

**WESTERN SYDNEY**  
UNIVERSITY



## CONFLICTS OF INTEREST

How to complete the Continual Disclosure

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How to complete the Continual Disclosure,  
Compliance Program Unit in partnership with Talent  
and Leadership Development – November 2020

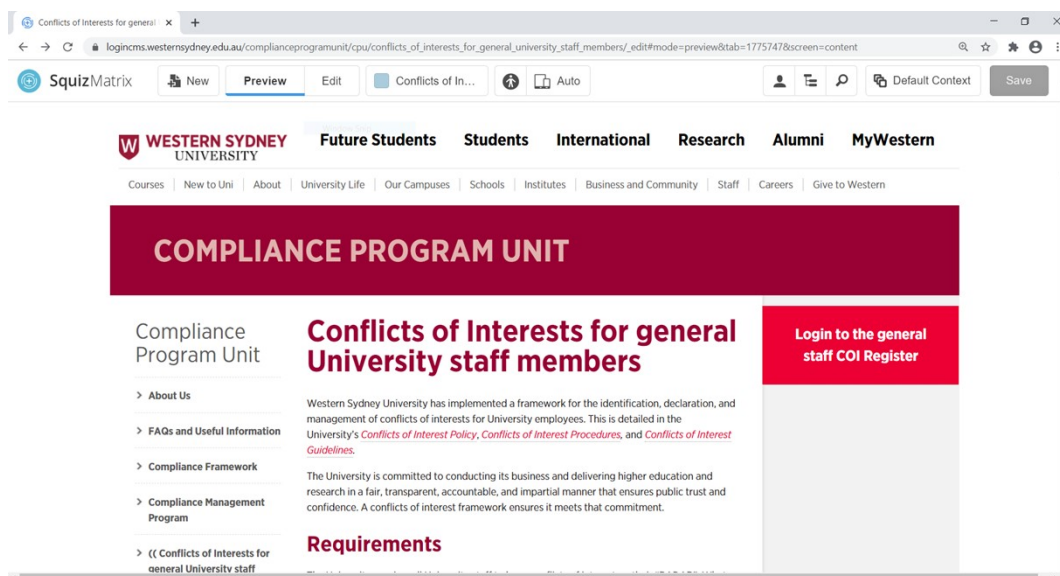
## How to complete the Continual Disclosure – for University employees

The following procedure shows you how to complete the online **Continual Disclosure** on conflicts of interest and material interests for University employees.

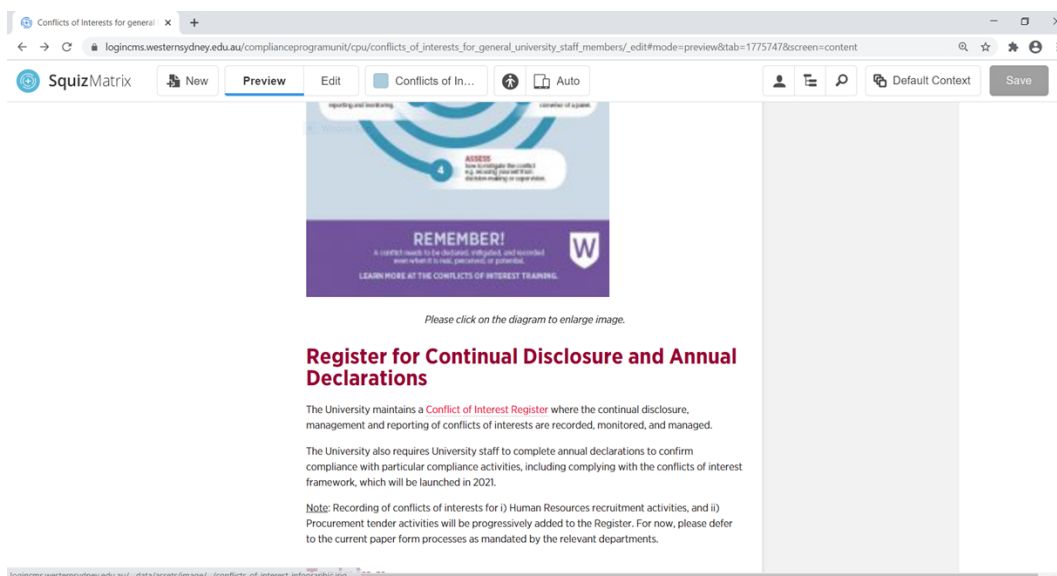
*Note: For any recruitment or procurement tender-related projects or activities, please disclose using the mandated paper forms until the areas are progressively moved onto this electronic register.*

*For members of Western Sydney University Board of Trustees, Board Committees, and Controlled Entities, please disclose using the Office of Governance Services register.*

1. To begin your continual disclosure, go to the **Conflicts of Interest webpage** on the Western Sydney University Compliance Program Unit's website. Click on the red button on the right hand side.



Or you may scroll down the page and click on the link to the Conflict of Interest Register.



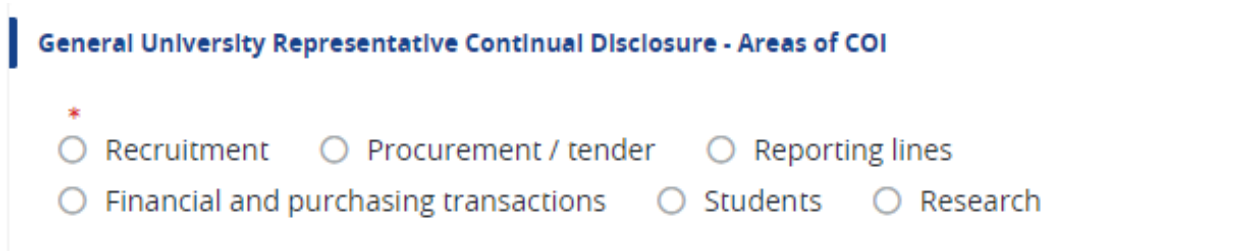
3. The **Conflict of Interest** register is displayed.



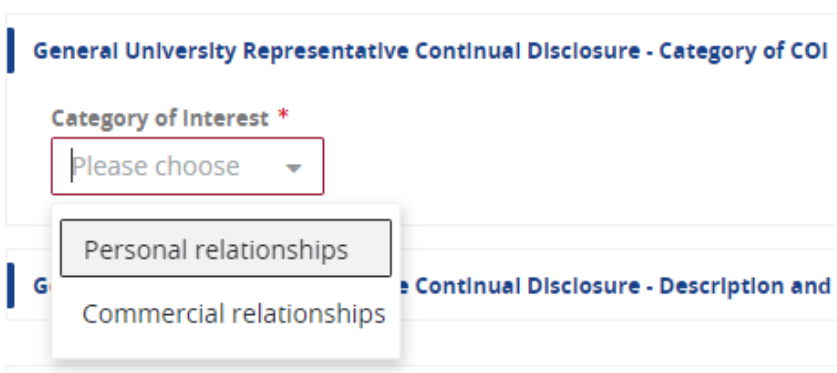
The following page with associated fields is displayed. Each of the fields with an asterisk is mandatory, and you cannot complete the form without completing all of them.

4. Make the relevant selection from the **Areas of COI** options.

*Note: If you choose either "recruitment" or "procurement / tender" you are also required to enter the relevant project number/code.*



5. Make the relevant selection from the **Category of COI** drop down menu - whether it is a personal or commercial conflict of interest.



6. Make the relevant selection from the **Sub-category** drop down menu for more specific detail.

General University Representative Continual Disclosure - Category of COI

Category of Interest \*

Personal relator ▼

Sub-category \*

Family - Child/ren

5. Complete the **Description of Interest** field.

*Note: you should mention if this is an actual, potential, or perceived conflict, and be as descriptive as possible.*

6. Check the box of the most appropriate **Risk Mitigation Strategy**.

*Note: Many conflicts of interest are contextual to a particular situation; there is not one size fits all to manage a conflict, and it may not always be the same strategy deployed in all circumstances. It is expected that you have had a discussion with your manager on this conflict of interest, and have agreed upon the most appropriate risk mitigation strategy to manage the conflict to add to your record. If you need additional help, please refer to the Conflict of Interest Guidelines. For Procurement projects, the Office of Strategy, Business Development and Procurement may override your chosen strategy with what it validates to be more appropriate.*

General University Representative Continual Disclosure - Description and Risk Mitigation of COI

Description of Interest \*

Risk Mitigation Strategy to manage the interest in times of conflict \*

Modify or transfer the delegation    Restrict access to systems or information

No direct or indirect responsibility    Absence from decisions or voting

Appoint independent members    Appoint independent oversight

Request for independent review    Review access and delegations    Other

7. The next step is to read through the **Declaration**, and ensure you understand what you are acknowledging before you submit the form.

8. When you are ready, populate your name from the **University Representative name** field by either:

- typing it and choosing from the drop down menu, or
- clicking the three "... " where a new window will open to search for your name in the search box. To select, highlight your name, and click "OK".

9. Click the **Acknowledgment** button to confirm your electronic signature to the declaration.

10. Click Save to submit the form.

Note: A confirmation email with a copy of your submitted form will be sent to you and the manager/supervisor noted on your file.

General University Representative Continual Disclosure of Conflicts of Interest - Declaration

Declaration

In making this continual disclosure, I declare:

- I have **read and understand** the requirement to declare any financial, business, personal or other interests or relationships that have the potential to influence, or could be perceived to influence, decisions made or advice given by me, or to otherwise compromise my role as a University Representative, as outlined in the University's *Conflict of Interest Policy*, *Conflict of Interest Procedures*, and *Conflict of Interest Guidelines*, and other associated policies referred in these documents.
- I am **aware** that the University collects this information for the purpose of identifying personal interests that could influence, or could be seen to influence, the decisions that a University Representative takes, or the advice they give. I am also aware that the University collects, uses, and discloses this information in accordance with its *Privacy Management Plan* and *Privacy Policy*.
- I have **considered** my financial, business, personal or other interests or relationship; and my functions and responsibilities as a University Representative.
- I **confirm** that the information on this form is true and correct to the best of my knowledge as at the date of submission.
- I **have discussed this disclosure with my manager/supervisor, to which they agree, before submitting this form.**

University Representative name (choose from the list by clicking the '...' icon) \*

Acknowledgement \*

YES - I confirm my electronic signature

Save

You have now completed your Continual Disclosure. Thank you!

### **What happens next?**

There is no further action required from you.

Please keep the confirmation email for audit and compliance purposes.

If you have additional conflicts of interest to declare and record on the Register, please submit a new form for *each* conflict.