



# Senior Executive Private Interest Declaration (SEPID) Form Quick Reference Guide

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# PART 1 for Declarants: Completing and submitting a SEPID

Step	Action
1	<p>Click on the link below to open the DCJ Senior Executive Private Interest Declaration (SEPID) Form:</p> <p>Link: <a href="#">Senior Executive Private Interest Declaration (SEPID)</a></p>
2	<p>Please read the overview in the yellow box and then <b>tick the box</b> at the bottom to confirm you have read the information. Click on the '<b>Next</b>' button to continue.</p> <div data-bbox="416 595 1334 1032" style="border: 1px solid black; padding: 10px; background-color: #ffffcc;"> <p style="text-align: center; margin: 0;">OVERVIEW</p> <p style="color: red; font-weight: bold; margin: 10px 0;">It is <b>mandatory</b> for all senior executives and nominated non-senior executive staff to make a declaration of their private interests as per the <a href="#">Senior Executive Private Interest Declaration (SEPID) Program Policy</a>.</p> <p style="text-align: center; margin: 20px 0;"><input checked="" type="checkbox"/> I have read the program requirements</p> <p style="text-align: center; margin: 0;"><input type="button" value="NEXT"/></p> </div>
3	<p>You will be required to enter your details: <b>Full Name, Email Address, Substantive Role Title</b> also your <b>Substantive Position Number and Employee Number etc.</b></p> <div data-bbox="240 1211 1506 1688" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; font-weight: bold; margin: 0;">SENIOR EXECUTIVE PRIVATE INTEREST DECLARATION (SEPID)</p> <hr style="border-top: 1px dashed black;"/> <p style="background-color: #e6e6fa; padding: 2px; margin: 0;">Declarant's Details</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>Full Name: <input type="text" value="John Smith"/></p> <p>Email Address: <input type="text" value="john.smith@example.nsw.gov.au"/></p> <p>Substantive Role Title: <input type="text" value="Director - Compliance"/></p> <p>Substantive Position Number: <input type="text" value="xxxxxxx"/> </p> <p>Employee Number: <input type="text" value="xxxxxxx"/> </p> </div> <p>Are you moving to a different role?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Are you currently in a TAA role?: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Contact Number: <input type="text"/></p> <p>Entity: <input type="text" value="[Select one]"/></p> <p>Division: <input type="text" value="Select entity above..."/></p> <p>District/Directorate: <input type="text" value="e.g. Murrumbidgee, Far West and Western NSW"/></p> <p>Branch (optional): <input type="text" value="e.g. Payroll"/></p> <p>Employment Status: <input type="text" value="[Select one]"/></p> </div>

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From the radio button please choose ( **Yes/No**) to the question “**Are you moving to a different role?**”

**SENIOR EXECUTIVE PRIVATE INTEREST DECLARATION (SEPID)**

**Declarant's Details**

Full Name:	John Smith
Email Address:	johnsmith@example.nsw.gov.au
Substantive Role Title:	Director -Compliance
Substantive Position Number:	xxxxxx
Employee Number:	xxxxxx
Are you moving to a different role?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is this Position a TAA?:	<input type="radio"/> Yes <input type="radio"/> No
Future Role Title:	
Future Role Position Number:	
Start Date:	
Are you currently in a TAA role?:	<input type="radio"/> Yes <input type="radio"/> No
Contact Number:	
Entity:	[Select one] v
Division:	Select entity above... v
District/Directorate:	e.g. Murrumbidgee, Far West and Western NSW
Branch (optional):	e.g. Payroll
Employment Status:	[Select one] v

*E.g. your substantive position is non-executive and you are taking a Temporary Acting Assignment (TAA) OR if you are already a Senior Executive and you are moving into a different senior executive role (temporarily relieving a colleague etc.)*

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You must also answer ( **Yes/No**) to the question “**Is this Position a TAA?**”

If you answer **Yes**, you will be prompted with further Mandatory questions that you must answer,

**E.g. Future Role Title, Future Role Position Number, Start Date.**

**SENIOR EXECUTIVE PRIVATE INTEREST DECLARATION (SEPID)**

**Declarant's Details**

Full Name:	John Smith
Email Address:	johnsmith@example.nsw.gov.au
Substantive Role Title:	Director -Compliance
Substantive Position Number:	xxxxxx
Employee Number:	xxxxxx
Are you moving to a different role?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Is this Position a TAA?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Future Role Title:	<input type="text"/> ⚠
Future Role Position Number:	<input type="text"/> ⚠
Start Date:	dd/mm/yyyy
Are you currently in a TAA role?:	<input type="radio"/> Yes <input type="radio"/> No
Contact Number:	
Entity:	[Select one] v
Division:	Select entity above... v
District/Directorate:	e.g. Murrumbidgee, Far West and Western NSW
Branch (optional):	e.g. Payroll
Employment Status:	[Select one] v

The ⚠ icon indicates a mandatory field.

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From the radio button please choose ( **Yes/No**) if you “**Are you currently in a TAA role?**”  
If you answer **Yes**, you will be prompted with further Mandatory questions that you must answer, **E.g. Current TAA Role Title, Current TAA Position Number.**

**SENIOR EXECUTIVE PRIVATE INTEREST DECLARATION (SEPID)**

**Declarant's Details**

Full Name:

Email Address:

Substantive Role Title:

Substantive Position Number:

Employee Number:

Are you moving to a different role?:  Yes  No

Is this Position a TAA?:  Yes  No

Future Role Title:

Future Role Position Number:

Start Date:

Are you currently in a TAA role?:  Yes  No

Current TAA Role Title:

Current TAA Position Number:

Contact Number:

Entity:

Division:

District/Directorate:

Branch (optional):

Employment Status:

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Complete all the remaining fields e.g. **Contact number, Entity, District/ Division**, as well as typing in your **Directorate** and **Branch** (where Applicable) and your **Employment Status**.

**SENIOR EXECUTIVE PRIVATE INTEREST DECLARATION (SEPID)**

**Declarant's Details**

Full Name:

Email Address:

Substantive Role Title:

Substantive Position Number:

Employee Number:

Are you moving to a different role?:  Yes  No

Are you currently in a TAA role?:  Yes  No

Contact Number:

Entity:

Division:

District/Directorate:

Branch (optional):

Employment Status:

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Please read the “Declaration”. You **MUST** tick all (5) the boxes on the “**Declaration**” section to indicate that you knowledge and understand the requirements of the SEPID.

**I declare the following:-**

I have read and understand my responsibilities under the [Code of Ethics and Conduct for NSW government sector employees](#), including the obligation to declare all my private interests (financial, business, personal or other interests or relationships) known to me at the time of making this declaration.

I attest compliance with the requirements outlined in the [Gifts, Benefits & Bequests \(GBB\) Policy & Procedure](#).

I acknowledge that the information provided in this declaration is to assist in the appropriate visibility, oversight and management of private interests.

I will take prompt action to manage any actual and /or reasonably perceived conflicts of interest as required by the [Conflicts of Interest Policy & Procedure](#).

I understand that personal information collected, managed and disclosed on this form will comply with the requirements of the NSW Privacy Laws as outlined in the Department's Privacy Management Plan.



Note\* if you do not tick all the boxes, you will not be able to submit the declaration.  
However you can still save it as a DRAFT and come back to it at a later stage/time.

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To nominate a delegated officer; type their details in the *Delegated Officer* section. (Must be your supervisor/manager) e.g. full name, role title, email address, contact number.

**Delegated Officer (Director level or above)**

Delegated Officer's Name:

Delegated Officer's Role Title:

Delegated Officer's Email Address:

Delegated Officer's Contact Number:



Note: for non-senior executives (e.g. headleasing staff), the Delegated Officer is the director in your business area (Director level and above).

9

You must answer **ALL** the required questions from 1-10. If you have nothing to declare, click 'No' and proceed to the next question.

**1. Shareholdings**  
List any shareholdings that you own (\$ value NOT required) in the box below. This includes those shareholdings held under a Self Managed Superannuation Fund (SMSF).

Do you have any **shareholdings** to declare?  Yes  No

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**2. Trusts / Nominee Companies**  
List any beneficial interest(s) in family or business trusts or nominee companies in the box below.

Do you have any **trusts or nominee companies** to declare?  Yes  No

10

If you have something to declare for questions 1-10, you must answer each of the fields prior to submitting your declaration.

**1. Shareholdings**  
List any shareholdings that you own (\$ value NOT required) in the box below. This includes those shareholdings held under a Self Managed Superannuation Fund (SMSF).

Do you have any **shareholdings** to declare?  Yes  No

Shareholder's Name	Name of Company	Brief description of Company's activities	Nature of ownership
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="e.g. ordinary, preference"/>

Please include all shares whether held directly or indirectly (i.e. shares held in a trust on your behalf or on behalf of any persons associated with you). If you have declared any interest(s) above, where required, you must also complete a declaration in accordance with the [Conflicts of Interest Policy & Procedure](#).



If you do not complete each of the mandatory fields, you will not be able to submit your declaration.

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If you have more than one interest to declare (e.g. more than one shareholding), you can click on the 'ADD ROW' button to declare additional interests.

**1. Shareholdings**  
List any shareholdings that you own (\$ value NOT required) in the box below. This includes those shareholdings held under a Self Managed Superannuation Fund (SMSF).

Do you have any **shareholdings** to declare?  Yes  No

Shareholder's Name	Name of Company	Brief description of Company's activities	Nature of ownership
<input type="text" value="John Smith"/>	<input type="text" value="CBA"/>	<input type="text" value="Banking"/>	<input type="text" value="Preference"/>
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="e.g. ordinary, preference"/>

Please include all shares whether held directly or indirectly (i.e. shares held in a trust on your behalf or on behalf of any persons associated with you). If you have declared any interest(s) above, where required, you must also complete a declaration in accordance with the [Conflicts of Interest Policy & Procedure](#).

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To remove additional fields by clicking on the  icon.

**1. Shareholdings**  
List any shareholdings that you own (\$ value NOT required) in the box below. This includes those shareholdings held under a Self Managed Superannuation Fund (SMSF).

Do you have any **shareholdings** to declare?  Yes  No

Shareholder's Name	Name of Company	Brief description of Company's activities	Nature of ownership
John Smith	CBA	Banking	Preference
			e.g. ordinary, preference



Please include all shares whether held directly or indirectly (i.e. shares held in a trust on your behalf or on behalf of any persons associated with you).  
If you have declared any interest(s) above, where required, you must also complete a declaration in accordance with the [Conflicts of Interest Policy & Procedure](#).

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If you answer “**YES**” to proposing to undertake any paid secondary employment, you will be required to enter your Secondary Employment and Unpaid Work (SEUW) I.D. # before you can submit your SEPID declaration.

**9. Secondary Employment**

Do you propose to undertake any paid secondary employment within DCJ or Cluster?  
*e.g. working in another area within DCJ or Cluster such as the 'Helpline'*  Yes  No

Do you propose to undertake any paid private work outside your official DCJ or Cluster position?  
*e.g. employment or engagement outside DCJ or Cluster; private practice/business; appointment or engagement in any remunerated position such as committees/boards? etc.*  Yes  No

**You MUST complete the online form in accordance with the [Secondary Employment and Unpaid Work Policy & Procedure](#).**

SEUW ID #:  *This can be found in the PDF emailed to you when your SEUW online form has been approved.*

If you have not yet completed the SEUW online form, you can save your SEPID declaration in draft (see below) and return later to complete this declaration.  
NB: Your SEUW application must be confirmed by a delegated officer before submitting your SEPID.

If you do not have a SEUW I.D. and have not completed a SEUW, please go to the DCJ intranet to [complete a SEUW](#). You can still save your SEPID as a DRAFT and then come back to complete your declaration at a later stage/time after your SEUW has been approved.



**\*YOU WILL NOT BE ABLE TO COMPLETE THE SEPID UNTIL YOUR SEUW IS APPROVED.**

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If you answer “**YES**” to *Do you need to make a Conflicts of Interest (COI) declaration?*

You will be required to enter the *COI ID #* before you can submit your SEPID declaration.

**10. Conflicts of Interest**

Do you need to make a **Conflicts of Interest (COI) declaration**?  Yes  No

**You MUST complete the online form in accordance with the [Conflicts of Interest Policy & Procedure](#).**

COI ID #:  *This can be found in the PDF emailed to you when your COI declaration has been confirmed.*

If you have not yet completed the COI online form, you can save your SEPID declaration in draft (see below) and return later to complete this declaration.  
NB: Your COI declaration must be confirmed by a delegated officer before submitting your SEPID.

If you do not have a COI I.D. and have not completed a COI, please go to the DCJ intranet to [complete a COI](#). You can still save your SEPID as a DRAFT and then come back to complete your declaration at a later stage/time after your SEUW has been approved.



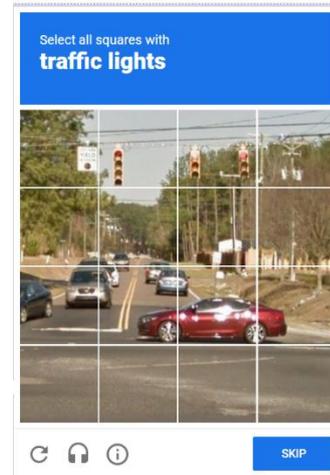
**\*YOU WILL NOT BE ABLE TO COMPLETE UNTIL YOUR COI IS APPROVED.**

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After completing ALL the required questions.

Tick the box to indicate you are not a robot, and select the correct "Captcha" square image. You can "SUBMIT DECLARATION" or "SAVE DRAFT" and return to complete it at a later stage/date.

The image shows a reCAPTCHA interface. On the left, there is a checkbox with a green checkmark and the text "I'm not a robot". To its right is the reCAPTCHA logo and the text "reCAPTCHA Privacy - Terms". Below these elements are two buttons: "SAVE DRAFT" and "SUBMIT DECLARATION".



**\*IT IS NOT CONSIDERED COMPLETED UNTIL IT HAS BEEN REVIEWED AND APPROVED BY YOUR NOMINATED DELEGATED OFFICER.**

16

Once you submit your SEPID. You will receive an email confirmation with a PDF copy confirming it has been submitted to your supervisor for review and confirmation.

The image shows an email attachment bar. It contains the text "Attached" followed by a PDF icon, the filename "SEPID-17.pdf", and the size "66 KB".

Hi John Smith,

This is to advise that your Senior Executive Private Interest Declaration (SEPID) has been submitted to Mary Jones for review and confirmation.

Regards,  
Business Ethics & Compliance Unit

*NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard.  
To access the Business Ethics & Compliance Unit Dashboard, [click here](#).  
You will need to use your email address and BECU Forms Password to access the dashboard.*

*The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.*

16 a)

If you save your SEPID as a **DRAFT**, You will receive an auto email containing a link, your email address and password attached with a PDF copy advising your declaration is in draft.

You can return to complete your declaration at a later stage/date.

The image shows an email attachment bar. It contains the text "Attached" followed by a PDF icon, the filename "SEPID-17.pdf", and the size "66 KB".

Hi John Smith,

This is to advise that your Senior Executive Private Interest Declaration (SEPID) is in DRAFT. Please complete and submit your declaration for review and approval by a delegated officer.

Please [click here](#) to complete your declaration request.

You will need to use your email address and the following BECU Forms Password to access the declaration

Email address: [john.smith@example.nsw.gov.au](mailto:john.smith@example.nsw.gov.au)

BECU Forms Password: **abc123**

Regards,  
Business Ethics & Compliance Unit

*NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard.*

*To access the Business Ethics & Compliance Unit Dashboard, [click here](#).*

*You will need to use your email address and BECU Forms Password (see above) to access the dashboard.*

*The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.*

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Once your SEPID has been reviewed and confirmed by your supervisor. You will receive an auto email with the complete PDF for your copy.

**Your SEPID is now COMPLETE.**

Attached



SEPID-17.pdf  
66 KB

Hi John Smith,

This is to advise that your Senior Executive Private Interest Declaration (SEPID) has been certified by Mary Jones.

Regards,  
Business Ethics & Compliance Unit

*NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard.*

*To access the Business Ethics & Compliance Unit Dashboard, [click here](#).*

*You will need to use your email address and BECU Forms Password to access the dashboard.*

*The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.*

# PART 2 for Supervisors: Reviewing and approving a SEPID

Step	Action
B1	<p>Once your employee submits a declaration for review and approval, you will receive the following email.</p> <p>The email will contain a PDF version of the declaration together with a link ('<b>CLICK HERE</b>') to the employee's online declaration for you to review and approve.</p> <div data-bbox="240 510 1517 568" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Attached  SEPID-17.pdf 66 KB</p> </div> <p>Hi Mary Jones,</p> <p>This is to advise that John Smith has submitted a Senior Executive Private Interest Declaration (SEPID) for your review and confirmation.</p> <p>As the delegated officer, please <a href="#">click here</a> to review and confirm this declaration.</p> <p>You will need to use your email address and the following BECU Forms Password to access the declaration</p> <p>Email address: <a href="mailto:mary.jones@dcj.nsw.gov.au">mary.jones@dcj.nsw.gov.au</a></p> <p>BECU Forms Password: <b>Pa55w0RD</b></p> <p>Regards, Business Ethics &amp; Compliance Unit</p> <p><i>NB: You can view all Business Ethics &amp; Compliance Unit forms submitted by or assigned to you on the Business Ethics &amp; Compliance Unit Dashboard. To access the Business Ethics &amp; Compliance Unit Dashboard, <a href="#">click here</a>. You will need to use your email address and BECU Forms Password (see above) to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>
B2	<p>You will have to type in your email address and password.</p> <div data-bbox="240 1344 1517 1612" style="border: 1px solid black; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;"><b>SENIOR EXECUTIVE PRIVATE INTEREST DECLARATION (SEPID)</b></p> <p style="background-color: #e6f2ff; padding: 2px;">Password required</p> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: center;"> <input type="button" value="ENTER PASSWORD"/> <input type="button" value="FORGOT PASSWORD"/> </p> </div>

B3

Please review the SEPID declaration.  
You will need to scroll down to complete the supervisors' process

**SENIOR EXECUTIVE PRIVATE INTEREST DECLARATION (SEPID)**

**Declarant's Details**

**Delegated Officer (Director level or above)**

**1. Shareholdings**  
List any shareholdings that you own (\$ value NOT required) in the box below. This includes those shareholdings held under a Self Managed Superannuation Fund (SMSF).

**3. Officeholders in Companies including subsidiaries of companies that you are currently involved with (whether public or private)**  
List any positions you hold: e.g. director, secretary, administrator, appointed liquidator, whether the positions are remunerated or not in the box below.

**4. Proprietor (Sole Trader, Business Name, Partnerships, etc.)**  
List any interests in businesses that you hold in the box below.

**5. Relatives**  
List any relative(s) (that you are aware of) employed in any agency whose work activities are regulated or funded by DCJ or Cluster in the box below.

**6. Investment Properties**  
List (including the full address) any real estate investment properties in NSW that you or any person associated with you own.

**7. Any other Pecuniary and Non-Pecuniary interests**  
List any other financial or non financial interests (that you are aware of and that has not been referred to elsewhere in this declaration) that you or any persons associated with you hold in the box below. **NO \$ VALUE** should be disclosed. Please do not use acronyms.

<b>Include:</b> <ul style="list-style-type: none"><li>• Investments</li><li>• Liabilities</li><li>• Income</li><li>• Membership of associations</li><li>• Future employment prospects or plans</li><li>• etc</li></ul>	<b>Exclude:</b> <ul style="list-style-type: none"><li>• Personal credit cards</li><li>• Cash held in personal bank accounts</li><li>• Novated car leases</li><li>• Employer superannuation guarantee contributions e.g. First State Super (FSS)</li></ul>
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**8. Voluntary (unpaid) Work**  
List any current voluntary (unpaid) membership of boards, committees, community groups etc. in the box below.

**9. Secondary Employment and Unpaid Work**

**10. Conflicts of Interest**

B4

You need to select **(Yes/No)** to indicate whether you approve the SEPID or not.

**11. Approval**

Do you APPROVE the SEPID?     Yes    No

B5

If you select **“No”** you will be required to:  
a) Provide a reason why you are NOT approving the SEPID, and  
b) Whether you require the declarant to submit a new SEPID.

**11. Approval**

Do you APPROVE the SEPID?     Yes    No

Please provide reason(s) why you are NOT approving this SEPID:

Do you require the declarant submit a new SEPID?     Yes    No

B6

If you APPROVE the SEPID select “**Yes**”, then you must tick all the (5) boxes in the Delegate’s Agreement and click on “**FINISH/END**”.

11. Approval

Do you APPROVE the SEPID?  Yes  No

I certify the following:-

- I have considered the declaration as submitted by the declarant.
- I am satisfied that all interests declared by the declarant have been reported in accordance with the Associated Policies, where applicable.
- I am satisfied that any agreed actions under the associated policies will manage any actual, perceived or potential conflict of interest.
- I will monitor any agreed actions with the declarant, where applicable.
- I understand that the declaration by both the declarant and myself will be accessed for auditing purposes.

FINISH/END

B7

After clicking “**CONFIRM DECLARATION**”, you will receive an email confirmation advising you have approved the SEPID of the declarant.

Attached  SEPID-17.pdf  
66 KB

Hi Mary Jones,

This email is to confirm that you have SUCCESSFULLY APPROVED John Smith’s Senior Executive Private Interest Declaration (SEPID).

Regards,  
Business Ethics & Compliance Unit

*NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard.  
To access the Business Ethics & Compliance Unit Dashboard, [click here](#).  
You will need to use your email address and BECU Forms Password (see above) to access the dashboard.*

*The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.*

If you have any questions about the SEPID Program please visit the [Senior Executive Private Interest Declaration intranet page](#).

If you experience any problems or issues in approving the employee’s declaration, please contact the Business Ethics and Compliance Unit (BECU) via the [PrivateInterestDeclarations@dcj.nsw.gov.au](mailto:PrivateInterestDeclarations@dcj.nsw.gov.au) inbox.