



Southern Cross  
University

# Declaration of Material Personal Interests

This form is to be used by Southern Cross University Council members and members of the Vice Chancellor's Group to declare personal interests in accordance with the Declaration of [Declaration of Material Personal Interests Procedures](#).

Personal interests are personal interests that have the potential to conflict with your duties to the University. Material personal interests may arise from interests held by you, or by a close connection, such as a family member. These interests may include, but are not limited to:

- external sources of income
- membership of external boards or committees
- interests or positions in corporations
- significant shareholdings
- positions or membership in professional or business associations
- relationships within the University environment.

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## Details

Name

Date of declaration

Membership category

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## Part A - Material personal interests held by you

This section relates to material personal interests held by you. If you need additional space, you can attach as a separate page.

### 1. External sources of income

Please list all sources of income you earn external to the University.

### 2. Membership of external boards or committees

Please provide:

- the name of each external board or committee
- the position held.

### 3. Interests and positions in corporations

Please provide:

- the name of each corporation
- the type of interest or position held.

*(This does not relate to shareholdings which are dealt with separately.)*

### 4. Significant shareholdings

When considering whether a shareholding is significant, regard should be had to whether a reasonable person would think it possible that the shareholding could have an impact on your duties to the University. If you are unsure, a rule of thumb is more than 5% of issued share capital.

Please list the name of each company.

### 5. Positions or membership in professional or business associations

Please provide:

- the name of each professional or business association
- the position or membership held.

### 6. Relationships

Please provide details of any relationship which could give rise to, or be seen to give rise to, a conflict with the duties of your office.

### 7. Other personal interests

Please provide details of any other personal interest which a reasonable person may consider to be relevant to the University.

## Part B - Material personal interests of close connections

You must also declare material personal interests of close connections, such as a family member, which a reasonable person may consider to be relevant to the University.

For each interest, please include the name of the close connection and their relationship to you.

8. External sources of income of a close connection which a reasonable person may consider to be relevant to the university

Please list all sources of income.

9. Membership of external boards or committees of a close connection which a reasonable person may consider to be relevant to the university

Please enter the name of each board or committee.

10. Interests and positions in corporations of a close connection which a reasonable person may consider to be relevant to the university

Please enter:

- the name of each corporation
- the type of interest or position held.

11. Significant shareholdings of a close connection which a reasonable person may consider to be relevant to the university

Please enter the name of each company.

12. Positions or membership in professional or business associations of a close connection which a reasonable person might consider to be relevant to the university

Please enter:

- the name of each professional or business association
- the position or membership held.

13. Relationships of a close connection which could give rise to, or be seen to give rise to, a conflict with your duties of office

Please provide details of any relationship your close connection has which could give rise to, or be seen to give rise to, a conflict with the duties of your office.

14. Any other personal interests held by a close connection which a reasonable person may consider to be relevant to the University

Please provide details of any other personal interest which a reasonable person may consider to be relevant to the University.

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## Part C - Undertaking

By submitting this form, you are providing the following undertakings:

- To the best of my knowledge, the information provided in this form is correct and reflects:
  1. my material personal interests; and
  2. the material personal interests of close connections which a reasonable person may consider to be relevant to the University.
- I am aware that I must exercise my responsibilities in accordance with the Southern Cross [University Code of Conduct \(https://policies.scu.edu.au/document/view-current.php?id=30\)](https://policies.scu.edu.au/document/view-current.php?id=30).
- I will advise the Council Secretary of any change in circumstances that affect the accuracy of this declaration and undertaking.

**Signature:**