



GOVERNMENT OF WESTERN AUSTRALIA

MINISTERIAL CODE OF CONDUCT

2023

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1. Introduction

1.1 Ministers have significant discretionary power and make decisions that can greatly affect individuals and the community. Consequently, it is necessary to set higher standards of conduct for them than for other categories of elected office holders.

1.2 Being a Minister of the Crown demands the highest standards of probity, accountability, honesty, integrity and diligence in the exercise of their public duties and functions. They must ensure that their conduct does not bring discredit upon the Government or the State.

1.3 This code of conduct has been developed in response to widespread public concern about the conduct and accountability of public officials. The need for the development of such a code was highlighted in the 1992 Royal Commission into Commercial Activities of Government which stated that:

Criminal Law provides no more than the base level below which officials must not fall. It does not address the standards to which they should aspire, even if these, to some degree, always remain an ideal or counsel of perfection (*Royal Commission 1992 4.6.2, cited in Commission on Government Report No. 3 p. 136*).

1.4 In the spirit of the findings of the Royal Commission, the primary intention of this code is to provide some direction to Ministers about the conduct the public expects of them and to which they should aspire.

1.5 In conducting themselves Ministers should apply common sense as regards their conduct and moderation in terms of accessing entitlements. Where there are issues of concern or uncertainty advice should be sought from the Parliamentary Secretary of the Cabinet.

2. Administration of the Code

2.1 The Parliamentary Secretary of the Cabinet is responsible to the Premier for the record-keeping and administration associated with this Code.

2.2 All Ministers are to cooperate fully with the Parliamentary Secretary of the Cabinet and Executive Government Services, Department of the Premier and Cabinet (DPC) in respect to their responsibilities under this Code.

2.3 The Parliamentary Secretary of the Cabinet will seek appropriate professional advice from DPC in relation to any conflicts or potential conflicts of interest matters that arise.

3. Conformity with the Westminster Principles of Accountability and Collective and Individual Responsibility

3.1 Under the Westminster system of government, Ministers have both collective and individual responsibilities.

3.2 A Minister's responsibility to act as a trustee of the public interest should always be paramount in the performance of their functions.

3.3 The Westminster system requires that Ministers are answerable to Parliament, and through Parliament to the people.

3.4 In addition, Ministers are accountable to both the community and Parliament for the administration of their departments, authorities and statutes. Ministers should be as open as possible and give reasons for their decisions and actions to ensure they are working in the public interest.

3.5 Ministerial responsibility requires the collective responsibility of Cabinet to Parliament for the whole conduct of government administration.

3.6 All Ministers will acknowledge that the collective decisions of Cabinet are binding on them individually. They are obligated to publicly support those decisions.

4. Official Conduct

4.1 Ministers have a high standing in the community and they should provide leadership by striving to perform their duties to the highest ethical standards.

4.2 The inclusion of Ministers in the definition of "public officer" in section 1 of the *Criminal Code* ensures there is an overarching framework for scrutiny of ministerial conduct.

4.3 They are to act with integrity in the performance of official duties and are to be scrupulous in the use of official information, equipment and facilities.

5. Conflicts of Interest

5.1 Ministers must carry out their public duties objectively and without consideration of personal or financial gain for themselves, family members or associates.

5.2 Conflicts of interest will arise from time to time. The fact that a conflict might exist is not necessarily a concern. The key issue is how the conflict is managed. Any conflict of interest, actual, potential or perceived must be resolved promptly in favour of the public interest (see also section 10). A potential or perceived conflict of interest needs to satisfy a test of

reasonableness and proportionality involving how an objective observer would assess the conflict.

5.3 Circumstances which could give rise to a serious conflict of interest are not necessarily restricted to those where an immediate advantage will be gained. They may instead take the form of a promise of future benefit, such as a promise of post-parliamentary employment or other reward. It is recognised that conflicts of interest may arise and the identification and declaration of a conflict of interest is only the first step in the process.

5.4 Ministers should also bear in mind that their actions after leaving office can give rise to a perception that decisions they made while in office were not made impartially, to the detriment of both the Government that they were part of and the institutions of government generally. Ministers should also consider section 18 (Post Separation Employment) in consideration of this issue.

6. Disclosure of Pecuniary and Other Interests

6.1 In addition to the declaration of interests made to the Parliament under the *Members of Parliament (Financial Interests) Act 1992*, each Minister must also make a supplementary declaration of their private interests, pecuniary and non-pecuniary, to the Premier through the Parliamentary Secretary of the Cabinet within two weeks of their appointment to the Ministry.

6.2 These supplementary declarations provide an opportunity for an analysis of the private interests of each Minister, as against his or her portfolio and other responsibilities, so as to minimise the possibility of any conflict arising, or being reasonably perceived to arise, between their private interests and their public duties.

6.3 The private interests of Ministers are sometimes so closely bound up with those of close family members, it is also necessary, for the sake of completeness, for Ministers to declare the private interests of close family members, *to the extent that the Minister is aware of them*. For the purposes of the Ministerial Code of Conduct and these supplementary declarations:

- a close family member means a spouse, including a de facto spouse, a dependent child or any other relative living in the Minister's principal private residence, and
- the requirement to disclose the private interests of such a person is limited to interests of which the Minister is aware.

6.4 Ministers should encourage close family members not to invest in any company or business, and to dispose of any shareholdings or other interests owned by them that might conflict, or give rise to a perception of a conflict with their ministerial responsibilities.

6.5 The possibility of a Minister's private interests being subjected to scrutiny makes it important that their interests and those of their close family members

are fully disclosed so that proper consideration can be given to the potential for a conflict, or the perception of a conflict, to arise with their ministerial duties.

This means that Ministers must disclose considerably more information about their personal affairs to the Premier than is required under the *Members of Parliament (Financial Interests) Act 1992*. In particular, Ministers must disclose in their supplementary declarations:

- the nature of the assets held by them and close family members, to the extent that they are known, in holding companies, trust funds in which they or close family members have a beneficial interest or in relation to which they are a trustee, and self-managed superannuation funds;
- the nature of the business of any private company or partnership which they or close family members operate or invest in or have an interest in and the identity of the directors of that private company or partnership.

6.6 The Code requires a significant declaration of the personal affairs of Ministers and their families including matters that are normally considered personal and private. Supplementary statements of private interests will therefore be accorded the highest level of confidentiality consistent with legal requirements.

6.7 Ministers must make new supplementary declarations to the Premier through the Parliamentary Secretary to the Cabinet if they are appointed to a new ministerial portfolio, if significant functions are added to their existing responsibilities, or in the event of a significant change to their private interests or the interests of a close family member. Subsequent declarations must be made within two weeks of the change occurring.

6.8 See Appendices A and B for further information on pecuniary interests and Disclosure Statement forms.

7. Divesting Conflicting Positions

7.1 When a Member becomes aware that they are to be appointed to the Cabinet, they shall advise the Premier and Parliamentary Secretary of the Cabinet of any shareholdings or other interests they intend to divest prior to their ministerial appointment.

7.2 Immediately after appointment, Ministers shall take action to divest themselves of shareholdings in any company and any other interests that they own, such as in partnerships and trusts, which could give rise to a conflict, or the perception of a conflict, with their portfolio responsibilities or public duties. The transfer of an interest to a close family member is not an acceptable form of divestment.

7.3 In cases where a Minister is required to divest shares in public companies they are to be sold within 10 business days of appointment.

7.4 In cases where a Minister is required to divest an interest in a private company or partnership for which there is no ready market, the Minister is to make every effort to dispose of the interest as quickly as possible and to advise the Premier through the Parliamentary Secretary of the Cabinet, within 14 days of his or her appointment, of the steps he or she has taken in that regard and provide an estimate of the date of disposal.

7.5 Ministers should not trade in shares in public or private companies other than to dispose of interests they might currently hold as required by the Ministerial Code of Conduct. In certain limited circumstances and with the express approval of the Premier, a Minister may acquire or dispose of an interest in a public or private company while in office. Such approval might be given, for example, as a result of a change in family circumstances.

7.6 Ministers shall resign from all positions held in business or professional associations and trade unions, as identified by the Member in their primary or annual return under section 12 of the *Members of Parliament (Financial Interests) Act 1992*. Individual membership of an organisation does not constitute a “position” in that organisation.

7.7 Upon appointment, Ministers shall resign from all directorships in public and/or private companies. An exception is where a Minister holds a directorship in a private company that operates a family farm, family business or family investments including a self-managed superannuation fund, provided that the directorship is not likely to conflict with the official duty of the Minister.

7.8 The public is entitled to expect that Ministers will devote most of their time to the business of Government. Accordingly, approval to retain a directorship in a family business will only be given where the Minister provides an estimate of the time that he or she is required to devote to the business and the Premier is satisfied that it would not interfere with the Minister’s ability to carry out his or her ministerial duties.

7.9 Ministers must not establish or participate with other investors in private business ventures, recommend such investments or act as an advisor to such ventures or investors.

7.10 Ministers are also required to resign from other positions that may present real or perceived conflicts of interest. If in doubt, Ministers should consult with the Parliamentary Secretary of the Cabinet.

7.11 Ministers must remember to update their declarations under the *Members of Parliament (Financial Interests) Act 1992* following the divestment of any interests.

8. Interests to be Declared

8.1 Ministers must provide, at the time the supplementary declaration is made, details of any interest in real estate, shares in public and private

companies, trust assets, superannuation funds and bank accounts that they declare.

Real estate

8.2 Ministers must disclose the address of all real property in which they or a close family member has an interest. The purpose for which the property is owned should also be declared.

Public and private companies and partnerships

8.3 Ministers must declare the name of any public or private company or partnership in which they or a close family member have an interest and the extent of their holdings in the private company or partnership (that is, the percentage that they own). In the case of a private company or partnership, the Minister must also declare the nature of the business, the assets held by the company or partnership, the names of other investors and the extent of their interest in the company or partnership.

Trusts

8.4 If a Minister or close family member is a trustee, or has a beneficial interest in a trust, he or she should disclose the nature of the assets held by the trust, the names of the persons who provided the assets (settlers) and the names of the other trustees and beneficiaries.

Superannuation

8.5 Ministers are permitted to invest in any public superannuation fund where the interests are broadly diversified and the Minister has no influence over the fund's investment decisions. Accordingly, the various investment options such as the default, high growth, balanced, or international options in a public superannuation fund are acceptable for all Ministers. In such cases, it is sufficient for Ministers to declare that their superannuation funds are invested in a broadly diversified option in the nominated fund.

8.6 If a Minister has a self-managed superannuation fund (SMSF) it is preferable that the investments be broadly diversified in the nature of managed funds, listed investment companies, exchange traded funds or other similar investments where there is no direct control by the Minister over the individual shareholdings.

8.7 In all cases the assets in which the funds in a SMSF are invested must be disclosed. If the assets of the SMSF include a private company, the nature of that company's activities and assets should be disclosed. The ownership of assets which include public shareholdings such as described in 8.6 would not normally give rise to a conflict of interest or perceived conflict of interest and such assets can be retained if direct ownership of the assets in question would not give rise to a conflict, or the perception of a conflict of interest with the Minister's public duties. If shareholdings within the assets described in 8.6

include interests with a direct link to a Minister's portfolio the Minister should seek advice from the Parliamentary Secretary of the Cabinet.

Other sources of income

8.8 Ministers must disclose the source of any income greater than \$500 per annum derived by them or a close family member, other than the Minister's own Parliamentary salary. This includes remuneration from employment (in which case, the employer should be identified), pensions, rent, investment and other income. Benefits of a social security nature paid by the Australian Government need not be declared.

Other significant assets

8.9 Ministers should declare in their supplementary declarations information about any other significant assets owned by them or a close family member, including bonds and debentures or loans to individuals in excess of \$5,000. Personal items such as motor vehicles used for private purposes, furniture, collections and personal effects need not be declared. If a Minister is unclear whether an item they or their close family member owns constitutes a significant asset, they are to immediately seek the advice of the Parliamentary Secretary of the Cabinet or the Premier.

Liabilities

8.10 Ministers must declare significant liabilities, including mortgages, lease arrangements, overdrafts and personal loans in excess of \$5,000. Credit card and store card liabilities need not be disclosed.

9. Personal and Business Relationships

9.1 It is important that Ministers be alert to the possibility of their decisions being perceived or portrayed as being influenced by their personal relationships and associations, even when those decisions benefit businesses or sections of the community generally. This is particularly the case in relatively small communities where Ministers may have attended school or worked with people before entering Parliament and those people now have dealings with the Government. In addition, given the breadth of State responsibilities, it is not uncommon for Ministers to have family members who are engaged in business activities that relate to the Minister's particular responsibilities.

9.2 In cases like this, Ministers need to take care to ensure that the decisions they make cannot reasonably be perceived or portrayed as being influenced by their family members or associates.

9.3 Ministers therefore need to think carefully about the range of their personal relationships so as to identify in advance any that might give rise to a perception of a conflict of interests. These should be disclosed in their

supplementary declarations of interests and at Cabinet meetings where those interests may arise.

9.4 Ministers will be provided with forms to assist them in preparing their supplementary declarations of private interests (Appendix B). In completing these forms, Ministers must realise that no form can cover all of the circumstances that might pertain to a particular individual. Ministers should therefore complete the form bearing in mind the purpose of the supplementary declaration and, if they are in doubt as to whether an interest ought to be declared, seek further guidance from the Parliamentary Secretary of the Cabinet or describe the interest in the declaration.

10. If a Conflict of Interest Arises

10.1 It is the responsibility of each Minister to remain alert to the possibility of conflicts of interests arising between their public duties and their private interests and those of close family members. They should not regard their supplementary declarations of interests as the extent of their responsibility to identify and avoid conflicts, particularly with regard to the activities of private companies, trusts, family members and personal associates where they have particular knowledge.

10.2 If a Minister becomes aware that a matter for which he or she is responsible may give rise to a conflict of interest, or the reasonable perception of such a conflict, it is the Minister's responsibility to take action at the earliest opportunity to resolve the matter in favour of the public interest and advise the Premier of the situation. Appropriate action to resolve the conflict might include referring the matter to another Minister in the portfolio or to another Minister nominated by the Premier, delegating the decision to a senior official or divestment of the interest giving rise to the conflict or apparent conflict.

10.3 Ministers may become aware of items that are to be considered by Cabinet that may give rise to a conflict of interests, or the reasonable perception of such a conflict. The Minister should advise the Premier or the Parliamentary Secretary to the Cabinet as soon as possible prior to the item being considered in the Cabinet meeting (see 10.4 below).

10.4 Ministers shall advise the Premier in Cabinet should they find themselves in a situation where their private interests, pecuniary or otherwise of those of a close family member might give rise to a conflict of interest or a perception of a conflict of interest, in respect to any item before Cabinet. In case of doubt, the final determination as to whether there is a conflict (or a potential conflict) will be made by the Premier. Where it is determined that there is a conflict of interest or potential conflict, the Minister shall withdraw from the Cabinet room while the relevant item is under discussion. The Cabinet note taker shall record in the Cabinet minutes that the Minister so declared his or her pecuniary interest, conflict of interest, or potential conflict, and withdrew from the Cabinet room.

10.5 Further, the Premier may require that a Minister be absent from all Cabinet discussions about an issue on the basis of the disclosed pecuniary and/or other interests of a Minister or close family member.

10.6 The Parliamentary Secretary of the Cabinet may independently raise in Cabinet any conflict of interest or potential conflict of a Minister or his or her spouse, de facto partner or dependent family members. This role does not derogate from the Minister's responsibility under this part.

10.7 The reasons for the Minister's absence and the details of the disclosed interests will be recorded in the Cabinet minutes.

11. Use of Confidential Information

11.1 Ministers will maintain the confidentiality of information committed to their secrecy in the Executive Council, in Cabinet or otherwise in accordance with their duties.

11.2 Ministers shall undertake not to use information obtained in the course of official duties to gain for themselves or any other person a direct or indirect financial advantage. They will not solicit or accept any benefit in respect of the exercise of their discretion, whether for themselves or any other person.

11.3 In particular, a Minister shall scrupulously avoid investments and transactions about which he or she has confidential information as a Minister which may result in an advantage which is unreasonable or improper.

11.4 On resignation, retirement or dismissal, a Minister shall maintain the confidentiality of information acquired in office.

12. Ministerial Expenses and Use of Public Resources

12.1 Ministers shall make economical use of the public resources which are made available to them as office holders and will make every endeavour to prevent misuse by other persons. Those resources must only be used in connection with official duties and not for personal benefit.

12.2 Ministers are reminded of their responsibility under section 52 of the *Financial Management Act 2006* for the financial management of the services under the control of their portfolio agencies, and for monitoring the functions of the accountable authorities of those agencies.

12.3 See Appendix C for guidelines on Ministerial expenditure and use of public resources, and Appendix D for guidelines for expenditure on official hospitality.

13. Gifts, Benefits and Hospitality

13.1 All Members of Parliament, including Ministers, are governed by the provisions of the *Members of Parliament (Financial Interests) Act 1992* relating to the disclosure of gifts. In addition, there is a Code of Conduct applying to Members of the Legislative Assembly which also contains guidelines regarding the acceptance of gifts.

13.2 Under section 10 of the *Members of Parliament (Financial Interests) Act 1992*, Ministers, as Members of Parliament are required to disclose in an annual return, the details of any person who made financial or other contributions to their travel.

Details of the correct procedures to be followed with respect to Ministerial travel are contained in Appendix E.

13.3 Under section 9 of the *Members of Parliament (Financial Interests) Act 1992*, Ministers, as Members of Parliament, are required to disclose in an annual return the details of declarable gifts received by the Minister. However, the potential for conflict of interest issues to arise in the process of gift-giving necessitates further guidance than simple adherence to the reporting requirements of that Act.

13.4 Ministers, their spouses, de facto partners and dependent families shall avoid circumstances in which the acceptance of an offer by way of a gift or any other consideration could result in a conflict of interest with public duty, or in circumstances in which an offer is made with the objective of securing, or in return for, favour or preferment.

13.5 When there is any doubt about conflict arising, Ministers should refer the matter to the Parliamentary Secretary of the Cabinet who may refer it to the Premier. As a rule, Ministers should not accept money or gifts in kind by way of free accommodation or free air travel. Where accommodation or travel is offered on a 'guest of government' basis, or by private organisations, prior endorsement by the Premier will be required.

13.6 Additional guidelines in relation to gifts and hospitality are contained in Appendix F.

14. Relations with the Public Service

14.1 Ministers' obligations in relation to the establishment of proper relations between Ministerial officers and departments and agencies are set out in section 74 of the *Public Sector Management Act 1994*.

15. Recordkeeping Responsibilities

15.1 The *State Records Act 2000* came into effect in March 2001. The Act governs how government records are created, maintained, destroyed or permanently preserved as State archives. A Minister of the Crown is defined as a government organisation under the Act and therefore Ministers are required to keep records that properly and adequately record the performance of the Ministers' functions, in compliance with the provisions of the Act.

15.2 Additional information relating to Ministers' recordkeeping responsibilities is provided in Appendix G.

16. Conduct During the Caretaker Period

16.1 By convention, the Government assumes a 'caretaker' role in the period immediately before a State General Election. This role commences from the date of the issue of the writs for the election and continues until the election result is clear, or in the event of a change of government, until the new government is formally sworn-in. In this period, efforts are made to ensure that decisions are not taken which would bind an incoming government and limit its freedom of action.

16.2 The arrangements adopted apply generally in terms of the operations of government and public sector agencies and are intended, wherever possible to ensure that:

- significant appointments are not made;
- major policy decisions are not taken which would be likely to commit an incoming government (including the implementation of new policies or approval of major projects within government programs);
- no commitments are made to major contracts or undertakings;
- Members of Parliament do not undertake air travel at public expense for electioneering purposes;
- electioneering is not undertaken through government advertising, publications or electronic communications;
- public sector officers do not use public resources or their positions to support party political activities.

16.3 Ministers shall adhere to guidelines issued by the Premier during the caretaker period.

17. Staff Responsibilities

17.1 A Minister will also be responsible for ensuring that members of his or her Ministerial staff are made aware of their ethical responsibilities and will require of staff such disclosure, divestment of personal interests or other action as seems appropriate to the Minister and the Premier.

18. Post Separation Employment

18.1 Ministers leaving government should exercise care in taking up employment or business activities in the period immediately after leaving government. In particular, they should take care in accepting offers of employment from bodies:

- which are in a contractual relationship with the State Government;
- which are in receipt of subsidies or benefits from the Government not received by a section of the community or the community at large;
- in which the Government is a shareholder;
- which are in receipt of government loans, guarantees or other forms of capital assistance; or
- with which the departments or branches of government are, as a matter of course, in a special relationship.

18.2 In all areas, confidential information gained during office must not be used and care should be taken to ensure that preferential treatment for the new employer or the business is not obtained by the use of contacts and personal influence by the former Minister.

19. Misconduct by Public Officials

19.1 Changes to the *Corruption, Crime and Misconduct Act 2003* mean that the Corruption and Crime Commission and the Public Sector Commission both have roles in dealing with serious and minor misconduct in the public sector. Under the *Corruption, Crime and Misconduct Act 2003* a “public officer” has the meaning given by section 1 of *The Criminal Code*, which includes “a Minister of the Crown”.

19.2 Detailed guidelines on identifying and dealing with misconduct in the Public Sector can be accessed via the Corruption and Crime Commission of Western Australia website (www.ccc.wa.gov.au) or the Public Sector Commission website (www.psc.wa.gov.au).

20. Contact with Lobbyists

20.1 The *Integrity (Lobbyists) Act 2016* (the Lobbyists Act) came into operation in December 2016. The purpose of the Lobbyists Act and the Code of Conduct for Registrants and Lobbyists (see below) is to promote and enhance public confidence in the transparency, integrity and honesty of dealings between any person who is in the business of lobbying Western Australian government representatives for third-party clients. Broadly speaking, a lobbyist is someone who seeks to influence government decisions on the behalf of a client.

20.2 Details of the obligations of Ministers and Parliamentary Secretaries are provided in the Code of Conduct for Registrants and Lobbyists under the *Integrity (Lobbyists) Act 2016*. A copy of the Code is provided in Appendix H.

20.3 The Register of Lobbyists is available on the Public Sector Commission website (www.lobbyists.wa.gov.au). The Public Sector Commissioner's Instruction No. 16 – Government representatives contact with registrants and lobbyists also provides guidance -

(<https://publicsector.wa.gov.au/publications-resources/instructions-standards-and-circulars/commissioners-instructions>)

APPENDIX A: INDIRECT PECUNIARY INTERESTS (REMOTE AND DERIVATIVE)

Remote Interests

Ministers may have pecuniary interests that are sufficiently remote from their influence and control that they do not pose a realistic risk of conflict. Examples would include:

- membership of a large superannuation scheme with numerous members and widely diversified investments; or
- an interest in a managed fund, where a Minister has no control over investment decisions, and where the investment profile of the fund is broadly spread.

Where a Minister has a remote interest of this type, it may be declared in summary form. That is, the Minister should declare membership or investment in the relevant superannuation fund, managed fund or other entity. Details of the investments of that entity are not required.

Once a remote interest has been declared in summary form no further declaration or disclosure is required unless a Minister becomes aware of special circumstances that might give rise to a real or perceived conflict of interest.

For the purpose of determining whether an interest should be treated as a remote interest, the following factors are relevant:

- the extent to which the Minister can influence investment decisions of the entity;
- the extent to which the Minister is involved in the management of the entity;
- the extent to which a Minister reasonably may be expected to have a detailed knowledge of the investments of the entity; and
- the extent to which an entity's investments are sufficiently diversified that the value of a Minister's interest would be unlikely to be significantly affected by decisions of Cabinet.

Ministers should seek advice before disclosing an interest as a remote interest. In case of doubt, interests should be disclosed in the usual fashion, rather than making the disclosure in summary form. Categorisation of an interest as a remote interest is the sole responsibility of the Minister concerned.

The remote interest classification and the less onerous reporting requirements apply to the interests of the spouse, de facto partner and dependent family members of a Minister as well.

Derivative Interests

Ministers may have pecuniary interests several steps removed from themselves that are sufficiently indirect so as not to pose a realistic risk of conflict.

The most common instance of a derivative interest is where a Minister holds shares in a company which is not itself affected by a Cabinet or other government decision, but where that company in turn holds shares in another company that will be affected by such a decision. These situations may arise at multiple removes so that the company affected by the relevant decision may be several steps distant from the company in which the Minister has an interest.

While a derivative interest may give rise to a conflict of interest in some circumstances, the derivative interests of the Minister will often be so distant and insignificant so as to pose no realistic perception of a conflict of interest. In many cases such interests will be unknown to a Minister, especially when the interest resides with a Minister's spouse or de facto partner. Whether it is reasonable for a Minister to have been unaware of a derivative interest when involved in a related Cabinet decision will depend on all the circumstances, including the size and value of the interest concerned, its degree of remoteness from the Minister and the nature of the decision being made.

APPENDIX B: DISCLOSURE STATEMENT

SUPPLEMENTARY STATEMENTS OF PRIVATE INTERESTS BY MINISTERS

Before completing and signing their supplementary declarations and returning them to the Premier, Ministers should carefully read the Ministerial Code of Conduct, in particular sections 5 to 10.

Ministers who are not sure whether to include a particular private interest in their supplementary declaration should seek further guidance from the Parliamentary Secretary of the Cabinet.

Ministers should have resigned all directorships in public and private companies, other than family businesses, as per paragraphs 7.6 and 7.7 of the Ministerial Code of Conduct.

If there is insufficient space on the form, please include the required information on the relevant page or as an attachment.

If assets are owned jointly, for example, shares or a private residence with a spouse, notate the form to that effect. There is no need to list the assets separately against both the Minister and spouse.

Ministers should remember to update their declarations under the Members of Parliament (Financial Interests) Act 1992 if their private interests have changed following appointment to the Ministry.

It is necessary to enter information in full each time a declaration is made and not rely on statements such as "same as before".

Declaration

I confirm that the attached information is a comprehensive and accurate statement of my private interests and those of my spouse and close family members, to the extent that I am aware of their interests.

Name: _____

Office: _____

Signature: _____

Date : _____

Appendix B

1. Real Estate
(See paragraphs 8.1 and 8.2)

	Street Address	Purpose for which owned (e.g. residential, investment, holiday home)
Minister		
Spouse		
Close Family Members		

2. Shareholdings – Public Companies
 (See paragraphs 7.1, 7.2, 7.3, 7.4, 7.5, 8.1 and 8.3)

	Name of company	No. of shares
Minister		
Spouse		
Close Family Members		

3. Interests in Private Companies and Partnerships

(See paragraphs 6.5, 7.3, 7.4, 7.5, 7.6, 7.7, 8.1 and 8.3)

	Name of Company	Nature of business	Per cent owned	Other investors
Minister				
Spouse				
Close Family Members				

4. Trusts

(See paragraphs 8.1 and 8.4)

	Name of Trust	Assets held	Assets provided by	Beneficiaries	Names of trustees
Minister					
Spouse					
Close Family Members					

5. Superannuation – Public Funds
(See paragraphs 8.1 and 8.5)

	Name of Fund	How funds invested
Minister		
Spouse		
Close Family Members		

6. Self-managed Superannuation Funds
(See paragraphs 6.5, 8.1, 8.6 and 8.7)

	Name of Fund	Assets held
Minister		
Spouse		
Close Family Members		

7. Other Sources of Income
(See paragraph 8.8)

	Source of Income	Name of employer, if applicable
Minister		
Spouse		
Close Family Members		

8. Other Significant Assets
(See paragraph 8.9)

	Description of assets
Minister	
Spouse	
Close Family Members	

9. Liabilities
(See paragraph 8.10)

	Description of liability	Name of Creditor	Approximate Value
Minister			
Spouse			
Close Family Members			

10. Directorships
(See paragraphs 7.6, 7.7 and 7.8)

	Name of Company	Activities of company	Hours per month required
Minister			
Spouse			
Close Family Members			

11. Memberships of Professional, Community and Business Associations and Trade Unions

(See paragraph 7.6)

	Name of Association etc.
Minister	
Spouse	
Close Family Members	

12. Personal and Business Relationships
 (See paragraphs 9.1, 9.2 and 9.3)

	Nature of Interest
Minister	
Spouse	
Close Family Members	

APPENDIX C: GUIDELINES FOR MINISTERIAL EXPENSES AND USE OF PUBLIC RESOURCES

Purchasing Cards

- All purchasing card bank statements are to be certified by the cardholder as follows: “This expenditure was incurred on official government business and has not been subject to a claim on funds from any other source.”
- The bank statement must also be signed and dated by the cardholder.
- All purchasing card bank statements must be supported with purchasing card sales vouchers and receipts at the time of processing for payment.
- Monthly bank statements for purchasing card charges must be referred to the ministerial office for certification and attachment of support documents before payment is made by the agency.
- Cardholders must not certify payments as “Incurring Officer”, for expenditure on purchasing cards issued to themselves, unless approved for payment by the Minister.
- Ministerial offices, in incurring expenditure in the area of hospitality, should abide by the guidelines for expenditure on official hospitality and should certify such expenditure accordingly.
- All expenditure in relation to purchasing cards must be noted and appropriate records must be retained by the Incurring Officer of each ministerial office.
- Ministerial office staff should be reminded that if they are travelling, or purchasing, on government business at government expense, they should not claim gifts, free travel or other benefits for personal use.
- No personal expenditure is to be incurred on purchasing cards.
- Tips are not to be permitted by purchasing cardholders in ministerial offices unless it is customary to do so when travelling overseas.
- Purchasing cards must not be used for cash advances unless approved by the Director, Corporate Services, DPC.
- Cardholders making purchases over the Internet should ensure that the supplier web site displays the ‘locked padlock’ icon in their web browser. Cardholders should consider the following when making purchases over the Internet:
 - how well do you know the supplier?
 - how much information is provided by the supplier on the security of the transaction, for example, is information provided on the encryption?
 - are other options for procurement available? If so, do the benefits of using the Internet outweigh any potential risks?

Taxis

Purchasing cards are the preferred method of payment of taxi fares.

Use of taxis should be kept to a minimum and in the following circumstances:

- where it is impractical to use either public transport or a pool vehicle while on official business;
- in the case of an officer being required to work late or required to be in the office or at a business appointment before normal start time and where no pool vehicle is available;
- an emergency circumstance (e.g. an officer is sick and requires transport to home or a doctor);
- where a voucher is issued to a non-departmental employee for travel related to official business;
- other circumstances approved by the Director General.

Guidelines for use of official vehicles

Ministers and certain Parliamentary Office Holders are provided with a government vehicle to assist in carrying out the functions of their offices.

The following guidelines should be observed in the use of these vehicles:

- the primary reason for the provision of the vehicle is for the use of the person to whom it has been allocated. The car should always be available for official purposes.
- at other times, the vehicle may be used in the same manner as those vehicles allocated to Senior Officers covered by the Salaries and Allowances Determination. This provides for private usage by the Minister/Office Holder and others authorised by him or her.
- it is the responsibility of the Minister/Office Holder to ensure that any private usage of the vehicle is appropriate.
- the Minister/Office Holder to whom the vehicle is allocated is responsible for ensuring that any person, who is not a public sector employee, permitted to drive the vehicle holds a valid driver's licence.
- the Minister/Office Holder is responsible for the proper care of the vehicle.
- it is expected that the vehicles will not be taken outside the State, other than in exceptional circumstances, and only with the prior approval of the Premier.

APPENDIX D: GUIDELINES FOR EXPENDITURE ON OFFICIAL HOSPITALITY

As a general guide, expenditure on official hospitality can be incurred in the following circumstances:

- to facilitate the conduct of government business through persons who can contribute either by advice or service or because of their vocational or business interests.
- to reciprocate hospitality, provided it serves the same general purposes.
- to extend hospitality to overseas visitors when the Minister has an interest in, or obligation towards, facilitating the visit.
- to extend hospitality to the diplomatic and consular corps.
- to extend hospitality to representatives of the media on those occasions when media attendance is considered appropriate.
- to meet the cost of “working meals” where:
 - a full day’s meeting has been scheduled and there are cost advantages in continuing the meeting through the meal break; or
 - the meal is attended by a person or persons from an organisation other than the host department or agency and is for the purpose of transacting business with that person or persons.

Working meals should not be a regular occurrence. They should be held at the work/meeting location and be of a simple standard involving low charges per head e.g. sandwiches, fruit and tea/coffee; salad and tea/coffee; light luncheon. Working meals would not normally involve alcohol.

- to purchase minor gifts of a protocol or public relations nature where presentation of such gifts is in conformity with a Minister’s functions.

General Principles

- The over-riding principle is that the level of entertainment or hospitality provided should be appropriate to the role of the Minister and to the purpose of the occasion. Any concerns or queries in this regard should be referred to DPC.
- Except in special circumstances, expenditure must not be incurred on hospitality associated with functions of an interdepartmental or intra-organisational nature.
- Ministers should not operate accounts at restaurants, hotels or other such premises, other than the Parliament House dining room, for the purpose of entertaining or providing hospitality.

- Officers should not claim reimbursement from their employer or allowances under the Public Service Award and other agreements in respect of meals charged against official hospitality.
- Where officers are travelling as a team or delegation, the leader of the team should be responsible for any expenditure charged to hospitality funds.
- Hospitality accounts submitted for payment must:
 - State the purpose of the hospitality provided and the names of those who were entertained or on whose behalf the expenditure was incurred (for FBT purposes).

However, on occasions where it is not considered appropriate to identify individuals due to the sensitive or confidential nature of the discussions, the types and numbers of people should be provided.
 - Be incurred by a senior officer other than the officer responsible for providing the hospitality.
 - Be certified by the officer responsible for providing the hospitality to the effect that: "This expenditure was incurred for official hospitality purposes in accordance with the approved guidelines".
- Tips or gratuities should only be paid where it is customary to do so when travelling overseas or where deemed appropriate by the Minister.
- The purchase of excessive quantities of alcohol is not considered an acceptable use of hospitality funds.
- Hospitality funds should not be used as a general rule for functions to farewell officers on the occasion of their retirement or transfer or to celebrate other personal events such as promotions, weddings, births etc.

APPENDIX E: GUIDELINES FOR MINISTERIAL TRAVEL

Ministers and Public Sector officers are obliged to comply with the provisions of Premier's Circular 2014/02 – Guidelines for Official Air Travel by Ministers, Parliamentary Secretaries and Government Officers.

Class of Travel

Ministers are entitled to “Business” class travel.

One staff member of a Minister’s office who is accompanying the Minister on official business may also travel “Business” class. Other personnel accompanying the Minister are to travel according to the class of travel appropriate to their category.

Approval Procedures

All overseas travel by Ministers requires the Premier’s prior approval.

Requests for approval should be submitted a minimum of two weeks, but preferably a month, prior to the proposed travel using the travel proposal form.

Ministers may undertake domestic air travel under their own authority. “Domestic air travel” includes travel within the state (intrastate) and travel between states (interstate).

“Best Fare of the Day” means the lowest fare that exists in the marketplace at the time of booking and for which a seat is available, that meets the business requirements of the traveller. (Refer to Travel Reservations and Associated Services Common Use Arrangement Buyers Guide at www.contracts.wa.finance.wa.gov.au).

Approval Guidelines

Travel is not to be undertaken unless it is demonstrated that it is the most cost effective and efficient method of performing the function or obtaining the required information and all other methods have been considered.

No overseas travel is to be undertaken unless it is demonstrated that such a function could not be undertaken by existing Western Australian Government overseas offices.

If officers or other persons are accompanying a Minister whilst travelling on official business, the number of such people is to be kept to a minimum.

Ministers will only be given approval to be accompanied on overseas travel by their spouse or partner with the written approval of the Premier.

Acting Arrangements

The need to seek the appointment of an acting Minister during absences overseas or while on leave is at the discretion of Ministers. However, it is recommended that such appointments should be considered on every occasion to ensure that should an emergency arise there is no disruption to the executive government process. In any event, where an absence of three days or more is planned, the Director General, DPC must be provided with the name of a Minister who has agreed to act in the relevant portfolios during that time.

To ensure that the formal processes can be properly undertaken, the details of the acting arrangement must be forwarded to Executive Government Services DPC, no later than one week prior to the Minister's departure.

If travel plans are cancelled or amended after approval of the acting arrangements is received, Executive Government Services, DPC must be notified in writing immediately.

Overseas Travel Reporting to Parliament

To ensure that Parliament is informed of the results of overseas travel on a timely basis, Ministers should report directly to Parliament on such travel by way of a brief ministerial statement or ministerial statement. This requirement also applies to trips to attend Ministerial Council meetings outside of Australia.

The requirement to report to Parliament by way of a ministerial statement is in addition to the quarterly reports on overseas travel undertaken by Ministers and Government officers that is prepared and published by DPC.

The ministerial statement should be delivered within two months of the completion of each trip or, if Parliament is not sitting within two months of the completion of the trip, at the next possible opportunity following the resumption of Parliament.

The statement to Parliament is to include destinations and dates of travel, purpose and benefits derived from the trip. The itinerary should be tabled and any other relevant material as deemed appropriate.

Frequent Flyer Points

Ministers and Public Sector officers are obliged to comply with the provisions of Premier's Circular 2014/02 which, among other things, provides that frequent flyer points or benefits under any other incentive or loyalty schemes, accumulated in the course of official travel, must not be used for private purposes. They may be used only for further official purposes. Selection of an airline for official travel is not to be made on the basis of Frequent Flyer points or other incentive or loyalty schemes and must be based strictly on the best fare of the day principle.

APPENDIX F: GIFTS AND HOSPITALITY

Ministers and members of their immediate families should not under any circumstances accept gifts or hospitality which:

- could give the appearance of a conflict of interest with a Minister's duties (past, present or future);
- are given with the object of securing, or returning, favour or preferment;
- involve the transfer of moneys, regardless of value, e.g. cash, loans, gift cards or pre-paid debit cards; or
- involve free accommodation or free air travel (unless the following circumstances apply).

Travel and Accommodation

Whilst free air travel or accommodation are not normally acceptable, Ministers may be required to visit remote areas of the State where the only practical means of transport and/or accommodation is with a private organisation. In these cases, and with the Premier's permission, Ministers may accept the air travel and/or accommodation. Accommodation or travel offered on a 'guest of government' basis (e.g. Sister States with Western Australia) may also be accepted with the Premier's prior approval.

Ministerial Gift and Hospitality Registers

All Ministers shall maintain a register of gifts and hospitality in their ministerial office.

Gifts and hospitality which are required to be included (see below) must be recorded within 10 days of receipt. In some cases, it may take longer than 10 days to record gifts or hospitality if they are received whilst overseas. In this case, the gift or hospitality is to be recorded as soon as possible on return to the State.

The register should include:

- details of the gift or hospitality;
- details of the party giving the gift or hospitality;
- an indication whether the gift or hospitality was retained or used personally by the Minister, surrendered to DPC or was subject to some other method of disposal (see below).

Gift and Hospitality Recording

Ministers are to record gifts offered to them and their immediate family members during the course of ministerial duties, including overseas visits, even where

the gift is not accepted or retained. The exceptions to this requirement are listed below.

Ministers are to record offers of hospitality where it has been accepted by them or their immediate family members.

Hospitality may include a ticket or right of entry to the relevant event, as well as food, beverage, entertainment and other consumables provided at the event. The exceptions to the requirement to record hospitality accepted are listed below.

Gifts and hospitality not required to be recorded include -

- Gifts in the nature of a souvenir, memento, or a symbolic item of negligible value. These would include such things as DVDs, USBs, hats or caps, coffee mugs, plaques, calendars, books and promotional material;
- Gifts and hospitality given to Ministers or their immediate families by family members or personal friends in a genuinely personal capacity;
- Gifts and hospitality received by Ministers through their electorate office(s), in their capacity as the local member. These are to be disclosed in accordance with the provisions of the *Members of Parliament (Financial Interests) Act 1992* or the *Electoral Act 1907*;
- Invitations to sporting and community events, if they are not accepted by the Minister; and
- Hospitality incidental to the performance of a ministerial function (e.g. the acceptance of refreshments at an event where the Minister is speaking).

All gifts and hospitality, other than those described above, should be recorded.

Gift Retention

A gift may be retained by a Minister if its individual value does not exceed \$300.

A gift, with an individual value that exceeds \$300, may be retained by a Minister if they elect to pay DPC the difference between \$300 and the value of the gift, including GST. This does not apply to hospitality, tickets to sporting, concerts or other cultural events that have no retained value.

The nature of the gift and the identity of the gift provider should be recorded.

Gift Surrender

A gift accepted by a Minister and surrendered to DPC should be recorded (including details of the person or organisation who offered the gift).

Members of Parliament (Financial Interests) Act 1992

The obligations to record gifts and hospitality in a Ministerial Gift and Hospitality Register, do not override the reporting obligations contained in the *Members of Parliament (Financial Interests) Act 1992*. As a result, gifts may need to be recorded in both Ministerial Gift and Hospitality Registers and reported in the annual parliamentary return (e.g. where a gift or gifts from the same person or entity exceeds \$500).

Declaration of Gifts Received Overseas to Australian Customs

Gifts received in the course of official duties whilst the Minister is overseas are to be declared to Australian Customs, at the point of re-entry into Australia, if the gift falls outside the normal duty free passenger concession, or if the gift is subject to quarantine inspection.

Giving of Gifts

Advice in respect of the nature and type of gifts to be given by Ministers and/or their staff is available from Executive Government Services, DPC and can be sought prior to presentations being made, to avoid any duplication of gifts by Ministers.

Breaches of the Policy

Where an officer becomes aware of any breach of this policy by a Minister, the officer shall report the breach to the Director General.

APPENDIX G: RECORDKEEPING RESPONSIBILITIES UNDER THE *STATE RECORDS ACT 2000*

DPC is the agency designated with recordkeeping responsibility for Ministers and Parliamentary Secretaries. Ministers, their Parliamentary Secretaries and employees and contractors providing services to or on behalf of Ministers, are required to comply with the Department's recordkeeping plan.

The Department's plan establishes recordkeeping policy and programs for ministerial records and provides a framework for systematic and consistent recordkeeping. The ministerial recordkeeping program, prepared in accordance with the recordkeeping plan, establishes the minimum recordkeeping requirements for the government records of Ministers and Parliamentary Secretaries.

Ministers, their Parliamentary Secretaries and staff should:

- understand their recordkeeping responsibilities.
- have knowledge of records management procedures.
- be familiar with and follow the Ministerial recordkeeping principles and practices.
- be aware of and follow the electronic recordkeeping advice.
- understand that records may only be disposed of in accordance with approved disposal authorities, and may not be removed from records systems or altered without authority.

The authority to destroy government records is subject to State Records Commission authorisation and the Director General, DPC is required to certify the destruction of records under the approved authority.

Under section 78 of the Act it is an offence:

- not to keep a record in accordance with the recordkeeping plan;
- to transfer government records to unauthorised persons;
- to destroy government records unless authorised by the recordkeeping plan; and
- to have unauthorised possession of government records.

Electorate Office and Party Political Business

Recordkeeping practices must clearly distinguish Minister's constituency, party political and personal documents as these are not subject to the *State Records Act 2000* or the *Freedom of Information Act 1992*.

For the purposes of the Act, party political records are limited to records relating to the Minister's political party business only. Any records of a political nature created or received as part of the Minister's functions are government records. Records received or created by the Minister's electorate office relating to the Minister's constituency business are not government records.

Electorate and party political records held in a Minister's Office must be retained separately from government records or the records could be considered government records.

Records of parliamentary business are covered under the Legislative Assembly and Legislative Council (Parliamentary) Recordkeeping Plans. Parliamentary records are considered "state records" and are subject to the *State Records Act 2000*. Refer to Parliamentary Recordkeeping Plans when dealing with these records.

Information regarding the Department's recordkeeping plan, as well as general recordkeeping advice and assistance, is available from the Corporate Services Branch, DPC.

For further information, please contact:

Manager, Corporate Services
Tel: (08) 6552 5252

APPENDIX H: CONTACT WITH LOBBYISTS CODE

1. Preamble

Free and open access to the institutions of government is a vital element of our democracy.

Lobbyists can enhance the strength of our democracy by assisting individuals and organisations with advice on public policy processes and facilitating contact with relevant Government Representatives.

In performing this role, there is a public expectation that Lobbyists will be individuals of strong moral calibre who operate according to the highest standards of professional conduct.

The Government has established the Contact with Lobbyists Code to ensure that contact between Lobbyists and Government Representatives is conducted in accordance with public expectations of transparency, integrity and honesty.

2. Application

2.1 The Contact with Lobbyists Code has application through the Codes of Conduct of public sector bodies.

2.2 The Contact with Lobbyists Code creates no obligation for a Government Representative to have contact with a particular Lobbyist or Lobbyists in general.

2.3 The Contact with Lobbyists Code does not serve to restrict contact in situations where the law requires a Government Representative to take account of the views advanced by a person who may be a Lobbyist.

3. Definitions

"Lobbyist" means a person, body corporate, unincorporated association, partnership or firm whose business includes being contracted or engaged to represent the interests of a third party to a Government Representative.

"Lobbyist" does not include:

- (a) an association or organisation constituted to represent the interests of its members;
- (b) a religious or charitable organisation; or
- (c) an entity or person whose business is a recognised technical or professional occupation which, as part of the services provided to third parties in the course of that occupation, represents the views of the third

party who has engaged it to provide their technical or professional services.

“Lobbyist’s Details” means the information described under clause 5.1.

“Government Representative” means a Minister, Parliamentary Secretary, Ministerial Staff Member or person employed, contracted or engaged by a public sector agency.

“Ministerial Staff Member” means a person employed under section 68 of the *Public Sector Management Act 1994*; a person seconded to a Ministerial office under section 66 of the *Public Sector Management Act 1994*; or a person otherwise placed, contracted or engaged in a Ministerial office.

4. Contact between Lobbyists and Government Representatives

4.1 A Government Representative shall not at any time permit lobbying by:

- (a) a Lobbyist who is not on the Register of Lobbyists;
- (b) any employee, contractor or person engaged by a Lobbyist to carry out lobbying activities whose name does not appear in the Lobbyist’s Details noted on the Register of Lobbyists in connection with the Lobbyist;
- (c) any Lobbyist or employee, contractor or person engaged by a Lobbyist to carry out lobbying activities who, in the opinion of the Government Representative, has failed to observe any of the requirements of clause 4.3.

4.2 Contact with a Government Representative for the purposes of lobbying activities by a Lobbyist includes:

- (a) telephone contact;
- (b) electronic mail contact;
- (c) written mail contact; and
- (d) face to face meetings.

4.3 When making an initial contact with a Government Representative about a particular issue on behalf of a third party for whom the Lobbyist has provided paid or unpaid services, the Lobbyist must inform the Government Representative:

- (a) that they are a Lobbyist or employee, contractor or person otherwise engaged by the Lobbyist who is currently listed on the Register of Lobbyists;

(b) that they are making the contact on behalf of a third party;

(c) the name of the third party; and

(d) the nature of that third party's issue.

5. Register of Lobbyists

5.1 There shall be a Register of Lobbyists which shall contain the following information:

(a) the business registration details of the Lobbyist, including names of owners, partners or major shareholders as applicable;

(b) the names and positions of persons employed, contracted or otherwise engaged by the Lobbyist to carry out lobbying activities;

(c) the names of third parties for whom the Lobbyist is currently retained to provide paid or unpaid services as a Lobbyist; and

(d) the names of persons for whom the Lobbyist has provided paid or unpaid services as a Lobbyist during the previous three months.

5.2A Lobbyist wishing to have contact with a Government Representative for the purposes of lobbying activities may apply to the Public Sector Commissioner to have their Lobbyist's Details recorded in the Register of Lobbyists.

5.3 The Lobbyist shall submit updated Lobbyist's Details to the Public Sector Commissioner in the event of any change to the Lobbyist's Details.

5.4 The Lobbyist shall provide to the Public Sector Commissioner within 10 business days of each of 30 March, 30 June, 30 September and 30 December each year a confirmation that their Lobbyists Details are up to date.

5.5 The registration of a Lobbyist shall lapse if a confirmation is not provided to the Public Sector Commissioner by the dates referred to under clause 5.4.

6. Access to the Register of Lobbyists

6.1 The Register of Lobbyists shall be a public document.

6.2 The Public Sector Commissioner shall ensure that the Register of Lobbyists is readily accessible to members of the public.

7. Principles of Engagement with Government Representatives

7.1 Lobbyists shall observe the following principles when engaging with Government Representatives:

- (a) Lobbyists shall not engage in any conduct that is corrupt, dishonest, or illegal, or cause or threaten any detriment;
- (b) Lobbyists shall use all reasonable endeavours to satisfy themselves of the truth and accuracy of all statements and information provided to parties whom they represent, the wider public, governments and agencies;
- (c) Lobbyists shall not make misleading, exaggerated or extravagant claims about, or otherwise misrepresent, the nature or extent of their access to institutions of government or to political parties or to persons in those institutions; and
- (d) Lobbyists shall keep strictly separate from their duties and activities as Lobbyists any personal activity or involvement on behalf of a political party.

8. Registration

The Public Sector Commissioner may at his or her discretion:

1) refuse to accept an application to be placed on the Register of Lobbyists;
and

2) remove from the Register of Lobbyists the details of a Lobbyist

if, in the opinion of the Public Sector Commissioner,

- (a) any prior or current conduct of the Lobbyist or his employee, contractor or person otherwise engaged to provide lobbying services for the Lobbyist has contravened any of the terms of this Code; or
- (b) any prior or current conduct of the Lobbyist or association of the Lobbyist with another person or organisation is considered to be inconsistent with general standards of ethical conduct; or
- (c) the registration details of the Lobbyist are inaccurate; or
- (d) not confirmed in accordance with the requirements of clause 5.4; or
- (e) there are other reasonable grounds for doing so.