

WESTERN SYDNEY
UNIVERSITY



CONFLICTS OF INTEREST AND MATERIAL INTEREST

How to complete a Board/Board
Committee Continual Disclosure

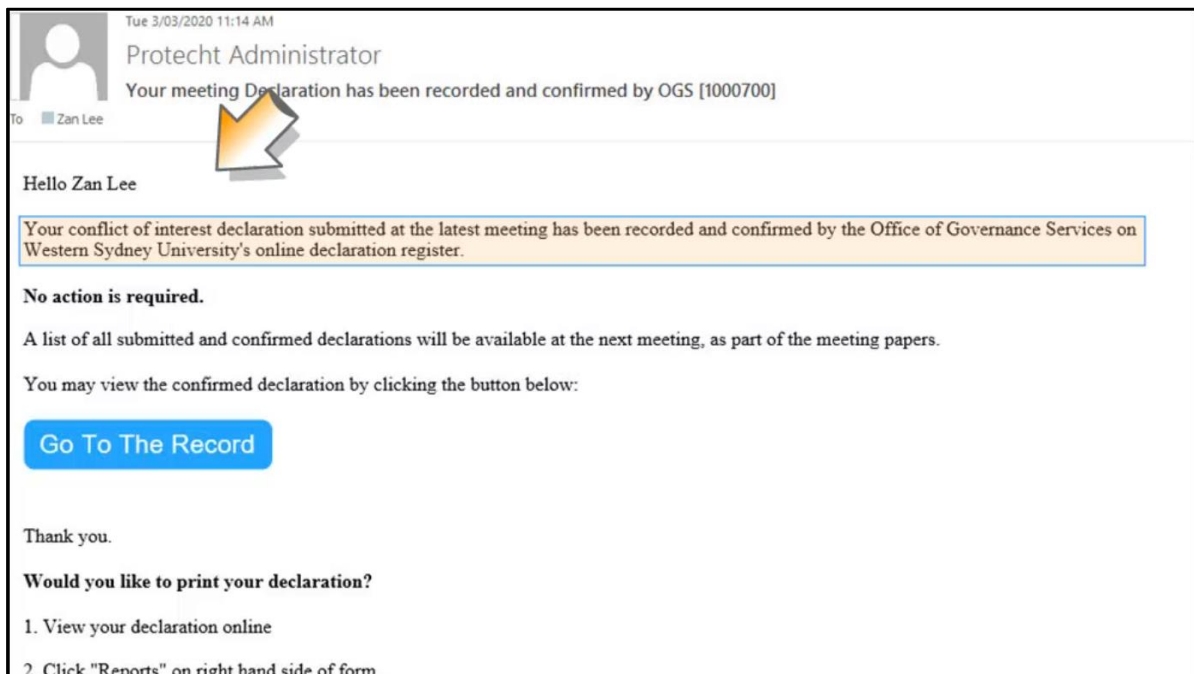
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How to complete a Board/Board Committee Continual Disclosure on conflicts of interest and material interests

The following information explains how to complete the **Board/Board Committee Continual Disclosure**.

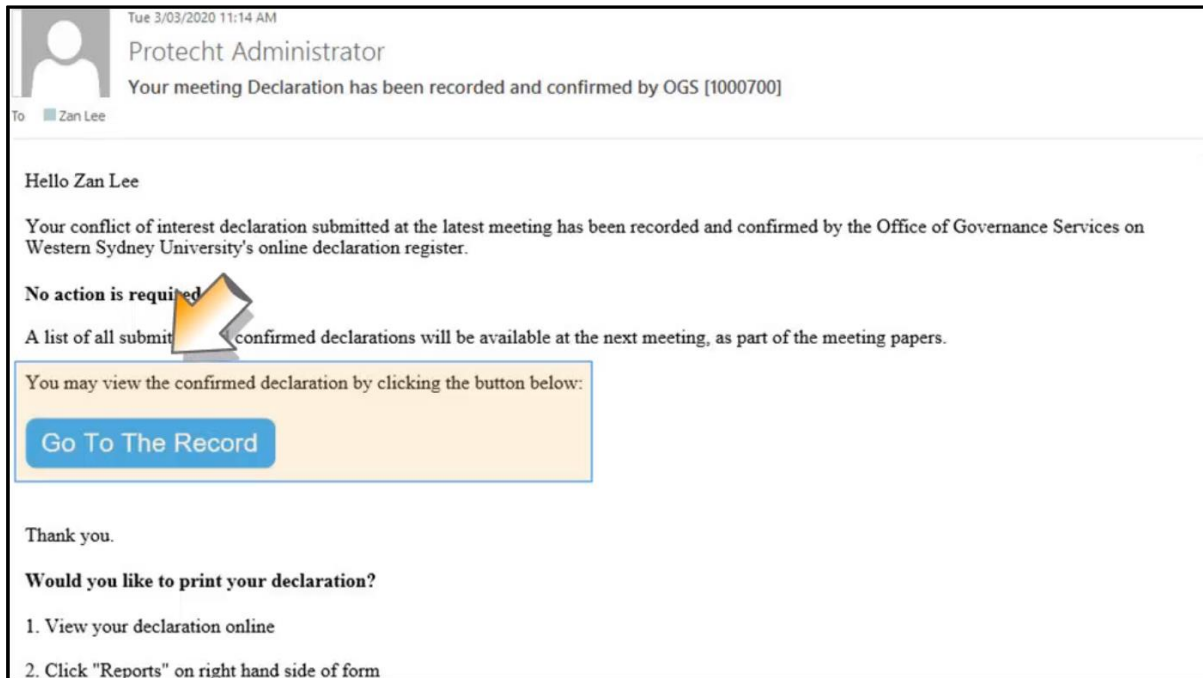
Please note: if you are a **staff member** who is not a member of the Board of Trustees or a Director of a controlled entity of the University, please record your continual disclosure either as a University employee or University Senior Executive, whichever is applicable.

It is a standing agenda item on all Board and Board Committee agendas to declare all conflicts of interest and material interests. The Office of Governance Services will record all declared interests from the relevant meeting onto the Register after the end of the meeting – you do not have to record the declared interests on the Register **yourself**. After the meeting, you will receive an **email confirmation** that your declared interests have been entered on the Register as shown below.



The email will also provide you with an option to view the declaration online by clicking on **Go To The Record**, and how to save and print your declaration should you wish to do so.

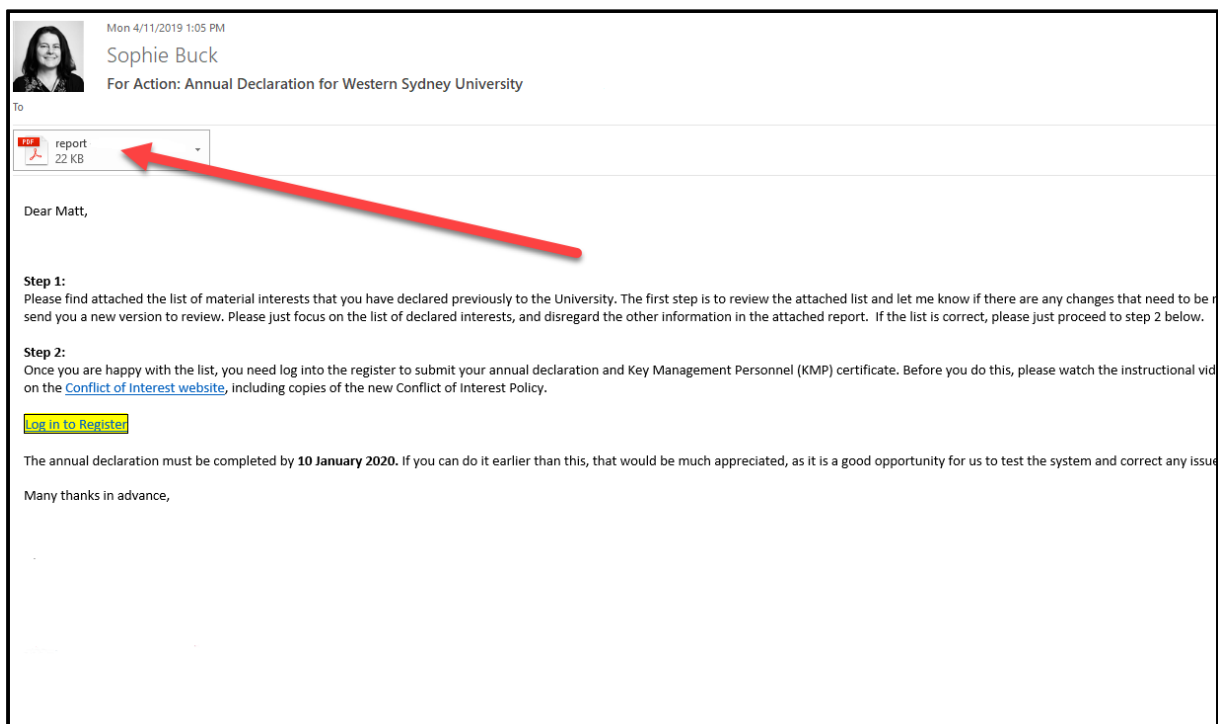
How to complete a Board/Board Committee Continual Disclosure



All declared interests from meetings will be part of the meeting materials.

Please note that these declared interests in meetings will form part of your Annual Declaration, where you acknowledge that all interests have been declared and managed for the year.

Between November and mid-January of a particular year, the Office of Governance Services will send you an email (as shown below) attaching a list of your declared interests prior to you completing your Annual Declaration on the Register. Please be reminded that you **do not** have to enter your previously declared interests on the Register again for the purpose of completing your Annual Declaration.



To access the video training on how to complete your **Annual Declaration** on the Register, please see the relevant video in the **Training** section of the [Conflicts of Interest and Material Interest](#) webpage.



The screenshot shows the Western Sydney University website. The top navigation bar includes 'Future Students', 'Students', 'International', 'Research', 'Alumni', and 'MyWestern'. Below this is a secondary navigation bar with links for 'Courses', 'New to Uni', 'About', 'University Life', 'Our Campuses', 'Schools', 'Institutes', 'Business and Community', 'Staff', 'Careers', and 'Giving'. The main content area is titled 'LEADERSHIP & GOVERNANCE' and features a sub-section 'Conflicts of Interests and Material Interests'. On the left, there is a sidebar menu for 'Leadership and Governance' with items: Executive, Chancellor, Vice-Chancellor and President, Board of Trustees, and Academic Senate. The main text explains the university's framework for conflicts of interest and lists two reasons for its existence: 1. Commitment to fair, transparent, and accountable business practices. 2. Legislative obligations under the Corporations Act 2001, Independent Commission Against Corruption Act 1988, and Western Sydney University Act 1997.