



BOARD OF TRUSTEES AND BOARD COMMITTEES MEMBERS' DECLARATIONS OF INTERESTS

Introduction

Under the *Western Sydney University Act 1997*, each member of the Board of Trustees members has an obligation to disclose any material interests in any matters being considered at a meeting of the Board. In addition, the University's *Conflict of Interest Policy* and *Commercial Activities Guidelines* prescribe specific requirements for declaring conflicts of interests across a range of University business and other activities.

A Declaration of Interests Register for all Board and Board committee members is maintained and updated regularly by the University Secretary to ensure compliance with the *Western Sydney University Act* and University policies. Updated copies of the Register are included with all Board and Board committee papers so that members can review and update their details as necessary. This Register may be inspected by members of the Board of Trustees, the NSW Auditor General (or representative), the NSW Minister for Education (or representative) or the NSW Treasurer (or representative).

Types of conflicts of interests

Conflicts of interest exist when it is likely that individuals could be influenced, or be perceived to be influenced, by a personal interest in carrying out their official duties impartially and for proper purposes. A conflict of interest that leads to partiality in decision-making may constitute corrupt conduct under the *Independent Commission Against Corruption Act 1988*.

Common examples of conflicts of interest for Board or Board Committee members include:

- having a personal (including financial) interest in a proposed commercial activity involving the University, or being aware of friends or relatives with such an interest. Refer to the University's *Commercial Activities Guidelines*.
- participating in an appointment process where there is a past or present personal relationship with an applicant.
- accepting gifts or favours from others in connection with their as a Board or a Board Committee member.

Who is required to complete this form?

- Members of the Board of Trustees.
- Members of all standing and other Board Committees (including Audit and Risk Committee, Board Executive Committee, Finance and Investment Committee and University Infrastructure Committee)

How often should interests be declared?

Generally speaking, all interests should be declared as soon as individuals become aware of them, including providing updated details as and when these change. To ensure compliance with the *Western Sydney University Act*, Board and Board committee members are required to sign a new declaration annually. However, any changes should be notified to the University Secretary as soon as possible and by no later than the next Board or Board Committee meeting.



Why is a declaration made?

The requirement to complete and sign a declaration form is a safeguard for individuals to ensure that all relevant and significant interests are recorded and managed appropriately. Although an interest may seem remote or inconsequential, it is the individual's responsibility to seek advice and, if appropriate, declare it as soon as possible. If unsure, you can seek advice from the:

- Chancellor (Board members only)
- Chair of the relevant Board Committee (Board Committee members only)
- University Secretary.

What happens when a declaration is made?

Conflicts of interest are common and may not always be a serious problem. In addition, while some conflicts of interest cannot be avoided, it is very important that they are managed properly. How they are managed will depend on the circumstances, including if the conflict is ongoing or limited to a particular transaction or activity.

How to complete the form

Mark the options that are applicable, complete the details and sign and date the form. Please attach additional pages (and sign and date them) if there is insufficient space on the form.

Please return the completed and signed form to:

Ms Saada Georges
Secretariat, Office of Governance Services
Building AD, Werrington North Campus
PENRITH NSW 2751

Email: s.georges@westernsydney.edu.au

If you have any questions please contact:

Helen Fleming
University Secretary and General Counsel
Phone: (02) 9685 9895
Email: helen.fleming@westernsydney.edu.au

Where to obtain more information about conflicts of interest

[Board Member Responsibilities](#)

[Conflict of Interest Policy](#)

[Commercial Activities Guidelines](#) (refer clause 11).



BOARD OF TRUSTEES AND BOARD COMMITTEES DECLARATION FORM

Name of person making declaration:

Office held:

I declare that:

- 1 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 Board/Board Committee member.
- 2 I will take prompt action to declare any actual and/or reasonably perceived conflicts of interests and ensure that these are either avoided or appropriately managed.
- 3 The information on this form is true and correct to the best of my knowledge as at the date below.

Tick one option only

Option A

The attached Schedule lists all my current personal interests for the purposes of this declaration. As far as I am aware, none of these conflicts with my duties as a Board/Board Committee member as at the date below. In providing this information, I have considered:

- my financial, business, personal or other interests or relationships
- my functions and responsibilities as a Board/Board Committee member.

OR

Option B

I have no personal interests to declare at this time.

Signature of person making declaration

Date of declaration:



SCHEDULE

Name:	
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NB If there is not enough room on this page, please complete and attach additional pages.

List details of office held and name of any company, trustee company or other organization (either public or private) in which you hold office (eg, as a director or a committee member)	List significant equity holdings where you are able to exercise significant control or influence	List other interests, contractual arrangements, or obligations, held or applicable to you or a member of your immediate family that is a conflict of interest or could be perceived as one in your role as a Board or a Board Committee member.