

**COUNCIL &**

**SENIOR MANAGEMENT**

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| **2024 DECLARATION OF PRIVATE INTERESTS** |
| **Notes on completing this form:**1. As a public institution providing Higher Education (HE) and Vocational Education and Training (VET), Victoria University (VU) is required to ensure that its governing body and senior management staff demonstrate that they are fit and proper persons and undertake probity checks, declare interests and disclose related party (*including a spouse, de facto partner, child, child of spouse/de facto partner, parent or sibling*) transactions. These requirements are set out in legislation and standards of VU’s key regulators:
* [Tertiary Education Quality and Standards Agency](https://www.teqsa.gov.au/latest-news/publications/guide-determining-fitness-and-propriety-person) (TEQSA)
* [Australian Skills Quality Authority](https://www.asqa.gov.au/standards/faqs/fit-and-proper-person-requirements) (ASQA)
* [Victorian Auditor General’s Office](https://www.audit.vic.gov.au/) (VAGO)
* [Australian Charities and Not-for-profits Commission](https://www.acnc.gov.au/tools/factsheets/responsible-persons-board-or-committee-members) (ACNC)
* [Accounting Standard AASB 124](https://www.dtf.vic.gov.au/financial-reporting-policy/aasb-124-related-party-disclosures) ‘Related Party Disclosures
* [VU Council Regulations 2021](https://policy.vu.edu.au/document/view.php?id=496)
* [Financial Code of Conduct – Related Parties Disclosures for Victoria University and Its Subsidiaries Procedure](https://policy.vu.edu.au/document/view.php?id=443)
1. Please complete the form as accurately and comprehensively as possible. Please type or write your answers and provide an answer for each question. Do not leave any questions unanswered.
2. VU treats all personal information provided by an individual in accordance with the [*Privacy and Data Protection Act 2014*](https://www.legislation.vic.gov.au/in-force/acts/privacy-and-data-protection-act-2014/027)(Vic) and the [*Public Records Act 1973*](https://www.legislation.vic.gov.au/in-force/acts/public-records-act-1973/041)(Vic). The personal information you provide in this form is required for the purposes of annual probity checks. It may be shared with other Government agencies (*for example via the University Annual Report to Government*). Should you wish to gain access to your personal information held by the University, please contact:
* Director, Governance and Secretariat (sofia.moisidis@vu.edu.au) – Council members
* People and Culture - [Senior Management staff](https://vustaff.sharepoint.com/sites/i0054)
1. Conflicts of Interest (Q 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 the [University Council – Conduct of Council Business and Standing Orders Procedure](https://policy.vu.edu.au/document/view.php?id=334.2.2) and [Appropriate Workplace Behaviour Policy](https://policy.vu.edu.au/document/view.php?id=176)
2. Findings of Guilt (Q 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.
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| **Details of Declarant**  |
| I, (*insert full name*) Click or tap here to enter text.am interested in being a member of the VU Council, Council Committee or Senior Management staff and consent to Victoria University collecting and using this information on a confidential basis as described in this form.I make this declaration as at (*select date*): Click or tap to enter a date.  |

| **SECTION A. PRIVATE INTERESTS AND BUSINESS DEALINGS** |
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| **A1. Other significant sources of income** |  |  |  |
| Do you or close family members, or entities controlled or jointly controlled by you or your close family members have income relating to Victoria University:* contracts;
* offices held in return for payment or other reward; or
* employment, a trade, vocation or profession engaged in by you?
 | Yes [ ] No [ ]  | If yes, please provide details of all sources of income (*not the amount).*  | Please explain, for each declared item, whether the source of the income may or may not constitute: (a) a conflict of interest; or i (b) a material interference with your potential duties and obligations to VU. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **A2. Office Holder** |  |  |  |
| Do you or close family members, or entities controlled or jointly controlled by you or your close family members 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 offices held.  | For each item declared, please explain whether any offices may or may not constitute: (a) a conflict of interest or conflict of duties; or (b) a material interference with your potential duties and obligations to VU. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **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.*Shareholdings of companies in an investment portfolio where you have no control over the composition of the portfolio need not be declared. | Yes [ ] No [ ]  | 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 potential public duties. |
| Click or tap here to enter text. | Click or tap here to enter text. |

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| **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?
 | Yes [ ] No [ ]  | 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 potential public duties. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **A5. Real Estate**  |  |  |  |
| Do you or a member of your family own any **real estate**, including your principal place of residence or investment property, **which could reasonably raise an expectation of conflict of interest, or a material interference with your potential public duties**? | 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 potential public duties. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **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 potential appointment term is completed?
 | 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 potential public duties. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **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 potential 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.*
 | Yes [ ] No [ ]  | 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 potential public duties. |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **A8. Other interests** |  |  |  |
| Are there any other arrangements or circumstances not already covered to declare relating to you or close family members, or entities controlled or jointly controlled by you or your close family members which could constitute a conflict of interest or conflict of duties? A conflict of duties may be triggered by: (a) past employment, offices held, consulting services provided; (b) separate business dealings with a Tenderer to VU or a party included in a VU Tender (e.g. subcontractor); (c) any business context where an independent observer could reasonably conclude that the circumstances may create a material interference with your duties and obligations to VU. | Yes [ ] No [ ]  | If yes, please provide details of these arrangements or circumstances.  | Please explain how these arrangements or circumstances of which you are aware, may or may not constitute a conflict of interest or a conflict of duties, or have a material interference with your potential duties and obligations to VU |
| Click or tap here to enter text. | Click or tap here to enter text. |
| **A9. Foreign Interference**  |  |  |  |
| Are there any financial or private affiliation, partnership or engagement with a foreign government, political organisation, agency, university or individual or the name of any association or trade or professional organisation of which you are or were a member during the calendar year, which might impact on or influence your potential duties and obligations to the University? | Yes [ ] No [ ]  | If yes, please provide details of this affiliation, partnership or engagement. | Please explain how this affiliation/partnership/ engagement could reasonably raise an expectation of conflict of interest, or a material interference with your potential public duties. |
| Click or tap here to enter text. | Click or tap here to enter text. |

| **SECTION B. PROBITY** |
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| **B1. Bankruptcy**  |  |  |
| Have you been declared bankrupt or been the subject of any order under the [*Bankruptcy Act 1966*](https://www.legislation.gov.au/Details/C2022C00089) (Cth)? | Yes [ ] No [ ]  |  **If yes**, please provide detailsClick or tap here to enter text. |
| **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 [ ] No [ ]  | **If yes**, please provide detailsClick or tap here to enter text. |
| **B3. Disqualification**  |  |  |
| Have you ever been disqualified from acting as a director or acting in the management of an incorporated association? | Yes [ ] No [ ]  | **If yes**, please provide detailsClick or tap here to enter text. |
| **B4. Corporate and civil penalties**  |  |  |
| Have you ever:* contravened any civil penalty provision under the [*Corporations Act 2001*](https://www.legislation.gov.au/Details/C2022C00043) (Cth) or any of its predecessors;
* contravened the [*Associations Incorporation Reform Act 2012*](https://www.legislation.vic.gov.au/in-force/acts/associations-incorporation-reform-act-2012/017) *(Vic)* or any equivalent in another jurisdictions; or
* been found guilty of any offence in relation to corporate or regulatory matters?
 | Yes [ ] No [ ]  | **If yes**, please provide detailsClick or tap here to enter text. |
| **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 / licensing body?

Do you expect to become a party to any such proceedings in the next year? | Yes [ ] No [ ]  | **If yes**, please provide detailsClick or tap here to enter text. |
| **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)? | Yes [ ] No [ ]  | **If yes**, please provide detailsClick or tap here to enter text. |
| **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?
 | Yes [ ] No [ ]  | **If yes**, please provide detailsClick or tap here to enter text. |

| **SECTION C. RELATED PARTY TRANSACTIONS** |
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| [Accounting Standard AASB 124](https://www.dtf.vic.gov.au/financial-reporting-policy/aasb-124-related-party-disclosures) **Related Party Disclosures** requires the disclosure of related party relationships and transactions by **Key Management Personnel** (KMP) or their close family member’s related entities (*for example companies, partnerships, interest in joint ventures*).Close family members include:a) your children or spouse or domestic partnerb) children of your spouse or domestic partnerc) dependents of yourself or your spouse or domestic partner. |
| **C1. Related party transactions with Victoria University** |
| Are any of your close family members employed in a senior position by Victoria University in the current declaration period? A senior position is a position that has a decision-making responsibility of a KMP of an entity. If **yes**, please provide:1. Details of your close family member, their position in the University and any involvement that you may have had in their appointment (if applicable); and
2. Details of any transactions influenced by the existence of the relationships.
 | Yes [ ] No [ ]  | **If yes**, please provide details below (refer 1&2):Click or tap here to enter text. |
| **C2. Non-standard contract or agreement** |  |  |
| Have you, your close family members, or entities controlled or jointly controlled by you or your close family members had a transaction that was a non-standard contract or agreement with Victoria University?*Note: A non-standard contract or agreement has terms that have been varied or negotiated on more favourable terms than generally contracted at an arms-length with other suppliers.* | Yes [ ] No [ ]  | If yes, please provide details below. Click or tap here to enter text. |
| **C3. Transfers under finance arrangement** |  |  |
| Have you, your close family members, or entities controlled or jointly controlled by you or your close family members received or provided any transfers under finance arrangement i.e. loans, equity contributions to Victoria University, or to any entity controlled by the University? | Yes [ ] No [ ]  | If yes, please provide details below.Click or tap here to enter text. |
| **C4. Debts forgiven or partially forgiven by VU** |  |  |
| Have you, your close family members, or entities controlled or jointly controlled by you or your close family members had any debts forgiven or partially forgiven by Victoria University, or any entity controlled by the University? | Yes [ ] No [ ]  | If yes, please provide details below.Click or tap here to enter text. |
| **C5. Any collateral, indemnity or guarantee** |  |  |
| Have you, your close family members, or entities controlled or jointly controlled by you or your close family members received any collateral, indemnity or guarantee or given any collateral, indemnity or guarantee to Victoria University, or any entity controlled by the University? | Yes [ ] No [ ]  | If yes, please provide details below.Click or tap here to enter text. |
| **C6. Settling a liability** |  |  |
| Have you, your close family members, or entities controlled or jointly controlled by you or your close family members settled a liability on behalf of the Victoria University, or any entity controlled by the University?Has Victoria University or any entity controlled by the University, settled a liability on behalf of you, your close family members or entities controlled by you or jointly controlled by your or your close family members? | Yes [ ] No [ ]  | If yes, please provide details below.Click or tap here to enter text. |
| **C7. Ex-gratia payments, grants or subsidies** |  |  |
| Have you or close family members, or entities controlled or jointly controlled by you or your close family members received or given any ex-gratia payments or received grants or subsidies greater than $5,000 (individually) to/from Victoria University or any entity controlled by the University? | Yes [ ] No [ ]  | If yes, please provide details below.Click or tap here to enter text. |
| **C8. Interest/dividend income** |  |  |
| Have you or close family members, or entities controlled or jointly controlled by you or your close family members received/obtained the right to receive interest/dividend income from or paid/recognised the obligation to pay interest expense/dividends to Victoria University or any entity controlled by the University? | Yes [ ] No [ ]  | If yes, please provide details below.Click or tap here to enter text. |
| **C9. Committed to a transaction contingent upon an event** |  |  |
| Have you or close family members, or entities controlled or jointly controlled by you or your close family members committed to a transaction contingent upon whether an event occurs or does not occur in the future, with Victoria University or any entity controlled by the University? | Yes [ ] No [ ]  | If yes, please provide details below.Click or tap here to enter text. |
| **C10. Leased assets and purchases of goods and/or assets** |  |  |
| Have you or close family members, or entities controlled or jointly controlled by you or your close family members leased assets with annual rent provide or purchased goods or services, or assets (including intangible assets), to/from Victoria University or any entity controlled by the University? | Yes [ ] No [ ]  | If yes, please provide details below.Click or tap here to enter text. |

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| I declare that to the best of my knowledge, the information I have provided in Part A, Part B and Part C of this declaration is true and correct. I undertake to advise in writing the Director, Governance and Secretariat, Chancellor or Chair of a Committee of Council or Associate Director, Corporate Finance Services (Senior Management staff), 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 and Part C of this declaration, I undertake to advise the Director, Governance and Secretariat or Associate Director, Corporate Finance Services (Senior Management staff) of any alterations or additions to my declaration as soon as practicable. |

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| ***Signature of Declarant:***  |  | ***Signature of Witness:***  |
| ***Name*** *(please type/print)****:*** Click or tap here to enter text. |  | ***Name*** *(please type/print)****:*** Click or tap here to enter text. |
| ***Date:*** Click or tap to enter a date. |  | ***Date:*** Click or tap to enter a date. |