of the communities in the region.
* The interests and views of the range of individuals and groups to benefit from adult education in the region.
* The interests and views of providers of adult education in the region.
* The importance of community-based provision of adult education.

At least half the members should have substantial knowledge of or experience in provision of adult, community and further education.

Terms of Appointment

Regional Council members are appointed for up to three years at the discretion of the Minister. The positions are voluntary; however, members may be reimbursed for travel and personal expenses related to membership. ACFEB holds Professional Liability and Accident Insurance on behalf of Regional Council members.

Councils currently meet at minimum of four times a year and each Council determines its own meeting schedule.

Application process

**Please be aware that the number of steps in the appointment process and the documentation required mean it can take some time after you express interest to be advised whether or not you will be appointed.**

**Step 1: Expression of interest**

To express interest in joining a Regional Council of ACFE, complete and submit the following:

* The **Regional Council Expression of Interest** form which collects personal details and asks you to outline your reasons for wishing to join a Council. Please ensure that you indicate which Council(s) you are interested in.
* A **Curriculum Vitae** – please submit a detailed current Curriculum Vitae.
* The **Consent Form – Interested Persons** in which you authorise the Department of Education and Training to collect and use personal information in order to process your expression of interest.
* A**Declaration of Private Interest** – this form asks you to list any private interests you have and requires you to respond to a series of probity questions.
* **Consent to Check and Release National Police Record** – this form needs to be completed electronically. You will be emailed the form for completion to the address supplied on the expression of interest application.
* **Authorisation to Release National Police Record Check to the Department** – your authorisation for Victoria Police to release the results of the National Police Check to the Department of Education and Training.
* The **Regional Council Application Checklist**.

Please submit these forms by **mail** and marked **CONFIDENTIAL** to:

Lynda McIntyre

ACFE Planning and Secretariat Unit

Department of Education and Training  
GPO Box 4367  
MELBOURNE VIC 3001

Or **email** a scanned copy of the signed application forms to acfeb.secretariat@education.vic.gov.au.

**Step 2: Shortlisting**

Following the close of applications, a shortlist of candidates is prepared for the Minister. If you are shortlisted your police record check will be carried out as well as a check with the Australian Securities and Investments Commission (ASIC) and the Australian Financial Security Authority (AFSA).

You will also be asked to complete a **consent form for appointees**.

**Step 3: Appointment by the Minister**

The Minister for Training and Skills determines who will be appointed and the terms of their appointment.

Further information

Further information, advice or assistance in completing the forms, is available from Lynda McIntyre, ACFE Planning and Secretariat Unit, on (03) 7022 1523 or by email to   
[acfeb.secretariat@education.vic.gov.au](mailto:acfeb.secretariat@education.vic.gov.au).

Additional information on the ACFEB is available on the Department’s website at <http://www.education.vic.gov.au/acfeboard>.

A copy of ACFEB’s Annual Report can also be found on the website.

Application for membership:

Regional Council of Adult, Community and Further Education

Please tick the region/regions for which you are expressing interest.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Barwon South Western |  | Eastern Metropolitan |
|  | Gippsland |  | North Western Metropolitan |
|  | Grampians |  | Southern Metropolitan |
|  | Hume |  | |
|  | Loddon Mallee |  | |

Checklist:   
Please ensure and tick that you have completed and attached the following documents:

|  |  |  |
| --- | --- | --- |
| Document | Completed & attached | Office Use |
| Regional Council Expression of Interest   * signed |  |  |
| Curriculum Vitae |  |  |
| Consent Form (Interested Person)   * signed and witnessed |  |  |
| Declaration of Private Interest   * signed and witnessed |  |  |

You can submit these forms either:

By **mail** to

Lynda McIntyre  
ACFE Planning and Secretariat Unit  
Department of Education and Training   
GPO Box 4367  
MELBOURNE VIC 3001

or

By **email** to

acfeb.secretariat@education.vic.gov.au



Expression of Interest

Regional Council of Adult, Community and Further Education (ACFE)

|  |  |  |
| --- | --- | --- |
| **Contact Information** | | |
| Title | Mr  Ms  Miss  Mrs | Professor  Associate Professor  Cr  Other: |
| First Name |  | |
| Family Name |  | |
| Preferred address for all correspondence |  | |
| Telephone Number(Please indicate the preferred contact number) | *Work:*  *Home:*  *Mobile:* | |
| Email Address |  | |
| **Personal Details** | | |
| Date of birth |  | |
| Gender | Woman  Man  Prefer not to say  Self-described: | |
| Residential Address |  | |
| Suburb |  | |
| Postcode |  | |
| Your country of birth |  | |
| Were one of your parents born overseas? | Yes  No  Prefer not to say | |
| Do you identify as an Aboriginal and/or Torres Strait Islander? | Neither  Yes  Aboriginal  Torres Strait Islander  Aboriginal and Torres Strait Islander  Prefer not to say | |
| Do you have a culturally, religiously, and/or linguistically diverse background? | Yes  No  Prefer not to say | |
| \*If yes describe your background |  | |
| Primary language spoken at home |  | |
| Do you have a disability? | Yes  No  Prefer not to say | |

|  |  |  |
| --- | --- | --- |
| **Interest in adult community education** | | |
| Describe your reasons for applying to join a Regional Council of ACFE | |  |
| **Experience and Knowledge** | | |
| List three areas of expertise |  | |
| Describe your experience in or connections with the following areas: | | |
| The region, its needs and communities |  | |
| Learn Local sector |  | |
| Governance |  | |
| Business and Industry |  | |
| Professional expertise relevant to membership of a Regional Council |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| Victorian Government Memberships | | | |
| List all current memberships on Victorian Government bodies (i.e. Board memberships, Committees, Council memberships). | | | |
| Body | Position | Period of Service | No. of times appointed |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Other Memberships** | | |
| List all current memberships on **non-Victorian Government bodies** (i.e. Board memberships, Committees, Council memberships, Community groups). | | |
| **Body** | Position | **Period of Service** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Additional Comments** | |
| Include any further information you feel relevant to your application for membership. |  |
| If you are unsuccessful in your application in this round, would you like to be considered for future vacancies?  (Please circle) **YES** **NO** | |

The Department of Education and Training (‘the Department’) treats all personal information provided by an individual in support of an appointment application in accordance with the *Information Privacy Act* 2000and the *Public Records Act* 1973*.* The personal information you provide in this statement is required for application processing and assessment purposes, including submission to Cabinet. It may be shared with other public sector organisations. Should you wish to gain access to your personal information held by the Department, please contact our Privacy Officer by writing to that officer C/- GPO Box 4367, Melbourne, Victoria 3001.

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

I consent to the Department’s collection of the information provided in this statement (\*including any sensitive information such as racial or ethnic origin) as part of administering appointments to statutory authorities and advisory committees. This information may be included in submissions to Cabinet and shared with other public organisations.

**Signature: Date:**

**CONSENT FORM (PROPOSED APPOINTEE / INTERESTED PERSON)**

Regional Council of Adult, Community and Further Education (ACFE)

I, …………………………………………<*name*>, have expressed interest in being an appointee to the…………………………………… <*name of regional council*> Regional Council of Adult, Community and Further Education and understand that the Department of Education and Training and the Victorian Public Sector Commission may collect and hold certain personal information about me including:

* my name and address;
* my date of birth and age;
* my gender;
* whether I live in rural or regional Victoria;
* whether I identify as Aboriginal or Torres Strait Islander;
* whether I or my parents were born in Australia;
* whether I speak a language other than English at home; and
* whether I have a culturally diverse background other than that indicated in the previous questions; and
* whether I identify as a person with a disability.

This information is subject to the Information Privacy Principles (IPPs) found in the *Privacy and Data Protection Act 2014* (Vic)(PDP Act).Under IPP 1, the Department of Education and Training and the Victorian Public Sector Commission must take reasonable steps to ensure that I am aware of:

* the body’s contact details and how to contact it;
* the fact that I am able to get access to personal information about me;
* the purposes for which the information is collected;
* to whom that information is usually disclosed;
* any law requiring the information to be collected; and
* the consequences for me if the information is not collected.

I have read the “notice under **Information Privacy Principle** 1.3” which is provided with this consent form.

I am aware of the contact details for the Department of Education and Training and the Victorian Public Sector Commission.

I understand that I can seek access to personal information collected about me and can request the Department of Education and Training or the Victorian Public Sector Commission to correct and update it.

**Purpose of collection**

I understand that the information is being collected and used to:

* process and assess my application for the appointment;
* share my information with other Victorian Government departments for the purposes of enabling the relevant Minister to consider me for appointment to other boards;
* enable the Victorian Government to monitor the diversity of appointments to and composition of entities to which the Government may make appointments;
* manage dealings with me (for example to contact me or to provide me with other information from time to time);
* be included in the Victorian Public Sector Commission’s Government Appointments and Public Entity Database, a secure system for storing information about public entities and members of public entity boards, Committees and Councils (this system is managed by the Victorian Public Sector Commission and hosted on a secure government server);
* be included in the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)). Please refer to that website for the applicable privacy statement. Information published on this site includes; first name and surname, term of appointment, status as a member or Chairperson.

**Disclosure**

For these purposes I understand that the information is usually disclosed to:

* Victorian Government departments and authorised officers nominated by the Secretary of the department or his or her delegate;
* authorised officers of the Victorian Public Sector Commission (nominated by the Victorian Public Sector Commissioner or his or her delegate) for inclusion in the recruitment system, the Government Appointments and Public Entity Database and the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au));
* the Department for Education and Training for use only for the purposes of annual reporting;
* the Cabinet or any member of it for use only for the purposes of annual reporting;
* if I consent, I understand that the department may share my information with other Victorian Government departments for the purposes of enabling the relevant Minister to consider me for appointment to other boards; and
* if appointed, I understand my name, term of appointment and status as member or Chairperson may also be released to the media, placed on the Department of Education and Training website, provided to Members of Parliament or made publicly available on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)).

Information is otherwise used in accordance with the PDP Act.

Information on the Government Appointments and Public Entity Database is used to:

* Enable the Victorian Government to monitor the diversity and profile of appointments to, and composition of, public sector entity boards to which the Government may make appointments;
* Allow the Victorian Public Sector Commission to use information on the Government Appointments and Public Entity Database for research purposes and to plan improvements to governance processes for Victorian public sector entity boards; and
* Allow the Victorian Public Sector Commission to draw select and limited information (described below in the consent section of this form) from the Government Appointments and Public Entity Database and for this select and limited information to be made publicly available on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)).
* Publicly report the name, term and status as Chairperson of appointees to public sector and non-departmental entities.

Information on the eRecruitment system is used to:

* process and assess your application for appointment;
* manage dealings with you;
* enable the Victorian Government to monitor the diversity of applications for appointments to entities to which the Government may make appointments;
* enable Ministers and other Victorian Government departments to consider and contact applicants who have applied for other roles:
* for research purposes to plan improvements to governance processes for Victorian public sector entity boards; and
* to allow the Victorian Public Sector Commission to draw select and limited information about appointments (name, term and status as member or Chairperson) and for this information to be made publicly available on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)).

I understand that, for reasons of personal safety, the composition of some public sector/ non-departmental entities will not appear on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)), and that I can discuss this with the Secretary of the department or his or her delegate if I think this is relevant to me.

I understand that my refusal to consent to the collection and disclosure of information described in this consent form may impact on my being considered for an appointment and may impair the ability of departments/agencies monitoring of the diversity of board appointments and their composition.

**Consents**

I consent to the Department of Education and Training and the Victorian Public Sector Commission collecting, using and holding that information, and sharing it with other Victorian Government departments, agencies or Cabinet, in accordance with the PDP Act, for the purposes outlined in this consent form.

I understand that the information I have provided in my application may be submitted to the Victorian government’s eRecruitment system for the purposes of assessment and selection.

I understand that recipients of my personal information provided as a result of this consent will remove as far as practicable any potential information identifying me individually as part of their reporting requirements.

I consent to the following information being made publicly available to the media, Members of Parliament, on the Department of Education and Training website and on the Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)) if I am appointed to a particular entity:

* my first name and surname;
* the name of the entity;
* the term of my appointment; and
* my status as a member or Chairperson.

*Information provided about other individuals in my Curriculum Vitae and any other documentation included in my application.*

I acknowledge that when I provide personal information about other individuals such as referees, the Department of Education and Trainingrelies on me to make those other individuals aware that such information will or may be provided to the Victorian Government, the relevant purposes that Victorian Government will use it for, and how they can access it.

**Consideration for appointments to other public sector/non-departmental entities in other departments**

□ I agree/ □ I do not agree *(tick which is applicable)* to the Department of Education and Training sharing my information with other Victorian Government departments for the purposes of enabling the relevant Minister to consider me for appointment to other boards.

The following restrictions apply to the distribution of the information I have provided to you:

*(Insert restrictions (if any) which apply in relation to the information or specific parts of it)*

|  |  |
| --- | --- |
| ***Signed:*** |  |
| ***Date*** |  |
| ***Signature of Witness*** |  |
| ***Print name*** |  |
| ***Date*** |  |

#### NOTICE UNDER INFORMATION PRIVACY PRINCIPLE 1.3

**About this Privacy Collection Notice**

This Privacy Collection Notice provides you with an account of the ways in which your personal information is collected and handled by the Department of Education and Training. Providing you with notice about the collection and handling of your personal information is a requirement under the *Privacy and Data Protection Act 2014* (Vic) (PDP Act).

**Collection and holding of personal information**

If you are appointed to a Regional Council of Adult, Community and Further Education, the Department of Education and Training and the Victorian Public Sector Commission will manage your personal information provided in the consent form in accordance with the PDP Act and the *Public Records Act 1973*. Your information is accessible to you, and can be obtained by making a request to the Department of Education and Training and the Victorian Public Sector Commission. The information collected and used for the purposes identified in this consent form and will not be disclosed to any other person or body other than those identified in the consent form, or where authorised or required by law.

**Disclosure of personal information**

The personal information you provide will be used by the Department of Education and Training to assess your application. In order to assess your application, your personal information may be provided to the Victorian Public Sector Commission and stored on the government’s eRecruitment system, Get on Board (getonboard.vic.gov.au). Your personal information may also be disclosed to the Cabinet or any member of it for use only for the purposes of considering your application and annual reporting.

With your consent, the Department of Education and Training may provide the information identified in this consent form to another Victorian government department or entity, for the purposes of appointments to other public sector/ non-departmental entity boards with other departments or entities

If you are appointed to a position on a Victorian public sector entity or non-departmental entity, your information will be entered into the Government Appointments and Public Entity Database. This database is managed by the Victorian Public Sector Commission and information stored on this database is used for the purposes of reporting to the Victorian Government departments, Members of Parliament and Cabinet.

If you are appointed, the following information may be publicly released to the media, Members of Parliament, and will be made publicly available on the Victorian Public Sector Commission’s Public Board Appointments Victoria website ([www.publicboards.vic.gov.au](http://www.publicboards.vic.gov.au)) or on the Department of Education and Trainingwebsite:

* Your first name and surname.
* The name of the entity.
* The term of your appointment.
* Your status as a member or Chairperson.

**Information security**

The Department of Education and Training and the Victorian Public Sector Commission have implemented technology and security policies, rules and measures to protect the personal information that it has under its control from unauthorised access, improper use, alteration, unlawful or accidental destruction and accidental loss. The Department of Education and Training and the Victorian Public Sector Commission will remove personal information from its system where it is no longer required (and in accordance with the *Public Records Act 1973*).

A refusal to provide and consent to the use of the personal information requested as part of the appointment process may result in greater difficulty in the monitoring of the diversity of board and other bodies’ appointments and their composition.

|  |  |
| --- | --- |
| **Contact us** | |
| Senior Manager, Participation  Department of Education and Training  2 Treasury Place  Melbourne VIC 3002  Telephone: 7022 1563  Email: acfeb.secretariat@education.vic.gov.au | Privacy Information Officer  Victorian Public Sector Commission  3 Treasury Place  Melbourne VIC 3002  Telephone: 9651 1321  Email: info@vpsc.vic.gov.au |

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**Declaration of Private Interests and Probity Form**

|  |
| --- |
| **DECLARATION OF PRIVATE INTERESTS** |
| **Notes on completing this form:**   1. 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 unanswered. 2. The Department of Education and Training treats all personal information provided by an individual in support of an appointment application in accordance with the *Privacy and Data Protection Act 2014* (Vic) and the *Public Records Act 1973* (Vic). The personal information you provide in this form is required for application processing and assessment purposes, including submission to Cabinet. It may be shared with other Victorian Government departments, non-departmental entities and public entities. Should you wish to gain access to your personal information held by the department please contact the department’s Privacy Officer. 3. When you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of the application process. 4. If you do not provide all or part of the requested information this may impact on your application. 5. **Where the government determines that there is any material conflict, an appointment may not proceed, or your appointment/employment may be suspended whilst the particular interest remains**. 6. 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 on the Victorian Public Sector Commission website in its Conflict of Interest Policy Framework – [www.vpsc.vic.gov.au](http://www.vpsc.vic.gov.au) and in its eLearning guide on Conflicts of Interest. 7. 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. |

|  |
| --- |
| **Consent of declarant** |
| I, ………………………………………………………………(*insert name*) consent to the Department of Education and Training collecting and using this information on a confidential basis as described in this form.  I make this declaration as at / /2021 |

| **Section A. Private interests** | | | |
| --- | --- | --- | --- |
| **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? | | If yes, please provide details of this source of income (not the amount). | Please explain how this income may reasonably raise an expectation of conflict of interest, or a material interference with your public duties. |
| **YES ☐** | **NO ☐** |
| **A2. Office holder** | | | |
| Do you hold office in any public or private:   * company; * trustee company; * incorporated association; or * other entity? | | 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. |
| **YES ☐** | **NO ☐** |
| **A3. Shareholdings and other business interests** | | | |
| 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 the agency in government companies.* | | 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. |
| **YES ☐** | **NO ☐** |
| **A4. Trusts** | | | |
| 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? | | 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. |
| **YES ☐** | **NO ☐** |
| **A5. Real estate** | | | |
| Do you or a member of your family own any real estate (including your residence)? | | 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. |
| **YES ☐** | **NO ☐** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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, e.g. an agreement about future employment once your appointment term is completed? | | | 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. |
| **YES ☐** | **NO ☐** | |
| **A7. Other financial interests** | | | | |
| Do you or a member of your family 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? These include financial interests that:   * have been held; * are currently held; or * will accrue.   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. | | | If yes, please provide details of the financial interest (not the amount). | Please explain how this/these financial interests could reasonably raise an expectation of conflict of interest, or a material interference with your public duties. |
| **YES ☐** | **NO ☐** | |
| **A8. Other interests** | | | | |
| Are there any other arrangements or circumstances not already covered to declare which could constitute a conflict of interest? | | | 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. |
| **YES ☐** | | **NO ☐** |

| **Section B. Probity** | | |
| --- | --- | --- |
| **B1. Bankruptcy** | | |
| Have you been declared bankrupt or been the subject of any order under the *Bankruptcy Act 1966* (Cth)? | | **If yes**, please provide details |
| **YES ☐** | **NO ☐** |
| **B2. Insolvency** | | |
| Have you been a director or executive officer of a corporation which became insolvent whilst you were a director or executive officer? | | **If yes**, please provide details |
| **YES ☐** | **NO ☐** |
| **B3. Disqualification** | | |
| Have you ever been disqualified from acting as a director or acting in the management of an incorporated association? | | **If yes**, please provide details |
| **YES☐** | **NO☐** |
| **B4. Corporate and civil penalties** | | |
| Have you ever:   * 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? | | **If yes**, please provide details |
| **YES ☐** | **NO ☐** |
| **B5. Criminal proceedings** | | |
| 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, or licensing body?   Do you expect to become a party to any such proceedings in the next year? | | **If yes**, please provide details |
| **YES ☐** | **NO ☐** |
| **B6. Findings of guilt** | | |
| 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)? | | **If yes**, please provide details |
| **YES ☐** | **NO ☐** |
| **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; 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? | | **If yes**, please provide details |
| **YES ☐** | **NO ☐** |

**Declaration of Private Interests and Probity**

I declare that to the best of my knowledge, the information I have provided in the declaration of Private Interests (Part A) and Probity (Part B) of this declaration is true and correct. I undertake to advise the responsible Agency Head or delegate in writing 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 of this declaration I undertake to advise the responsible Agency Head or delegate of any alterations or additions to my declaration as soon as practicable.

|  |  |
| --- | --- |
| ***Signature of Declarant:*** |  |
| ***Date*** |  |
| ***Signature of Witness*** |  |
| ***Print name*** |  |
| ***Position Title of Witness*** |  |
| ***Date*** |  |