

Quick Guide Conflicts of Interest Register

Prepared for the use of **Annual Declarations** by

- * Board members
- * Board Committee members
- * Directors/Entity members
- * Senior Executive members

This guide will assist you in

Utilising Western Enterprise / Protecht.ERM to declare, manage and track conflict of interest declarations in the online register.

Accessing Western Enterprise / PROTECHT.ERM

1. Navigate to the online [Conflict of Interest Register](#).
2. Enter *Representative Details* in the register, including your name and email address. Make sure all the mandatory fields are populated. **Always choose** “Annual Declaration” as the “Type of Conflict of Interest Declaration”.

The screenshot shows the 'Conflict of Interest - Representative Details' form. It includes fields for 'Representative Name', 'Representative Name (only if not in the list)', 'Representative Email', 'Representative Type', and 'Type of Conflict of Interest Declaration'. The 'Representative Type' is set to 'Board / Board Committee member' and the 'Type of Conflict of Interest Declaration' is set to 'Annual Declaration'.

3. Answer whether you have any *Related Party Transactions* to declare for the current calendar year by choosing “Yes”, “No”, or “Unsure”.

TIP: Examples of scenarios of what a Related Party Transaction could include are included in the form.

The screenshot shows the 'Conflict of Interest Annual Declaration - Related Party Transactions' section. It includes a dropdown menu for 'Do you have any related party transactions to declare for 1 January - 31 December of the current calendar year?'. The dropdown menu is open, showing options: 'Yes', 'No', and 'Unsure'.

3.1. If you answer “Unsure” in **Step 3**, an additional *Checklist* pops up for you to click whether relevant scenarios apply to you. Depending on your answer, you may have to declare (see **Step 3.2**) or do not have to declare (see **Step 3.3**).

Conflict of Interest Annual Declaration - Related Party Transactions Checklist

You selected "Unsure". To determine whether you have any related party transactions, view the below checklist, and check all statements below that apply.
Note: "WSU" stands for "Western Sydney University".

Were any family members employed in a senior position at WSU? ie employed permanently/temporarily as a 'senior executive' under the Government Sector Employment Act 2013 anytime during the financial year:

Did you/family member/any entity controlled/jointly controlled by you and/or family member have any transaction or arrangement on terms or conditions that were more favorable than those entered into at an arm's length with WSU?:

Did you/family member/an entity controlled or jointly controlled by you and/or family member receive any grants, subsidies, ex-gratia payments or loans from WSU?:

Did you/family member/an entity controlled or jointly controlled by you and/or family member have any debts forgiven or partially forgiven by WSU?:

Did you/family member/an entity controlled or jointly controlled by you and/or family member provide or receive any collateral, guarantee, indemnity or commitment (including executory contract) from WSU?:

Did you/family member/entity controlled or jointly controlled by you and/or family member enter into contractual arrangements to purchase, sell, lease or transfer assets & licenses; or to provide, purchase or transfer goods & services with WSU?:

Are there any outstanding balances brought forward from a transaction or arrangement entered into prior to 1 January 2017, between you/family member/any entity controlled/jointly controlled by you and/or family member and WSU?:

None of the above apply:

3.2. If you answer “Yes” in **Step 3**, complete the *Related Party Transaction Details* by declaring each interest by clicking the “New” button.

A new window will appear for you to complete the *Declared Related Party Transactions*.

TIP: Examples of what to include in the details are provided in the fields.

Click “Save & Close” button to record each transaction.

The transaction will appear as an entry on the main screen.

Click “new” for every transaction to be declared, following the steps in this section (**Step 3.2**).

Once all transactions are declared, continue to **Step 4** (for Entity Directors), or **Step 5** (for all others).

Conflict of Interest Annual Declaration - Related Party Transactions Details

Click "new" to add each related party transaction for either a family member or entity. You may enter as many as needed.
Please ensure each family member has consented to their personal information being collected.

Declared Related Party Transactions:

Field: Does this concern you? Filter:

Does this concern yourself, a fa... Type of Transaction Please provide details and natur... IF ENTITY - Please provide nam... IF FAMILY MEMBER - Please pr... Relationship to you (choose from... IF FAMILY MEMBER, I confirm ... Transaction Amount (relating to t... Total Agreed/Contracted Amount... Terms and Conditions of the Tra...

Page 1 of 1 No data to display

Declared Related Party Transactions: 1000000

Main

COE
 ID: 1000000
 Business Unit: *
 Compliance Program Unit

Created By: Katrina Hamilton on 30/08/2019 11:44:29 am
 Last Modified By: Katrina Hamilton on 30/08/2019 11:44:29 am

Conflict of Interest Annual Declaration - RPT Family and Entity Table

Does this concern yourself, a family member, or entity?: *

Type of Transaction: *

Please provide details and nature of the transaction:
 Example: Provision of cleaning services, received personal loan in August 2015

Transaction Amount (relating to the stated period) excl. GST: *
 Example: \$100,000; or received \$20,000 loan. Paid \$1,000 of interest repayments; or General Manager salary with standard employment benefits.

Total Agreed/Contracted Amount (if it extends beyond stated period) excl. GST: *
 Examples: \$300,000 - over 5 years; \$20,000 one-off loan - repayable over 5 years; Unsure.

Terms and Conditions of the Transaction incl details of the significant terms and conditions including whether it is secured, and the nature of the consideration to be provided in settlement. *
 Example: e.g. Won through open tender, standard terms, unsecured, settlement by bank transfer; Application assessed against loan eligibility criteria (standard terms), variable interest rate & unsecured, settlement by bank transfers, option to refinance; Recurring contract with CPI and performance-based adjustments each year.

Save & Close Cancel

3.3. If you answer “No” in Step 3, go to **Step 4** (for Entity Directors), or **Step 5** (for all others).

4. FOR ENTITY DIRECTORS ONLY: There is additional section for Directors to complete which are 4 questions relating to ASIC and ACNC requirements. Once completed, please proceed to **Step 5**.

Conflict of Interest Annual Declaration - Entity Declaration - ASIC / ACNC

1. Are you currently an undischarged bankrupt or the subject of a personal insolvency agreement or composition under the Bankruptcy Act 1966?: *
 Yes No
2. Have you ever been disqualified from managing corporations under Part 2D.6 of the Corporations Act 2001 (Cth)?: *
 Yes No
3. Have you been disqualified from being a responsible person of a registered entity by the Australian Not For Profit and Charities Commissioner in the last 12 months?: *
 Yes No
4. Are you aware of any matter that might affect your suitability to serve as director/alternate director/company secretary, including any conviction for a serious criminal offence or an offence under the Corporations Act 2001?: *
 Yes No

5. Complete the *Declaration* section by clicking the “Yes – I declare the above” button *after* you have thoroughly read through the Declaration statement.

Click “Save & Close” to submit the Annual Declaration for the Office of Governance Services (OGS) to confirm receipt. You will be cc’d on the email to OGS.

NOTE: Clicking “Save” will *not* submit your Annual Declaration, and you will *not* receive a confirmation email.

Conflict of Interest Annual Declaration - Declaration

I declare, as a Western Sydney University Representative:

- I will take reasonable steps to restrict any occurrence of a conflict of interest, real, potential, or perceived, which could influence, or could reasonably be seen to influence, the decisions I take or the advice I give.
- I will make myself aware of any situations that can lead to or be perceived as improper use of information or resources associated with my duties, status, power or authority.
- I will declare details of the interests that cannot be restricted that are in connection with my employment, functions, or responsibilities at the University.
- I will promptly assess and appropriately manage the declared interests.
- I acknowledge the University has legal obligations in dealing with the disclosure, management, and reporting of conflicts of interest that apply to University representatives. These include *Western Sydney University Act 1997*, *Corporations Act 2001*, and *Independent Commission Against Corruption Act 1988*.
- I understand that the University collects, uses, and discloses this information for the purpose of identifying personal interests in accordance with its *Privacy Management Plan* and the *Privacy Policy*.
- The information entered on this Annual Declaration by me is true and correct to the best of my knowledge as at the date of submission.

-I have made inquiries of my close family members and to the best of my knowledge the information provided in the Related Party Transactions section is complete and accurate for the period 1 January to 31 December of the current calendar year. For forms completed and returned prior to 31 December, an additional declaration will be required if circumstances change.

- I understand this information is collected for the purpose of preparing note disclosures for inclusion in the financial statements of Western Sydney University.

- I understand that a confirmation email will be sent to me and the Office of Governance Services upon submission of this form. **Please note:** If you do not receive a confirmation email, your declaration was not submitted and will need to be resent.

*
 YES - I declare the above

Save Save & Close Cancel

Congratulations! Your Annual Declaration is complete. Thank you!

COMMON PROTECHT.ERM ICONS

Icon	Enables users to
	Create a new register entry.
	Delete a register entry or tag.
	Add (link) an existing register entry.
	Edit an existing register entry.
	Access the Date Picker.
	Create and apply views to registers and tables.
	Refresh records within a register or table.
	Access registers entry History.
	Calculate formula fields.
	Export a dashboard or report.