

(To be completed in June each year)

Date

Name

Address

Town

Dear Member,

**RE: Annual Declaration of Interest**

Attached to this letter is the Annual Declaration of Interest Questionnaire, which members of Council and members of all its Committees are required to sign on an annual basis in accordance with the University's Investments Policy.

The Investments Policy and Investments Procedures are available on the CQUniversity IMPortal:  
<http://policy.cqu.edu.au>

CQUniversity currently holds investments in the following institutions:

- Queensland Investment Corporation
- Queensland Treasury Corporation, and
- Commonwealth Bank Australia.

Before signing the declaration take a moment to consider the following aspects of the policy and its application to you as a Committee member.

**Perceived or Potential Conflicts**

Investment decisions made by you must be able to withstand public scrutiny. For that reason, the policy and the resulting annual declaration of interest questionnaire ask you to go further than reporting what you may consider to be a "material interest".

To meet the highest possible standard of accountability you are asked to report any and all potential conflicts no matter how seemingly immaterial or remote. Your peers on the committee will make the decision whether or not the conflict is material.

**Key Requirements of the Policy**

The University's investment strategy requires you to make decisions which seek to optimise income earned with an acceptable risk to the University's capital.

The policy prohibits non arm's length investments which can lead to investment decisions being made on related parties' relationships and not on the best interest of the entities in contravention of the *Statutory Bodies Financial Arrangements Act 1982*.

**What is Conflict?**

A conflict of interest occurs in the case where the potential exists for a claim by an interested party that a decision was taken on the basis of a relationship. For the purposes of this policy, a potential conflict of interest is to be treated in the same way as an actual or existing conflict of interest.

Conflict may be seen to exist with or without an immediate financial benefit to you, other benefits to you or a family member such as access to special or additional services not generally available to members of the public, promotion or possibility of other more favourable treatment may all lead to conflict of interest.

Benefits or rewards to family or close friends can also be seen as a conflict of interest. Avoiding a liability is deemed to be a benefit.

### **Duties**

A committee members' primary responsibility is to act in good faith in the best interests of the University and for a proper purpose. It would be an improper use of the powers vested in you to use your position to:

- gain a benefit or advantage for yourself or another person;
- cause a detriment to the University.

### **Responsibilities Regarding Disclosure**

Whenever you become aware of a conflict of interest you must advise your fellow committee members as soon as practicable of the full nature and extent of the interest which gives rise to the conflict and the relation of that interest to the affairs being considered by the committee.

You may not enter into any debate regarding the issue nor may you vote on any issue where such a disclosure has been made without the consent of the full committee and only after you have made a full disclosure.

Only the committee may decide the existence or otherwise of the conflict and if one does exist, having regard to the degree or materiality of that conflict, whether or not you may debate and vote on the issue under consideration

### **Privacy Considerations**

Anything you disclose pursuant to this policy is personal information and will only be used to determine your eligibility to contribute to debate and vote on an investment strategy with an eligible financial institution.

The information is not provided to any outside party without your consent and approval except where required or authorised by law.

Thank you for your time spent assisting us with this information.

Yours faithfully,

**Ms Jenny Roberts**  
**Deputy Vice-Chancellor (Student Experience and Governance)**

## ANNUAL DECLARATION OF INTEREST QUESTIONNAIRE

*IF A QUESTION IS NOT APPLICABLE, PLEASE MARK 'N/A'.*

### 1 DECLARATION

I complete this questionnaire on the basis of the best of my knowledge and beliefs and after having made enquiries, where appropriate, of relevant company officers.

I understand the duty to act with the utmost good faith, and that as a member of the University Council or its Committees I am required to make ongoing disclosure of any personal interests, which could conflict with that duty.

I understand that a conflict of interest exists in the case where the potential exists for a claim by an interested party that a decision was taken on the basis of a relationship. A potential conflict of interest is to be treated in the same way as an actual or existing conflict of interest. Benefits or rewards to family or close friends can also be seen as a conflict of interest. Avoiding a liability is deemed to be a benefit.

To meet the highest possible standard of accountability I must report any and all potential conflicts no matter how seemingly immaterial or remote. Each Committee will make the decision whether or not the conflict is material.

I understand that anything I disclose is personal information and will only be used to determine my eligibility to contribute to debate and vote on any issues for which I have a conflict or perceived conflict.

The information is not provided to any outside party without my consent and approval except where required or authorised by law.

I understand the nature and effect of this declaration.

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

## 2 ENTITIES CONTROLLED BY CENTRAL QUEENSLAND UNIVERSITY

For the purposes of completing this questionnaire, the following is a list of the entities controlled by the University:

<b>Parent:</b>	<b>Central Queensland University</b>
<b>Controlled Entities:</b>	CQU Travel Crew Pty Ltd
	C Management Services Pty Ltd (dormant)
	Australian International Campuses Trust and Australian International Campuses Pty Ltd (dormant)
	Mask-ED International Pty Ltd (dormant)
	Health Train Education Services Pty Ltd

## 3 DIRECTORSHIPS / SIMILAR POSITIONS

Do you hold a Directorship in a public or private company: **YES / NO**

If yes, please complete the following table **for each Directorship you hold**:

**Name of Entity 1:** \_\_\_\_\_

<p><b>DIRECTORSHIP INFORMATION</b></p> <p>Appointed Position _____</p> <p>Appointment Date _____</p> <p>Termination Date _____</p> <p>Position Approved by _____</p> <p>Do you have separate Indemnity? YES / NO _____</p>	<p><b>ENTITY INFORMATION</b></p> <p>Is the Company related to the University? YES/NO _____</p> <p>If YES, 100% Ownership? YES/NO _____</p> <p>If % Ownership less than 100%, other interested parties _____</p> <p>Entity Contact Person _____</p> <p>Contact Phone Number _____</p>
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**Name of Entity 2:** \_\_\_\_\_

<p><b>DIRECTORSHIP INFORMATION</b></p> <p>Appointed Position _____</p> <p>Appointment Date _____</p> <p>Termination Date _____</p> <p>Position Approved by _____</p> <p>Do you have separate Indemnity? YES / NO _____</p>	<p><b>ENTITY INFORMATION</b></p> <p>Is the Company related to the University? YES/NO _____</p> <p>If YES, 100% Ownership? YES/NO _____</p> <p>If % Ownership less than 100%, other interested parties _____</p> <p>Entity Contact Person _____</p> <p>Contact Phone Number _____</p>
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**Name of Entity 3:** \_\_\_\_\_

<p><b>DIRECTORSHIP INFORMATION</b></p> <p>Appointed Position _____</p> <p>Appointment Date _____</p> <p>Termination Date _____</p> <p>Position Approved by _____</p> <p>Do you have separate Indemnity? YES / NO _____</p>	<p><b>ENTITY INFORMATION</b></p> <p>Is the Company related to the University? YES/NO _____</p> <p>If YES, 100% Ownership? YES/NO _____</p> <p>If % Ownership less than 100%, other interested parties _____</p> <p>Entity Contact Person _____</p> <p>Contact Phone Number _____</p>
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#### 4 BENEFITS UNDER CONTRACTS WITH THE UNIVERSITY OR ITS SUBSIDIARIES

Please disclose any benefits (financial or otherwise) given by the University and/or its subsidiaries to you or to the Other People and Entities Related to You.

BENEFIT	RECIPIENT

#### 5 LOANS WITH THE UNIVERSITY OR ITS SUBSIDIARIES

Please provide details of any loan made, guaranteed or secured by the University or its subsidiaries during this or the previous reporting period to you or to the Other People and Entities Related to You.

Should you require any clarification or advice on this matter, please contact the Deputy Vice-Chancellor (Finance and Planning) for further disclosure requirements.

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#### 6 OTHER TRANSACTIONS WITH THE UNIVERSITY OR ITS SUBSIDIARIES

All transactions between the University and/or its subsidiaries and you or the Other People and Entities Related to You, whether as supplier or purchaser, are subject to detailed disclosure requirements unless they:

- a occur within a normal employee, customer or supplier relationship on terms and conditions no more favourable than those which it is reasonable in the same circumstances to expect the entity would have adopted, if dealing with you or the Other People and Entities Related to You at arm's length
- b are in the course of employment remuneration and retirement benefits.

The following are examples of transactions that are disclosed if they are with a related party:

- purchases or sales of goods (finished or unfinished)
- purchases or sales of property and other assets
- rendering or receiving of services
- leases
- transfers of research and development
- transfers under licence agreements
- transfers under finance arrangements (including loans and equity contributions in cash or in kind)
- provision of guarantees or collateral, and
- settlement of liabilities on behalf of the entity or by the entity on behalf of another party.

Details required:

The type of transaction.	
The names of the related parties and their relationship to you.	
The entity controlled by the University with whom the transaction(s) took place.	
The aggregate amounts transacted.	

In cases of 6a, disclosure will however, be required by way of general note. Please provide a general description of each type of transaction.

## 7 OTHER FINANCIAL TRANSACTIONS

Please answer the following in respect of yourself and the Other People and Entities Related to You:

- Have remitted dividends to the University or its subsidiaries? **YES / NO**
- Are there any amounts outstanding as owing from the University or its subsidiaries including loans as at year end? **YES / NO**
- Have there been any other benefits received by you or the Other People and Entities Related to You from the University or its subsidiaries not included in any of the above, with remuneration being the exception? **YES / NO**

If you have responded **YES** to any of the above, please provide the details below:

Name of related party and their relationship to you	Entity company transacted with	Dividends Remitted \$	Interest Received \$	Other Benefits \$	Amounts Receivable \$

**Brief description of Other Benefits received:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 8 INVESTMENTS

As per the University's [Investments Policy](#), the University's investment strategy requires you to make decisions which seek to optimise income earned with an acceptable risk to the University's capital.

The policy prohibits non arm's length investments which can lead to investment decisions being made on related parties' relationships and not on the best interest of the entities in contravention of the *Statutory Bodies Financial Arrangements Act 1982*.

Do you or any members of your immediate family, hold any strategic share or material interest (i.e. greater than 1% of the total share capital) in any financial institution either directly or indirectly as the holder or as a trustee, beneficiary, director, officer or employee? **YES / NO**

If Yes, the Interest held in the entities is as follows:

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Thank you for completing this questionnaire. Please return the completed questionnaire to:

The University Secretary  
Building 1  
CQUniversity Australia  
Bruce Highway  
North Rockhampton QLD 4701

## 9 RELATED LEGISLATION AND DOCUMENTS

### Related Policy Document Suite

[Investments Policy](#) and [Procedures](#)

### Related Legislation and Supporting Documents

[Central Queensland University Act 1998](#)  
[Statutory Bodies Financial Arrangements Act 1982](#)  
[Financial Management Practice Manual \(FMPM\)](#)

Approval and Review	Details
Approval Authority	Council
Advisory Committee to Approval Authority	Audit, Compliance and Risk Committee
Administrator	Deputy Vice-Chancellor (Student Experience and Governance)
Next Review Date	25/06/2015

Approval and Amendment History	Details
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Amendment Authority and Date	Council 25/06/2012; University Secretary 23/06/2014; Deputy Vice-Chancellor (Student Experience and Governance) 06/04/2015.