



# **TAFE college Governing Council 2027 appointments process**

## **APPLICANT INFORMATION**

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# **Governing Council membership**

## **Frequently asked questions**



# **TAFE college Governing Council membership**

## **Frequently asked questions**

**September 2026**

## Overview

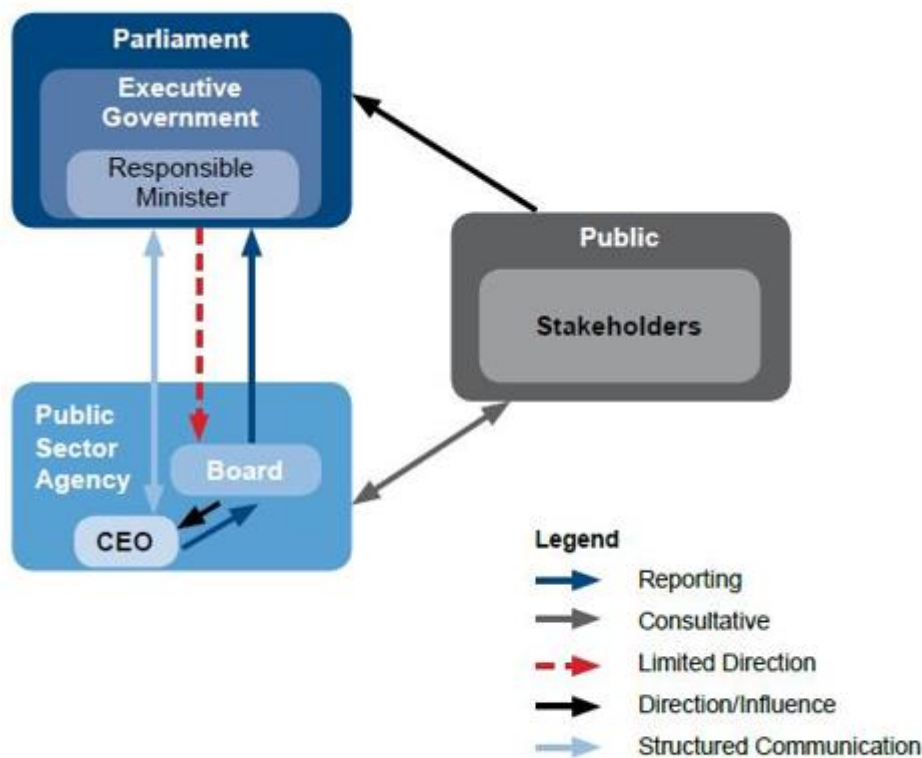
TAFE Colleges are established as statutory authorities under Part 5 of the VET Act.

A TAFE College's Governing Council is the Responsible Authority. Governing Councils, through Governing Council Chairs, report to the Minister for Skills and TAFE.

Governing Councils are responsible for:

- Governance and oversight of the TAFE college;
- Managing Director delivery and performance (through the Governing Council Chair);
- Strategic and Annual Business Plans; and
- Delivery, performance and compliance of the TAFE college.

A governance map developed by the Office of the Auditor General outlines relationships for Government boards.<sup>1</sup>



Source: Adapted from Australian National Audit Office Better Practice Guide: Public Sector Governance, July 2003, Volume 2, Appendix 2.

Governing Council members operate in a legislative and public policy environment of frameworks for accountability, governance, management, policy development and service delivery.

<sup>1</sup> [Background & Types of Boards - Office of the Auditor General](#)

### **What are TAFE Colleges?**

TAFE Colleges are colleges that have been established under section 35 of the *Vocational Education and Training Act 1996* (VET Act). Each College is a separate statutory authority as per Schedule 2 of the *Public Sector Management Act 1994*. There are five TAFE Colleges throughout Western Australia with many campuses stretching from Albany in the south to Wyndham in the north.

The TAFE Colleges form part of an integrated system of publicly funded training providers in Western Australia. Funded by the State Government, they are responsible for implementing the State Government's policy objectives for vocational education and training (VET).

TAFE Colleges provide:

- publicly funded VET in Western Australia targeted to meet the State Government's economic and social development objectives, in particular those of industry sectors and regional areas;
- skills recognition (recognition of prior learning);
- nationally recognised qualifications and accredited courses;
- apprenticeship and traineeship training;
- entry and bridging courses and qualifications leading into mainstream courses and qualifications; and
- commercial training (fee for service) including customised training and short courses.

The planning, development, monitoring and reporting of publicly funded VET is negotiated with the Department of Training and Workforce Development (the Department) and formalised through a delivery and performance agreement between the Minister for Skills and TAFE and each TAFE College annually.

### **What is a Governing Council?**

The Governing Council is the governing body of the TAFE College. The success of a TAFE College, both as an educational institution and as a public body, is influenced by the effectiveness and efficiency of the Governing Council.

The Governing Council is responsible for ensuring that clear management, effective decision-making and governance frameworks are in place and functioning for the organisation.

Governing Council members operate in a legislative and public policy environment of frameworks for accountability, governance, management, policy development and service delivery.

It is imperative that each Governing Council member understands both the nature of their responsibilities as well as the organisational and policy-making structures that exist within the TAFE College.

### **Why does the TAFE College need a Governing Council?**

Each College is required to have a Governing Council under section 39 of the VET Act.

The State Government wishes to ensure that local industry and the community have direct input into the strategic development of the TAFE Colleges. With this in mind, Governing Council members are appointed for their experience and expertise in education and training, industry or community affairs and for their ability to contribute to the strategic direction of the organisation.

### **What are the functions of a Governing Council?**

Section 42 of the VET Act stipulates that the Governing Council:

- is the governing body of the College with authority in the name of the College to perform the functions of the College and govern its operations and affairs;
- may do all things necessary or convenient to be done for or in connection with the performance of its functions;
- may perform its functions in another State or a Territory if that is necessary or convenient for the performance of the function of the College; and
- in performing its functions, must ensure that the College's courses, programs and services are responsive to, and meet the needs of students, industry and the community.

The Governing Council, as the governing body of the TAFE College, is responsible under Part 5 Division 2 of the VET Act for the following:

- Strategic Plan;
- Annual Business Plans;
- By-laws;
- Delegations; and
- College employees.

### **Does the Governing Council have specified duties?**

Yes, under the VET Act the Governing Council is the governing body of the College and has the authority to perform the functions of the organisation and govern its operations and affairs. The Governing Council is responsible for:

- overseeing and governing the general operations and performance of the organisation;
- developing and approving the strategic directions of the organisation;
- ensuring the delivery of VET programs and the provision of related services to students and clients;
- ensuring the organisation performs its functions, as set out in the VET Act;
- ensuring training programs and services that are provided, are responsive to, and meet the needs of students, industry and the community; and
- ensuring compliance with State and Commonwealth legislation.

While the Governing Council is the governing body of the College, in practical terms (and in accordance with the intent and provisions of the *Public Sector Management Act 1994*), management of the day-to-day operations of the College, its students, staff, programs and resources is delegated to the Managing Director. Section 45 of the VET Act is the provision under which a Governing Council may delegate the performance of any or all of its functions under the Act, to the Managing Director.

### **What is my role as a Governing Council member?**

As a Governing Council member you have a duty to act in the best interests of the organisation as a whole and not for any particular group or section, even though you may contribute the view of a particular group to matters being considered by the Governing Council.

You have a duty to comply with the Governing Council's rules and regulations and code of conduct and to act with honesty and integrity in the discharge of your duties.

The activities you will be involved in may include (but are not limited to):

- contributing to the formation and/or review of the organisation's strategic plan and the annual business plan;
- contributing to the review and approval of the annual budget and the delivery and performance agreement (DPA);
- participating in Governing Council meetings and sitting on sub-committees of the Governing Council;
- representing the Governing Council at internal and external events, meetings and forums;
- reading reports and researching topics concerning the organisation; and
- undertaking projects on topics and issues concerning the organisation.

#### **What are the benefits of being a council member?**

As a Governing Council member you have the opportunity to work with a significant public training enterprise; to know that the contribution of your particular expertise is valued by the organisation, and to have the satisfaction of participating in the growth and development of an important community and State resource.

#### **Am I personally liable for Governing Council decisions?**

As a Governing Council member you are not personally liable in "actions in tort" as long as you have acted in good faith in the performance of your functions.

#### **What do I need to know about potential or existing conflicts of interest?**

Governing Council members must declare any interests they may have in any matter coming before the Governing Council or its committees, or in any aspect of the organisation's operations.

Where a Governing Council member's private interests (such as investments, relationships, voluntary work, membership of other groups, the Governing Council member's family or friends) may conflict or even be perceived to conflict with the Governing Council member's public duty as a Governing Council member, then the Governing Council member must declare the matters to the Governing Council and record such issues to ensure they are transparent and capable of review.

Where a Governing Council member has any doubt, it is important to raise the matter with the chairperson and, if a conflict is confirmed, the Governing Council member is then disqualified from Governing Council discussions and decisions on that matter.

Similarly, Governing Council members must declare gifts or other benefits such as fees, favours, hospitality, rewards, gratuities or any form of remuneration which are likely to place members under an actual, potential or perceived obligation to other organisations or individuals who have interests with those of the Governing Council.

A Governing Council member who does have a personal interest in a matter being considered or about to be considered by the Governing Council, but who does not disclose this interest is liable for a fine.

### **How much time is involved?**

A Governing Council usually meets bi-monthly or with sufficient frequency to discharge its responsibilities in accordance with the requirements of the VET Act. The Governing Council should determine the frequency of meetings in its Council terms of reference.

Governing Council meetings typically take two to three hours and may occur in four, six, or eight week cycles, depending on the policy adopted by the Governing Council.

Each Governing Council member is likely to serve on at least one sub-committee. Sub-committee meetings normally occur between (or shortly before) full Governing Council meetings and usually last about two hours.

There is also time involved in reading agenda papers distributed before Governing Council meetings.

Governing Council members are encouraged to attend social activities and official functions, and to involve themselves in the life of the organisation.

### **How long is my term of office?**

As a Governing Council member you will be appointed for a term not exceeding three years and you will be eligible for re-appointment. As a matter of sound governance practice the membership of individuals should not exceed ten (10) years.

### **Can I be removed from the Governing Council?**

Whilst this is not a common occurrence, the Minister has the power under the VET Act to terminate the appointment of a Governing Council member at any time.

You may also forfeit your membership if you are an undischarged bankrupt or your property is subject to an arrangement under the laws relating to bankruptcy, or if you are convicted of an indictable offence.

### **Has everyone on the Governing Council become a council member in the same way?**

Yes, all members of a Governing Council are appointed by the Minister and the appointment is endorsed by Cabinet.

### **Are all Governing Council members equal in status?**

Subject to a few procedural differences in relation to the chairperson and the deputy chairperson, all Governing Council members are equal in terms of their status, their term of appointment and the functions they perform.

### **What is the relationship between the Governing Council and the Managing Director?**

The Governing Council, as the governing body, is accountable for the performance of the organisation. There is an important distinction between governance and management, with the Governing Council usually formally delegating its authority to the Managing Director for the day-to-day management of the organisation, its students, staff and programs as well as financial, physical and other resources. The Governing Council retains accountability for the organisation under these arrangements.

### **Are members of Governing Councils remunerated?**

Yes, Governing Council service is remunerated. Section 63 of the VET Act includes provision for remuneration and allowances for Governing Council members.

Governing Council members are remunerated for their attendance at formal Governing Council meetings, based on the rates below. In addition, each Governing Council has a funding allocation that can be used to cover the cost of travel and accommodation for members attending meetings and other agreed college related activities and events.

Public Sector Commission guidelines for remuneration for Government Boards and Committees confirm that government board and committee members may be reimbursed for travel expenses incurred when travelling to and from meetings for business of the board, however, this does not include time taken in travel.

|                    |                                                |                                                 |
|--------------------|------------------------------------------------|-------------------------------------------------|
| Chairperson        | \$26,147 per annum                             |                                                 |
|                    | Full day meeting (over four hours in duration) | Half day meeting (under four hours in duration) |
| Deputy chairperson | \$784                                          | \$510                                           |
| Members            | \$680                                          | \$442                                           |

Governing Council members will be taxed at the appropriate rate and are eligible for superannuation. Payment is made to the individual.

#### **If I am a Government employee do I receive remuneration as a member of a Governing Council?**

The *Premier's Circular 2025/15 State Government Boards and Committees* confirms that a member of a State Government Board or Committee is not eligible for fees (other than reimbursements for travel expenses) if they:

- are being paid from public monies, including being a current:
  - full time Local, State and Australian Government employee;
  - Member of Parliament;
  - or retired judicial officer (except a magistrate);
  - non-academic employee of a public academic institution; or
- were a Member of Parliament within the last six (6) months.

Instances where a board member may be eligible for remuneration include being:

- a Local, State or Commonwealth Government employee who is:
  - part time and where the Minister is satisfied that the work relating to the board occurs outside their employment, and all other potential conflicts of interest are appropriately managed; or
  - not currently being paid from public monies, such as being on Leave Without Pay or a volunteer;
  - a university academic (defined as someone engaged primarily for the purpose of providing education services and not administrative or other services); and
  - an elected Local Government councillor.

Section 102 of the *Public Sector Management Act 1994* which requires employees to obtain the prior permission of their employing authority to engage in activities unconnected with their functions also applies.

As a guide, an individual should not sit on more than two (2) State Government Boards and Committees.

**Do I need to obtain a National Police Certificate prior to my commencement on the governing council?**

A recommended applicant will be required to provide a National Police Certificate as part of the due diligence and probity assessment process, prior to Cabinet consideration. For further information refer to the [Governance Manual for Western Australian Government Boards and Committees](#)

**Are there additional probity checks as part of the selection process for governing council members?**

Yes. Each Governing Council member is required to comply with the *Standards for Registered Training Organisations (RTOs) 2025* in accordance with the Act and the *Vocational Education and Training (General) Regulations 2009*.

In particular, clause 7.1(b) stipulates that, to be compliant with Standard 7, a training organisation must "*ensure that its executive officers or high managerial agent ...meet each of the relevant criteria specified in the Fit and Proper Person Requirements in Schedule 3.*"

The selection process includes applicants signing a witnessed fit and proper person criteria for suitability certification and must be submitted with the application for Governing Council membership. The **Fit and Proper Person Declaration form** is available [here](#).

Applicants must provide a signed and dated **Private Interests Declaration** to enable the disclosure and management of any actual, potential, or perceived conflicts of interest between their Governing Council responsibilities and personal interests. This declaration form must be submitted with the application for Governing Council membership. The **Private Interests Declaration** form is available [here](#).

**What information is collected under the Privacy and Responsible Information Sharing PRIS Collection Notice, and how does this inform the governance process for Governing Council appointments?**

Personal information of applicants provided during the application process will be collected, used, stored, and shared in accordance with relevant privacy legislation and organisational policies to support the selection, appointment, and governance processes.

**Where do I access additional information on TAFE governance and Governing Councils?**

Additional information regarding TAFE governance and Governing Councils is available from the Department's [TAFE college Governance webpage](#).

**Who do I contact if I have questions about the Governing Council application process?**

For enquiries related to the Governing Council application process, please email [TAFEGovernance@dtwd.wa.gov.au](mailto:TAFEGovernance@dtwd.wa.gov.au)

# **Fit and Proper Person Declaration form**

# Fit and Proper Person Declaration

## Introduction

Anyone who is a governing person of a Registered Training Organisation (RTO) including owners, executive officers, high managerial agents, legally responsible officers, or persons who oversee, direct or exercise a degree of control or influence over the management or operation of the provider must satisfy Fit and Proper Person Requirements (FPPR) as outlined in Schedule 1 of the Compliance Standards and Fit and Proper Person Requirements – Registration Standards 2025 (2025 Standards), and the *Vocational Education and Training (General) Regulations 2009* (VET Regulations).

Meeting the FPPR is a requirement for registration with the Training Accreditation Council (TAC).

The organisation must make a Fit and Proper Person Declaration (FPPD) when:

- applying for initial registration; or
- applying for renewal of registration; or
- declaring a new governing person; or
- employing a new governing person; or
- when a previously submitted FPPD has become outdated or false due to a change in circumstances; or
- requested by the Council.

When assessing whether a person meets the FPPR the TAC may consider any matters relevant to the fitness and propriety of a person associated with the organisation. The TAC will notify the organisation in writing if additional declarations from other people associated with the organisation are required.

This declaration addresses the matters specified in Schedule 1 Fit and Proper Person Requirements, and the governing persons to whom they will be applied.

When assessing whether the organisation and governing persons meet the FPPR, the TAC may:

- conduct inquiries into any statement made in this Declaration; and
- conduct enquiries into any other matter it considers appropriate in relation to the fitness and propriety of the organisation and governing persons in the organisation.

If the TAC is not satisfied that an organisation or governing person meets the FPPR, the TAC may:

- suspend or cancel the organisation's RTO registration; or
- refuse to register an organisation's initial registration application.

A FPPD remains valid for as long as it remains truthful and factually accurate.

## People who must meet the Fit and Proper Person Requirements (FPPR)

The FPPR apply to the following persons<sup>2</sup>

- a governing person, who is:
  - (a) a person responsible for overseeing, directing or exercising a degree of control or influence over the management or operation of the provider; and
  - (b) includes —
    - (i) an executive officer (as that term is defined in the Commonwealth Act section 3) in relation to the provider; and
    - (ii) a high managerial agent (as that term is defined in the Commonwealth Act section 3) of the provider.

The TAC may consider whether any associated entity or relevant person that oversees, directs or exercises a degree of control or influence over the management or operation of the provider satisfies the FPPR.

Examples of a 'person who exercises a degree of control or influence' may include:

- chief financial officer
- administration manager
- marketing manager

Specific examples of governing person roles also include Executive Officers and High Managerial agents.

### Executive officer

An executive officer is any person who takes part in the management of your organisation or is partly responsible for the management or decision making for your organisation.

Examples of 'executive officers', including 'owners' that must complete a FPPD include:

- director of the company
- secretary of the company;
- chief executive of the RTO
- any person who owns 15 per cent or more of your organisation
- any person who is entitled to receive 15 per cent or more of the dividend paid by your organisation
- any trustees of a trust associated with the organisation
- relevant persons in associated entities

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<sup>2</sup> A person also includes a body politic or corporate (such as a company) as well as an individual or 'natural' person. It is a condition of registration that the 'person' registered as an RTO must satisfy the FPPR.

## High managerial agent

An employee or agent of the organisation with duties of such responsibility that their conduct may fairly be assumed to represent the organisation in relation to the business of providing courses.

Examples of 'high managerial agents' where the TAC may request completion of a FPPD include:

- a training manager
- a consultant or employee with an ongoing role related to regulatory compliance;
- a consultant or employee who represents your organisation at audit;
- an agent who recruits students on behalf of your organisation;
- people employed by third-party organisations who fulfil any of the roles described above on behalf of your organisation; or
- people employed by third-party organisations who provide training and/or assessment on behalf of your organisation.

If you have any questions or require help completing the FPPD, please feel free to contact the TAC:

Email: [tac@dtwd.wa.gov.au](mailto:tac@dtwd.wa.gov.au)

Phone: (08) 9224 6510

## SECTION A: Your Personal Details

| Your personal details |  |
|-----------------------|--|
| Full name:            |  |
| Date of birth:        |  |
| Telephone:            |  |
| Residential address:  |  |

## SECTION B: Your Organisation Details

| Your organisation's details |  |
|-----------------------------|--|
| Name of legal entity:       |  |
| Trading name/s:             |  |
| ABN (if applicable):        |  |
| ACN (if applicable):        |  |

## SECTION C: Your relationship to the organisation

| Your relationship to the organisation (tick all that apply) |                                                       |
|-------------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/>                                    | Owner                                                 |
| <input type="checkbox"/>                                    | Executive officer                                     |
| <input type="checkbox"/>                                    | High managerial agent                                 |
| <input type="checkbox"/>                                    | Person who exercises a degree of control or influence |

## SECTION D: Your Personal History

In section D, if you have answered yes to any questions and you need to provide details for more than one occurrence, please attach a separate document providing the relevant details.

| Personal History |                                                                                                                                                                                                                                 |                                                 |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 1a.              | Have you ever been found guilty of an offence (regardless of whether a conviction was recorded or not) against: <ul style="list-style-type: none"><li>a law of the Commonwealth or a State or Territory of Australia?</li></ul> | <input type="checkbox"/> No<br>Go to Question 2 |

|  |                                                                             |                                                                |
|--|-----------------------------------------------------------------------------|----------------------------------------------------------------|
|  | <ul style="list-style-type: none"> <li>a law of another country?</li> </ul> | <input type="checkbox"/> Yes<br><i>Continue to Question 1b</i> |
|--|-----------------------------------------------------------------------------|----------------------------------------------------------------|

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|--|--------------------------------------------|--|----------------------------------|--|-----------------------------|--|-------------------------------------|--|
| 1b.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Have you ever been ordered to pay a pecuniary penalty, under: <ul style="list-style-type: none"> <li>a law of the Commonwealth or of a State or Territory of Australia?</li> <li>a law of another country?</li> </ul>                                                                    | <input type="checkbox"/> No<br><i>Continue to Question 1c</i><br><input type="checkbox"/> Yes<br><i>Provide evidence of this and go to Question 1c</i> |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| 1c.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Where a conviction was recorded, has the conviction been spent?                                                                                                                                                                                                                          | <input type="checkbox"/> No<br><i>Continue to Question 1d</i><br><input type="checkbox"/> Yes<br><i>Provide evidence of this and go to Question 1d</i> |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| 1d.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Has the pecuniary penalty been paid in full?                                                                                                                                                                                                                                             | <input type="checkbox"/> No<br><i>Continue to Question 2</i><br><input type="checkbox"/> Yes<br><i>Provide evidence of this and go to Question 2</i>   |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| Provide details and supporting documentation for each offence: <table border="1" style="width: 100%;"> <tr> <td>Type of offence:</td><td></td></tr> <tr> <td>Year the offence occurred:</td><td></td></tr> <tr> <td>Country the offence occurred in:</td><td></td></tr> <tr> <td>Value of pecuniary penalty:</td><td></td></tr> <tr> <td>Year pecuniary penalty was imposed:</td><td></td></tr> </table> <input type="checkbox"/> A separate document listing additional occurrences is attached. |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        | Type of offence:                        |  | Year the offence occurred:                 |  | Country the offence occurred in: |  | Value of pecuniary penalty: |  | Year pecuniary penalty was imposed: |  |
| Type of offence:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| Year the offence occurred:                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| Country the offence occurred in:                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| Value of pecuniary penalty:                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| Year pecuniary penalty was imposed:                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Are you currently involved in proceedings before a court or tribunal as either of the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Directly involved as a party</li> <li><input type="checkbox"/> Other involvement (e.g. witness, third party)</li> </ul> | <input type="checkbox"/> No<br><i>Go to Question 3</i><br><input type="checkbox"/> Yes<br><i>Provide details below and go to question 3</i>            |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| Provide details and supporting documentation for each matter before the court or tribunal: <table border="1" style="width: 100%;"> <tr> <td>Type of proceeding (court or tribunal):</td><td></td></tr> <tr> <td>Nature of matter (civil, criminal, other):</td><td></td></tr> </table> <input type="checkbox"/> A separate document listing additional occurrences is attached.                                                                                                                   |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        | Type of proceeding (court or tribunal): |  | Nature of matter (civil, criminal, other): |  |                                  |  |                             |  |                                     |  |
| Type of proceeding (court or tribunal):                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| Nature of matter (civil, criminal, other):                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                          |                                                                                                                                                        |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |
| 3.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Have you ever been found not to be a fit and proper person for the purposes of one or more of the following:                                                                                                                                                                             | <input type="checkbox"/> No<br><i>Go to question 4</i>                                                                                                 |                                         |  |                                            |  |                                  |  |                             |  |                                     |  |

|                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                               |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--|--|-----------------------------------------------------------------------------------|-------------------------------------------------------------|--|---------------------------------|--|--|
|                                                                                   | <input type="checkbox"/> <i>Vocational Education and Training Act (General) Regulations 2009</i><br><input type="checkbox"/> <i>National Vocational Education and Training Regulator Act 2011</i><br><input type="checkbox"/> <i>Australian Education Act 2013</i><br><input type="checkbox"/> <i>Education Services for Overseas Students Act 2000</i><br><input type="checkbox"/> <i>Higher Education Support Act 2003</i><br><input type="checkbox"/> <i>Tertiary Education Quality and Standards Agency Act 2011</i><br><input type="checkbox"/> <i>VET Student Loans Act 2016</i><br><input type="checkbox"/> subsidy funding arrangements with a State or Territory for the provision of education<br><input type="checkbox"/> any other law of the Commonwealth or of a State or Territory. | <input type="checkbox"/> Yes<br><i>Provide details below and go to question 4</i>                                                             |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
|                                                                                   | <table border="1"> <tr> <td data-bbox="236 680 651 761">When the determination occurred:</td> <td colspan="2" data-bbox="659 680 1453 761"></td> </tr> <tr> <td data-bbox="236 761 1145 842">Was the determination made in relation to a business within the education sector?</td> <td colspan="2" data-bbox="1153 761 1453 842"> <input type="checkbox"/> No<br/> <input type="checkbox"/> Yes         </td> </tr> <tr> <td data-bbox="236 842 651 922">Why the determination was made:</td> <td colspan="2" data-bbox="659 842 1453 922"></td> </tr> </table> <input type="checkbox"/> A separate document listing additional occurrences is attached.                                                                                                                                          |                                                                                                                                               | When the determination occurred:    |  |  | Was the determination made in relation to a business within the education sector? | <input type="checkbox"/> No<br><input type="checkbox"/> Yes |  | Why the determination was made: |  |  |
| When the determination occurred:                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                               |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
| Was the determination made in relation to a business within the education sector? | <input type="checkbox"/> No<br><input type="checkbox"/> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                               |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
| Why the determination was made:                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                               |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
| 4                                                                                 | Have you ever been disqualified from managing corporations under Part 2D.6 of the <i>Corporations Act 2001</i> ?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> No<br><i>Go to Question 5</i><br><input type="checkbox"/> Yes<br><i>Provide details below and go to question 5</i>   |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
| 5a.                                                                               | Have you, or any company that you were a director of, ever: <ul style="list-style-type: none"> <li>• been insolvent or bankrupt</li> <li>• taken steps to take the benefit of a law for the relief of bankrupt or insolvent debtors</li> <li>• compounded with one or more creditors</li> <li>• made an assignment of your remuneration for the benefit of one or more creditors</li> <li>• been under external administration (within the meaning of subsection 600H (2) of the <i>Corporations Act 2001</i>).</li> </ul>                                                                                                                                                                                                                                                                         | <input type="checkbox"/> No<br><i>Go to Question 5b</i><br><input type="checkbox"/> Yes<br><i>Provide details below and go to Question 5b</i> |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
|                                                                                   | <table border="1"> <tr> <td data-bbox="236 1868 627 1948">Nature of bankruptcy or insolvency:</td> <td colspan="2" data-bbox="635 1868 1453 1948"></td> </tr> <tr> <td data-bbox="236 1948 627 2040">Value of unpaid creditors:</td> <td colspan="2" data-bbox="635 1948 1453 2040"></td> </tr> <tr> <td data-bbox="236 2040 627 2092">Year bankruptcy discharged:</td> <td colspan="2" data-bbox="635 2040 1453 2092"></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                               | Nature of bankruptcy or insolvency: |  |  | Value of unpaid creditors:                                                        |                                                             |  | Year bankruptcy discharged:     |  |  |
| Nature of bankruptcy or insolvency:                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                               |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
| Value of unpaid creditors:                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                               |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |
| Year bankruptcy discharged:                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                               |                                     |  |  |                                                                                   |                                                             |  |                                 |  |  |

|                                                                                          |                                                                                                                                                                             |                                                                                                                                             |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> A separate document listing additional occurrences is attached. |                                                                                                                                                                             |                                                                                                                                             |
| 5b.                                                                                      | Do you, or any company that you are a director of: <ul style="list-style-type: none"> <li>• have outstanding debts to the Commonwealth, or a State or Territory.</li> </ul> | <input type="checkbox"/> No<br><i>Go to Question 6</i><br><input type="checkbox"/> Yes<br><i>Provide details below and go to question 6</i> |
|                                                                                          | Description of outstanding debt to:<br>Commonwealth or a State or Territory                                                                                                 |                                                                                                                                             |
|                                                                                          | Value of the outstanding debt:<br>Commonwealth or a State or Territory                                                                                                      |                                                                                                                                             |
| <input type="checkbox"/> A separate document listing additional occurrences is attached. |                                                                                                                                                                             |                                                                                                                                             |

## SECTION E: RTO Provider History

In section E, if you have answered yes to any questions and you need to provide details for more than one occurrence, please attach a separate document providing the relevant details. The title of the separate document should include the number of the question it relates to.

| RTO Provider History                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 6.                                                                                       | Do you have a current or past association* with: <ul style="list-style-type: none"> <li>• a current or former RTO, other than the organisation outlined in Section B of this declaration</li> <li>• any organisation that has applied for registration with the TAC or another VET Regulator (Australian Skills Quality Authority or Victorian Registration and Qualifications Authority).</li> </ul> <i>*'Association' includes but is not limited to business dealings, employment, contracting, endorsement and/or the provision of services as a third party.</i> | <input type="checkbox"/> No<br><i>Go to question 8</i><br><br><input type="checkbox"/> Yes<br><i>Provide details below and go to question 7</i> |
| Provide details of any current association                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| Legal name of RTO (or applicant):                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| Trading name/s:                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| Start of your association with the organisation:                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| Describe your association with the organisation:                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| Legal name of RTO (or applicant):                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| Trading name/s:                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| Period of your association with the organisation:                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| Describe your association with the organisation:                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| <input type="checkbox"/> A separate document listing additional occurrences is attached. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                   |                                          |  |                                                   |  |                                                  |  |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--|---------------------------------------------------|--|--------------------------------------------------|--|
| 7a                                                | <p>Were you associated with an RTO at the time of (or within 12 months prior to) a decision being made by the TAC or another VET regulator to:</p> <p><input type="checkbox"/> reject an application for initial registration as an RTO provider</p> <p><input type="checkbox"/> cancel registration, in part or in full</p> <p><input type="checkbox"/> suspend registration, in part or in full</p> <p><input type="checkbox"/> reject an application to renew registration</p> <p><input type="checkbox"/> determine that the provider breached a condition of registration</p> <p><input type="checkbox"/> had a condition imposed on a registration, approval or arrangement</p> <p><input type="checkbox"/> breach a condition imposed on a registration, approval or arrangement</p> <p><input type="checkbox"/> issue an infringement notice.</p> | <p><input type="checkbox"/> No<br/><i>Go to question 7b</i></p> <p><input type="checkbox"/> Yes<br/><i>Select all that apply, provide details below and go to question 7b</i></p> |                                          |  |                                                   |  |                                                  |  |
| 7b                                                | <p>Were you associated with an RTO at the time of (or within 12 months prior to) a decision being made to:</p> <p><input type="checkbox"/> cancel, revoke, suspend or reject the person's approval as an approved course provider for VET Student Loans (VSL)</p> <p><input type="checkbox"/> cancel, revoke, suspend or reject the person's approval as an approved VET provider for HECS-HELP, FEE-HELP, OS-HELP, or SA-HELP.</p>                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><input type="checkbox"/> No<br/><i>Go to question 7c</i></p> <p><input type="checkbox"/> Yes<br/><i>Select all that apply, provide details below and go to question 7c</i></p> |                                          |  |                                                   |  |                                                  |  |
| 7c                                                | <p>Were you ever a manager or director at a time that the registered higher education provider (within the meaning of the <i>Tertiary Education Quality and Standards Agency Act 2011</i>) or registered provider (within the meaning of the <i>Education Services for Overseas Students Act 2000</i>), was determined to have breached a condition of its registration under the:</p> <p>(a) <i>Education Services for Overseas Students Act 2000</i>; or</p> <p>(b) <i>Tertiary Education Quality and Standards Agency Act 2011</i>.</p>                                                                                                                                                                                                                                                                                                                | <p><input type="checkbox"/> No<br/><i>Go to question 7d</i></p> <p><input type="checkbox"/> Yes<br/><i>Select all that apply, provide details below and go to question 7d</i></p> |                                          |  |                                                   |  |                                                  |  |
| 7d                                                | <p>Were you associated with an RTO at the time of (or within 12 months prior to) a decision being made by a State or Territory funding body to:</p> <p><input type="checkbox"/> cancel, revoke, suspend, or reject subsidy funding arrangements with a State or Territory for the provision of education services by the person</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><input type="checkbox"/> No<br/><i>Go to question 8</i></p> <p><input type="checkbox"/> Yes<br/><i>Select all that apply, provide details below and go to question 8</i></p>   |                                          |  |                                                   |  |                                                  |  |
|                                                   | <table border="1"> <tr> <td>Legal name of the organisation involved:</td> <td></td> </tr> <tr> <td>Period of your association with the organisation:</td> <td></td> </tr> <tr> <td colspan="2">Describe your association with the organisation:</td> </tr> </table> <p><input type="checkbox"/> A separate document listing additional occurrences is attached.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                   | Legal name of the organisation involved: |  | Period of your association with the organisation: |  | Describe your association with the organisation: |  |
| Legal name of the organisation involved:          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                   |                                          |  |                                                   |  |                                                  |  |
| Period of your association with the organisation: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                   |                                          |  |                                                   |  |                                                  |  |
| Describe your association with the organisation:  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                   |                                          |  |                                                   |  |                                                  |  |
| 8.                                                | <p>Have you ever been issued with an Immigration Minister's suspension certificate?</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <p><input type="checkbox"/> No<br/><i>Go to Question 9</i></p> <p><input type="checkbox"/> Yes<br/><i>Provide details below and go to question 9</i></p>                          |                                          |  |                                                   |  |                                                  |  |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                               |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
|    | Date the Immigration Minister's suspension certificate was issued:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                               |
|    | <input type="checkbox"/> A separate document listing additional occurrences is attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                               |
| 9. | Have you ever been associated with an organisation at a time when it was determined to have breached an Australian Government or State or Territory government training contract?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input type="checkbox"/> No<br><i>Go to Question 10</i><br><input type="checkbox"/> Yes<br><i>Provide details below and go to question 10</i> |
|    | Name of organisation:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                               |
|    | Year the breach occurred:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                               |
|    | Any further details:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                               |
|    | <input type="checkbox"/> A separate document listing additional occurrences is attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                               |
| 10 | <p>Have you ever been found to have provided false or misleading information to any of the following in circumstances where it is reasonable to assume the person knew the information was false or misleading:</p> <p>(a) a VET Regulator;</p> <p>(b) the Tertiary Education Quality and Standards Agency;</p> <p>(c) the TPS Director (within the meaning of the Education Services for Overseas Students Act 2000 (Cth)), including in the TPS Director's capacity as the VSL Tuition Protection Director under the VET Student Loans Act 2016 (Cth) and the Higher Education Tuition Protection Director under the Higher Education Support Act 2003 (Cth);</p> <p>(ca) the Minister responsible for the administration of the Act, the department of the Public Service principally assisting in the administration of the Act, or the chief executive of that department;</p> <p>(d) the Minister responsible for the administration of the Commonwealth Act, the Department principally assisting in the administration of the Commonwealth Act, or the Secretary of that department; or</p> <p>(e) an authority of a State or Territory that deals with subsidy funding arrangements for education.</p> | <input type="checkbox"/> No<br><input type="checkbox"/> Yes<br><i>Provide details below</i>                                                   |
|    | Nature of the false or misleading information:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                               |
|    | Date the decision of false or misleading information provided was made:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                               |
|    | Any further details:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                               |
|    | <input type="checkbox"/> A separate document listing additional occurrences is attached.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                               |

## Statutory declaration

This declaration cannot be completed on screen. Please print, complete and submit with the initial or renewal of registration application or email to [tac@dtwd.wa.gov.au](mailto:tac@dtwd.wa.gov.au).

Full name, I, \_\_\_\_\_  
address \_\_\_\_\_  
occupation of person making the declaration \_\_\_\_\_

make the following declaration under the *Statutory Declarations Act 1959*:

I sincerely declare that to the best of my knowledge, the information I have provided in this Fit and Proper Person Declaration is true and accurate.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under *the Oaths, Affidavits and Statutory Declarations Act 2005*.

Signature of person making the declaration \_\_\_\_\_  
1 Place Declared at <sup>1</sup> \_\_\_\_\_  
2 Day on <sup>2</sup> \_\_\_\_\_ of <sup>3</sup> \_\_\_\_\_  
3 Month and year \_\_\_\_\_  
4 Name of witness in the presence of <sup>4</sup> \_\_\_\_\_  
Signature of authorised witness \_\_\_\_\_  
and qualification as such a witness \_\_\_\_\_

### Important:

This declaration must be made before any person whom is authorised, under the *Oaths, Affidavits and Statutory Declarations Act 2005*.

More than 40 occupational groups are able to witness statutory declarations, including teachers, engineers, chemists, doctors and public servants. A full list of professions authorised to witness statutory declarations can be found at: <https://www.wa.gov.au/government/publications/authorised-witnesses-statutory-declarations>.

# **Private Interests Declaration form**

# PRIVATE INTERESTS DECLARATION

|                                             |                                                                       |
|---------------------------------------------|-----------------------------------------------------------------------|
| <b>PROPOSED POSITION &amp; ORGANISATION</b> | Governing Council Chair/Deputy Chair/Member<br>(Name of TAFE College) |
|---------------------------------------------|-----------------------------------------------------------------------|

Please answer the following questions by circling the reply that applies to your personal circumstances.

**If you answer "yes" to any question, please provide details in the Private Interests Declaration - Details section of this form, signed and dated.**

Please note that answering "yes" to any question does not necessarily preclude you from being appointed. Your response will be treated as confidential and will only be used for purposes connected with this proposed appointment.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| 1. Do you have any disclosable criminal convictions, i.e. convictions as an adult that form part of your criminal history other than those protected by the Spent Convictions Scheme (see Part VIIC of the <i>Crimes Act 1914</i> )?                                                                                                                                                                                                                                                 | Yes / No             |
| 2. Are you, or have you been, the respondent or defendant in any civil or criminal court action (including as a company director or other office holder)?                                                                                                                                                                                                                                                                                                                            | Yes / No             |
| 3. (a) Have you ever been declared bankrupt, entered into a debt agreement under Part IX of the <i>Bankruptcy Act 1996</i> (the Bankruptcy Act) or entered into a personal insolvency agreement under Part X of the Bankruptcy Act?<br>(b) If you are in a partnership, have any of your partners ever been declared bankrupt, entered into a debt agreement under Part IX of the Bankruptcy Act or entered into a personal insolvency agreement under Part X of the Bankruptcy Act? | Yes / No<br>Yes / No |
| 4. Has any business or commercial enterprise for which you, or if applicable your partner(s), have had responsibility ever gone into receivership or a similar scheme or arrangement?                                                                                                                                                                                                                                                                                                | Yes / No             |
| 5. During the last 10 years have you, or if applicable your partner(s), been the subject of a court order in connection with monies owing to another party?                                                                                                                                                                                                                                                                                                                          | Yes / No             |
| 6. Have you ever been summonsed or charged concerning non-payment of tax or outstanding tax debts, investigated for tax evasion or defaults, or negotiated with the Australian Taxation Office over outstanding tax debts?                                                                                                                                                                                                                                                           | Yes / No             |
| 7. Have you ever been the subject of a complaint to a professional body which has been substantiated, or is currently under investigation? Have you been subject to a formal conduct investigation? (if yes, please provide details).                                                                                                                                                                                                                                                | Yes / No             |
| 8. Have you ever been dismissed from employment because of a discipline or misconduct issue?                                                                                                                                                                                                                                                                                                                                                                                         | Yes / No             |
| 9. Are you the director of a company, sit on a board of any organisation, or hold any other professional roles or Commonwealth roles (including advisory)? <u>If yes, please provide details in the following page (please include all bodies including not-for-profit).</u>                                                                                                                                                                                                         | Yes / No             |
| 10. Do you or your immediate family have any financial interest in any company or business, or are you or your immediate family employed or engaged by any company or business, which might have dealings with, or an interest in the decisions of, the office to which you may be appointed? If yes, include advice in a separate attachment on how this conflict of interest would be managed.                                                                                     | Yes / No             |
| 11. Are you a lobbyist registered on the Australian Government's Lobbyists Register or the register of a state or territory? If yes, please provide details in a separate attachment.                                                                                                                                                                                                                                                                                                | Yes / No             |
| 12. Are you currently employed by the Commonwealth, the Administration of a Territory, or a public statutory corporation or incorporated company owned by the Commonwealth on a full-time/part-time basis? If yes, please provide details.                                                                                                                                                                                                                                           | Yes / No             |
| 13. Is there any other information which could be relevant to your suitability for the appointment? (if yes, please provide details).                                                                                                                                                                                                                                                                                                                                                | Yes / No             |

## ASSURANCE

**I advise that to the best of my knowledge my private, business and financial interests, including taxation affairs, would not conflict with my public duties or otherwise cause embarrassment to myself or to the Government during my term of appointment.**

**I also undertake to advise the responsible Minister should a situation arise in the future which might cause a conflict of interest with my responsibilities under this appointment.**

.....

|      |           |      |
|------|-----------|------|
| Name | Signature | Date |
|------|-----------|------|

## PRIVATE INTERESTS DECLARATION - DETAILS

|                                                 |                                                                           |
|-------------------------------------------------|---------------------------------------------------------------------------|
| <b>PROPOSED POSITION<br/>&amp; ORGANISATION</b> | Governing Council Chair/Deputy Chair/Member<br><br>(Name of TAFE College) |
|-------------------------------------------------|---------------------------------------------------------------------------|

Please provide details for all 'yes' answers to any question on the Private Interests Declaration form. Please detail how any conflict(s), actual or perceived, will be managed if appointed. Please note that responses to Q12 may be relevant to remuneration payable for part-time appointments with reference to section 7(11) of the *Remuneration Act 1973*. The Act provides that a person is not entitled to remuneration for part-time appointments when holding certain full-time employment, engagement or appointment. Your responses will be treated as confidential and will only be used for purposes connected with the proposed appointment.

| QUESTION | IF YOU HAVE ANSWERED 'YES' TO ANY OF THE ABOVE QUESTIONS PLEASE PROVIDE DETAILS OF THE OCCURRENCE(S)                                                                                                                             |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p style="color: red; text-align: center;"><b>[Note to nominees: If the information is extensive, please attach a separate document containing the relevant details - please remove this text when completing this form]</b></p> |

Please provide any conflict of mitigation strategy(ies) for all directorships, board and professional roles, as well as any matters noted under Question 13 on the main page.

| QUESTION | DETAILS <u>WITH</u> CONFLICT MITIGATION STRATEGY                                                                                                                                                                                                                                                                                                   |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <p style="color: red; text-align: center;"><b>[Note to nominees: - when providing details of directorships, board memberships and all other professional roles please ensure your declaration here matches the list of current roles held as listed on your provided curriculum vitae – please remove this text when completing this form]</b></p> |

#### ASSURANCE

I declare that to the best of my knowledge, the information provided above is true and correct.

.....

Name

.....

Signature

.....

Date

# Curriculum Vitae Pro Forma

## Curriculum Vitae Pro forma

The following information is required by the Department of the Premier and Cabinet from board member nominees (for both new members and reappointed members). **Maximum of two pages for each member.** [This text to be deleted].

**Title** Mr/Mrs/Ms/Miss/Mx/Dr/Prof....

**Full Name**

**Postal Address**

**Contact Telephone Number**

**Email Address**

**Date of Birth** dd/mm/yyyy

**Current employer and position:**

**Work history relevant to board position:**

- [List]

**Voluntary involvement relevant to board position:**

- [List]

**Qualifications/training:**

- [List]

**Other board experience (list all current positions):**

- [List]

**Current contact details of two (2) referees:**

- [Referee 1] – must include name, job title (if applicable) and contact details
- [Referee 2] – must include name, job title (if applicable) and contact details

The following information provides important data on the diversity of board membership across government and helps assess achievement of these outcomes. [This text to be deleted].

|                                            |                                 |
|--------------------------------------------|---------------------------------|
| Aboriginal                                 | Yes / No                        |
| Torres Strait Islander                     | Yes / No                        |
| Person with a disability or special needs  | Yes / No If yes, please specify |
| Language other than English spoken at home | Yes / No If yes, please specify |
| Country of Birth – Australia               | Yes / No If no, please specify  |

# **Privacy and Responsible Information Sharing (PRIS)**

## **Collection notice**

## Privacy and Responsible Information Sharing (PRIS): Collection Notice TAFE Governing Council Member Appointments

---

The Department of Training and Workforce Development (DTWD) collects personal information for the purposes of assessing suitability for appointment and the administration of the appointments process to any peak Governance Boards or Councils managed by DTWD, including but not limited to TAFE Governing Councils, State Training Board or Training Accreditation Council.

The information collected may include:

- name;
- contact details;
- qualifications;
- employment history;
- referee details;
- completed Fit and Proper Person Declaration;
- completed Private Interests Declaration; and
- any other information required for the appointments process.

During the assessment and appointment process, your personal information may be accessed and used by DTWD's Director General and authorised officers, a Nomination Committee assessment panel, the Minister for Skills and TAFE and staff from the Ministerial Office, and other authorised persons involved in the appointments process. Your personal information may also be disclosed where authorised or required by law.

Access to your personal information will be restricted to those persons who require access for assessment, appointment administration and record keeping purposes. Your personal information will be treated with confidentiality and sensitivity and retained meeting relevant legislation and State Records Office requirements.

Providing the requested information is voluntary. However, if you choose to not provide the requested information, DTWD may not be able to assess your suitability for appointment or progress your application.

You may request access to, or correction of, your personal information by contacting [tafegovernance@dtwd.wa.gov.au](mailto:tafegovernance@dtwd.wa.gov.au)

If you are appointed, your name and certain other appointment-related information may be publicly disclosed where required by legislation, government policy, annual reporting obligations or other lawful authority.

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