

Questionnaire for Government Sector Senior Executives (GSSEs) intending to accept a role in private sector

Section 83B Government Sector Employment Act 2013

Please complete and submit to the [Office of the NSW Public Service Commissioner](#).

Your role as a GSSE

Name:

Email:

Contact number:

Current role:

Current NSW Government department/
agency:

Current band and classification:

Have you held any other GSSE roles in
the previous 2 years?

If yes, outline name of agency/ cluster/
classification/ role:

Information about the prospective role you are seeking guidance on

Role/Duties/Services:

Employer:

Industry:

What are the responsibilities and functions of the prospective role?

How does the proposed role directly relate to:

- your current role/ responsibilities, or
- any role/ responsibilities you have held in the NSW Government Sector in the last two years?

Have you had any official dealings with your prospective employer during your last 2 years of employment within the public sector?

What steps do you propose to take to manage any conflicts of interest, or any issues that may arise in relation to use of information or knowledge you have gained through your role as a GSSE?

Any confidentiality or sensitivity concerning the proposed role or request for guidance:

Please provide the following with your Questionnaire, so far as relevant and feasible:

- GSSE role description(s) and role description for the prospective role
- Information on any statutory functions that you performed in the past 2 years that are not covered in the role description(s)
- Details of any delegated authority exercisable in the past 2 years
- Information on any key suppliers/ industry contacts
- Any other information reasonably necessary to assist the Commissioner to provide guidance, for example, anticipated time frames for acceptance of the prospective role and date of commencement if accepted.

Please note that by submitting this Questionnaire, you acknowledge that:

- You are providing your name, contact details and other personal information so that the Office of the Public Service Commissioner (OPSC) can process your request for Commissioner's guidance under section 83B of the *Government Sector Employment Act 2013*.
- The information voluntarily supplied is, to the best of your knowledge, accurate, up to date, complete and not misleading for the purpose of the OPSC holding the information and the Commissioner providing guidance under section 83B of the *Government Sector Employment Act 2013* based on the information and relevant to that purpose.
- If it comes to your attention that the information supplied is no longer "accurate, up to date, complete and not misleading" and you have not yet received guidance from the Commissioner, you agree to provide further information to the OPSC so that the information relied upon by the Commissioner to provide you guidance will be, to the best of your knowledge, "accurate, up to date, complete and not misleading".
- The Commissioner or OPSC may provide the information in this Questionnaire to individuals assisting the Commissioner with responding to your request and as a result may seek independent ethics or legal advice in relation to your request but will not conduct separate enquiries outside the OPSC without your consent.
- The standard timeframe for the provision of guidance is within 2 business days of receipt of this completed Questionnaire, where possible. Additional time may be needed where the Commissioner or OPSC need to make enquiries for further information in order to provide guidance or in the case of complex matters.
- You agree to advise the Commissioner/OPSC as to whether the proposed private sector employment has been accepted, declined or not pursued.
- Should you accept the proposed private sector employment, and the Commissioner considers it to be in the public interest, the Commissioner may, with your consent, provide a copy of the guidance to the person exercising employer functions ("the employer") in respect of your current or former role (as the case requires) for their awareness to best manage any conflicts of interest or other identified issues.
- Your Questionnaire, any correspondence with you and the Commissioner's guidance is subject to the *State Records Act 1998* and the *Government Information (Public Access) Act 2009*, all personal information will be managed in accordance with the *Privacy and Personal Information Protection Act 1998*. Under the latter Act, you have a right to access, and a right to seek correction of, your personal information held by the OPSC.

- The Commissioner's guidance is also subject to the requirements of the *Government Information (Public Access) Act 2009*. Your Questionnaire, any correspondence with you, as well as the guidance may be the subject of an access application under that Act to the OPSC, or the subject of a production request by Parliament, and may be used and disclosed to meet the Commissioner's or OPSC's legal responsibilities or as otherwise required or authorised by law. You agree that any confidentiality or sensitivity in the information supplied that should be taken into account by the OPSC or the Commissioner in dealing with the information is set out above.
- The OPSC may use the information you supply to assess the effectiveness of the guidance provided.
- Statistical information of a general, de-identified nature in relation to guidance provided by the Commissioner under section 83B may be kept and publicly disclosed by the OPSC.
- In handling personal and health information, the OPSC adheres to the following NSW privacy legislation and Codes of Practice:
 - *Privacy and Personal Information Protection Act 1998 (NSW)*
 - *Health Records and Information Privacy Act 2002 (NSW)*
 - *Premier's Department Privacy Management Plan*

Name:

Signature:

Date:

Note: Save a copy of your completed questionnaire for your records