

# Guide to declaring interests

## Background

The [Public Service Act 2008](#) (PSA) and [Commission Chief Executive \(CCE\) Directive 1/15: Declaration of Interests](#)—Chief Executives of Government Departments require chief executives (including acting chief executives) to make a written declaration of interests that may have a bearing, or may reasonably be perceived to have a bearing, on their ability to properly and impartially discharge the duties of their office, within one month of appointment.

After making an initial declaration, chief executives are required to submit new declarations:

- as soon as possible, and within one month, following any significant change in the interests about which information is required, including acquisition, divestment or an altered relationship in an interest that may have a bearing, or may reasonably be perceived to have a bearing, on their ability to properly and impartially discharge the duties of their office
- as soon as possible, and within one month, of a significant change in the official responsibilities of the public service employee, and
- annually by 31 July.

## Application

- directors-general of Queensland Government departments
- heads of Queensland public service offices.

## Lodgement

A chief executive is required to provide the original declaration to the CCE, with copies to the departmental or portfolio minister/s and the Queensland Integrity Commissioner.

## Instructions

Chief executives are required to list their pecuniary and non-pecuniary interests and those of their partner and dependants that may have a bearing, or may reasonably be perceived to have a bearing, on their ability to properly and impartially discharge the duties of their office.

Where a declarable interest is jointly held by both a chief executive and their partner and/or dependants, it need only be listed under the chief executive's interests.

The types of interests and relationships that may need to be disclosed because they may, or reasonably be perceived to, have a bearing on the ability to discharge the duties of office include shareholdings in public and private companies; family and business trusts and nominee companies; bonds, debentures and like investments; savings and investment accounts; partnerships; real estate; directorships in or employment by a public or private company; other assets; other substantial sources of income; other interests; liabilities; organisational memberships.

For the level of detail required to be declared and further information about the types of matters to be declared, refer to Annexure A.

## Publication

In accordance with the contract of employment for directors-general of Queensland Government departments, the interests of a director-general are to be published online.

Access to information about the interests of spouses and dependants is restricted to the Premier of Queensland, departmental minister/s, the Queensland Integrity Commissioner and the CCE.

At this stage, there is no similar publication requirement applying to PSO heads.



# Annexure A

## Non-declarable interests

There is no requirement that a chief executive, partners and dependants specify:

- the number and monetary value of shares
- the monetary value of investments or beneficial interests
- the full street address of real estate
- the financial amount of liabilities, donations or other income
- the account number and financial amounts held in savings and investment accounts
- the monetary value of assets, or
- memberships of industrial organisations and/or political parties.

## Declarable interests: detail required

Companies in which you, or your partner or dependants, are a shareholder or have a controlling interest in shares:

- the name of the company
- where the shareholding or interest constitutes a controlling interest in the company—the shareholdings of the company in any other company
- where the shareholding or interest is held in a private company, the investments or beneficial interests of the company, and
- where the shareholding or interest is held in a private company that is the holding company of another company—
  - a. the investments or beneficial interests of the holding company;
  - b. the name of any company that is a subsidiary of the holding company;
  - c. the name of any company that is a subsidiary of any company that is the holding company's subsidiary; and
  - d. the investments or beneficial interests of those subsidiary companies.

Companies in which you, or your partner or dependants, are an officer:

- the name of the company
- the nature of the office held, and
- the nature of the activities of the company.

Family or business trusts or nominee companies in which you, or your partner or dependants, hold a beneficial interest:

- the name or a description of the trust, or the name of the company, as the case requires
- the nature of the activities of the trust or company
- the nature of the interest, and
- the investments or beneficial interests of the trust.

Family or business trusts in which you, or your partner or dependants, are a trustee:

- the name or a description of the trust, and
- the nature of the activities of the trust.

Private superannuation funds in which you, or your partner or dependants, are a trustee or director:

- the name or a description of the fund
- the nature of the activities of the fund, and
- the investments or beneficial interests of the fund (of which you are aware).

Partnerships in which you, or your partner or dependants, have an interest:

- the name or a description of the partnership
- the nature of the activities of the partnership, and
- the nature of the interest.



Real estate in which you, or your partner or dependants, have an interest:

- the location of the relevant property, by reference to suburb or locality
- the approximate size of the property
- the purpose for which the property is, and/or is intended to be, used, and
- the nature of the interest.

Liability (excluding department store and credit card accounts) for which:

- i. you or your partner or dependants are a beneficiary, or
- ii. a trust of which you or your partner or dependants are a beneficiary, or
- iii. a private company for which you or your partner or dependants are a shareholder:
  - the nature of the liability
  - the name of the creditor concerned; unless—
    - a. the liability arises from the supply of goods or services supplied in the ordinary course of your occupation or business of the trust or private company in which the you or your partner or dependants have an interest which is not related to your duties as director-general, or
    - b. the liability is for an amount of \$10,000 or less.

Any debenture, managed fund, or similar investments held by you or your partner or dependants. Savings or investment account of you or your partner or dependant held with a bank, building society, credit union or other institution—

- the nature of the account, and
- the name of the institution concerned.

Other substantial sources of income received by:

- you or your partner or dependants
- a private company, or a trust, in which you or your partner or dependants hold an interest.

Any other relevant asset of yours or your partners or dependants, other than:

- household and personal effects
- motor vehicles used only or mainly for personal use, and
- industry, public offer and employer superannuation entitlements.

The name of any other organisation of which you or your partner or dependants are a member or an officeholder or a significant financial contributor.

*Guide publication date: October 2015*