



ACT Health

Declaration of Private Interests for Executives Procedure

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Purpose

To establish a procedure for the submission and tracking of Disclosure of Private Interests (DPI) for executives and address any conflict-of-interest matters arising. The procedure will assist in meeting the general obligations of ACT Health Directorate (ACTHD) for executives in accordance with section 46 of the [Public Sector Management Standards 2016 \(the Standards\)](#), section 244 of the [Public Sector Management Act \(PSMA\)](#) and the [Declaration of Private Interests Policy](#).

The procedure also establishes the process for submission of second job declarations for executives

Roles and Responsibilities

Responsibility	Function
<i>All Executives</i>	<i>To disclose their personal and financial interests and declare conflict of interests, if any.</i> <i>Submit second job declarations where required.</i>
<i>People Strategy and Culture (PSC)</i>	<i>To track and request DPI forms to be updated annually.</i> <i>Organise delegate review and endorsement and submission of forms to CMTEDD's Executive Contracts team.</i> <i>To track submissions and report if required.</i>
<i>CMTEDD Executive Contract team</i>	<i>Keeping a record of the DPis, Conflict of Interest and Second Job declarations.</i>

Procedure

1. Clause 3.2 of the [ACTPS Director-General and Executive Handbook](#) provides that executives are not only required to disclose their interests, but also take any reasonable steps to identify and manage a conflict, or appearance of a conflict.
2. All executives are required to provide a full [Declaration of Private Interests](#) on commencement of their executive contract. This form must then be reviewed and submitted annually.
3. For a Director-General, this statement should be provided to the relevant Minister(s) for information and forwarded to the Head of Service.
4. An [Update to Declaration of Private Interests Form](#) must be submitted only if less than 12 months has lapsed since your last full declaration and you are notifying changes or new information. This form must be submitted:

- a. As soon as possible after any relevant facts requiring a change have come to the employee's notice, and
 - b. Whenever the circumstances change.
5. A Conflict-of-Interest form must be submitted along with the DPI if any potential, perceived or actual conflict of interest has been identified.
6. Section 108 of the Standards and section 244 of the PSMA requires executives to seek prior written approval before engaging or continuing in other employment or professional practice or acting as a director of a company incorporated society (otherwise than in accordance with public service duties). Such written approval must be sought from the relevant Director-General. In case of Director-Generals, written approval must be sought from the Head of Service.

Records Management

PSC will maintain an electronic copy of DPI submissions along with second job declarations and conflict of interest forms. Shared Services Executive Contract Management team will also save a copy under each executive's personal file.

Implementation

PSC will write to all executives in July/August each year requesting submission of DPIs annually if more than 12 months have lapsed since they completed their last full declaration. Or in instances of less than 12 months and circumstances have changed submit and 'Update' to DPI.

Executives to submit Conflict-of-Interest and/or second job declarations where applicable.

The submissions will be reviewed by PSC and endorsed by the Executive Branch Manager, PSC, before sending onwards to the Director-General for approval.

The approved forms will then be sent on to CMTEDD Executive Employment team to be stored confidentially on file. A copy of the approved DPI will be maintained by PSC in a secure folder in objective.

Should there be a change to an executive's circumstances, they are required to submit an *Update to Declaration of Private Interests* form to notify changes or new information outside of this process.

References

- [Public Sector Management Act \(PSMA\)](#)

- [Public Sector Management Standards 2016 \(the Standards\)](#)
- [Declaration of Private Interests Policy](#)
- [ACTPS Director-General and Executive Handbook](#)

Version Control

Version	Date	Comments
1.0	26 June 2023	To be reviewed following any changes to whole of government policies/guidelines

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