conflicts. So how would you go in assessing whether a conflict of interest exists in the following situations?

- I propose to hire Shirley as a research assistant under my research grant. Shirley is my partner.
- I am in a relationship with a student who is taking a unit I am involved in tutoring.
- In the selection merit process, I am the Chair of the Selection Panel and one of the candidates is my stepson.
- My partner and I work in the same business unit. My partner has been approved to temporarily act in a position that I also report to.
- I have to investigate allegations of sexual harassment against someone who I have known and worked with for many years. The allegations can’t be true, he’s a great guy!
- A staff member in my unit is a troublemaker and causes friction amongst the staff. I  have been told that I have to cut my staff by one FTE, so he is top of my list.

The development of a new Conflict of Interest system is well progressed and should be operational by January 2017.

**New Conflict of Interest System**

The new system will provide a much improved means for disclosing, assessing and reporting on conflicts of interest, including gifts, benefits and hospitality. Key features include:

- Full online text instructions, based on the Conflict of Interest procedures to help guide users in the process of disclosing or assessing a conflict of interest or gift, benefit or hospitality.
- Much improved validation processes to minimise the chances of making errors.
- Ability of ISU staff to deactivate existing disclosures or assessment records (that are in error or no longer valid), thereby ensuring that only current information is reported.
- Ability of all Curtin staff to personally login to make a disclosure, assess a disclosure, or view a history of their past disclosures and assessments.
- Full online audit trail of all processes undertaken in the system.

**Conflicts of Interest—a quiz**

The ISU had planned to run a three hour forum on 12 Oct 2016, titled Conversations on Conflicts of Interest. However, due to a lower than expected level of interest in the forum, it has now been postponed until January 2017.

As an alternative, a shortened one hour version of the forum was successfully run with a small group of Curtin officers who found it to be of considerable benefit, particularly in the use of videos and quizzes to explain certain types of conflicts. So how would you go in assessing whether a conflict of interest exists in the following situations?

- I propose to hire Shirley as a research assistant under my research grant. Shirley is my partner.
- I am in a relationship with a student who is taking a unit I am involved in tutoring.
- In the selection merit process, I am the Chair of the Selection Panel and one of the candidates is my stepson.
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The test to be applied in determining when to disclose a conflict of interest...

Would a reasonable, disinterested observer consider there was a conflict of interest in the particular situation, or that a conflict appeared to exist, or that a conflict could arise in the future?
 Complaint Data— Quarter 3, 2016

The ISU collects and reports on complaint data on a quarterly, rolling 13 months, and end of financial year (12 months) basis. For the three months ending 30 Sept 2016:

- 61 matters which met the University’s definition of complaint were registered. This represents the lowest quarterly total for some time, and is a 34% drop on the same period in 2015.
- The normal cycle has been for both student and staff complaints to peak during the third quarter. However, the total number of complaints registered by both staff and students reduced as the quarter progressed. There is also some evidence to suggest that the overall reduction in complaint numbers is carrying through into the final quarter of 2016 (based on Oct 2016 complaints data).
- Increased attention was paid to complaint resolution during the quarter such that only 35 complaints registered in the nine months ending 30 June 2016 remained open at time of reporting. Seven matters remain outstanding from 2015 but they are all misconduct-related complaints.
- As usual, Teaching and General Misconduct-related complaints tend to dominate each qtr, with most Teaching complaints reported by students and General Misconduct complaints reported by staff and others.

Revised Code of Conduct

The current Curtin University Code of Conduct (the Code) came into operation on 30 June 2009. Until now, only minor administrative changes have been made to it.

The 2016 ISU Operational Plan contained an initiative to review and revise the Code. The review commenced in June 2016, using a staged development process.

After considerable work, the draft revised Code is now available on the Draft Policies website for University-wide review and comment (closing 14 Nov 2016). Its worth taking a look!

Complaints that are always reportable

There are certain types of complaints which the University must always be made aware of as soon as possible.

Suspected criminal, corrupt or fraudulent matters should be immediately reported to your Executive Manager and notified to the ISU (if not already done so) - please refer to the table to the right for more information.

No attempt should be made to resolve these matters at the local level before hearing from the ISU.

The alleged misconduct will have to be assessed by the Director ISU and where necessary reported to the police and to the Corruption and Crime Commission (via the Vice-Chancellor) as required under the Corruption, Crime and Misconduct Act 2003.

The University will normally not proceed with a staff misconduct action if the police or Corruption and Crime Commission consider that the misconduct action may prejudice criminal proceedings. The University may initiate an enquiry / investigation (putting the respondent on notice that an action will ensue) but, if there is some risk of prejudice, will immediately suspend the investigation pending the outcome of criminal proceedings.

Where necessary, please seek advice and assistance from the ISU, or your HRBC.

<table>
<thead>
<tr>
<th>Act</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Code Act Compilation Act 1913 (WA)</td>
<td></td>
</tr>
<tr>
<td>Offences against public order</td>
<td>Racist harassment, incitement to racial harassment</td>
</tr>
<tr>
<td>Offences against the administration of law, justice and public authority</td>
<td>Disclosing official secrets, bribery, corruption, falsification of records, perjury, electoral offences, giving false evidence, conspiracy to pervert the course of justice, destroying evidence, escape from lawful custody</td>
</tr>
<tr>
<td>Other offences against public authority</td>
<td>False statements, obstructing a public officer, refusing to perform a duty</td>
</tr>
<tr>
<td>Sexual offences and child exploitation</td>
<td>Producing, possessing or distributing child exploitation material, sexual offences including indecent assault, rape, sexual servitude</td>
</tr>
<tr>
<td>Criminal organisation offences</td>
<td></td>
</tr>
<tr>
<td>Offences against liberty and threats</td>
<td>Kidnapping, deprivation of liberty, threats with intent, create false apprehension of threat, demands with threats, threats to extort, procuring act by threat with intent to defraud</td>
</tr>
<tr>
<td>Stealing and like offences</td>
<td>Stealing, concealment, fraudulant dealing, robbery, burglary, fraud, receiving/possession stolen property, acts with intent to defraud (director), false statement or falsification of record (company official)</td>
</tr>
<tr>
<td>Unauthorised use of computer systems</td>
<td>Unlawful use of computer systems</td>
</tr>
<tr>
<td>Offences against property</td>
<td>Damaging property, acts with intent to cause damage or explosion (mine, railway, aircraft, marine, navigation)</td>
</tr>
<tr>
<td>Forgery and identity crime</td>
<td>Forgery, false representations as to status, personation</td>
</tr>
<tr>
<td>Offences relating to trade, breach of contract, corruption</td>
<td>Fraudulent dealing, corruptly receiving reward, corruptly offering reward, false receipts, secret commissions, acting without authority</td>
</tr>
<tr>
<td>Conspiracy, accessories after the fact</td>
<td>Attempting/occasion to commit indictable offence or criminal act, conspiracy to commit indictable offence, accessory after the fact, property laundering</td>
</tr>
<tr>
<td>Misuse of Drugs Act 1981 (WA)</td>
<td></td>
</tr>
<tr>
<td>Drugs offences</td>
<td>Occupier permit use of premises for manufacture of prohibited drug/plant, possess, cultivate or sell/supply prohibited drug/plant, sell drug paraphernalia to a child, trafficking, manufacture or supply prohibited drug</td>
</tr>
</tbody>
</table>

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