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.

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


4. Fill out the following online form.

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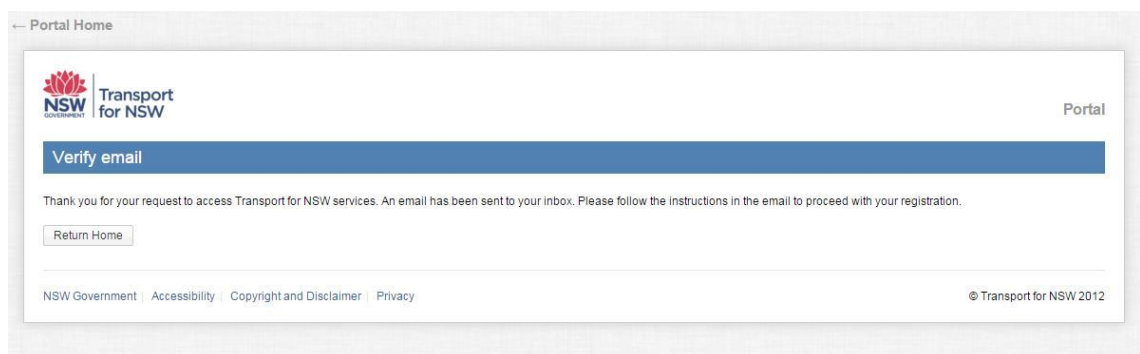
8. In your Inbox you will find an email from Transport for NSW. Click on the included link to verify your email.

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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.

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

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a) Accessing the system via the Portal:

The URL is: https://appln.transport.nsw.gov.au/portal/
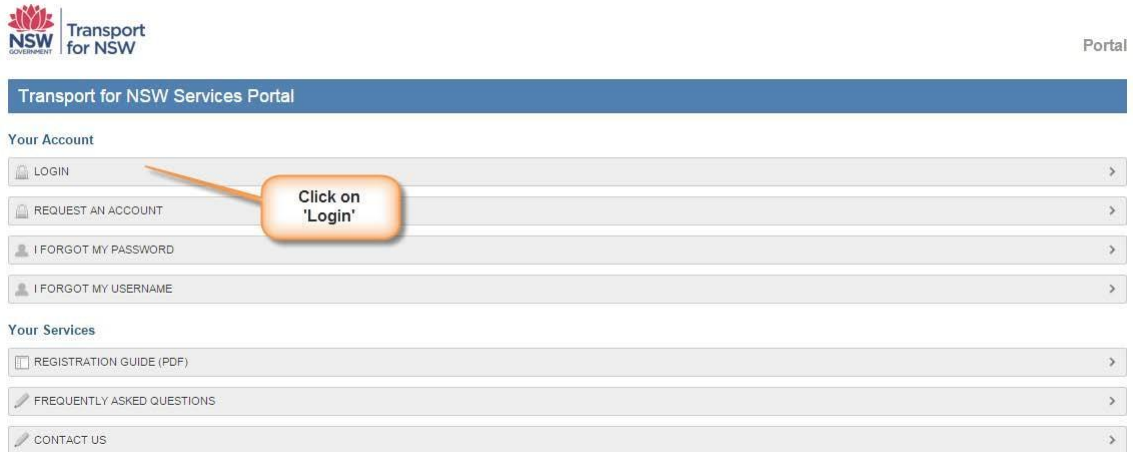
1. Click on 'LOGIN'.

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

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3. The Portal home page will display. Select 'SENIOR SERVICE DECLARATION REGISTER'.
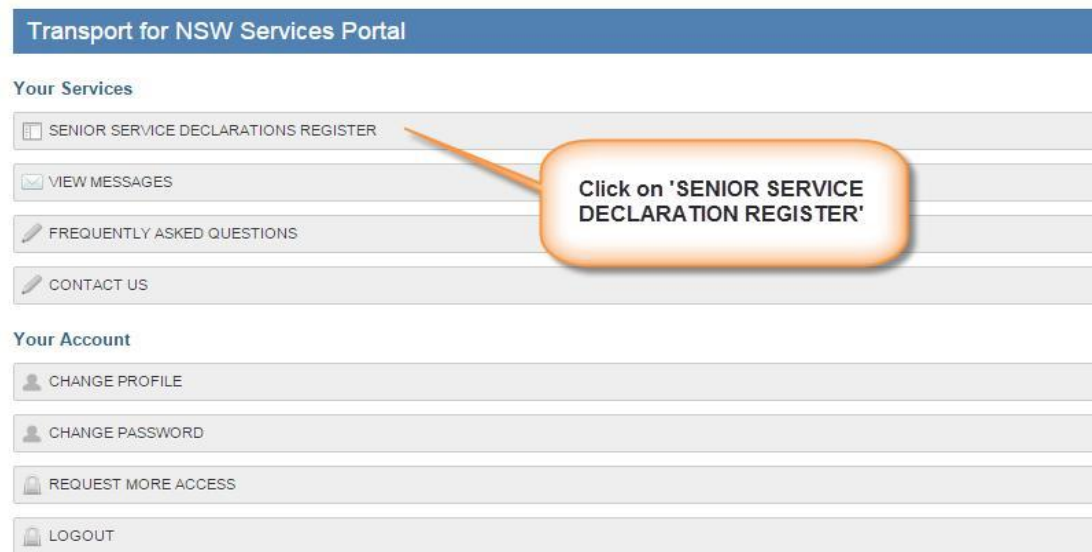
You will be taken to the Home page of the system.

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.

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b) Accessing the Online Portal Declarations Register directly:

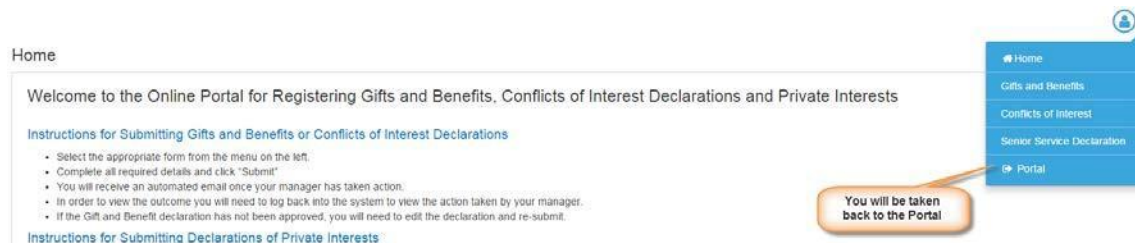1. In the address of your browser enter the following URL: https://sep-live.transport.nsw.gov.au/gbr

2. Enter your Username and Password (Novell credentials) and click on 'Sign In'.
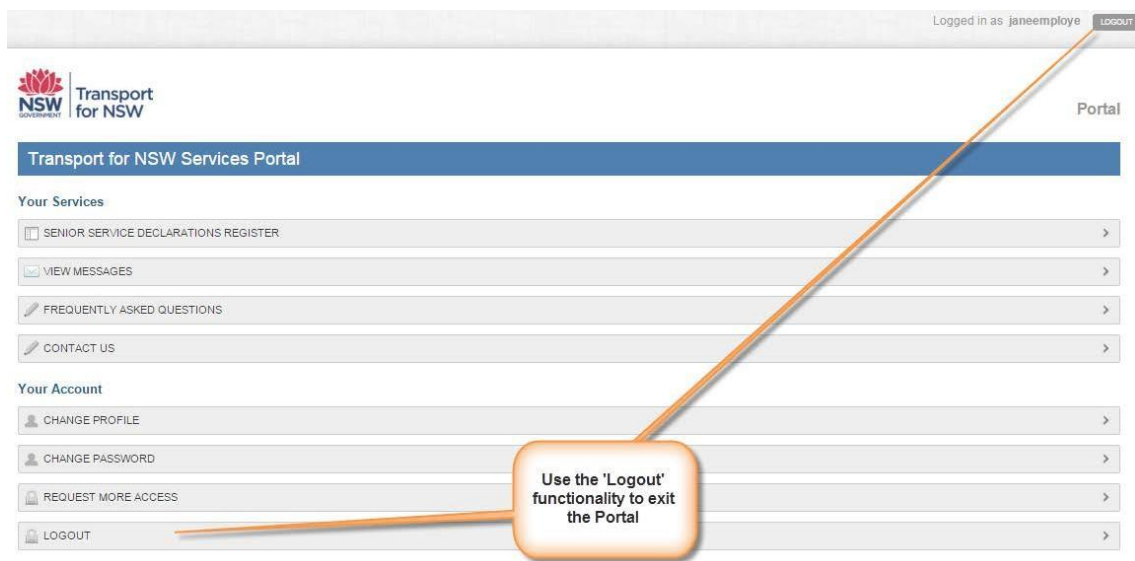

You will be taken to the Home page of the system.

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.
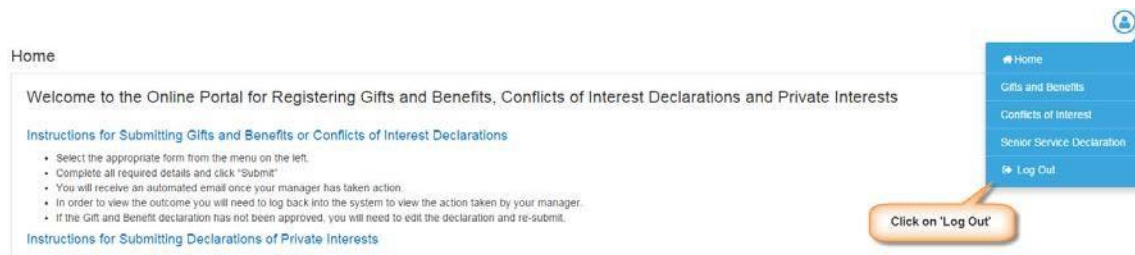
4. Submitting Senior Service Declarations

When you log in the Home Page of the system will display.
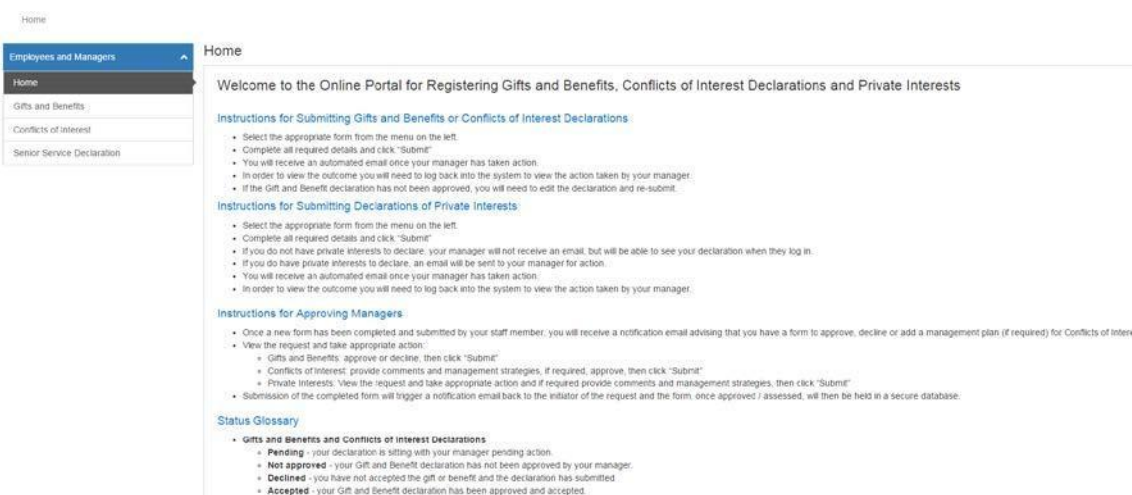
To enter a declaration:

1. Click on 'Senior Service Declaration'.
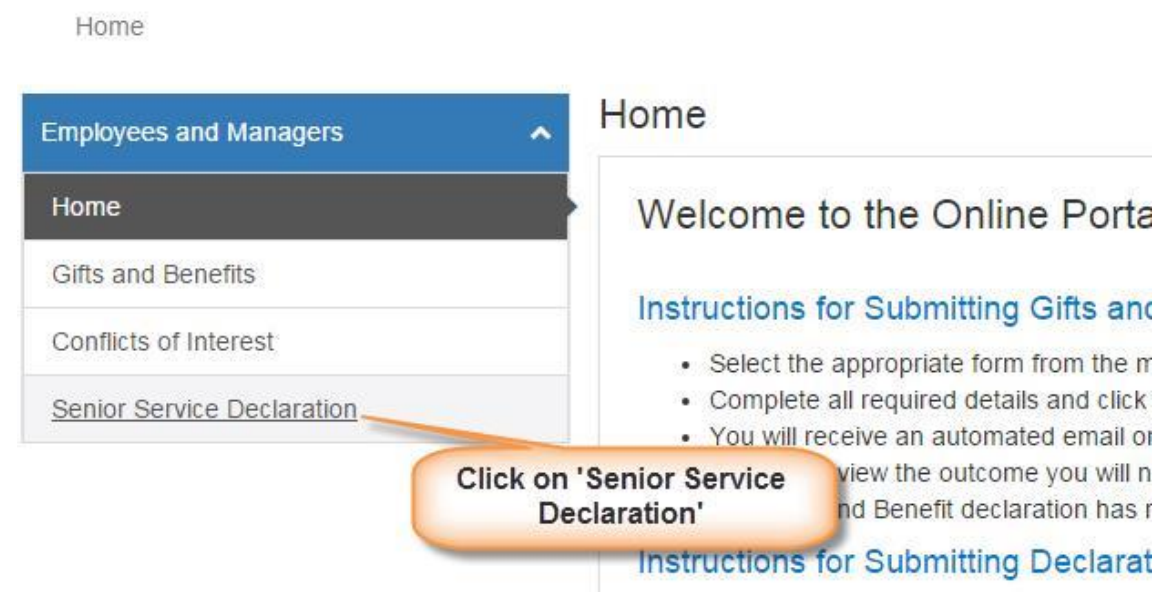
NOTE:

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.

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

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: *	IT Manager	✔	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 TfNSW 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 TfNSW, recorded on the TfNSW Conflicts of Interest Register and your agency Conflict of Interest Register and stored centrally at 18 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: *	Jane	✔	A green tick means the field has been validated
Last Name: *	Employee	✔	
Role Title: *	Manager	✔	
Employee Number: *	123456	✔ ❓ Use Equip to lookup employee number	
Contact Number: *	6897 6756	✔	
Contact Email: *	Aggie.Dybal@transport.nsw.gov.au	☐ Override	
Agency:	Transport for NSW	▾	
Division:	People and Corporate Services	▾ ✔	
Branch:	Group Information Technology	▾ ✔	
Location: *	Parramatta	✔	
Manager Name: *	George Smith	✔	
Manager's Title: *	Enter manager's title	✖ A red cross means the the field has not been validated.	
	This is a required field.		
Manager Email Address: *	george.smith@transport.nsw.gov.au	✔ ❓ 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

Submit   Cancel

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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'.

⚠ **Submit Senior Service Declaration**

Do you wish to submit this declaration

🖫 OK   ✖ Cancel

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.

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'.

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4.2.1 What happens next

    a) An email will be sent to you confirming your entered declaration.
    b) An email is sent to the nominated assessing manager informing them that a declaration has been entered and needs to be assessed.
    c) 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.

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

To edit a declaration:

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

3. Change/update any of the details as required.
4. 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.

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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).

5. Read the declaration.

NOTE:

Fields will be in grey meaning you cannot edit them.

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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 ?

💾 OK   ✖ Cancel

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.
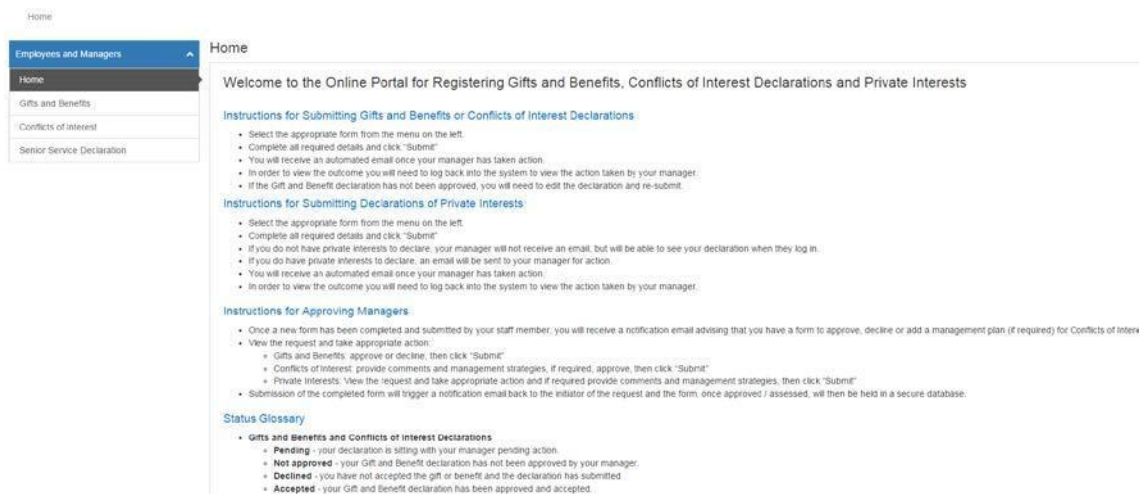
To enter a declaration:

1. Click on 'Conflicts of Interest'.

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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. Click on the 'Register Conflict' button.

Click on the 'Register Conflict' button

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4. Fill out the following form.

6.1 What happens next

a) An email will be sent to you confirming your entered declaration.
b) An email is sent to the nominated assessing manager informing them that a declaration has been entered and needs to be assessed.
c) 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'

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

Highlight the declaration and click the 'Action Request' button

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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'.
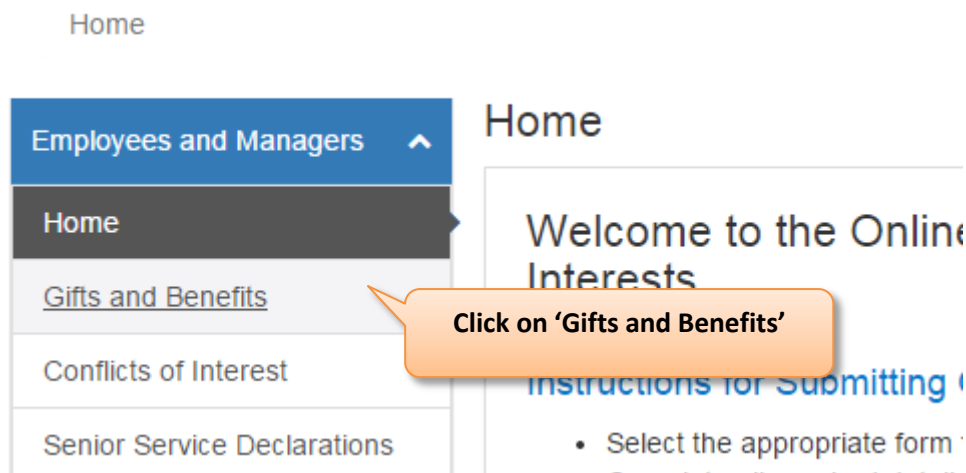b) An email will be sent to the declaration author advising them that their declaration has been assessed.

7. Gift, Benefit and Hospitality Declarations

When you log in the Home Page of the system will display.
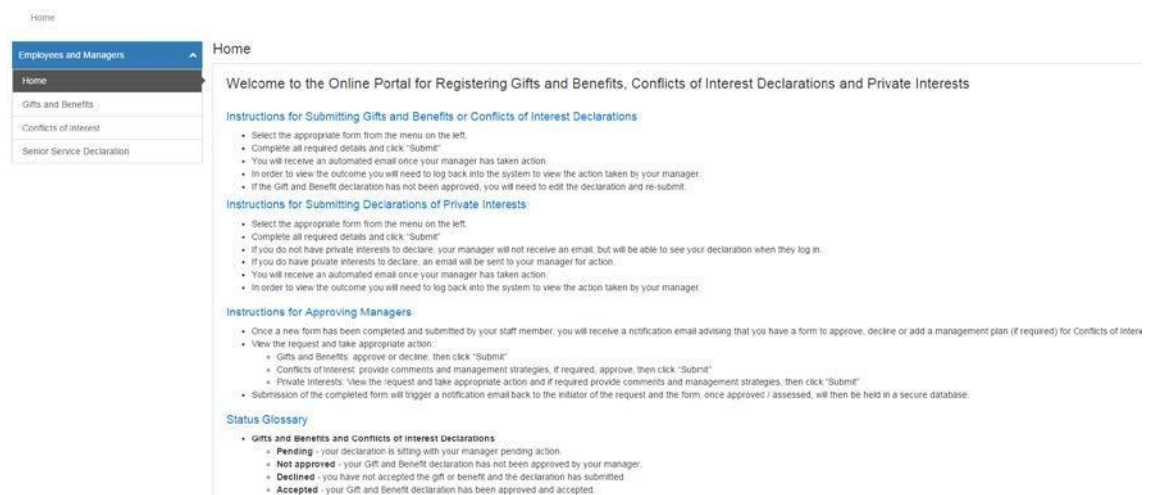
To enter a declaration:

1. Click on 'Gifts and Benefits'.

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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.

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

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

7.1 What happens next

a) An email will be sent to you confirming your entered declaration.

b) 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.

c) 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.

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

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

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Management Assessment

Decision on the treatment of the gift / benefit / hospitality

Gift Approved: * ◉ Yes ○ No   ✔

Reason for Decision: *
training example   ✔

Proposed treatment of the gift or benefit:

Proposed Treatment: *
training example

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

[Submit] [✕ Cancel]

> 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.

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