**Declaration of Related Party Information by Non-Ministerial KMP**

**PART B - IDENTIFICATION OF RELATED PARTY TRANSACTIONS**

**for the period …../…../….. to …../…../…..**

**in relation to [*insert name of agency and all controlled entities (where applicable) regardless of whether they are consolidated*]**

**PART B1 - DETERMINE EXISTENCE OF RELATED PARTY TRANSACTIONS**

NB. In completing Part B1:

* please ensure you also consider transactions/arrangements (including amounts payable/receivable) that commenced prior to and continued during the period of time covered by this declaration;
* whether or not cash was exchanged between the parties is irrelevant; and
* DO NOT include transactions/arrangements that apply to ordinary citizens (refer to guidance below).

“Ordinary citizen transactions”

These are transactions that form part of the usual course of business of the entity concerned, where the terms, conditions, rights, entitlements and obligations (e.g. payment charged) of the transaction are no different from those applying to any other member of the general public (or any other unrelated entity, as the case may be). For instance, if there is an exemption from payment, or a reduction in the payment, because of the related party relationship, the transaction is not an ordinary citizen transaction. Further, employment of a close family member should not be considered an ordinary citizen transaction.

Examples of ordinary citizen transactions may include:

* payment of registration fees for motor vehicles, professional registration etc;
* use of public hospital services;
* attendance at state schools;
* entry to Queensland Government events, facilities, national parks etc;
* usage of public transport;
* payment of fines, taxes and duties;
* occupation of public housing;
* payment for electricity; and
* deceased estate administration services.

|  |  |  |
| --- | --- | --- |
| 1. During the period covered by this declaration, were **any of your close family members** *(refer to Part A)* **employed** (in a permanent, temporary, full-time or part-time capacity) with **[*insert names of entities entered on first page of Part B*]** in a position equivalent to, or above, Senior Executive Service classification?   *N.B. Where an agency is not subject to the SES classifications issued by the Public Sector Commission (PSC), the agency may refer to the SES remuneration rates issued by the PSC in determining the equivalent employment positions that are significant due to their seniority/influential nature within that agency.* | **Yes**  (if so, provide more details in Part B2) | **No** |

|  |  |  |
| --- | --- | --- |
| During the period covered by this declaration, were **you or any people or entities identified as your related party** *(refer to Part A)* a **counterparty to any of the following types of transactions/arrangements with [*insert names of entities entered on first page of Part B*]**? | **Yes**  (if so, provide more details in Part B2) | **No** |
| 1. **Purchase/sale/transfer of goods** (finished or unfinished), whether or not a price is charged, where the total value of goods under the individual contract/arrangement is $50,000 or more – regardless of the amount of payments made/received during the period of this declaration |  |  |
| 1. **Purchase/sale/transfer of assets** (monetary, physical, non-physical/intellectual property), whether or not a price is charged, where the total value of assets under the individual contract/arrangement is $50,000 or more – regardless of the amount of payments made/received during the period of this declaration |  |  |
| 1. **Provision or receipt of services**, whether or not a price is charged, where the total value of services under the individual contract/arrangement is $50,000 or more – regardless of the amount of payments made/received during the period of this declaration (e.g. contractors/consultants) |  |  |
| 1. Provision or receipt of **ex gratia payments, gifts, grants/subsidies and/or other benefits** (NB. “Ex gratia” means not legally due under a contract or otherwise) |  |  |
| 1. **Lease** of item(s) – either as lessor or lessee - whether or not a price is charged, where the total value over the term of the individual lease is $50,000 or more – regardless of the amount of payments made/received during the period of this declaration |  |  |
| 1. Provision or receipt of a **licence(s)** to undertake an activity or use an item, whether or not a price is charged, where the total value of the licence(s) is $50,000 or more – regardless of the amount of payments made/received during the period of this declaration |  |  |
| 1. **Provision or receipt of financial assistance** (e.g. loans, settlement of debts to third parties, waiver of debts, equity contributions etc – in cash and/or in kind) |  |  |
| 1. Provision or receipt of **collateral, guarantees or indemnities** |  |  |
| 1. Entitlements to **receive interest or obligations to pay interest** |  |  |
| 1. **Commitment** to do/provide/receive something in the future, whether or not that is subject to a future uncertain event or circumstances, where the total value under the individual future commitment is $50,000 or more |  |  |

**PART B2 – PROVIDE DETAILS FOR RELATED PARTY TRANSACTIONS IDENTIFIED IN PART B1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of related party (include ABN if applicable)** | **Connection between you and related party**  *Click on the text in the rows below and choose from the drop down list supplied, if completing this Part B2 using Microsoft Word (refer also to the categories of relationships listed in Appendix 1 in separate guidance document)*  *Please copy more blank rows including drop-down boxes, or* *attach separate sheet, if insufficient space* | **Queensland Government entity that is party to transaction** | **Details of transaction / arrangement (including the category in Part B1 this relates to)** | **Terms/conditions etc\* #** | **Total GST inclusive amount of transactions during period of declaration (regardless of total value of entire contract/ arrangement)#** |
| *EXAMPLE ONLY to guide completion:*  *XYZ Pty Ltd*  *ABN: xx xxx xxx xxx* | Entity controlled / jointly controlled by child of my spouse/domestic partner | *Department of ABC* | *Provision of consultancy services for corporate review (category 4)* | * *Tender submitted in response to public advertisement* * *Cash consideration* * *Amounts receivable/payable not secured* | *$9,900* |
|  | Select relationship to you |  |  |  |  |
|  | Select relationship to you |  |  |  |  |
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|  | Select relationship to you |  |  |  |  |
|  | Select relationship to you |  |  |  |  |

**\* *For terms/conditions, please state:***

*- whether or not the transaction / arrangement resulted from a public/open tender/advertisement process*

*- whether any consideration was provided/received and, if so, the nature of consideration (e.g. transfer of cash, transfer of physical asset etc)*

*- whether outstanding payables/receivables are secured by, or subject to, a guarantee*

**# *Where transaction is employment of a close family member in a position equivalent to, or above, Senior Executive Service classification, please state:***

*- position title or description of role as “terms/conditions”*

*- position classification level and paypoint (as applicable). If more practicable, that information can be declared instead of total remuneration*

**Key Management Person’s certification**

I, (print name below)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

(insert position title below)

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1. declare that I have carefully read and understood this Part B and the Appendices in the separate guidance document;
2. declare that, to my knowledge, the information provided in this Part B is accurate and complete;
3. declare that where I have provided information about a transaction of a related party, I have advised that related party that I have declared information in respect of that transaction, the purposes for which that information will be used, and who may review that information (as per the below privacy statement); and
4. give permission for the disclosure of the information provided in this declaration to the relevant entities, as outlined in the below privacy statement*.*

Signed:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Privacy Statement – The main purpose of the collection of information via this Part B is to assist in the preparation of financial statements in accordance with Australian Accounting Standard AASB 124 *Related Party Disclosures*. The collection of personal information on this Part B is authorised by the *Financial Accountability Act 2009*.

Information collected via this Part B will be used, and may be disclosed, for the purposes of preparing disclosures to be included in published financial statements of **[*insert name of relevant reporting entity*]**. Those financial statements will be published in the entity’s annual report, as required by law. Such disclosures, if significant at a Whole-of-Government level, may also be included in the Queensland Government’s published Report on State Finances.

Information collected via this Part B will be disclosed to **[*insert names of entities that may be provided with copies of completed Part B]***, and potentially officers of Queensland Treasury, as part of the process of preparing disclosures to be included in published financial statements. The information collected via this Part B will also be provided to officers from the Queensland Audit Office and/or other authorised auditors under the *Auditor-General Act 2009* for the purposes of auditing the financial statements. The Queensland Auditor-General may disclose certain information collected via this Part B to the Crime and Corruption Commission, as permitted by the *Auditor-General Act 2009*. The personal information collected via this Part B will not be disclosed to third parties, other than those mentioned above, unless with consent or as authorised or required by law.