



**Transport
for NSW**

Registration & User Guide

Online Portal for registering Gifts and Benefits, Conflicts of Interest and Senior Service Declarations

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1. Before you start using the Online Portal Declarations Register



IMPORTANT NOTE:

If you are a TfNSW employee go directly to the application
at <https://sep-live.transport.nsw.gov.au/gbr>
Use your Novell Username and Password to access the system.

If you are an employee of:
RMS
STA
Sydney Trains
NSW Trains
TfNSW – but not on the Novell TfNSW network

you need to register via the NSW Portal at <https://appln.transport.nsw.gov.au/portal>
before you can start using the system. Please refer to Section 2 for details on User
Registration.

1.1 Supported browsers

Please note that not all browsers and devices are supported. This means that, if you do not use a supported browser and/or device the application may not work correctly and some functionality may not work at all. Please ensure you use one of the following:

Devices:

- a) Desktop computer
- b) Laptop

Browsers:

- a) Chrome - 41.0+
- b) Internet Explorer 9, 10 and 11

All other devices (mobiles and tablets) and other browsers are not supported.

2. User Registration



NOTE:

Please register only once before you use the system for the first time. Do not register each time you want to access the system.

DO NOT register if you are a TfNSW employee on the Novell network. You can access the system directly.

To register:

1. Log in using the following address: <https://appln.transport.nsw.gov.au/portal/>
2. Click the 'REQUEST AN ACCOUNT' link.



Portal

Transport for NSW Services Portal

Your Account

LOGIN

REQUEST AN ACCOUNT

I FORGOT MY PASSWORD

I FORGOT MY USERNAME

Select 'REQUEST AN ACCOUNT'

Your Services

REGISTRATION GUIDE (PDF)

FREQUENTLY ASKED QUESTIONS

CONTACT US

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3. Click the 'I WORK FOR TFNSW (INCLUDING RMS, STA, SYDNEY TRAINS, NSW TRAINS)' link.

Request Access

The Transport for NSW Portal offers a number of different services. Please choose from the options below as to what best describes you. If more than one applies to you then please choose one and continue with the process.

You only need to create an account once. Once you've created an account you can request access to more programs or to act on behalf of another company/school/operator.

Your options

- ☐ I WORK FOR A SCHOOL
- ☐ I WORK FOR A TRANSPORT OPERATOR
- ☒ I WORK FOR TFNSW (INCLUDING RMS, STA, SYDNEY TRAINS, NSW TRAINS)
- ☐ I ALREADY HAVE A SCHOOL OR TRANSPORT OPERATOR ACCOUNT
- ☐ CANCEL, DO NOT APPLY

4. Fill out the following online form.

Request New User Account

Agency Details
Please enter your agency details below.

Agency Name * [-Choose-]

Account Details
Please enter your personal details

First Name *
Type your first name

Last Name *
Type your last name

Email Address *
Must be valid and active (we'll send a confirmation email)

Phone Number *

Username *
Choose your own username, minimum 9 characters (alphanumeric, '-' or '_')

Password *
Must be

Confirm Password *
Type the password again

Access Details
Please specify the Agency and the access you need below. Click ⓘ for more information.

Access Requested ☒ Senior Service Declarations Register ⓘ

Please remember your username and password. You will need them to log into the system.

NSW Government [Privacy](#) © Transport for NSW 2012

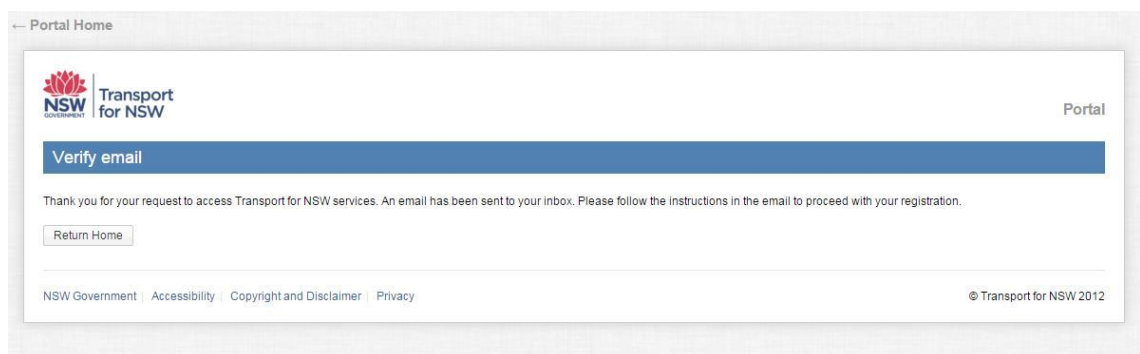
- a) Agency Name – select the Agency you are from.
- b) First Name – your first name.
- c) Last Name – your last name.

- d) Email Address – enter your work email address. This will be validated by the system for correctness. Ensure you enter the correct address as all further correspondence from the system will be sent to this address.
- e) Phone Number – your work phone number.
- f) Username – select an easy to remember username you would like to use. Username must be at least 9 characters long. The username may contain a dash '-' or an underscore '_'. It must not contain any other special characters.
- g) Password – select a password you would like to use. Password must be between 6 – 20 characters and must contain a number.
- h) Confirm Password – retype the selected password.
- i) Access Requested – Senior Service Declaration Register will be ticked.

5. When finished click 'Submit'.

6. The 'Verify Email' screen will display. An email will be sent to the specified email address.

7. Click the 'Return Home' button to return to the home page.



8. In your Inbox you will find an email from Transport for NSW. Click on the included link to verify your email.

[TEST] [Transport for NSW] Verify Email Address

no-reply@transport.nsw.gov.au

Sent: Wed 26/10/2016 12:59 PM

To:

Dear Jane,

You have received this email because a request for a new account was submitted with your email address under the username 'janeemployee'.

To confirm your email address and proceed with your request, please click the link below and follow the instructions provided.

Important Note: Remember the username and password you nominated. You will need these details to login to your new account once it has been activated. Please keep these details secure and do not share them.

Link for further instructions:

<http://infatst/portal/requests/account/verify/1455/D3KCczv6QswOoy>

Thank you,
Transport for NSW

Click on this link to verify your email address

9. Once your email is verified you are able to login into the system. Click on 'Return Home' to get back to the Portal or access the system directly via the URL.



Email Verified

Thank you for your request to access Transport for NSW services.

Your request will be approved shortly.

When your request is approved you will receive one or more emails with further instructions on how to access the services you have requested.

Important Note: To access your account, login with the username and password you nominated for this account. Please keep these details secure and do not share them.

[Return Home](#)

10. You will receive an email informing you that access has been granted. You do not have to wait for this email to start using the system.

3. Logging into and out of the Online Portal Declarations Register

When you have registered you can start using the system.



NOTE:

If you are logging in for the first time and you are not a TfNSW employee please see Section 2 for details on how to register.

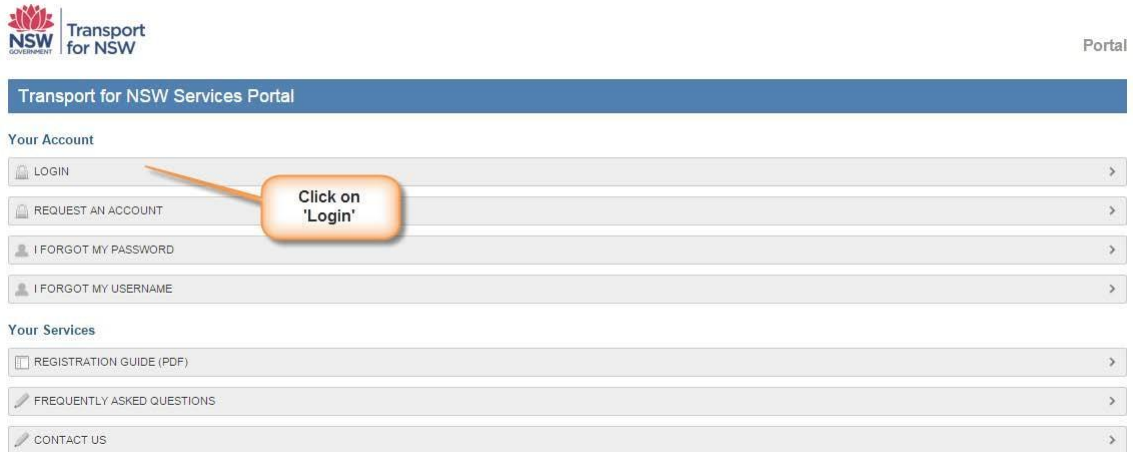
There are two ways of accessing the Online Portal Declarations Register.

- a) Via the Portal
- b) Directly via a URL

a) Accessing the system via the Portal:

The URL is: <https://appln.transport.nsw.gov.au/portal/>

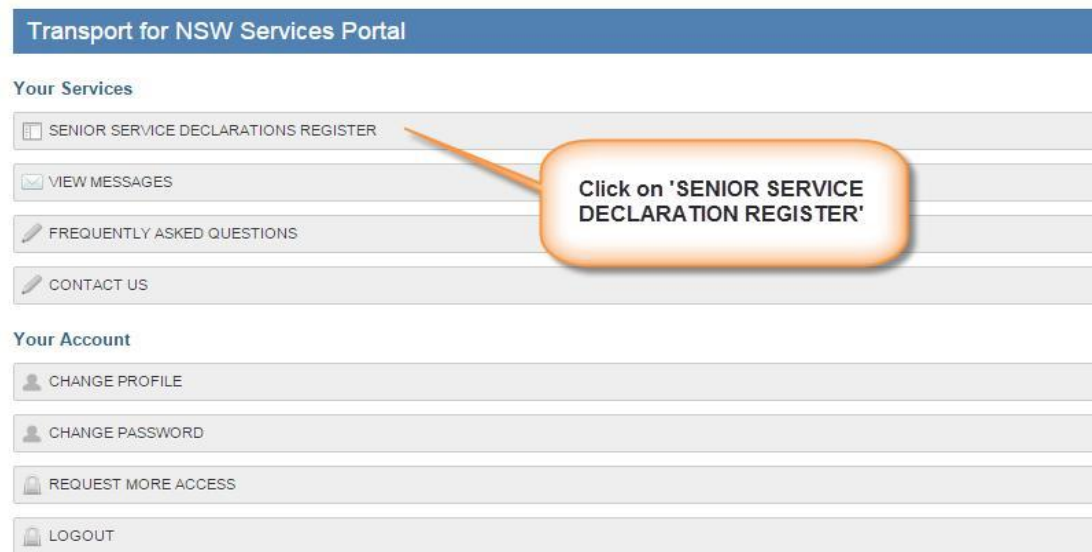
1. Click on 'LOGIN'.



2. Enter your Username and Password you created and click on 'Login'.

The screenshot shows the 'Login' page. At the top is a blue header with the word 'Login'. Below the header is a form with two input fields: 'Username' and 'Password'. The 'Username' field contains the text 'janeemployee'. The 'Password' field contains a series of dots. Below the form are three buttons: 'Login', 'I Forgot my Password', and 'I Forgot my Username'.

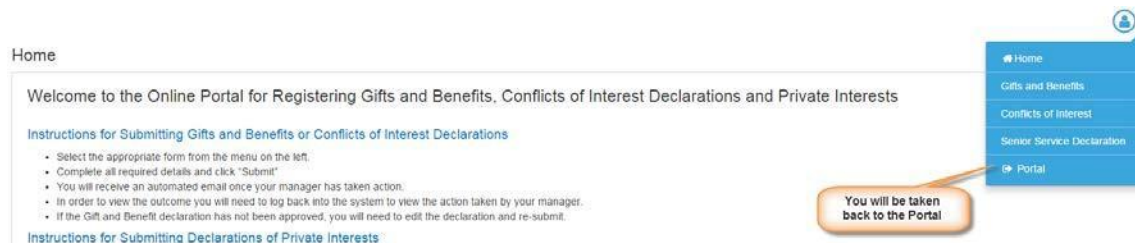
3. The Portal home page will display. Select 'SENIOR SERVICE DECLARATION REGISTER'.



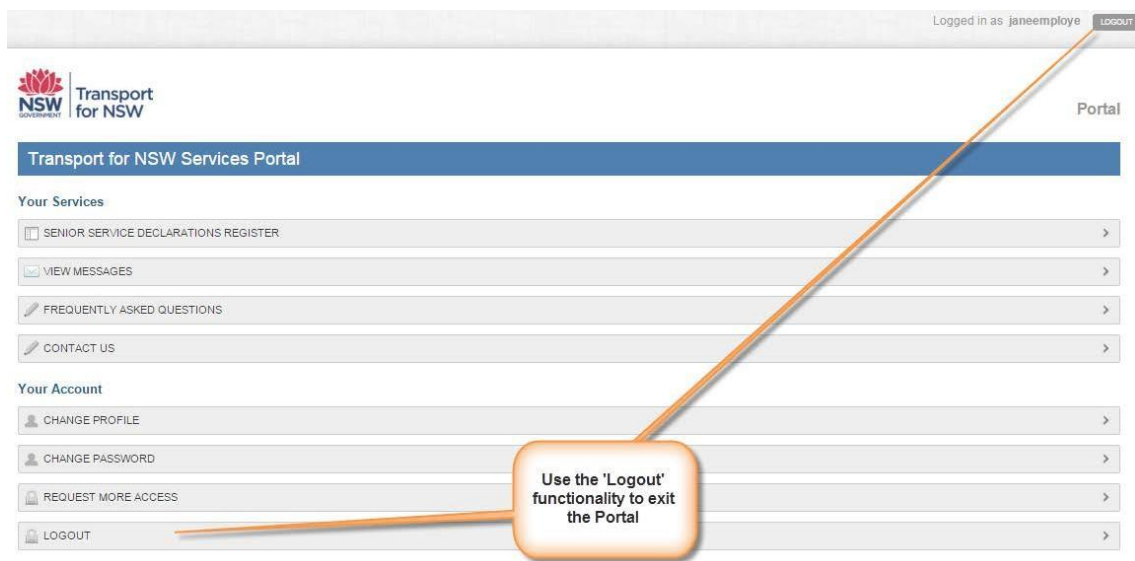
You will be taken to the Home page of the system.

To Log Out:

1. Click on the 'User' icon in the top right hand corner
2. Select 'Portal' (this will take you back to the Portal).



3. Use any of the Logout buttons to exit the Portal.



b) Accessing the Online Portal Declarations Register directly:

1. In the address of your browser enter the following URL: <https://sep-live.transport.nsw.gov.au/gbr>
2. Enter your Username and Password (Novell credentials) and click on 'Sign In'.

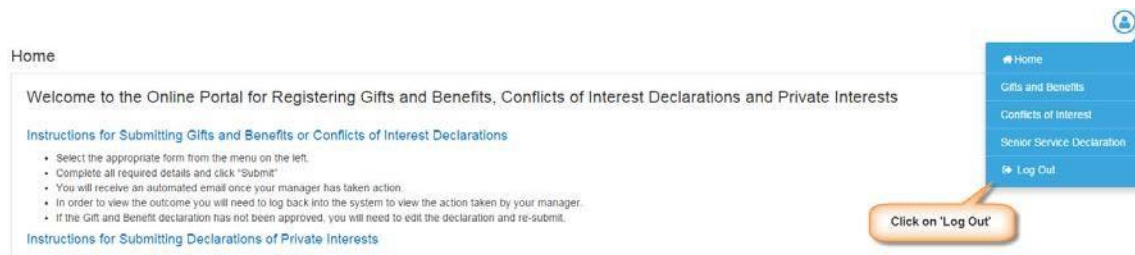


The screenshot shows the login page of the 'Gifts and Benefits/Conflicts of Interest Declaration Portal'. At the top, there is a blue header with the NSW Transport for NSW logo and the portal title. Below the header, there is a login form with fields for 'Username' (containing 'jancemplyo') and 'Password' (masked with dots). A 'Remember me' checkbox is present below the password field. A 'Sign In' button is to the right of the password field. Below the login form, there is a welcome message: 'Welcome to the Online Portal for Registering Gifts and Benefits and Conflicts of Interest Declarations'. A note states: 'Note: Senior Service staff who need to complete a declaration of private interests should continue to use the current paper form and process.' Instructions for login are provided: 'To log-in, please use your standard Novell log-in details, e.g. your computer name and password.' Technical assistance contact information is also listed: 'For technical assistance, please contact the IT Service Desk on 8837 0005 (7:30am-5:30pm Mon-Fri)'.

You will be taken to the Home page of the system.

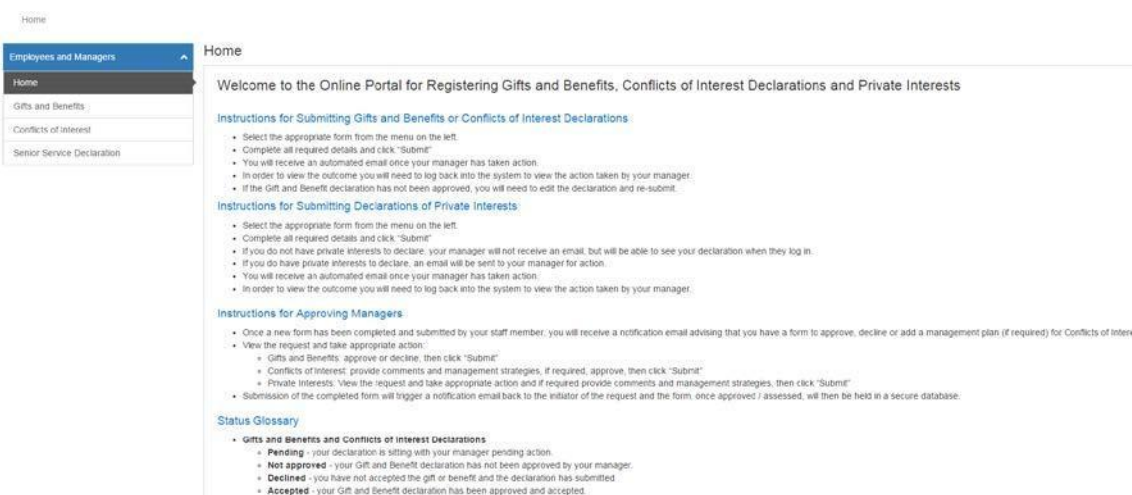
To Log Out:

1. Click on the 'User' icon in the top right hand corner
2. Click on Log Out. This takes you out of the system.



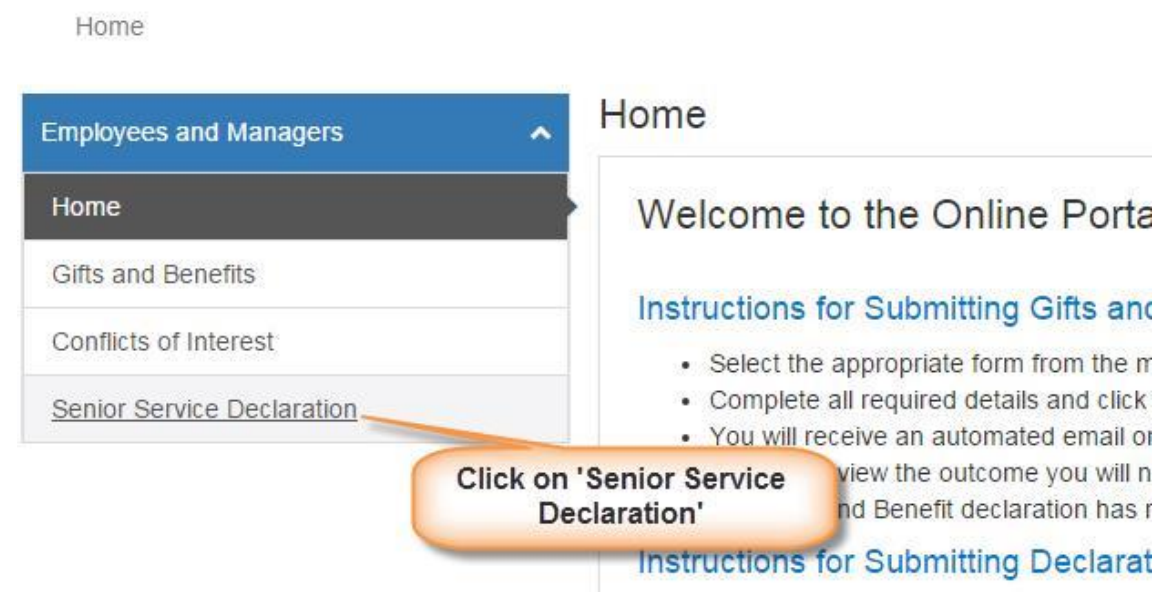
4. Submitting Senior Service Declarations

When you log in the Home Page of the system will display.



To enter a declaration:

1. Click on 'Senior Service Declaration'.



**NOTE:**

If you are a TfNSW employee you will see options of 'Gifts and Benefits' and 'Conflicts of Interest' as well as 'Senior Service Declaration' in the menu.

Employees of other Agencies will only see the 'Senior Service Declaration' option.

Home

Employees and Managers

Senior Service Declaration

2. A list of your declarations will display.

**NOTE:**

You will only be able to see declarations that you have entered (that are yours). Managers will see their own declarations as well as declarations for which they are the Assessing Manager and which they need to action.

Ref. Number	Date Created	Employee	Division	Branch	Assessing Manager	Status
35	26-10-2016	Tfnsu Testuser	People and Corporate Services	Group Information Technology	Aggie Dybal	Assessed
22	21-10-2016	Kavirajulu Anurachalam	Compliance and Regulatory Ser...	Compliance Operations	Kavi	Assessed
21	21-10-2016	Kavirajulu Anurachalam	Sydney Metro Delivery Office	Civil Works	Kavi	Assessed
20	21-10-2016	GBR User	Customer Services	Human Resources	Kavi	Assessed

3. Click on the 'Register Private Interest' button.

Ref. Number	Date Created	Employee	Division	Branch	Assessing Manager	Status
35	26-10-2016	Tfnsu Testuser	People and Corporate Services	Group Information Technology	Aggie Dybal	Pending

4. Fill out the following form.



NOTE:

Fields marked with * are mandatory and must be completed.
All fields will undergo validation. When a green tick appears at the end of the field the system has validated that field. A red cross means the system cannot validate what you have entered into that field.

Role Title: * ✓ **A validated field**

Employee Number: * ✗ **Not validated**

This is a required field.

You will not be able to save the declaration before all fields are completed and validated.

Declaration of Private Interests

Instructions

The Code of Ethics and Conduct for NSW government sector employees requires a Senior Service staff member (including acting Senior Service staff) to make an annual written declaration of private financial, business, personal or other interests or relationships that have the potential to influence, or could be perceived to influence, decisions made or advice given by the senior executive.

Before completing this form, you must read the Transport Code of Conduct, Code of Ethics and Conduct, Transport Conflicts of Interest Policy – Personal Interests Secondary Employment, Gifts and Benefits and TNSW Conflicts of Interest Procedure.

Steps to complete a declaration

1. Identify all your private interests and relationships.
2. Consider all your private interests and relationships in relation to the functions and responsibilities of your Transport agency and to your role and responsibilities in the agency.
3. Identify which of your private interests or relationships have the **potential to influence, or could be perceived to influence your decisions or advice**. This may require the listing of the names and activities of family and other personal relationships that may represent an actual, reasonably perceived or potential conflict of interest.
4. Seek advice from your one-up manager if you are uncertain whether to declare a private interest or relationship.
5. Declare all your private interests and relationships identified in steps 3 to 5 on the declaration form and submit to your one-up manager.
6. If you have no such private interests to declare, you must declare a nil return in the Declaration section of this form.
7. Where a private interest has been declared, discuss with your manager and determine how the conflict will be managed and complete the Management Action Plan section of this form.
8. Complete the form and click Submit. Where a private interest has been declared, the form will be directed to your manager. Manager to complete the Management Action Plan and click Approve.
9. Make a fresh declaration:
 - a. as soon as practicable, following any relevant change in your private interests or relationships;
 - b. as soon as practicable, following your assignment to a new role or responsibility;
 - c. at least annually.

Privacy Notice

The Code of Ethics and Conduct for NSW government sector employees - (the Code) requires agencies to collect information about any private financial, business, personal or other interests or relationships that may present a conflict of interest for Senior Service staff.

The information will be collected by TNSW, recorded on the TNSW Conflicts of Interest Register and your agency Conflict of Interest Register and stored centrally at 10 Lee Street, Chippendale 2008. You can ask to access or amend this information at any time during business hours.

The information provided in this Declaration will be used only for the purpose of noting or managing any potential conflict of interest. It will not be disclosed to any third party unless you consent, or Transport is permitted or required to by law.

Employee Details

First Name: * ✓

Last Name: * ✓

Role Title: * ✓

Employee Number: * ✓ ⓘ Use Equip to lookup employee number

Contact Number: * ✓

Contact Email: * ⓘ Override

Agency: * ✓

Division: * ✓

Branch: * ✓

Location: * ✓

Manager Name: * ✓

Manager's Title: * ✗ **A red cross means the the field has not been validated.**
This is a required field.

Manager Email Address: * ✓ ⓘ Ensure manager details are accurate for declaration assessment

Declaration

I declare that:

1. I have read and understand the requirement under the Code of Ethics and Conduct for NSW government sector employees (the Code) to declare any private financial, business, personal or other interests or relationships that have the potential to influence, or could be perceived to influence, decisions made or advice given by me.
2. I will take prompt action to manage any actual and/or reasonably perceived conflicts of interests, as required by the Code.

☐ I have private interests to declare

☐ I have no such private interests to declare

- a. First Name – your first name. This will default to your name.
- b. Last Name – your last name. This will default to your name.
- c. Role Title – your role.
- d. Employee Number – your employee number. You can use Transport Equip to look up your employee number.
- e. Contact Number – your work phone number.
- f. Email Address – this will default to the email address associated with your username. You can override it and enter a different email address by clicking on the 'Override' box. If you enter a new email address it will be validated by the system.
- g. Agency – use the drop down list to select your agency. This will default to your Agency.
- h. Division – use the drop down list to select your division. The list of divisions will depend on the Agency you selected.
- i. Branch – use the drop down list to select your branch. The list of branches will depend on the Division you selected.
- j. Location – your office location.
- k. Manager Name – the name of your manager.
- l. Manager Title – the title of your manager.
- m. Manager Email Address – the email address of your manager. This cannot be the same as your email (the email that is entered on the screen).

4.1 No private interests to declare

If you have no private interests to declare place a dot in the 'I have no private interest to declare' radio button.

- 5. Click on 'Submit'.
- 6. Confirm your submission by clicking on 'OK'.



4.1.1 What happens next

- a) An email will be sent to you confirming your entered declaration.
- b) As there is no further action that needs to be taken the manager will not receive any emails but will be able to see your declaration when they log into the system.
- c) The declaration will be given a status of 'Assessed' as no further approvals are required. You will no longer be able to edit this declaration.

4.2 Private interests to declare

If you have private interests to declare place a dot in the 'I have private interest to declare' radio button. This will present additional fields that need to be completed.

Declaration

I declare that:

- I have read and understand the requirement under the Code of Ethics and Conduct for NSW government sector employees (the Code) to declare any private financial, business, personal or other interests or relationships that have the potential to influence, to influence, decisions made or advice given by me;
- I will take prompt action to manage any actual and/or reasonably perceived conflicts of interests, as required by the Code.

☒ I have private interests to declare Place a dot here to declare private interests

☐ I have no such private interests to declare

Private Interests Declaration

Financial Private Interests:

Business Private Interests: At least one of the interest declarations must be completed

Personal Private Interests:

Other Private Interests:

Management Action Plan

What is the proposed action that will be taken to manage the conflicts of interest?

Staff Member's proposal:

When will this matter be reviewed (at least 6 months)?

Review Frequency:

1. Enter at least one private interest – financial, business, personal or other.
2. Staff Member's Proposal – enter your proposal for dealing with the interest.
3. Review Frequency – enter a time period for review. A minimum of 6 months is required.
4. Click on the 'Submit' button.
5. Confirm your submission by clicking on 'OK'.

Submit Senior Service Declaration


Do you wish to submit this declaration

4.2.1 What happens next




- An email will be sent to you confirming your entered declaration.
- An email is sent to the nominated assessing manager informing them that a declaration has been entered and needs to be assessed.
- The status of the declaration will be 'Pending' as it is awaiting further approval. While the declaration is in the status of 'Pending' you are able to change/update it.

4.3 Editing declarations

You are able to update/change your declarations.

**NOTE:**

You will only be able to edit declarations that you have entered (that are yours). The declaration must also be in a 'Pending' state i.e. it has not been assessed by a manager yet.

 Action Private Interests Edit Private Interests Register Private Interests


Assessing Manager	Status
in Technology	Pending




The status must be 'Pending'

1 - 1 of 1 items

To edit a declaration:

- Highlight the declaration to be edited.
- Click on the 'Edit Private Interest' button.



 Action Private Interests Edit Private Interests Register Private Interests

Ref. Number	Date Created	Employee	Division	Branch	Status
35	26-10-2016	Tfraw Testuser	People and Corporate Services	Group Information Technology	Pending

Click on the 'Edit Private Interest' button

1 - 1 of 1 items

- Change/update any of the details as required.
- Click on the 'Submit' button.

5. Assessing Declarations – Assessing Managers Only

As an assessing manager you will receive system generated emails advising you of a new declaration needing to be assessed.

To assess a declaration:

1. Log into the system.
2. Select 'Senior Service Declaration' from the menu.
3. Highlight the declaration to be actioned.



NOTE:

You are able to change any details of the declaration before formally assessing by clicking on the 'Edit Private Interest' button.

4. Click on the 'Action Private Interest' button. This button will be available only when the declaration is in the status of 'Pending' and you are the assessing manager (i.e. the declaration is not yours).



Private Interests

Ref. Number	Date Created	Employee	Division	Assessing Manager	Status
35	26-10-2016	Tfhw Testuser	People and Corporate Services	Aggie Dyal	Pending

1 - 1 of 1 items

Callout box: Highlight the declaration to be assessed and click on the 'Action Private Interest' button

Buttons: Action Private Interests, Edit Private Interests, Register Private Interests

5. Read the declaration.



NOTE:

Fields will be in grey meaning you cannot edit them.

Employee Details

First Name:

Last Name:

Role Title:

Employee Number:

Contact Number:

Contact Email:

Agency:

Division:

Branch:

Location:

Manager Name:

Manager's Title:

Manager Email Address:

Declaration

I declare that:

- I have read and understood the requirement under the Code of Ethics and Conduct for NSW government sector employees (the Code) to declare any private financial, business, personal or other interests or relationships that have the potential to influence, or could be perceived to influence, decisions made or advice given by me;
- I will take prompt action to manage any actual and/or reasonably perceived conflicts of interests, as required by the Code.

☐ I have private interests to declare

☒ I have no such private interests to declare

Private Interests Declaration

Financial Private Interests:

Business Private Interests:

Personal Private Interests:

Other Private Interests:

Management Action Plan

What is the proposed action that will be taken to manage the conflicts of interest?

Staff Member's proposal:

Manager's comments:

When will this matter be reviewed (at least 6 months)?

Review Frequency:

Management Assessment

Manager's declaration:

I hereby declare the following:

- I have read and understood Transport Code of Conduct Code of Ethics and Conduct, Transport Conflicts of Interest Policy – Personal Interests Secondary Employment, Gifts and Benefits and TNSW Conflicts of Interest Procedure.
- I have reviewed this declaration and discussed management strategies with the above staff member.
- I approve the action to be taken to manage the conflicts of interest.

Decision on the treatment of the private interests

Assessed: ☒ Assessed

Reason for decision:

6. Manager's comments – enter your comments regarding this declaration.
7. Place a dot in the 'Assessed' radio button to indicate that it has been assessed.
8. Click on the 'Submit' button.
9. Confirm the submission by clicking on OK.

ASSESS declaration

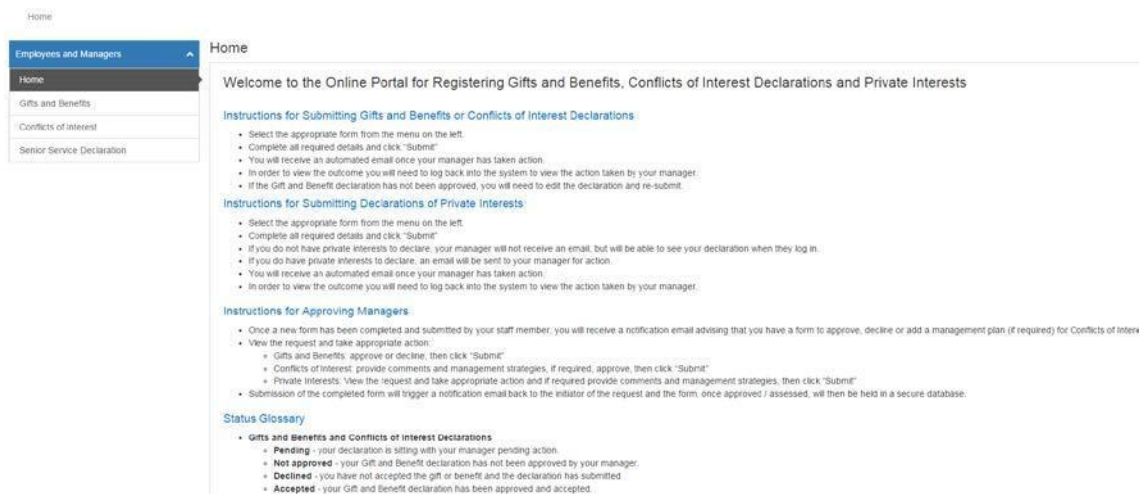
Do you wish to ASSESS the declaration ?

5.1 What happens next

- a) The status of the declaration will change to 'Assessed'.
- b) An email will be sent to the declaration author advising them that their declaration has been assessed.

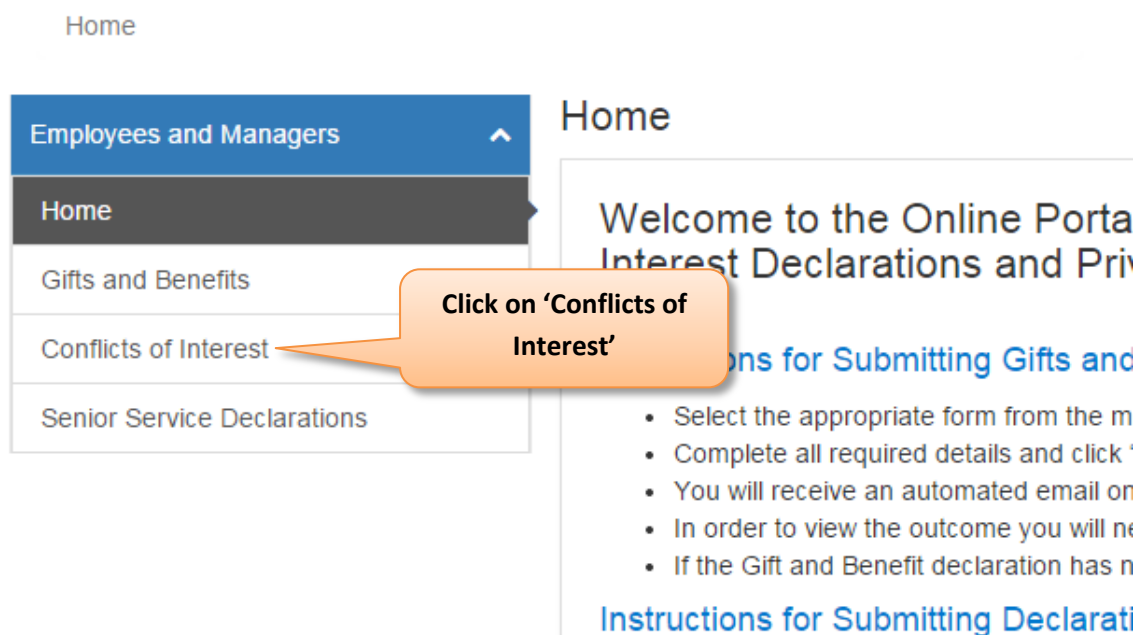
6. Submitting Conflict of Interest Declarations

When you log in the Home Page of the system will display.



To enter a declaration:

1. Click on 'Conflicts of Interest'.



2. A list of your declarations will display.



NOTE:

You will only be able to see declarations that you have entered (that are yours). Managers will see their own declarations as well as declarations for which they are the Assessing Manager and which they need to action.

Home / Conflicts of Interest

Employees and Managers

- Home
- Gifts and Benefits
- Conflicts of Interest
- Senior Service Declarations

Conflicts of Interest

Action Request Edit Conflict Register Conflict

Ref. Number	Date Created	Division/Branch	Employee	Description	Assessing Manager	Status
1	10-07-2017 ...	People and Corporat...				Assessed
17	22-05-2017 ...	Infrastructure and Se...				Assessed

1 - 2 of 2 items

To view a request highlight and double click.

3. Click on the 'Register Conflict' button.

Home / Conflicts of Interest

Employees and Managers

- Home
- Gifts and Benefits
- Conflicts of Interest
- Senior Service Declarations

Conflicts of Interest

Action Request Edit Conflict Register Conflict

Ref. Number	Date Created	Division/Branch	Employee	Description	Assessing Manager	Status
1	10-07-2017 ...	People and Corporat...				Assessed
17	22-05-2017 ...	Infrastructure and Se...				Assessed

1 - 2 of 2 items

To view a request highlight and double click.

Click on the 'Register Conflict' button

4. Fill out the following form.

Home / Conflicts of Interest /

Register Conflict of Interest

Employee Details

Position Title: ✓

First Name: ✗
This is a required field.

Surname:

Employee Number: ⓘ Use Equip to lookup employee number.

Contact Number: ⓘ Format: XXXXXXXXXX or XX XXXXXXXX

Contact Email: ⓘ Override

Division: ▼

Branch: ▼

Conflict of Interest Details

Type: ▼

Description:
What is the matter under consideration?

Impact on Official Duties:
What are the private interests which have the potential to impact on your ability to carry out, or be seen to carry out, your official duties impartially and in the public interest?

Related to Former Employee?: ☐ Yes ☐ No
Does the conflict of interest relate to a former member of staff?

Management Action Plan

Employee Proposal:
What is the proposed action that will be taken to manage the conflicts of interest?

Manager Comments:

Review Frequency:
In how many months will this matter be reviewed? (cannot be greater than 12)

Manager Comments:

Employee Declaration

Manager Name: ⓘ Search for manager contact details

Contact Email: ⓘ Override

Declaration: ☐ I have not withheld any relevant information and declare the following:

- I have read and understood the Code of Conduct, Transport Conflicts of Interest Policy, Personal Interests, Secondary Employment, Gifts and Benefits and TNSW Conflicts of Interest Procedure.
- The information provided in this declaration form is, to the best of my knowledge, true at the time of application.
- I understand that if any of the information above changes, I must advise my manager immediately and submit another declaration.

6.1 What happens next

- An email will be sent to you confirming your entered declaration.
- An email is sent to the nominated assessing manager informing them that a declaration has been entered and needs to be assessed.
- The status of the declaration will be 'Pending' as it is awaiting further approval. While the declaration is in the status of 'Pending' you are able to change/update it.

6.2 Editing Declarations

You are able to update/change your declarations.



NOTE:

You will only be able to edit declarations that you have entered (that are yours). The declaration must also be in a 'Pending' state i.e. it has not been assessed by a manager yet.

Use the 'Edit Conflict' button

The status must be 'pending'

1 - 2 of 2 items

Once your declaration has been assessed you will no longer be able to edit it. The 'Edit Conflict' button will not be available.

6.3 Approving Declarations – Assessing Managers only

As an assessing manager you will receive system generated emails advising you of a new declaration needing to be assessed.

To assess a declaration:

1. Log into the system.
2. Select 'Conflict of Interest' from the menu.
3. Highlight the declaration to be actioned.
4. Click on the 'Action Request' button

Conflicts of Interest

Highlight the declaration and click the 'Action Request' button

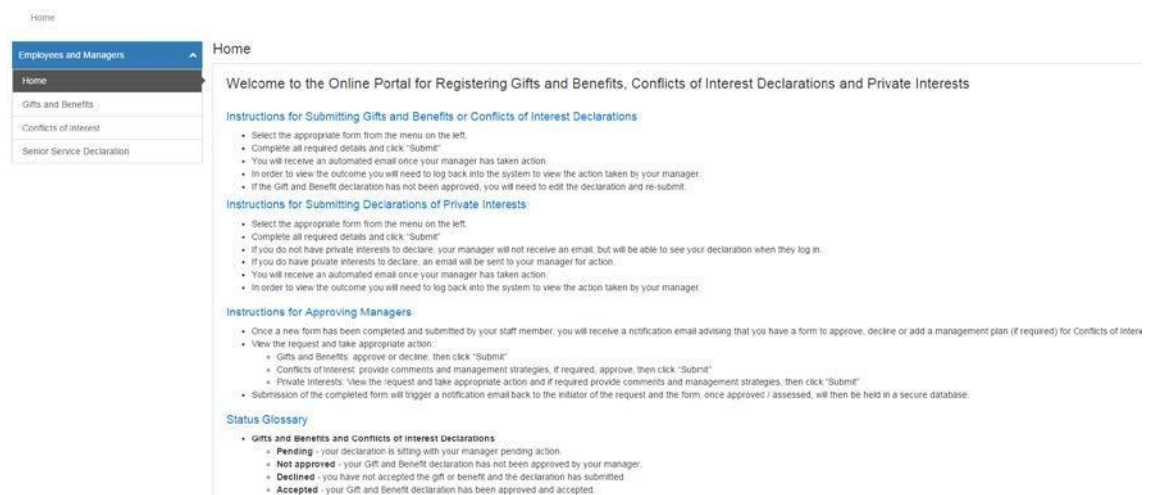
5. Review the declaration providing comments at the 'Manager Comments' fields.
6. Click the Declaration check box and click the submit button.

6.3.1 What happens next

- a) The status of the declaration will change to 'Assessed'.
- b) An email will be sent to the declaration author advising them that their declaration has been assessed.

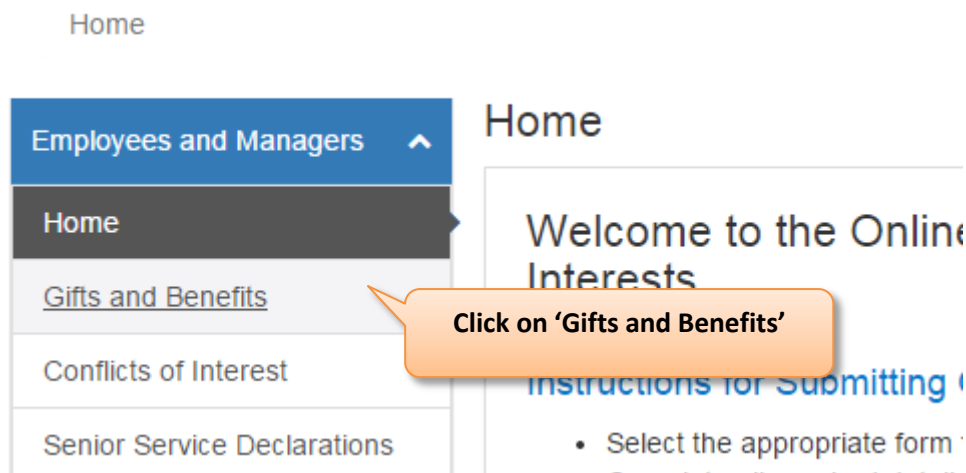
7. Gift, Benefit and Hospitality Declarations

When you log in the Home Page of the system will display.



To enter a declaration:

1. Click on 'Gifts and Benefits'.



2. A list of your declarations will display.



NOTE:

You will only be able to see declarations that you have entered (that are yours). Managers will see their own declarations as well as declarations for which they are the Assessing Manager and which they need to action.

3. A list of your declarations will display.
4. Click on the 'Register Gift' button.

Gifts and Benefits

Action Request Edit Gift Register Gift

Ref. Number	Date Created	Division/Branch	Recipient	Gift Provider	Gift / Event Description	Significant Event	Status
1	21-07-2017 ...	Infrastructure and Ser...					Accepted
98	19-05-2017 ...	Customer Services Pu...					Accepted

Click on the 'Register Gift' button

5. Complete the following form and click the 'Submit' button.

NSW Transport for NSW | Gifts and Benefits, Conflicts of Interest & Private Interests Declaration Portal

Home / Gifts and Benefits /

Register Gift / Benefit

Recipient Details

Position Title: *

First Name: *

Surname: *

Employee Number: *

Contact Number: *

Contact Email: *

Division: *

Branch: *

Related Conflict of Interest or Senior Service Declaration

Have you made a Conflict of Interest or Senior Service declaration which is relevant to this gift? *

☐ Yes ☐ No

Gift Provider Details

Who offered the gift / benefit / hospitality?

Gift Provider: *

Relationship: *

Gift / Benefit Details

The date you received the gift or offer:

Date of Offer: *

Description of the gift or benefit:

Is this a Significant Event? *

Are you involved in any procurement function? *

Have you Accepted or intend to Accept the Gift? *

Value (\$): *

Conflict of Interest? *

Recipient Declaration

Select this option if you are the Secretary, Deputy Secretary or equivalent (Level 1 Manager) or if you are a Level 2 Manager or above.

Secretary / Deputy Secretary? *

Manager Name: *

Contact Email: *

Declaration: *


Click the 'submit' button once the form is complete

7.1 What happens next


- An email will be sent to you confirming your entered declaration.
- If you indicated you 'accepted or intend to accept the gift', an email is sent to the nominated assessing manager informing them that a declaration has been entered and needs to be assessed.
- If you indicated you declined the gift, your manager is not required to approve the declaration and the status will display as declined.

7.2 Editing Declarations




You are able to update/change your declarations.

**NOTE:**

You will only be able to edit declarations that you have entered (that are yours). The declaration must also be in a 'Pending' state i.e. it has not been assessed by a manager yet.



Highlight the declaration and click the 'Edit Gift' button

 Action Request Edit Gift Register Gift

Gift / Event Description	Significant Event?	Value (\$)	Status
training example	No	\$200.00	Accepted


Once your declaration has been assessed you will no longer be able to edit it. The 'Edit Conflict' button will not be available.

7.3 Approving Declarations – Assessing Managers only





As an assessing manager you will receive system generated emails advising you of a new declaration needing to be assessed.

To assess a declaration:

1. Log into the system.
2. Select 'Gifts and Benefits' from the menu.
3. Highlight the declaration to be actioned.
4. Click on the 'Action Request' button



Gifts and Benefits

 Action Request Edit Gift Delete Gift Register Gift

Ref. Number	Date Created	Division/Branch	Recipient	Gift Provider	Gift / Event Description	Significant Event?	Value (\$)	Status
1172	08-09-2017 14:...	Office of the Secretary A...	training exampl...	training example	training example	No	\$200.00	Pending

Highlight the declaration and Click the 'Action Request' button

5. Complete the 'Manager Assessment' section and click the 'Submit' button.

Management Assessment

Decision on the treatment of the gift / benefit / hospitality

Gift Approved: ☒ Yes ☐ No ✓

Reason for Decision: ✓

Proposed treatment of the gift or benefit:

Proposed Treatment:

Declaration: ☒ I have read and understood my responsibilities under the Trans Gifts, Benefits and Hospitality Procedure.

Complete the 'Manager Assessment' section and click the 'Submit' button

7.3.1 What happens next

- a) The status of the declaration will change to 'Accepted'.
- b) An email will be sent to the author of the declaration advising them that their declaration has been assessed.