



## ANNUAL DECLARATION OF PRIVATE INTERESTS FORM (including staff at Controlled Entities)

**HOLDING A FINANCIAL DELEGATION OVER \$50,000 for period: 1 July 2010 to 30 June 2011.**



### Instructions

1. Please read the University Conduct and Compliance Procedure – Declaration of Private Interests before completing this form
2. Please type or write your answers in block capitals
3. The form must be completed, signed by you and by your supervisor (electronic signatures will be accepted) and returned electronically to the Declarations Officer at [declarationsofficer@monash.edu](mailto:declarationsofficer@monash.edu)

SECTION 1 – PERSONAL DETAILS	
I, (Insert full name)..... of (Insert Organisational Unit)..... declare my private interests for the period <b>1 July 2010 to 30 June 2011</b>	
<b>1. Substantial sources of income</b> Please list separately each substantial source of income (over \$10,000 p.a.) received by you other than from your paid employment at Monash University.	
<b>2. Office holder</b> Please provide the name(s) of any company, trustee company, or other body in which you hold office. Please state whether it is a public or private company.	
<b>3. Shareholdings and other business interests</b> Do you have any significant holdings of shares (i.e. more than 5% of the issued capital), investments or other business interests?  Could these holdings/interests conflict, or be seen to conflict with your duties at the University? If so, please provide the name and nature of operations of the company, partnership, association or other body, and the nature of the interest.	
<b>4. Trusts</b> Please provide the name and nature of the operations of any trust of which you are a beneficiary and the name of the trustee.	
<b>5. Trusteeships</b> Please provide details of any trust of which you are a Trustee, or any trustee company of which you are a Director.	
<b>6. Agreements</b> Please provide details of any contract, agreement, or understanding entered into by you, or an associate, which could give rise to a potential conflict of interest.	

<p><b>7. Other interests</b> Please list any other significant financial or other interests held or accruing to you, or a member of your immediate family, relatives, business partners, associates or friends during the return period, which could conflict, or be seen to conflict with your duties at Monash University.</p>	
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<b>SECTION 2 – DECLARATION BY STAFF MEMBER</b>
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I certify that the information outlined above is true and correct and declare to the best of my knowledge, none of these private interests conflict with any of my official duties at the University. I also undertake to immediately notify my supervisor in writing, if a conflict or potential conflict of interest arises in the future and to not be involved in any decision-making process in which I may be compromised.

I also acknowledge that a failure to disclose any relevant information may result in disciplinary action by the University.

Staff member's signature	Date ___ / ___ / _____
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<b>SECTION 3 – AUTHORISATION BY ORGANISATIONAL UNIT</b>
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I have noted the information contained in this Declaration.

Supervisor's signature
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Please print name
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Contact extension No.	Date ___ / ___ / _____
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**Privacy Collection Statement**

The information on this form is collected for the primary purpose of identifying where staff with significant financial delegations have, or potentially have, a conflict of interest in their dealings for and on behalf of the University. Other purposes of collection include: to assess the form of your private interests in line with relevant University policies and procedures (including but not limited to the Declaration of Private Interest Procedure, the Conflict of Interest Procedure and the Paid Outside Work Procedure), to communicate with you and for University reporting and statistical analysis. If you choose not complete all questions on this form it may result in disciplinary action by the University. You have a right to access personal information that Monash University holds about you, subject to any exceptions in relevant legislation. If you wish to seek access to your personal information or enquire about the handling of your personal information, please contact the University Privacy Officer at: [privacyofficer@monash.edu](mailto:privacyofficer@monash.edu).

Monash HR privacy collection statement is located at <http://privacy.monash.edu/guidelines/collection-personal-information.html#hr>