**STATEMENT OF MATERIAL INTERESTS**

**Schedule 1**

*Governance (Declaration of Material Interests) Rule 2022*

**DECLARATION**

*Declaration as to material personal interests (cl. 5, Schedule 3, Charles Sturt University Act 1989)*

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| **DECLARATION** |
|  |  |  |  |
| (1) | insert name, position/title and address of first person making the declaration | I, |  |
|  |  |
|  |  | do SOLEMNLY AND SINCERELY declare: |
|  |  |  |
|  |  | that to the best of my knowledge and belief, the attached Statement of Material Interests contains a complete and accurate statement of relevant material interests. |
|  |  |  |
|  |  | AND I MAKE THIS SOLEMN DECLARATION conscientiously believing the same to be true. |
|  |  |
|  |  | **PRIVACY CONSENT** |
|  |  |  |
|  |  | I ACKNOWLEDGE that the information contained in the Statement of Material Interests may contain personal information about me and my associates and will be available to members of the Council and others and HEREBY EXPRESSLY CONSENT to the disclosure of any personal information contained herein. |
|  |  |
|  |  | **UNDERTAKING** |
|  |  |  |
|  |  | I HEREBY UNDERTAKE to update this Declaration as necessary and to review the accuracy of the information on an annual basis.  |
|  |  |  |
| (2) | Signature of person making the declaration |  |  |
|  |  |
| (3) | Date on which declaration is made | on  |  |
|  |  |

**STATEMENT OF MATERIAL INTERESTS**

A “material interest[[1]](#footnote-1)” arises where a person may reasonably form the view that you or your close associate has an interest in a matter that may conflict with the proper performance of your duties.

Members should:

1. complete this form to the best of their knowledge, and
2. ask any associate who has a material interest in a matter that may conflict with the proper performance of the member’s duties to the University to also complete and return the attached *Associate Declaration and Consent* form (or advise the University Secretary if an Associate is unwilling to complete that form).

Members remain responsible for disclosing material interests prior to the consideration of matters by the Council or its committees, including any interests not disclosed on this form.

|  |  |
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| **Category** | **Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection** |
| Current employment |  |
| Any previous employment in which you continue to have an interest |  |
| Appointments (voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals, etc. |  |
| Membership of any professional bodies, special interest, political and/or lobby groups |  |
| Investments in real estate, unlisted companies, partnerships, beneficial interests and other forms of business  |  |
| Major shareholdings (i.e. more than 5% of issued capital) |  |
| Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months |  |
| Any contractual relationships with the University or its subsidiary entities |  |
| Any material conflicts that are not disclosed above (including donations to political parties or other groups) which could influence, or could reasonably be seen to influence, the performance of your duties.   |  |

**ASSOCIATE DECLARATION AND CONSENT FORM**

This declaration is to be completed by any close associate of the member (including immediate family member/s of the member) should circumstances arise in which the member considers that a person may reasonably form the view that the member’s associate has an interest in a matter that may conflict with the proper performance of the member’s duties to the University.

For the purposes of this declaration a material interest means any interest(s) of the associate that could influence, or could reasonably be seen to influence, the proper performance of the Council member’s duties to the University.

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| ACKNOWLEDGEMENT AND DECLARATION BY ASSOCIATE |
| Council member to whom this declaration relates |  |
| I declare that: 1. I am aware that my information has been collected for the purpose of identifying material interests that could influence, or could be seen to influence, the proper performance of the Council member’s duties to the University.
2. I consent to the collection of my personal information by Charles Sturt University for the purposes of identifying, assessing and disclosing to authorised persons any material interests that could influence, or could be seen to influence, the proper performance of the Council member’s duties to the University.
3. I understand that the personal information I provide to Charles Sturt University is managed in accordance with Charles Sturt University's [Privacy Management Plan](https://policy.csu.edu.au/document/view-current.php?id=218)that demonstrates Charles Sturt University’s commitment to meeting its obligations under privacy laws, including the Information Privacy Principles set out in Privacy and Personal Information Protection Act 1998 (NSW), the Privacy Act 1988 (Cth), which authorise the collection of my personal information and the third parties to whom my personal information may be disclosed. I further understand that I can obtain information about privacy, my personal information, and how I may submit an enquiry or make a complaint on the [University’s privacy web page](https://www.csu.edu.au/division/vcoffice/ogca/complaints-grievances-whistleblowing/university-ombudsman/privacy).
4. The following (or attached) list of my material personal interests has been prepared on that basis [*please list any material interests[[2]](#footnote-2) you have which could influence, or could reasonably be seen to impact upon the performance of the Council member’s duties*]:
 |
| Signature |  | Date |  |
| Surname |  | First names |  |
| Relationship to Council member |  |

1. Without limitation to the above, the types of material interests and relationships that may need to be disclosed include real estate investments, shareholdings, trusts or nominee companies, company directorships or partnerships, involvement in self-managed superannuation funds, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary activities, social or personal relationships that could or could be seen to impact upon the performance of your duties. [↑](#footnote-ref-1)
2. The types of interests and relationships that may need to be disclosed include real estate investments, shareholdings, trusts or nominee companies, company directorships or partnerships, involvement in self-managed superannuation funds, other significant sources of income, significant liabilities, gifts, private business, employment, voluntary activities, social or personal relationships that could or could be seen to impact upon the performance of the Council member’s duties. [↑](#footnote-ref-2)