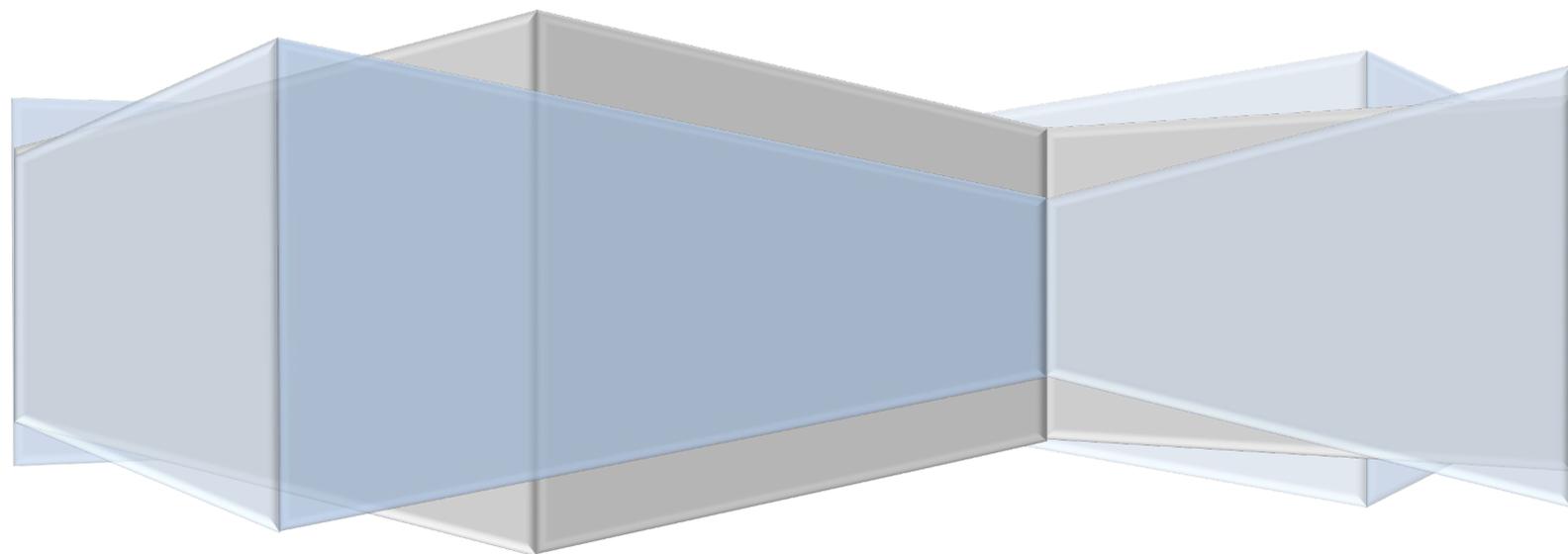


ISU CONFLICT OF INTEREST APPLICATION

User Guide



17 April 2019

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V1.4 17/4/19

CONFLICTS OF INTEREST / GIFTS, BENEFITS & HOSPITALITY

INTRODUCTION

The Conflict of Interest (COI) Application (the Application) is a centralised electronic application that provides for the registration, storage and management of conflicts of interest, including gifts, benefits and hospitality (hereafter referred to as *gifts*).

This USER GUIDE provides detailed instructions on the use of the Application by:

- Staff (hereafter referred to as *Disclosers*) to disclose conflicts or gifts; and
- Staff (hereafter referred to as *Responsible Officers*, who are predominantly the Line Manager of the Discloser) to either review and assign a management strategy for conflict disclosures or approve gift disclosures.

AVOIDANCE VS DISCLOSURE

The Code of Conduct outlines seven professional standards of behaviour that all parties to the Code should understand and strive to meet.

One of these standards concerns **Conflicts of Interest / Gifts, Benefits and Hospitality**:

The University expects that you will take reasonable steps to avoid (and where this is not possible, then properly disclose) situations where a conflict exists in relation to your primary duty to act in the best interests of the University.

A key message in the above standard is the **need to avoid conflicts of interest in the first place**.

Where avoidance is not possible, then disclosure must occur in accordance with the [Conflict of Interest Procedures](#).

NOTE: Please refer to the guidelines in the Conflict of Interest Procedures [Appendix 2](#) to assist you in determining if a conflict of interest exists prior to completing a disclosure.

CONFLICT OF INTEREST TYPES

[Appendix 1](#) of the Conflict of Interest procedures describes the thirteen categories of conflict of interest, in detail.

A brief description of each is provided below:

Financial interests

<p>Disclosure Type Conflict of Interest</p> <p>Please refer to the guidelines Appendix 2 for determining if a conflict of interest exists prior to completing this form.</p> <p>Category *</p> <p>Financial interests</p> <p>A conflict of interest arises where an individual makes, participates in, or has the ability to influence decisions that could advantage their own personal and/or financial interests or affiliations. Such interests and affiliations may include investments, ownership or directorship of external entities, University consultancies, provision of good or services, receipt of royalties or other considerations.</p>
--

Research

<p>Disclosure Type Conflict of Interest</p> <p>Please refer to the guidelines Appendix 2 for determining if a conflict of interest exists prior to completing this form.</p> <p>Category *</p> <p>Research</p> <p>A conflict of interest arises for researchers where a competing private interest compromises, or has the appearance of compromising, the researcher's professional judgment in conducting, evaluating or reporting on research. It may affect, or be seen to affect, not only the collection, analysis and interpretation of data, but also the hiring of staff, procurement of materials, sharing of results, choice of licensees, choice of protocol, involvement of human subjects, and the use of statistical methods.</p>
--

Close personal relationships between individuals

Disclosure Type
Conflict of Interest

Please refer to the guidelines [Appendix 2](#) for determining if a conflict of interest exists prior to completing this form.

Category *

Close personal relationships between individuals

A conflict of interest situation arises where an individual participates in, or has the ability to influence decisions affecting another individual with whom the first individual has or has had a close personal relationship.

Curtin Staff

Non-Curtin Entity

Close personal relationships between individuals and students

Disclosure Type
Conflict of Interest

Please refer to the guidelines [Appendix 2](#) for determining if a conflict of interest exists prior to completing this form.

Category *

Close personal relationships between individuals and students

A conflict of interest situation arises where an individual has or has had a close personal relationship with a student for whom the individual has academic, administrative or other responsibilities.

Please provide the ID of the student:

Student ID

Personal views of individuals towards others

Disclosure Type
Conflict of Interest

Please refer to the guidelines [Appendix 2](#) for determining if a conflict of interest exists prior to completing this form.

Category *

Personal views of individuals towards others

A conflict of interest situation arises through an individual having, or there being a perception of having, a personal view of another person or group that might reasonably be anticipated to cause an inability on their part to perform their responsibilities objectively and impartially as far as the other person or group is concerned e.g. because of feelings by the individual of friendship (amity) or hostility, opposition, rivalry, conflict or contention (enmity), or by having other personal positive or negative feelings towards that person or group.

Gifts Benefits and Hospitality

A conflict of interest arises where an individual solicits or accepts gifts, benefits or hospitality for services they perform in connection with their employment or engagement with the University from any person or entity that could influence that individual in their official capacity.

Sponsorships and other agreements

Disclosure Type
Conflict of Interest

Please refer to the guidelines [Appendix 2](#) for determining if a conflict of interest exists prior to completing this form.

Category *

Sponsorships and other agreements

A conflict of interest arises where an individual receives or is offered discounted or free goods or services, or contra (exchanged) items of any kind under a sponsorship or other type of agreement that may place the recipient under an actual, perceived or potential obligation to the individual or organisation providing these items under the terms of the agreement.

Secondary employment

Disclosure Type
Conflict of Interest

Please refer to the guidelines [Appendix 2](#) for determining if a conflict of interest exists prior to completing this form.

Category *

Secondary employment ▼

A conflict of interest arises where an individual's secondary employment creates or appears to create a situation where they may not be undertaking work and making decisions in the best interests of the University and / or may not be giving their full commitment to the University in terms of work attendance, performance and behaviour.

Secondary Employer

Private Consultancy

Use of University facilities and equipment

Disclosure Type
Conflict of Interest

Please refer to the guidelines [Appendix 2](#) for determining if a conflict of interest exists prior to completing this form.

Category *

Use of University facilities and equipment ▼

A conflict of interest arises where an individual does not use University resources for the purposes and in the best interests of the University.

Use of official information

Disclosure Type Conflict of Interest
Please refer to the guidelines Appendix 2 for determining if a conflict of interest exists prior to completing this form.
Category * Use of official information
A conflict of interest arises where an individual, who has access to information in the course of performing their duties and responsibilities (in particular confidential or sensitive information), uses such information to obtain an improper advantage or financial benefit for themselves or any other person or entity.

Personal beliefs

Disclosure Type Conflict of Interest
Please refer to the guidelines Appendix 2 for determining if a conflict of interest exists prior to completing this form.
Category * Personal beliefs
A conflict of interest arises when an individual is required to undertake official duties which are at variance with the individual's strong personal values.

Public comment

<p>Disclosure Type Conflict of Interest</p> <p>Please refer to the guidelines Appendix 2 for determining if a conflict of interest exists prior to completing this form.</p> <p>Category *</p> <p>Public comment</p> <p>A conflict of interest arises where an individual is involved in a private activity and expresses a public comment that purports to represent, or may be perceived as representing, the views of the University.</p>
--

Multiple Roles / Conflicts of Duty

<p>Conflict Details</p> <p>Disclosure Type Conflict of Interest</p> <p>Please refer to the guidelines Appendix 2 for determining if a conflict of interest exists prior to completing this form.</p> <p>Category *</p> <p>Multiple Roles / Conflicts of Duty</p> <p>A conflict of interest arises where an individual performs, assumes or is assigned multiple roles, either by way of or as an addition to their substantive appointment in the University, which creates a conflict with the fulfilment of the responsibilities of each role.</p>

The instructions below pertain to the two main areas of the Application:

1. **Conflicts of Interest disclosures** (which cover conflict of interest categories 1-5 and 7-13 above)
2. **Gifts, Benefits and Hospitality disclosures** (which cover conflict of interest category 6 above)

CONFLICTS OF INTEREST (EXCLUDING GIFTS)

The Application is located via <http://coi.curtin.edu.au>.

University officers have a shared responsibility to disclose and manage conflicts of interest that may arise while in the employment of, contracted to or engaged with the University.

Officers should in the first instance attempt to avoid any situation that an independent observer would reasonably conclude represents an actual, perceived or potential conflict of interest.

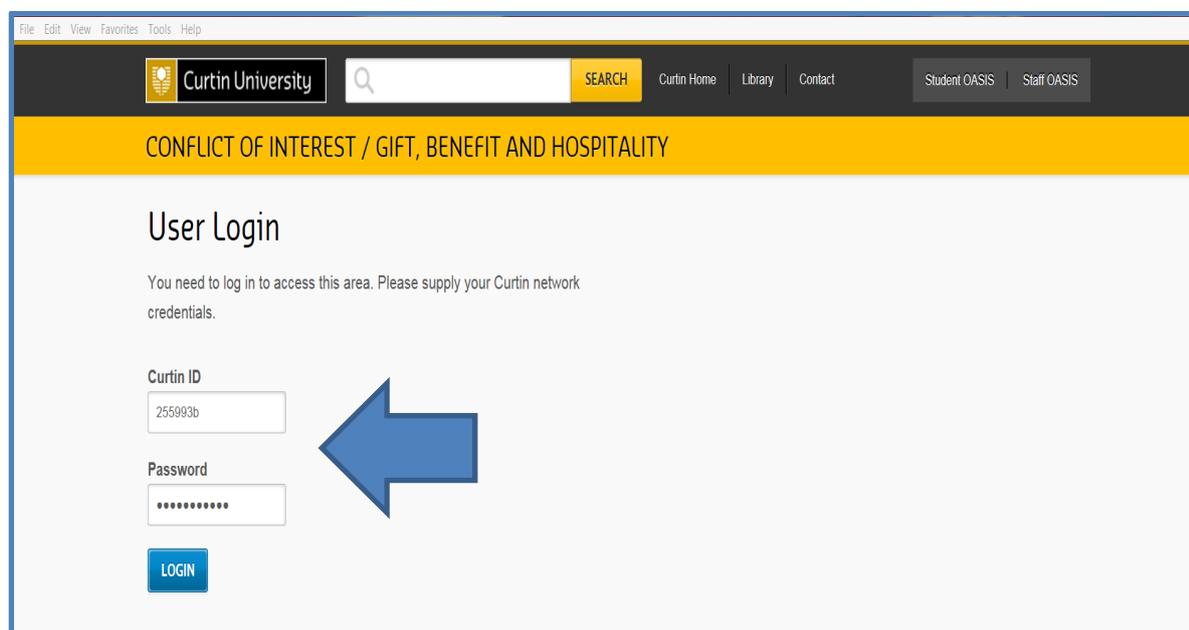
Where avoidance is not possible, officers should take appropriate action in a timely manner to formally disclose the conflict via the Application in order for it to be assessed and a management strategy developed (if required).

NOTE: All automated emails issued by the conflicts of interest section of the Application come from a common email address, which is also the only email address that should be used by staff when corresponding on conflict of interest (excluding gift) matters: conflictsofinterest@curtin.edu.au

FOR DISCLOSERS: HOW TO DISCLOSE A CONFLICT OF INTEREST

Step One: Login to the Application

<https://coi.curtin.edu.au/auth/login>



The screenshot shows a web browser window with the Curtin University logo and navigation links. The page title is "CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY". The main heading is "User Login". Below the heading, there is a message: "You need to log in to access this area. Please supply your Curtin network credentials." There are two input fields: "Curtin ID" with the value "255993b" and "Password" with masked characters. A blue arrow points to the "Curtin ID" field. Below the fields is a "LOGIN" button.

HOME SCREEN

The Home Screen has a side menu which provides four options:

1. **Disclose** (Submit a new Disclosure)
2. **My Disclosures** (Lists all Disclosures submitted by the Discloser)
3. **Line Manager Tasks** (List of outstanding tasks)
4. **Log Out**

Curtin University SEARCH Curtin Home Library Contact

CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY

Home Admin

HOME

- Disclose
- My Disclosures
- Line Manager Tasks
- Log out 221162l

Conflict of Interest Disclosure and Assessment

University officers have a shared responsibility to disclose and manage conflicts of interest that may arise while in the employment of, contracted to or engaged with the University.

Officers should in the first instance try to avoid any situation that an independent observer would reasonably conclude represents an actual, perceived or potential conflict of interest. Where avoidance is not possible, then officers should take appropriate action in a timely manner to formally disclose the conflict to another Responsible Officer in the University, in order for it to be assessed and a management strategy developed (if required).

The University's Conflict of Interest procedures, online recording and reporting processes and Conflict of Interest Database have been developed to ensure transparency and accountability in the disclosure and management of conflicts of interest, thereby helping to safeguard the integrity of the University and its officers. The procedures, in particular, describe the requirements for disclosing conflicts of interest, assessing such disclosures and determining what measures, if any, should be established to manage them.

Step Two: **Select Disclose**

Step Three: **Select CONFLICT OF INTEREST**

HOME

- Disclose
- My Disclosures
- Line Manager Tasks
- Log out 255993B

Create Disclosure

If you are in doubt as to whether a conflict of interest exists, you should consult the [Conflict of Interest Procedures](#) and/or refer to the [FAQs](#).

A conflict of interest may also arise where an officer solicits or accepts gifts, benefits or hospitality (hereafter referred to as 'gifts') for services performed in connection with their University employment or engagement from any person or entity that would or could be perceived to unduly influence that officer in their official capacity.

If you wish to accept a gift offered or given as a part of normal University business, **then it is assumed there is or would be no actual, perceived or potential conflict of interest in doing so**. It is important to emphasise that the act of registering a gift does not legitimise its acceptance. When offered a gift, you must first evaluate whether there would be a conflict of interest in accepting the gift. Please refer to the [Conflict of Interest Procedures – Appendix 1](#) for further information.

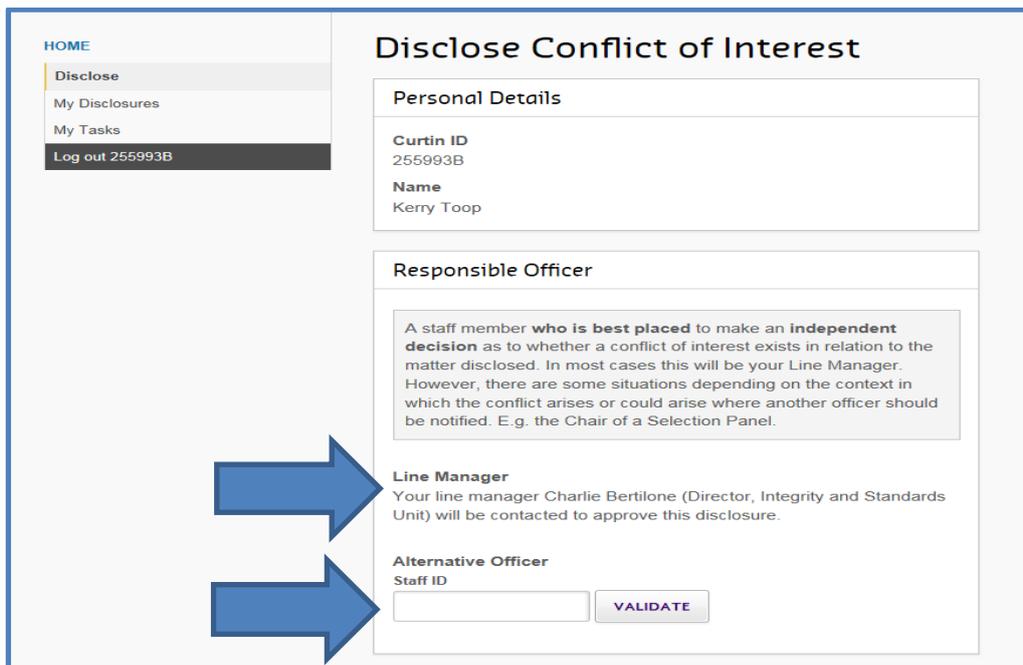
To reiterate, a gift **CANNOT AND MUST NOT** be accepted (and therefore does not need to be disclosed in this system) in situations where **YOU** (the recipient) have come to a view that a conflict of interest would arise from doing so. Again, you should apply a reasonableness test in coming to a decision.

CONFLICT OF INTEREST **HOSPITALITY***

* Excludes benefits received as a result of University sponsorship or procurement agreements

Step Four: Decide if your Disclosure should be sent to an Alternative Officer

In most circumstances, the Responsible Officer will be your Line Manager. However, there are some situations when an alternative officer should be notified. For example: You are a member of a recruitment panel and a friend/colleague has told you that they have applied for the position. To avoid any potential conflict (perceived or real), you should submit a conflict of interest disclosure and identify the Chair of the selection panel as the '**Alternative Officer**'. Please refer to Category Three – *Close personal relationships between individuals* in [Appendix 1](#) for further information.



HOME

- Disclose
- My Disclosures
- My Tasks
- Log out 255993B

Disclose Conflict of Interest

Personal Details

Curtin ID
255993B

Name
Kerry Toop

Responsible Officer

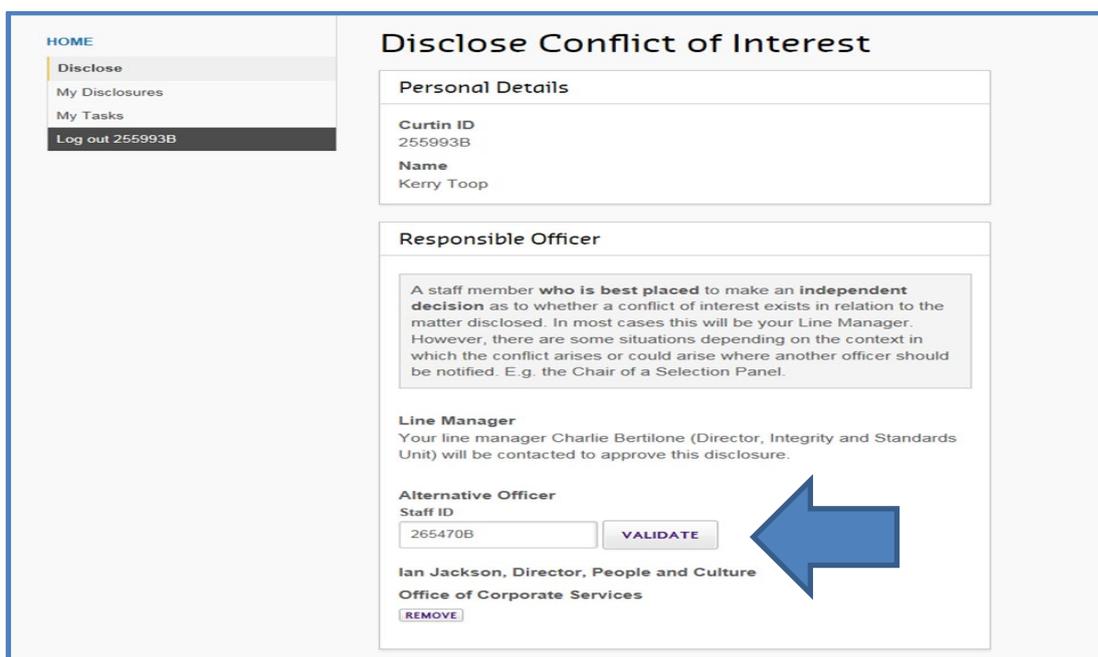
A staff member **who is best placed** to make an **independent decision** as to whether a conflict of interest exists in relation to the matter disclosed. In most cases this will be your Line Manager. However, there are some situations depending on the context in which the conflict arises or could arise where another officer should be notified. E.g. the Chair of a Selection Panel.

Line Manager
Your line manager Charlie Bertilone (Director, Integrity and Standards Unit) will be contacted to approve this disclosure.

Alternative Officer
Staff ID

Step Five: Validate Staff Id

Provide the Alternative Officer's Staff ID and validate, if you believe the disclosure should be assessed by someone other than your Line Manager.



HOME

- Disclose
- My Disclosures
- My Tasks
- Log out 255993B

Disclose Conflict of Interest

Personal Details

Curtin ID
255993B

Name
Kerry Toop

Responsible Officer

A staff member **who is best placed** to make an **independent decision** as to whether a conflict of interest exists in relation to the matter disclosed. In most cases this will be your Line Manager. However, there are some situations depending on the context in which the conflict arises or could arise where another officer should be notified. E.g. the Chair of a Selection Panel.

Line Manager
Your line manager Charlie Bertilone (Director, Integrity and Standards Unit) will be contacted to approve this disclosure.

Alternative Officer
Staff ID

Ian Jackson, Director, People and Culture
Office of Corporate Services

Step Six: Select Conflict of Interest Category

NOTE: A brief description is provided for each of the 12 categories to assist you in selecting the most appropriate type of conflict e.g.

Conflict Details

Disclosure Type
Conflict of Interest

Please refer to the guidelines [Appendix 2](#) for determining if a conflict of interest exists prior to completing this form.

Category *

Financial interests 

A conflict of interest arises where an individual makes, participates in, or has the ability to influence decisions that could advantage their own personal and/or financial interests or affiliations. Such interests and affiliations may include investments, ownership or directorship of external entities, University consultancies, provision of good or services, receipt of royalties or other considerations.

If necessary, please first refer to the conflict of interest examples included in section 1 of [Appendix A](#) to the Conflict of Interest Procedures.

Please describe your conflict of interest scenario, providing enough detail to assist your Line Manager or nominated Responsible Officer to assess your disclosure, determine whether it represents a conflict of interest and develop a management strategy where it has been identified that there is a conflict of interest.

Step Seven: Describe your conflict of interest in detail

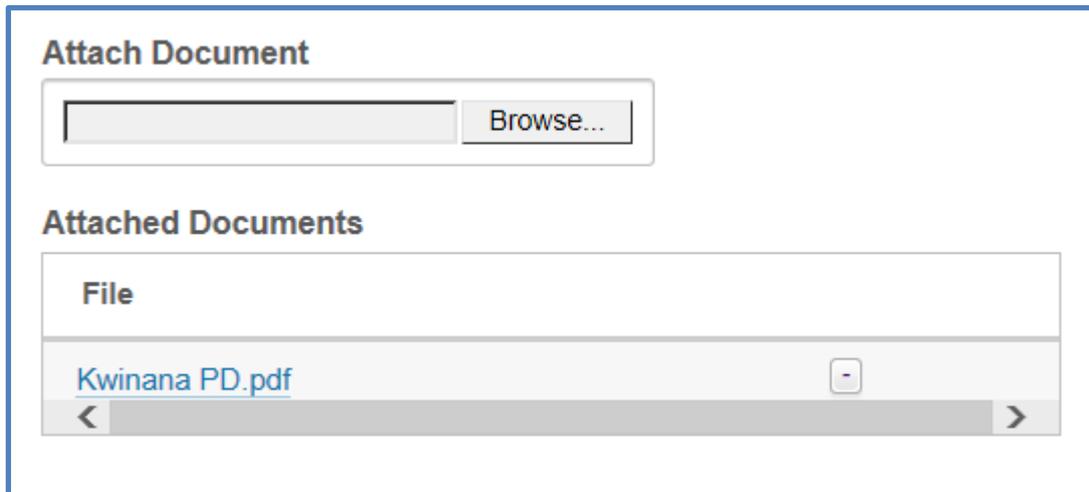
Please describe your conflict of interest scenario, providing enough detail to assist your Line Manager or nominated Responsible Officer to assess your disclosure, determine whether it represents a conflict of interest and develop a management strategy where it has been identified that there is a conflict of interest.

Description *

I am a shareholder in Digital Services who are tendering for a contract to supply e-services to Curtin University.



Step Eight: Attach supporting documents by selecting the 'Browse' option if applicable.

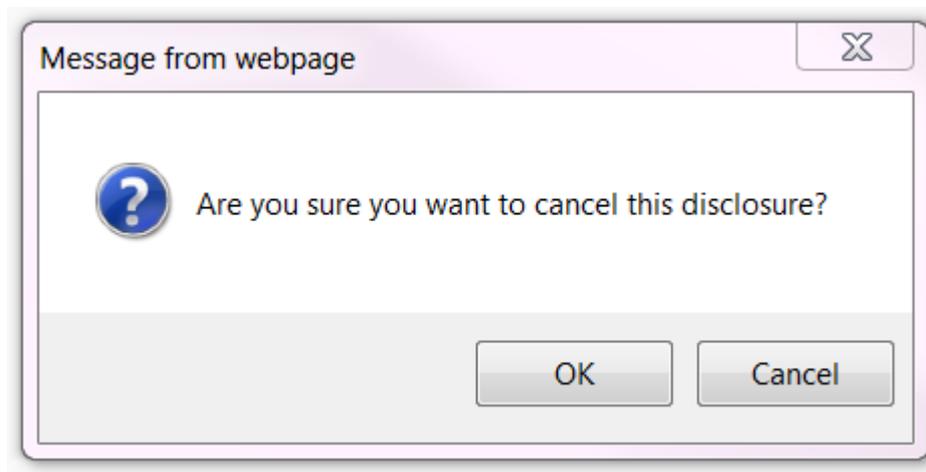


Step Nine: Select either CANCEL - SAVE or NEXT



CANCEL:

The CANCEL option will prompt a pop up message:



SAVE:

The disclosure is saved as a DRAFT and can be accessed via 'My Disclosures' from the side menu at a later time.

NEXT:

The Application proceeds to the Preview Page to enable you to view what you have entered and the name of the Attachments.

Disclose Conflict of Interest

Discloser Details

Curtin ID

255993B

Name

Kerry Toop

Responsible Officer

Line Manager

221162I

Charlie Bertilone (Director, Integrity and Standards Unit)

Conflict Details

Disclosure Type

Conflict of Interest

Category

Financial interests

Description

lksdfkss,fm,ms,.dmf

Attached Documents

File

[Kwinana PD.pdf](#)



Step Ten: Read and tick the Acknowledgement check boxes

Acknowledgements

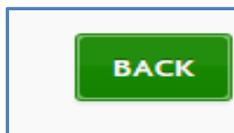
I declare that to best of my knowledge, the information in this form is true and correct. *

After the responsible officer actions this disclosure, I undertake to inform the officer in the future (or in their absence, the ISU) of *any changes* that may: *

- alter that officer's original decision - in the case where the officer decided I had no conflict of interest that needed to be addressed; or
- impact on the need for or effectiveness of the management strategy originally specified - in the case where the officer decided I had a conflict of interest that needed to be addressed.

I undertake to notify the ISU should at any time in the future, my previously disclosed and approved conflict of interest no longer exists. *

Step Eleven: Select **BACK** to edit your disclosure (optional)

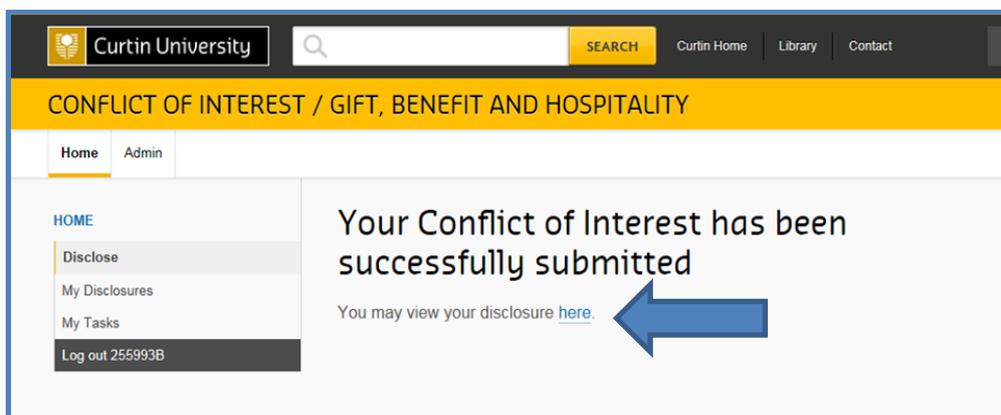


If you want to change or correct any part of your disclosure, you can edit it at any stage **PRIOR** to confirming your submission.

Step Twelve: Select **CONFIRM SUBMIT**



Once you select Confirm Submit, the following screen will appear:



Step Thirteen: [Click here](#) if you wish to view your disclosure.

NOTE: There may be a short delay before your unique COI Id Number is displayed. Please be patient.

COI 20180056

History [more](#)

Date	Actioned By	Status	Comment
26/04/2018	System	Submitted	ID 20180056 created

< >

Discloser Details

Curtin ID
255993B

Name
Kerry Toop

Responsible Officer

Line Manager
221162I
Charlie Bertilone (Director, Integrity and Standards Unit)

Conflict Details

Disclosure Type
Conflict of Interest

Category
Financial interests

Description
I own shares in a company that has successfully tendered for the development and deployment of a complaints management application,

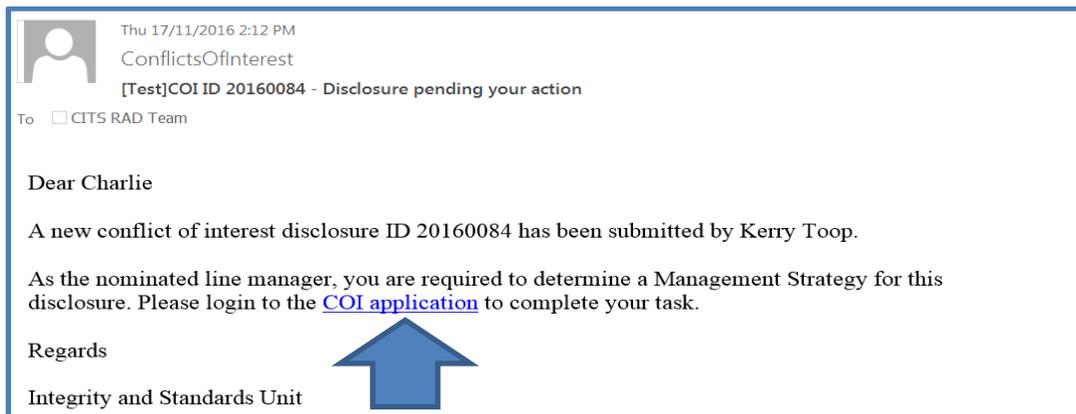
Attached Documents

File
Town of Kwinana [...].docx

FOR RESPONSIBLE OFFICERS: HOW TO ASSESS A CONFLICT OF INTEREST DISCLOSURE

To assist you in developing a better understanding of your obligations as a responsible officer in relation to assessing and responding to conflicts of interest / gifts, benefits or hospitality disclosures that have been directed to you, please refer to the ISU website [FAQ's](#) prior to completing your assessment.

Once a conflict of interest disclosure has been submitted where you have been nominated as the person responsible for assessing the conflict, an email is automatically generated to you advising of the need to take action:

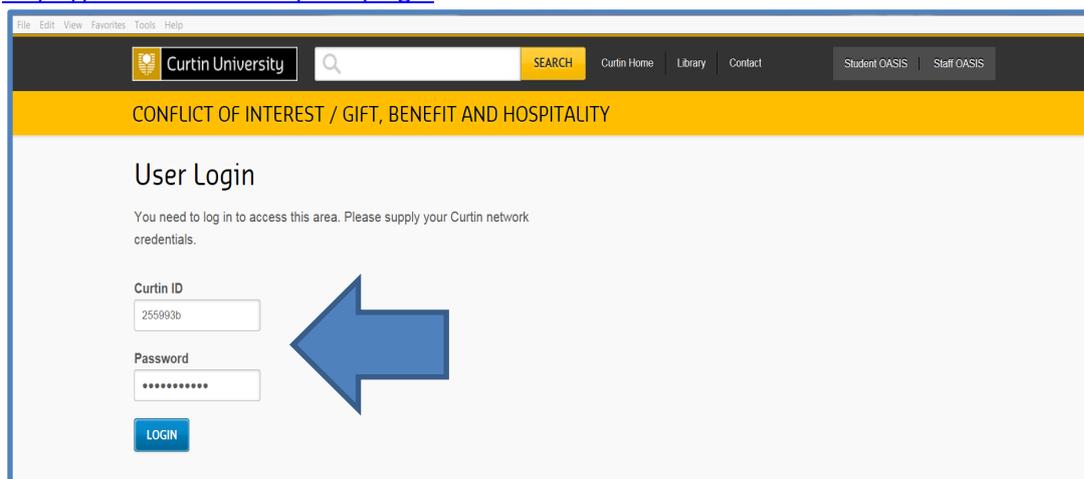


Upon receiving the email notification, the first thing you need to do upon logging into the Application is to determine whether it represents a conflict of interest, as per the [Conflict of Interest Procedures](#). The guidance provided in [Appendix 2](#) may assist you in the process.

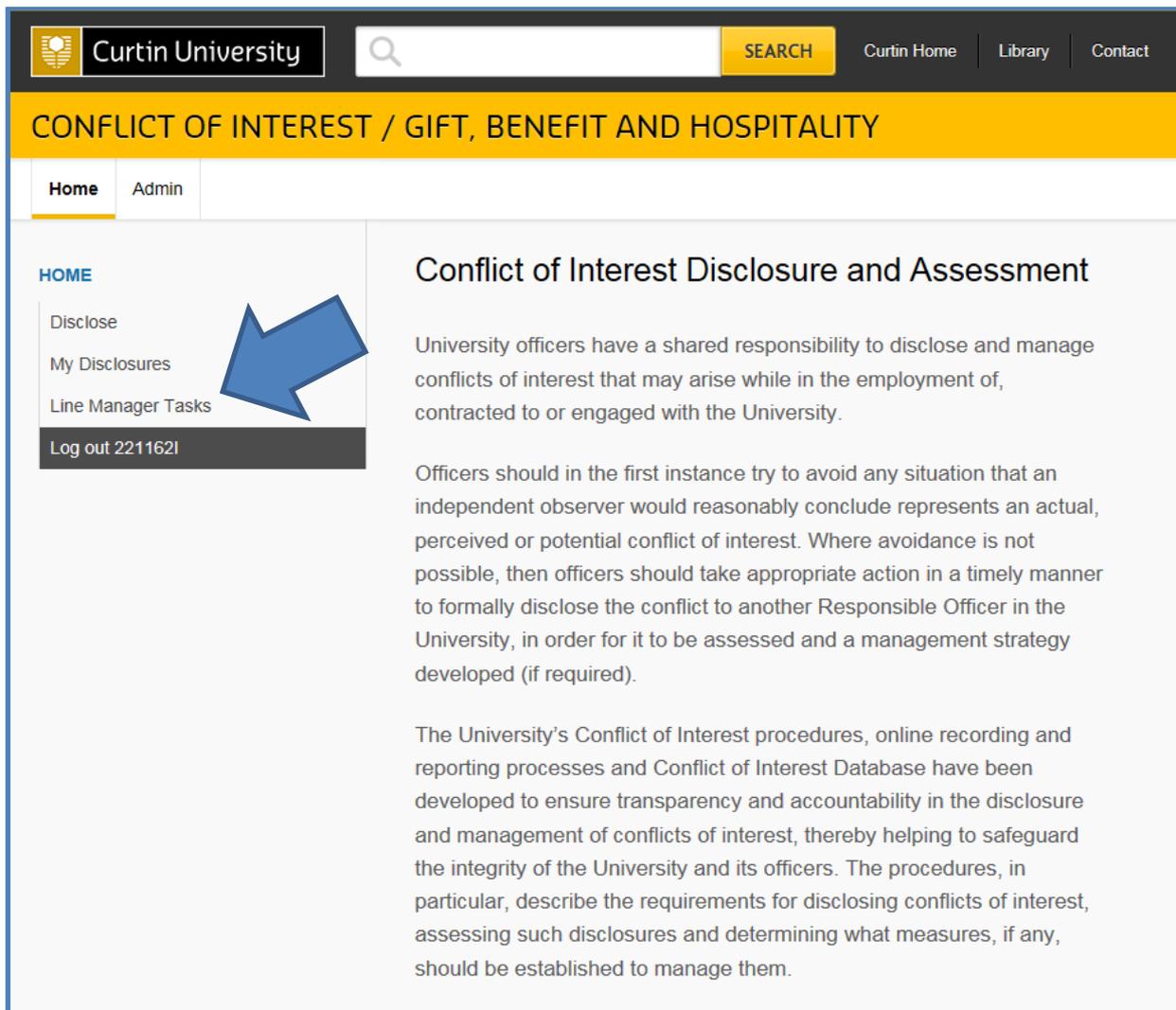
The Application can be accessed via the link provided in the email or alternatively you can login via <http://coi.curtin.edu.au> and view 'Line Manager Tasks' in the left hand column:

Step One: Login to the Application

<https://coi.curtin.edu.au/auth/login>



Step Two: Select Line Manager Tasks



CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY

Home Admin

HOME

- Disclose
- My Disclosures
- Line Manager Tasks
- Log out 2211621

Conflict of Interest Disclosure and Assessment

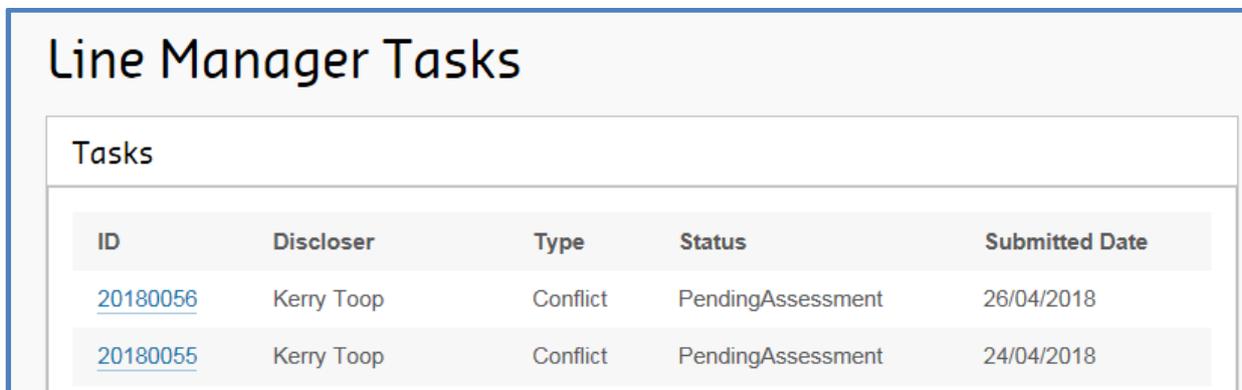
University officers have a shared responsibility to disclose and manage conflicts of interest that may arise while in the employment of, contracted to or engaged with the University.

Officers should in the first instance try to avoid any situation that an independent observer would reasonably conclude represents an actual, perceived or potential conflict of interest. Where avoidance is not possible, then officers should take appropriate action in a timely manner to formally disclose the conflict to another Responsible Officer in the University, in order for it to be assessed and a management strategy developed (if required).

The University's Conflict of Interest procedures, online recording and reporting processes and Conflict of Interest Database have been developed to ensure transparency and accountability in the disclosure and management of conflicts of interest, thereby helping to safeguard the integrity of the University and its officers. The procedures, in particular, describe the requirements for disclosing conflicts of interest, assessing such disclosures and determining what measures, if any, should be established to manage them.

Step Three: Select the appropriate Disclosure Id

'Line Manager Tasks' are listed and arranged in descending order by date.



Line Manager Tasks

ID	Discloser	Type	Status	Submitted Date
20180056	Kerry Toop	Conflict	PendingAssessment	26/04/2018
20180055	Kerry Toop	Conflict	PendingAssessment	24/04/2018

The list presented on screen includes the Disclosure ID, Discloser, Type, Status and Submitted Date.

In this case, select the relevant Disclosure(s) with a status of PendingAssessment.

Line Manager Tasks

Tasks

ID	Discloser	Type	Status	Submitted Date
20180056	Kerry Toop	Conflict	PendingAssessment	26/04/2018
20180055	Kerry Toop	Conflict	PendingAssessment	24/04/2018
20180051	Kerry Toop	Conflict	Completed	16/03/2018
20180050	Kerry Toop	Conflict	Completed	27/02/2018
20180044	Kerry Toop	Conflict	Completed	27/02/2018
20180029	Kerry Toop	Conflict	PendingAssessment	16/02/2018
20180025	Kerry Toop	Conflict	PendingAssessment	14/02/2018
20180012	Kerry Toop	Conflict	AssessedPendingIsu	06/02/2018
20180011	Kerry Toop	Conflict	PendingAssessment	06/02/2018
20170120	Kerry Toop	Conflict	AssessedPendingIsu	13/12/2017
20170105	Kerry Toop	Conflict	PendingAssessment	24/05/2017
20170104	Kerry Toop	Conflict	PendingAssessment	24/05/2017
20170096	Kerry Toop	Conflict	PendingAssessment	23/05/2017

Once selected, the screen displays the following information.

E.g. for ID 20160064:

History [more](#)

- Date
- Actioned By
- Status
- Comment

Discloser Details

- Curtin Id
- Name

Responsible Officer (you)

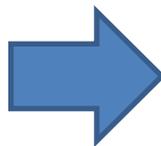
- Name
- Position

Conflict Details

- Disclosure Type
- Category
- Description

Attached Documents

- File



COI 20180056

History [more](#)

Date	Actioned By	Status
26/04/2018	System	PendingAss

Discloser Details

Curtin ID
255993B

Name
Kerry Toop

Responsible Officer

Line Manager
2211621
Charlie Bertlone (Director, Integrity and Standards Unit)

Conflict Details

Disclosure Type
Conflict of Interest

Category
Financial interests

Description
I own shares in a company that has successfully tendered for the development and deployment of a complaints management application.

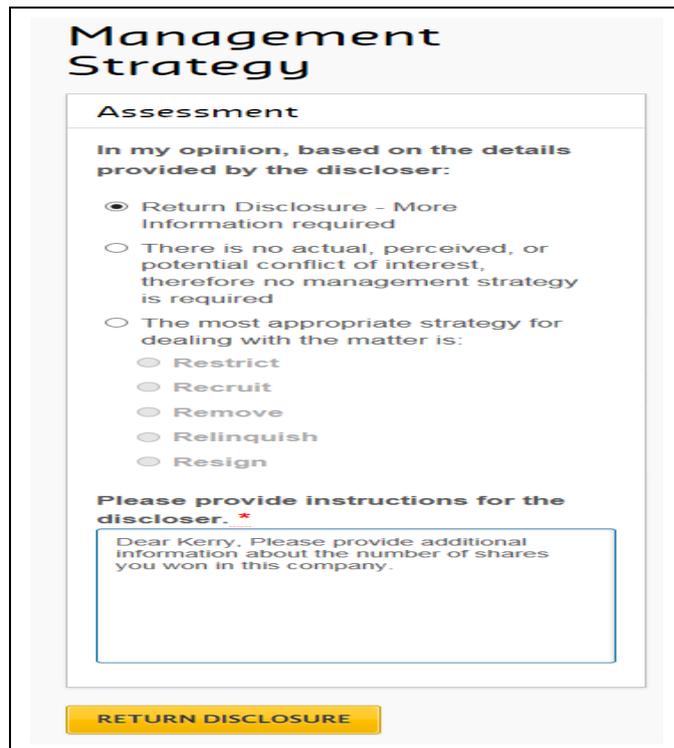
Attached Documents

File
Town of Kwinana [...].docx

Step Four: Undertake your assessment

NOTE: There may be occasions where you find that you have not received enough information to make an informed decision on the disclosure.

If this occurs, you should provide a reason or explanation of what additional information you require in the text box provided and select **Return Disclosure**.



Management Strategy

Assessment

In my opinion, based on the details provided by the discloser:

- Return Disclosure - More Information required
- There is no actual, perceived, or potential conflict of interest, therefore no management strategy is required
- The most appropriate strategy for dealing with the matter is:
 - Restrict
 - Recruit
 - Remove
 - Relinquish
 - Resign

Please provide instructions for the discloser. *

Dear Kerry, Please provide additional information about the number of shares you won in this company.

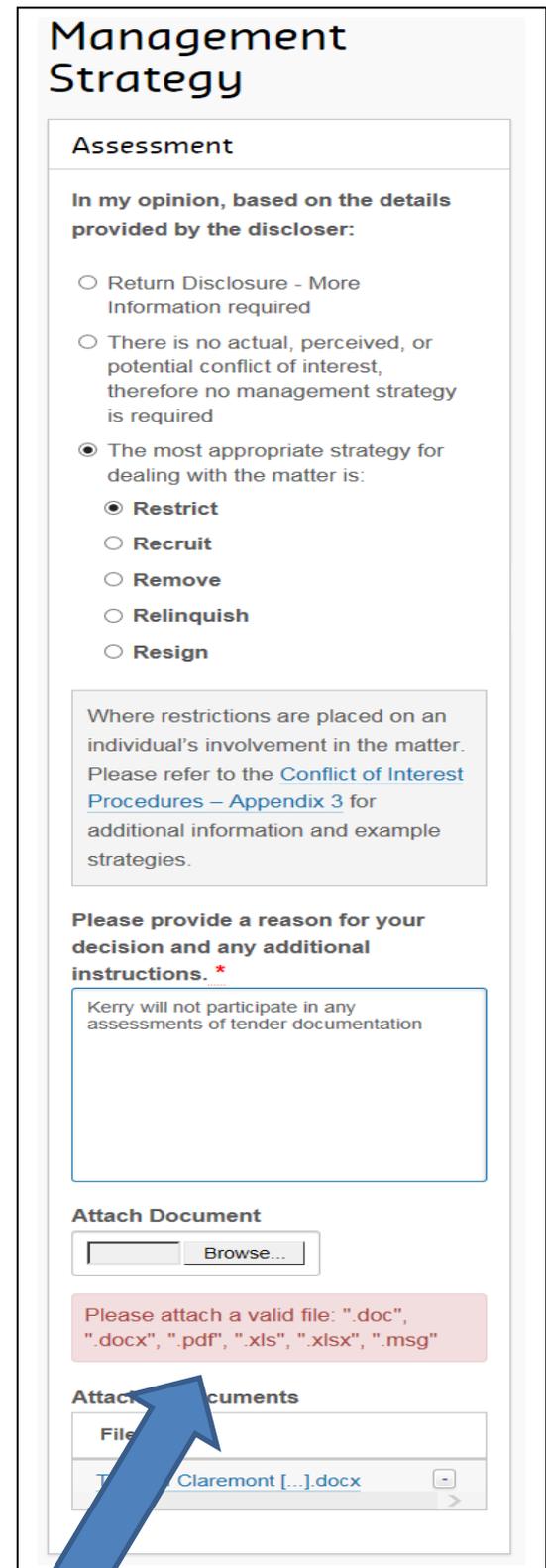
RETURN DISCLOSURE

At this point, an email notification will be sent to the discloser requesting further action.

Alternatively, determine if there is a conflict. If:

- **No Conflict:** Check the first radio button and provide the reason for your decision in the text box if you believe that there is no actual, perceived, or potential conflict of interest.
- **Conflict Exists:** Check the second radio button, then select one (1) of the five strategies and provide the reason for your decision in the text box if you believe that there is an actual, perceived, or potential for a conflict of interest.

NB: You can attach additional documentation to support or inform your decision.



Management Strategy

Assessment

In my opinion, based on the details provided by the discloser:

- Return Disclosure - More Information required
- There is no actual, perceived, or potential conflict of interest, therefore no management strategy is required
- The most appropriate strategy for dealing with the matter is:
 - Restrict
 - Recruit
 - Remove
 - Relinquish
 - Resign

Where restrictions are placed on an individual's involvement in the matter. Please refer to the [Conflict of Interest Procedures – Appendix 3](#) for additional information and example strategies.

Please provide a reason for your decision and any additional instructions. *

Kerry will not participate in any assessments of tender documentation

Attach Document

Browse...

Please attach a valid file: ".doc", ".docx", ".pdf", ".xls", ".xlsx", ".msg"

Attach Documents

File

T... Claremont [...] .docx

Step Five: Read and check each of the Acknowledgement boxes

Acknowledgements

I have assessed the above conflict of interest disclosure after referring to [Conflict of Interest Procedures](#) and [Appendix 3](#). *

To the best of my knowledge, I confirm the existence of a conflict of interest and have identified the most appropriate management strategy based on the information provided within the disclosure. *

SUBMIT

Step Six: Select SUBMIT

Completed Management Strategy

Curtin UniversitySEARCHCurtin HomeLibraryContactStudent OASISStaff OASIS

CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY

HOME

Disclose

My Disclosures

My Tasks

Log out 2211621

COI 20160084

History [more](#)

Date	Actioned By	Status
17/11/2016	System	PendingAssess

Discloser Details

Curtin ID
255993B

Name
Kerry Toop

Responsible Officer

Line Manager
Charlie Bertlone (Director, Integrity and Standards Unit)

Conflict Details

Disclosure Type
Conflict of Interest

Category
Financial interests

Description
I am a shareholder in Digital Services who are tendering for a contract to supply e-services to Curtin University. Additional information required. I hold 1000 shares.

Management Strategy

Assessment

In my opinion, based on the details provided by the discloser:

There is no actual, perceived, or potential conflict of interest, therefore no management strategy is required

The most appropriate strategy for dealing with the matter is:

- Restrict
- Recruit
- Remove
- Relinquish
- Resign

Where restrictions are placed on an individual's involvement in the matter. Please refer to the [Conflict of Interest Procedures – Appendix 3](#) for additional information and example strategies.

Please provide a reason for your decision and any additional instructions. *

Kerry cannot participate in the review of the tender or access any of the documentation.

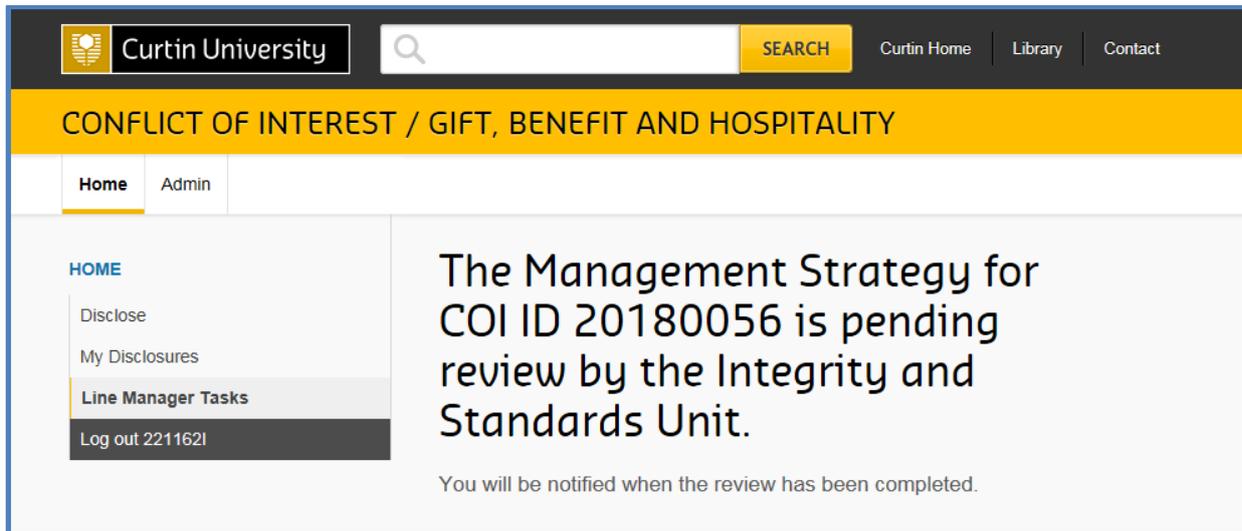
Acknowledgements

I have assessed the above conflict of interest disclosure after referring to [Conflict of Interest Procedures](#) and [Appendix 3](#). *

To the best of my knowledge, I confirm the existence of a conflict of interest and have identified the most appropriate management strategy based on the information provided within the disclosure. *

REQUEST MORE INFORMATION SUBMIT

The following screen shot indicates that you have successfully completed your assessment, and it will now be reviewed by the Integrity and Standards Unit (ISU) before being closed off:



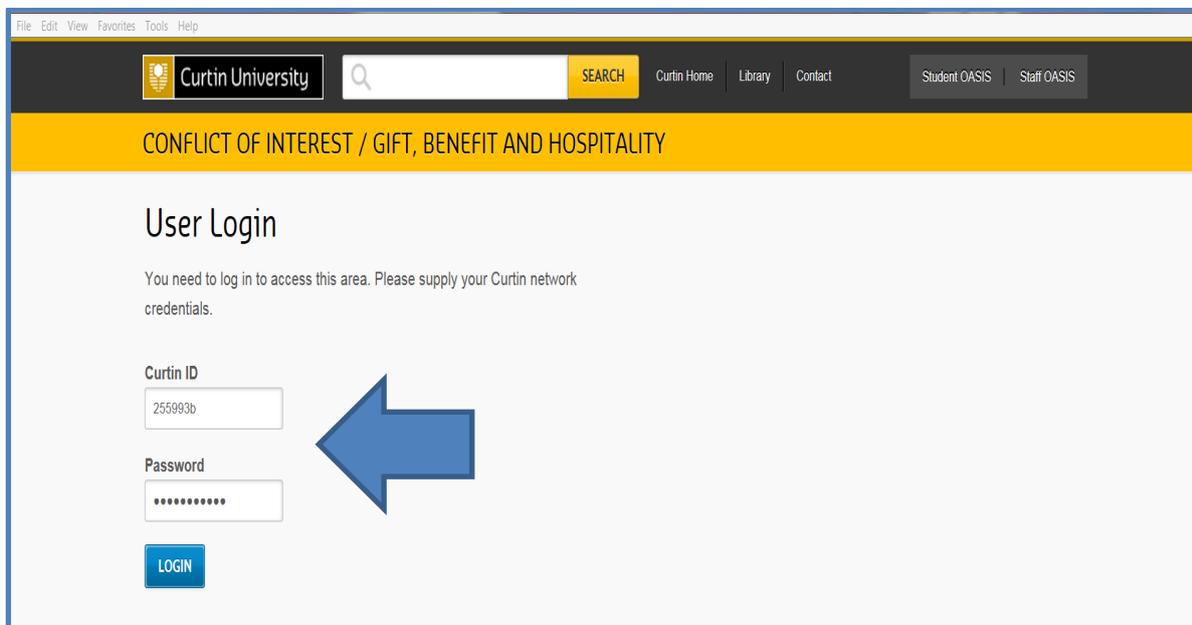
The screenshot shows the Curtin University website interface for the Conflict of Interest (COI) application. At the top, there is a navigation bar with the Curtin University logo, a search bar, and links for "Curtin Home", "Library", and "Contact". Below this is a yellow banner with the text "CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY". A secondary navigation bar includes "Home" and "Admin" tabs. On the left, a "HOME" menu lists "Disclose", "My Disclosures", "Line Manager Tasks", and "Log out 2211621". The main content area features a large heading: "The Management Strategy for COI ID 20180056 is pending review by the Integrity and Standards Unit." Below this heading, a smaller text line states: "You will be notified when the review has been completed."

FINAL ASSESSMENT AND CLOSURE – ISU (ONLY)

Conflict of Interest disclosures and management strategies are reviewed and assessed by the ISU before being signed off in the Application.

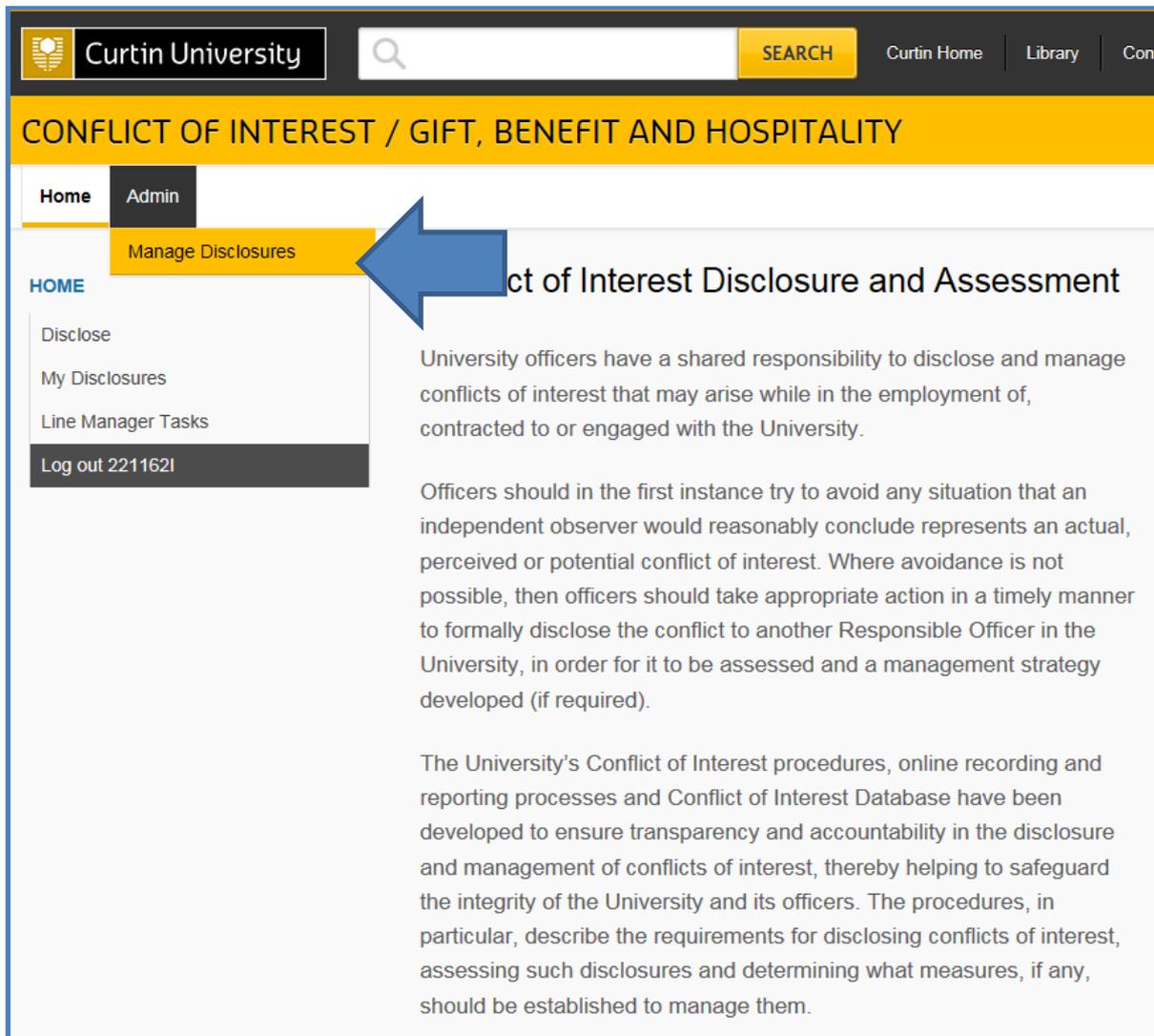
Step One: Login to the Application

<https://coi.curtin.edu.au/auth/login>



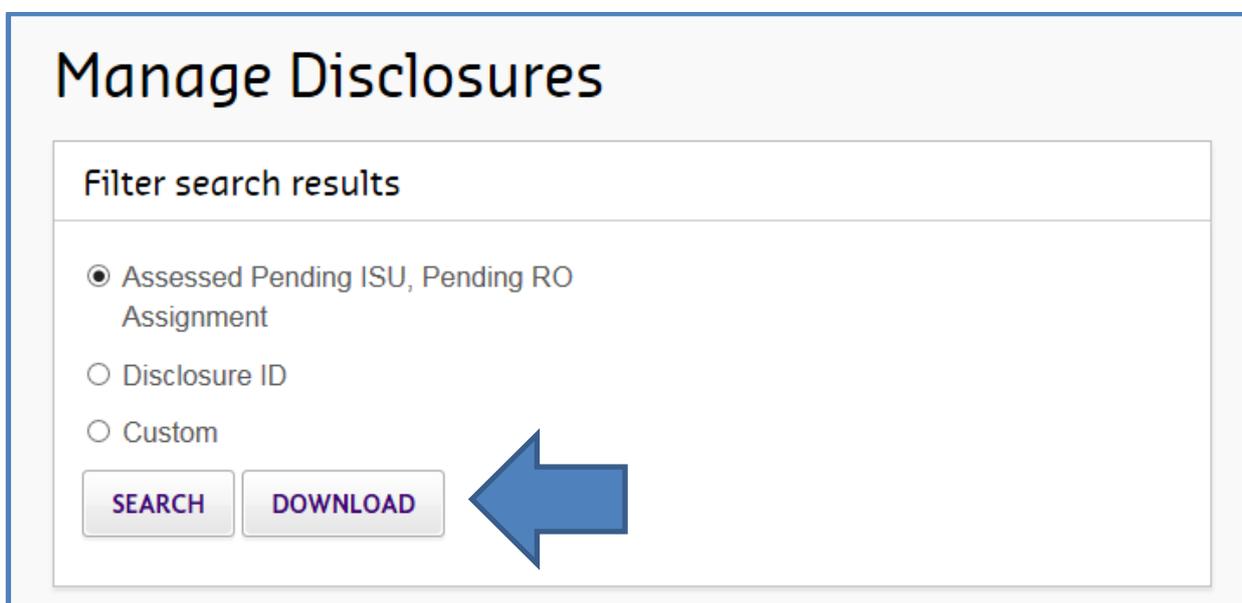
The screenshot displays the "User Login" page of the Curtin University COI application. The page header includes the Curtin University logo, a search bar, and navigation links for "Curtin Home", "Library", "Contact", "Student OASIS", and "Staff OASIS". A yellow banner at the top reads "CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY". The main heading is "User Login", followed by the instruction: "You need to log in to access this area. Please supply your Curtin network credentials." Below this, there are two input fields: "Curtin ID" with the value "255993b" and "Password" with masked characters. A blue arrow points from the right towards the input fields. A "LOGIN" button is positioned below the password field.

Step Two: Click on Admin Tab, then Manage Disclosures



The screenshot shows the Curtin University website interface. At the top, there is a navigation bar with the Curtin University logo, a search bar, and links for 'Curtin Home', 'Library', and 'Con'. Below this is a yellow banner with the text 'CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY'. Underneath the banner, there are two tabs: 'Home' and 'Admin'. The 'Admin' tab is selected, and a sub-menu is open, showing 'Manage Disclosures' highlighted with a blue arrow. To the right of the 'Manage Disclosures' menu, the main content area is titled 'Conflict of Interest Disclosure and Assessment'. It contains three paragraphs of text explaining the university's policy on conflicts of interest, including the responsibility of officers to disclose and manage such conflicts, and the development of procedures to ensure transparency and accountability.

Step Three: Select Filter option & Search or Download (CSV)



The screenshot shows the 'Manage Disclosures' page. The title 'Manage Disclosures' is prominently displayed at the top. Below the title, there is a section titled 'Filter search results'. This section contains three radio button options: 'Assessed Pending ISU, Pending RO Assignment' (which is selected), 'Disclosure ID', and 'Custom'. At the bottom of the filter section, there are two buttons: 'SEARCH' and 'DOWNLOAD'. A blue arrow points to the 'DOWNLOAD' button.

- Assessed Pending ISU or Pending RO Assignment returns a list of disclosures requiring assessment.

Manage Disclosures

Filter search results

- Assessed Pending ISU, Pending RO Assignment
- Disclosure ID
- Custom

SEARCH DOWNLOAD

First Previous 1 2 Next Last

ID	Discloser Name	Discloser Staff ID	Status	Type	Submitted Date
20180056	Kerry Toop	255993B	AssessedPendingIsu	Conflict	26/04/201
20180054	Charlie Bertilone	221162I	AssessedPendingIsu	Conflict	22/03/201
20180047	Emil Krautmann	213798C	AssessedPendingIsu	Conflict	27/02/201
20180046	Emil Krautmann	213798C	AssessedPendingIsu	Gift	27/02/201
20180045	Adrian Wood	180954G	AssessedPendingIsu	Conflict	27/02/201
20180043	Jon Greenacre	253300C	AssessedPendingIsu	Conflict	26/02/201
20180041	Adrian Wood	180954G	AssessedPendingIsu	Conflict	26/02/201
20180038	Allan Oliveira	211687E	AssessedPendingIsu	Conflict	16/02/201
20180032	Kerry Toop	255993B	PendingRoAssignment	Gift	16/02/201
20180030	Kerry Toop	255993B	PendingRoAssignment	Gift	16/02/201
20180026	Allan Oliveira	211687E	AssessedPendingIsu	Conflict	13/02/201
20180014	Jon Greenacre	253300C	AssessedPendingIsu	Conflict	06/02/201
20180012	Kerry	255993B	AssessedPendingIsu	Conflict	06/02/201

- Disclosure ID returns the specific disclosure requiring assessment.

Manage Disclosures

Filter search results

- Assessed Pending ISU, Pending RO Assignment
- Disclosure ID
- Custom

Disclosure ID *

20180056

SEARCH DOWNLOAD

- Clicking on the Disclosure ID returns the full disclosure requiring assessment – including attachments if they have been uploaded.

Manage Disclosures

Filter search results

- Assessed Pending ISU, Pending RO Assignment
- Disclosure ID
- Custom

Disclosure ID *

First Previous **1** Next Last

Disclosures

ID	Discloser Name	Discloser Staff ID	Status	Type	Submitted Date
20180056	Kerry Toop	255993B	AssessedPendingIsu	Conflict	26/04/2018



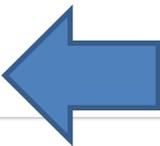
- Clicking on the Custom option allows the user to search via a number of different search parameters.

Manage Disclosures

Filter search results

Assessed Pending ISU, Pending RO Assignment
 Disclosure ID
 Custom

Name / Staff ID



Disclosure Type

Status

Faculty

School

Manage Disclosures

Filter search results

Assessed Pending ISU, Pending RO Assignment
 Disclosure ID
 Custom

Name / Staff ID

Disclosure Type

Status

Faculty

School

[First](#)
[Previous](#)
[1](#)
[Next](#)
[Last](#)

Disclosures

ID	Discloser Name	Discloser Staff ID	Status	Type	Submitted Date
20180051	Kerry Toop	255993B	Completed	Conflict	16/03/2018
20180050	Kerry Toop	255993B	Completed	Conflict	27/02/2018
20180044	Kerry Toop	255993B	Completed	Conflict	27/02/2018
20180031	Kerry Toop	255993B	Completed	Gift	16/02/2018
20180024	Kerry Toop	255993B	Completed	Gift	13/02/2018
20170119	Kerry Toop	255993B	Completed	Gift	13/12/2017
20170052	Kerry Toop	255993B	Completed	Gift	09/03/2017

Step Four: Add Admin Notes

COI 20180056

History [more](#)

Date	Actioned By	Status
26/04/2018	Charlie Bertilone	AssessedPe

Discloser Details

Curtin ID
255993B

Name
Kerry Toop

Responsible Officer

Line Manager
221162I
Charlie Bertilone (Director, Integrity and Standards Unit)

Conflict Details

Disclosure Type
Conflict of Interest

Category
Financial interests

Description
I own shares in a company that has successfully tendered for the development and deployment of a complaints management application,

Attached Documents

File
Town of Kwinana [...].docx

Management Strategy

Assessment

In my opinion, based on the details provided by the discloser:

The most appropriate strategy for dealing with the matter is:

- **Restrict**

Assessor's Notes
Kerry will not participate in any assessments of tender documentation

Attached Documents

File
Town of Claremont [...].docx

Review

ISU Assessment

Admin Notes
REVIEW COMPLETED
APPROPRIATE MANAGEMETN
STRATEGY IDENTIFIED

[RETURN](#) [REVIEW COMPLETED](#)

Step Five: Click on Review Completed

When the task is completed, the following message appears for the ISU officer:

Review

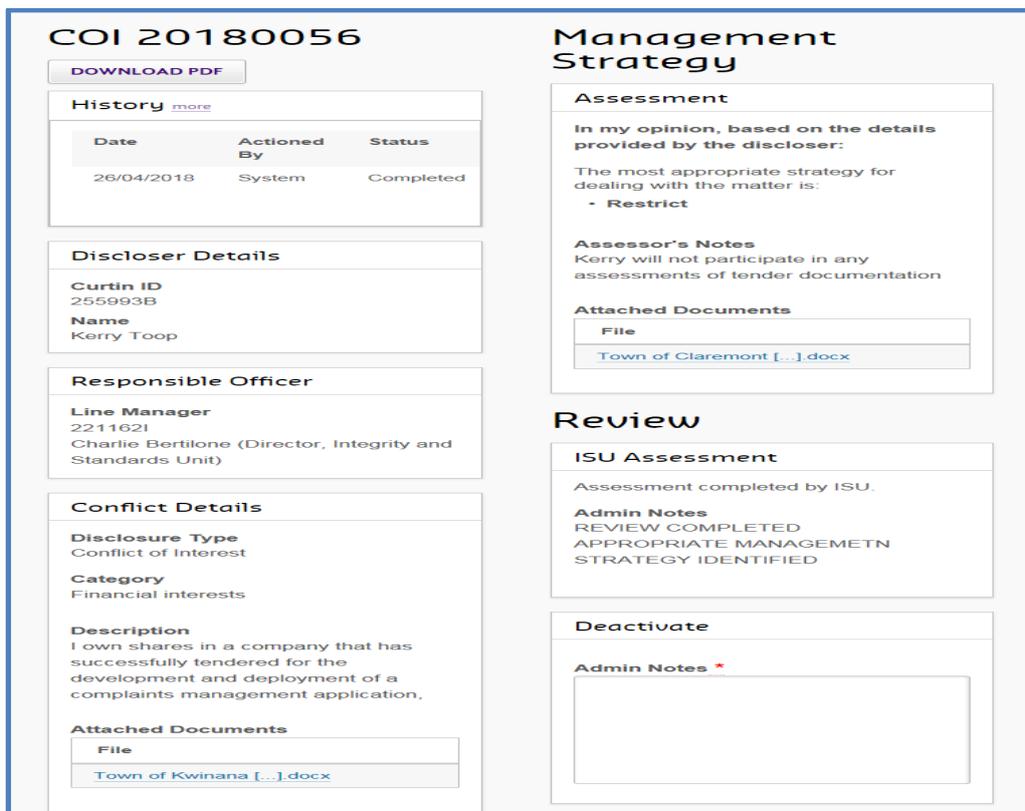
ISU Assessment

Assessment completed by ISU.

Admin Notes
Assessed

NOTE: The ISU may return the disclosure to the Responsible Officer (with appropriate explanatory comments included) if the Management Strategy presented requires further information before closure, or if the decision made in relation to whether a conflict exists or not may need further review. **In such cases, the disclosure will not be closed off by the ISU until the Responsible Officer takes appropriate action. (See Workflow 5)**

Once assessed and signed off by the ISU, an automated email is sent to the Discloser advising that their disclosure has been completed: Disclosures can be printed as a PDF. The Discloser can print the PDF version by logging into the Application and selecting the disclosure and clicking the Download PDF option.



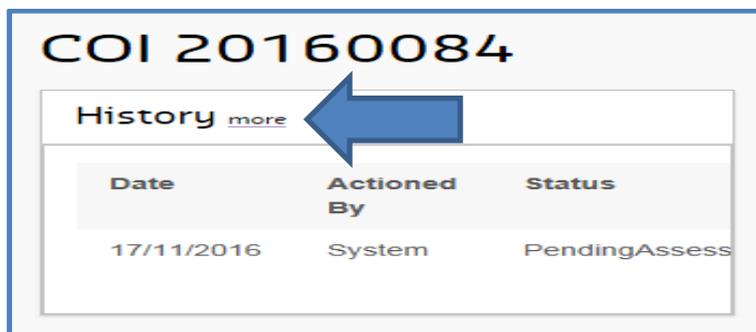
Step Six: Deactivate conflicts that are no longer applicable or are in error

- Add Admin Notes – instructions received from Discloser
- Select Deactivate Button – Status updated - Deactivated

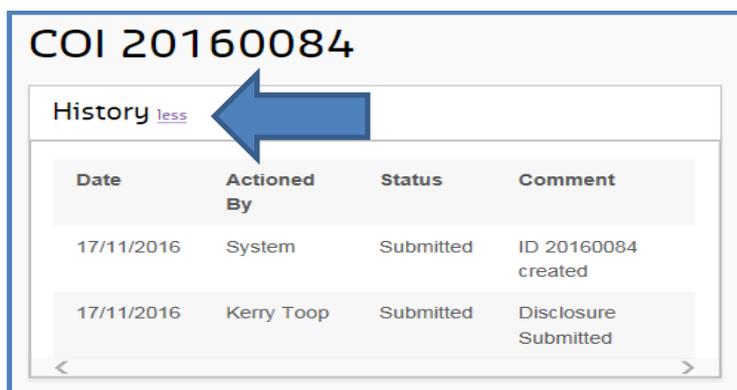
AUDIT HISTORY

The Application maintains a full history of all actions taken on the disclosure from *submit* through to *inactivation*.

This history can be viewed by clicking on [more](#):



The history screen can be signed by clicking on [less](#):



The History View includes:

- Date:** Date the Disclosure was created and actioned.
- Actioned By:** Identifies who completed an action i.e. either the Application or a staff member.
- Status:** Indicates the progress/actions completed during the lifecycle of the Disclosure.
- Comment:** Describes the action that has been completed.

Date	Actioned By	Status	Comment
23/01/2017	Application	Inactive	Email sent to Kerry.Toop@curtin.edu.au
23/01/2017	Application	Inactive	Disclosure 20160009 Inactive
23/01/2017	Charlie Bertilone	Pending Inactivation	Disclosure 20160009 Pending Inactivation
02/12/2016	Application	Completed	Email sent to Kerry.Toop@curtin.edu.au
02/12/2016	Application	Completed	Disclosure 20160009 Completed
02/12/2016	Kerry Toop	ISU Assessment Completed	Disclosure 20160009 ISU Assessment Completed
02/12/2016	Charlie Bertilone	Assessed Pending ISU	Disclosure 20160009 Assessed Pending ISU
02/12/2016	Application	Pending Assessment	Email sent to C.Bertilone@curtin.edu.au
02/12/2016	Application	Pending Assessment	Disclosure 20160009 Pending Assessment
02/12/2016	Kerry Toop	Submitted	Disclosure Submitted
02/12/2016	Application	Draft	Email sent to Kerry.Toop@curtin.edu.au

02/12/2016	Application	Draft	Disclosure 20160009 Draft
02/12/2016	Charlie Bertilone	Returned	Needs to be tested
02/12/2016	Application	Pending Assessment	Email sent to C.Bertilone@curtin.edu.au
02/12/2016	Application	Pending Assessment	Disclosure 20160009 Pending Assessment
02/12/2016	Application	Submitted	ID 20160009 created

WORKFLOWS

Workflows are activated at pre-defined stages during the process and AUTOMATED emails are generated as each action is completed.

The History screen below is shown with the last action in descending order. In this example, the last action identifies the Status as Completed. At this point, the Application sends an automated email to the Discloser advising that the disclosure has been assessed and all required actions have been completed.

Date	Actioned By	Status	Comment
17/11/2016	System	Completed	Email sent to Kerry.Toop@curtin.edu.au
17/11/2016	System	Completed	Disclosure 20160084 Completed
17/11/2016	Charlie Bertilone	ISU Assessment Completed	Disclosure 20160084 ISU Assessment Completed
17/11/2016	Charlie Bertilone	Assessed Pending ISU	Disclosure 20160084 Assessed Pending ISU
17/11/2016	System	Pending Assessment	Email sent to C.Bertilone@curtin.edu.au
17/11/2016	System	Pending Assessment	Disclosure 20160084 Pending Assessment
17/11/2016	Kerry Toop	Submitted	Disclosure Submitted
17/11/2016	System	Draft	Email sent to Kerry.Toop@curtin.edu.au
17/11/2016	System	Draft	Disclosure 20160084 Draft
17/11/2016	Charlie Bertilone	Returned	Staff member cannot participate in the assessment and review of the tender documentation. Kerry will not have any role in the decision making in regard to the tender.
17/11/2016	System	Pending Assessment	Email sent to C.Bertilone@curtin.edu.au
17/11/2016	System	Pending Assessment	Disclosure 20160084 Pending Assessment
17/11/2016	System	Submitted	ID 20160084 created
17/11/2016	Kerry Toop	Submitted	

Workflow One: Disclosure made, now pending assessment

Application Action: Email sent to the Responsible Officer, disclosure is pending review and action

 Thu 17/11/2016 2:12 PM
 ConflictsOfInterest
 [Test]COI ID 20160084 - Disclosure pending your action

To: CITS RAD Team

Dear Charlie

A new conflict of interest disclosure ID 20160084 has been submitted by Kerry Toop.

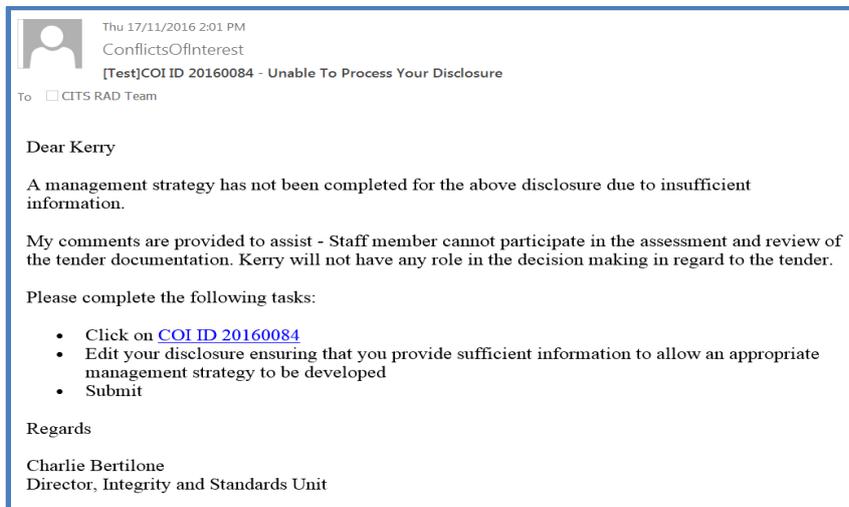
As the nominated line manager, you are required to determine a Management Strategy for this disclosure. Please login to the [COI application](#) to complete your task.

Regards

Integrity and Standards Unit

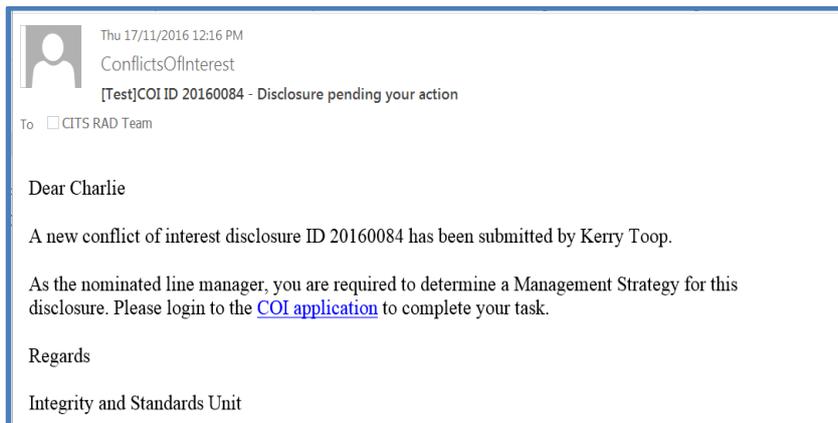
Workflow Two: Disclosure returned to Discloser

Application Action: Email sent to the Discloser, Responsible Officer is unable to process the disclosure



Workflow Three: Disclosure amended by Discloser, sent back to the Responsible Officer

Application Action: Email sent to the Responsible Officer, disclosure is again pending review and action



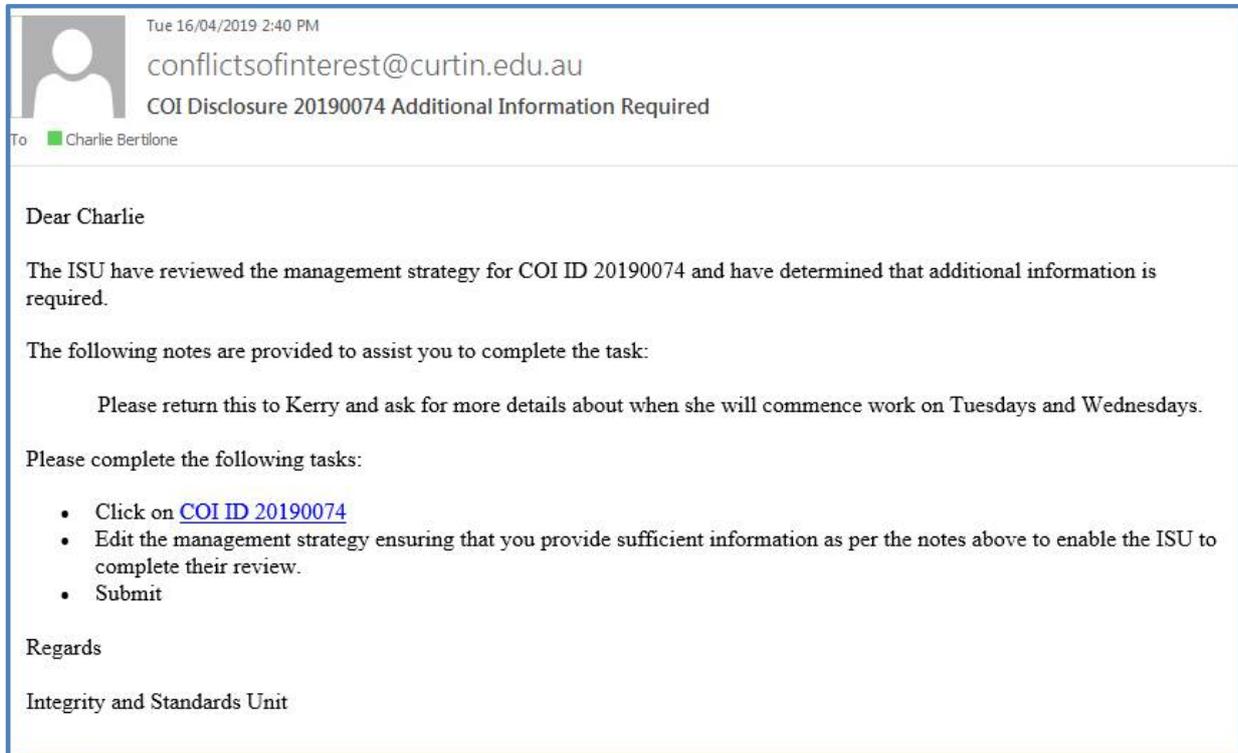
Workflow Four: Email sent to Discloser after ISU review and signoff

Application Action: Email sent to Discloser after disclosure is reviewed and completed by the ISU



Workflow Five: Disclosure returned to the Responsible Officer – Additional Information Required

Application Action: Disclosure returned to the Responsible Officer – Responsible Officer is required to return the Disclosure to the Discloser – seeking additional information as per ISU instructions



Tue 16/04/2019 2:40 PM
conflictsofinterest@curtin.edu.au
COI Disclosure 20190074 Additional Information Required

To: Charlie Bertilone

Dear Charlie

The ISU have reviewed the management strategy for COI ID 20190074 and have determined that additional information is required.

The following notes are provided to assist you to complete the task:

Please return this to Kerry and ask for more details about when she will commence work on Tuesdays and Wednesdays.

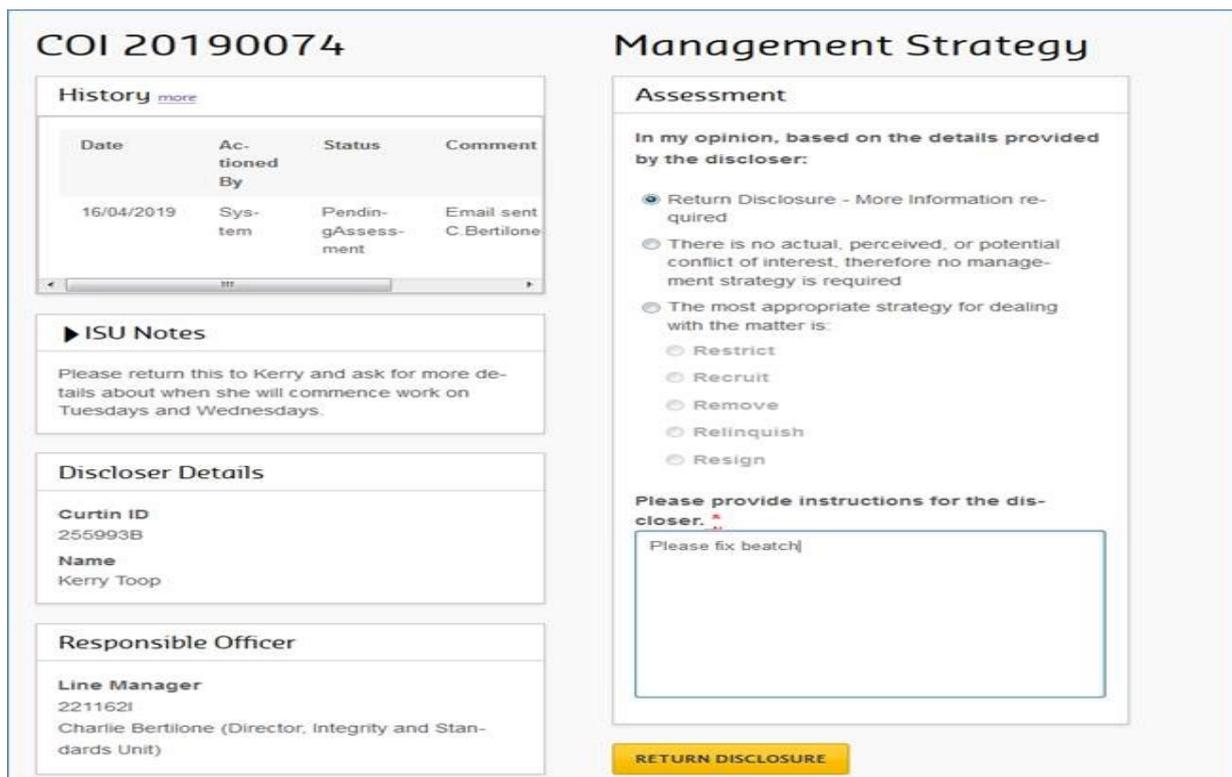
Please complete the following tasks:

- Click on [COI ID 20190074](#)
- Edit the management strategy ensuring that you provide sufficient information as per the notes above to enable the ISU to complete their review.
- Submit

Regards

Integrity and Standards Unit

The Responsible Officer selects appropriate Radio Button – Return Disclosure – More information required, adds sufficient instructions and Selects return Disclosure. The Process starts again.



COI 20190074

History [more](#)

Date	Actioned By	Status	Comment
16/04/2019	System	Pending Assessment	Email sent C. Bertilone

ISU Notes

Please return this to Kerry and ask for more details about when she will commence work on Tuesdays and Wednesdays.

Discloser Details

Curtin ID
255993B
Name
Kerry Toop

Responsible Officer

Line Manager
2211621
Charlie Bertilone (Director, Integrity and Standards Unit)

Management Strategy

Assessment

In my opinion, based on the details provided by the discloser:

- Return Disclosure - More Information required
- There is no actual, perceived, or potential conflict of interest, therefore no management strategy is required
- The most appropriate strategy for dealing with the matter is:
 - Restrict
 - Recruit
 - Remove
 - Relinquish
 - Resign

Please provide instructions for the discloser. *

Please fix beach|

RETURN DISCLOSURE

GIFTS, BENEFITS AND HOSPITALITY

Gifts, benefits and hospitality (hereafter referred to as *gifts*) received by or offered to you in the course of your duties are treated differently under the conflict of interest procedures.

In the first instance, you need to personally make an assessment as to whether it would be appropriate for you to accept the gift (regardless of its nature, value or who has provided it to you). The question to ask yourself in performing this assessment is:

Would a reasonable disinterested observer, taking into consideration all relevant facts, conclude that the gift received or offered creates a conflict for you?

- If the answer is "Yes" or you are unsure, then you should politely decline, return or repay the gift if already received (regardless of value). Under such circumstances, it is not necessary to proceed any further in relation to disclosure via the Application.
- If the answer is "No", then proceed as follows. First, determine the value of the gift:
 - If it is valued at less than or equal to \$150 **and** if by accepting the gift, the total value of gifts received by you from the same individual or organisation would not exceed \$300 within a 12 month period, then you may keep the gift and it is not mandatory to make a disclosure via the Application.
NOTE: under these circumstances, you may still wish to make a disclosure for recordkeeping purposes and to keep track of gifts received over the 12 month period from the same individual or organisation. The Responsible Officer will not automatically be notified of these disclosures by the Application.
 - For all other situations (i.e. regardless of the gift's value), disclosure is **mandatory** and your disclosure will need to be directed to either your Line Manager or Executive Manager (as the Responsible Officer) for a decision to be made.

NOTE: There are some types of gifts that should never be accepted - see commentary in section 6 of the [Appendix 1](#) guidelines for more information on conflicts of interest arising from gifts, benefits and hospitality.

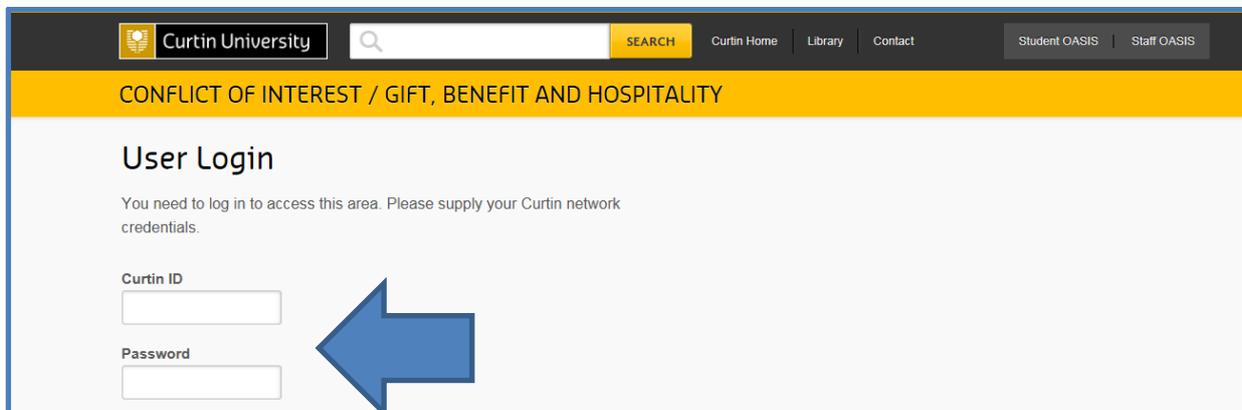
If you believe someone is trying to induce favoured treatment from you by providing you with the gift, then please notify the ISU immediately. If you are unsure about disclosing a gift, seek advice from your Line Manager or the ISU.

NOTE: All automated emails issued by the gifts section of the Application come from a common email address, which is also the only email address that should be used by staff when corresponding on gift matters: giftdisclosures@curtin.edu.au

FOR DISCLOSERS: HOW TO DISCLOSE A GIFT

Step One: Login to the Application

<https://coi.curtin.edu.au/auth/login>



Curtin University

SEARCH

Curtin Home Library Contact

Student OASIS Staff OASIS

CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY

User Login

You need to log in to access this area. Please supply your Curtin network credentials.

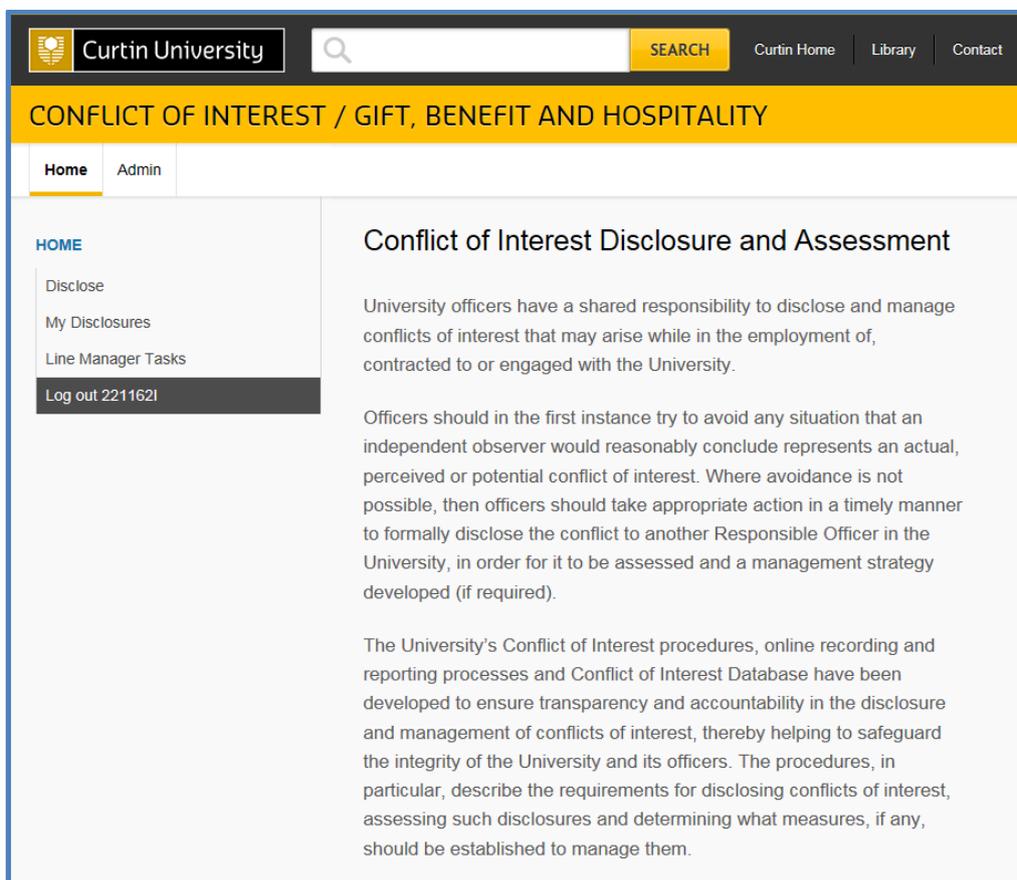
Curtin ID

Password

HOME SCREEN

The Home Screen has a side menu which provides four options:

1. **Disclose** (Submit a new Disclosure)
2. **My Disclosures** (Lists all Disclosures submitted by the Discloser)
3. **Line Manager Tasks** (List of outstanding tasks)
4. **Log Out**



Curtin University

SEARCH

Curtin Home Library Contact

CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY

Home Admin

HOME

- Disclose
- My Disclosures
- Line Manager Tasks
- Log out 2211621

Conflict of Interest Disclosure and Assessment

University officers have a shared responsibility to disclose and manage conflicts of interest that may arise while in the employment of, contracted to or engaged with the University.

Officers should in the first instance try to avoid any situation that an independent observer would reasonably conclude represents an actual, perceived or potential conflict of interest. Where avoidance is not possible, then officers should take appropriate action in a timely manner to formally disclose the conflict to another Responsible Officer in the University, in order for it to be assessed and a management strategy developed (if required).

The University's Conflict of Interest procedures, online recording and reporting processes and Conflict of Interest Database have been developed to ensure transparency and accountability in the disclosure and management of conflicts of interest, thereby helping to safeguard the integrity of the University and its officers. The procedures, in particular, describe the requirements for disclosing conflicts of interest, assessing such disclosures and determining what measures, if any, should be established to manage them.

Step Two: **Select Disclose**

Step Three: **Select GIFT, BENEFIT & HOSPITALITY**

CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY

Home Admin

HOME

- Disclose
- My Disclosures
- Line Manager Tasks
- Log out 255993B

Create Disclosure

If you are in doubt as to whether a conflict of interest exists, you should consult the [Conflict of Interest Procedures](#) and/or refer to the [FAQs](#).

A conflict of interest may also arise where an officer solicits or accepts gifts, benefits or hospitality (hereafter referred to as 'gifts') for services performed in connection with their University employment or engagement from any person or entity that would or could be perceived to unduly influence that officer in their official capacity.

If you wish to accept a gift offered or given as a part of normal University business, **then it is assumed there is or would be no actual, perceived or potential conflict of interest in doing so**. It is important to emphasise that the act of registering a gift does not legitimise its acceptance. When offered a gift, you must first evaluate whether there would be a conflict of interest in accepting the gift. Please refer to the [Conflict of Interest Procedures – Appendix 1](#) for further information.

To reiterate, a gift **CANNOT AND MUST NOT** be accepted (and therefore does not need to be disclosed in this system) in situations where **YOU** (the recipient) have come to a view that a conflict of interest would arise from doing so. Again, you should apply a reasonableness test in coming to a decision.

CONFLICT OF INTEREST **GIFT, BENEFIT & HOSPITALITY ***

* Excludes benefits received as a result of University sponsorship or procurement agreements

Step Four: **Decide if the acceptance of the gift would create a conflict of interest**

If the answer is “Yes”, then you cannot proceed any further and you should logout from the Application.

Gift Details

Does the acceptance of the gift, benefit or hospitality create a Conflict of Interest?

Yes No

Politely decline, return or repay gift. Gifts cannot be accepted where it could be seen by a reasonable disinterested observer, after considering all relevant facts, that the gift was intended or likely to cause that person to perform their job in a way which that person would not normally do; or deviate from their proper or usual course of duty.

If the answer is “No”, then provide an estimate of the gift’s value and describe it in the text box.

Gift Details

Does the acceptance of the gift, benefit or hospitality create a Conflict of Interest?

Yes No

Please estimate the value of the gift *

NB: If this gift was given to a group of people, only provide the estimated value of your portion of the gift

\$

Description of the gift *

Step Five: Complete all remaining data field entries, as requested.

Depending on the value of the gift you have input and your responses to a series of other questions, you will be automatically guided to a point where either you are informed that you may keep the gift, or you will need to seek approval from a Responsible Officer, who may be either your Line Manager or an Executive Manager (depending on the value of the gift).

Step Six: Read and tick each of the Acknowledgement check boxes

Acknowledgements

I have read and understood the [Conflict of Interest Procedures](#) in relation to accepting a gift and have taken all reasonable steps to ensure that my decision to accept the gift does not create an actual, perceived or potential conflict of interest. *

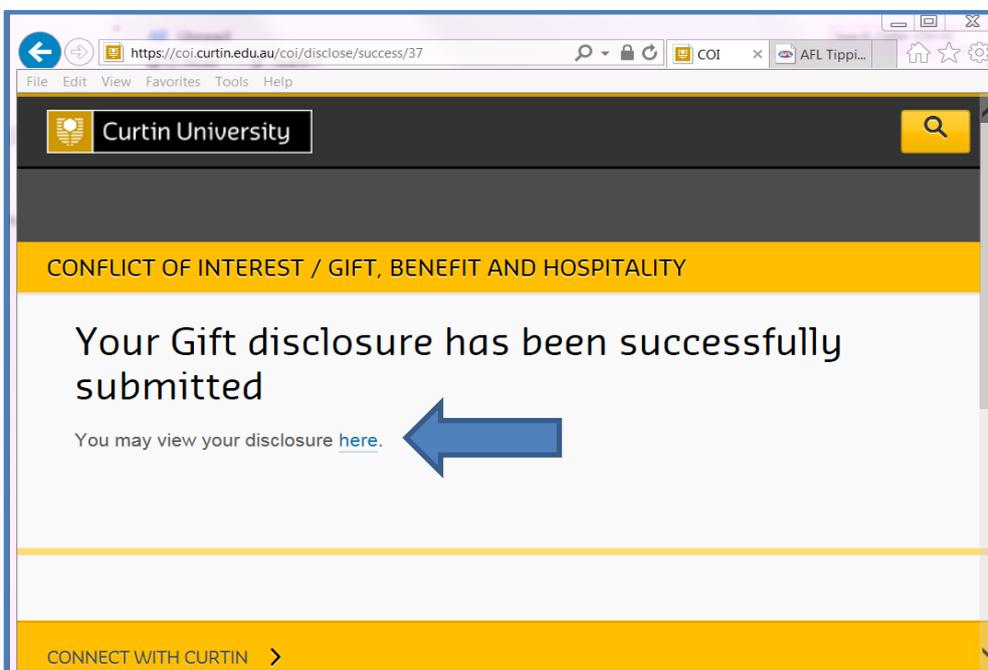
I certify that I have estimated to the best of my ability the \$ value of the gift. *

[BACK](#) [CONFIRM SUBMIT](#)



Step Seven: Select CONFIRM SUBMIT

Once you select Confirm Submit, the following screen will appear:



Step Eight: Click [here](#) on the screen to view your completed disclosure

Gift 20170011

History [more](#)

Date	Actioned By	Status	Comment
27/03/2017	System	Completed	Disclosure 20170011 Completed

Discloser Details

Curtin ID

255993B

Name

Kerry Toop

Gift Details

Does the acceptance of the gift, benefit or hospitality create a Conflict of Interest?

NO

Please estimate the value of the gift

\$100

Including the gift you are now registering, have you received gifts from this individual or organisation that exceed the \$300 threshold for the preceding 12 month period?

NO

Was the gift provided to a group of people?

NO

Who gave you the gift?

HOYTS CAROUSEL

Date the gift was received

12/03/2017

Description of the gift

FAMILY MOVIE TICKETS TO THE OPENING OF FROZEN

The Application maintains a full audit history of each action undertaken on the disclosure. As a Discloser, you can view the history of each of your disclosures.

Gift 20170011

History [less](#)

Date	Actioned By	Status	Comment
27/03/2017	System	Completed	Disclosure 20170011 Completed
27/03/2017	System	Submitted	ID 20170011 created
27/03/2017	Kerry Toop	Submitted	Disclosure Submitted

HOW TO APPROVE A GIFT DISCLOSURE - RESPONSIBLE OFFICERS

An automated email is sent to the Responsible Officer which contains the details of the new Gift Disclosure and a link to the Application.

Step One: Login to the Application (from the email link)

From: giftdisclosures@curtin.edu.au [<mailto:giftdisclosures@curtin.edu.au>]
Sent: Monday, 27 March 2017 11:46 AM
To: Charlie Bertilone <C.Bertilone@curtin.edu.au>
Subject: Gift Disclosure ID 20170012 Pending Approval

Dear Charlie

A Gift Disclosure has been submitted by Kerry Toop. The value of the Gift exceeds \$150 and the notification has therefore been delegated to you for actioning as per the [Conflict of Interest Procedures](#)

Please note:

A conflict of interest arises where an individual solicits or accepts gifts, benefits or hospitality (hereafter referred to as "gifts") for services they perform in connection with their employment or engagement with the University from any person or entity that an independent observer would conclude, could influence that individual in their official capacity.

As such, acceptance of this gift implies (no matter what the value of the gift) there is no actual, perceived or potential conflict of interest arising from that acceptance.

The details of the gift are provided below:

TICKETS TO THE OPENING OF MATILDA

Approval Tasks:

1. **Refer** to the [Conflict of Interest Procedures – Appendix 1](#) for information on how to assess a gift disclosure.
2. **Determine**
 - if the gift may be accepted and personally retained by the discloser; or
 - if the gift may be accepted and retained by and on behalf of the University; or
 - if the gift must be declined, returned or repaid by the discloser.
3. **Specify**
 - the reason for your decision; and
 - the course of action to be taken.

Please login to the [COI application](#) to complete your task.

Regards

Integrity and Standards Unit



Alternatively, you can view outstanding TASKS by clicking on **Line Manager Tasks** once you are logged in.

The screenshot shows the Curtin University website interface. At the top, there is a navigation bar with the Curtin University logo, a search bar, and links for 'Curtin Home', 'Library', and 'Contact'. Below this is a yellow banner with the text 'CONFLICT OF INTEREST / GIFT, BENEFIT AND HOSPITALITY'. The main content area is divided into a sidebar and a main panel. The sidebar contains a 'HOME' section with links for 'Disclose', 'My Disclosures', 'Line Manager Tasks', and 'Log out 2211621'. A blue arrow points to the 'Line Manager Tasks' link. The main panel is titled 'Conflict of Interest Disclosure and Assessment' and contains the following text:

University officers have a shared responsibility to disclose and manage conflicts of interest that may arise while in the employment of, contracted to or engaged with the University.

Officers should in the first instance try to avoid any situation that an independent observer would reasonably conclude represents an actual, perceived or potential conflict of interest. Where avoidance is not possible, then officers should take appropriate action in a timely manner to formally disclose the conflict to another Responsible Officer in the University, in order for it to be assessed and a management strategy developed (if required).

The University's Conflict of Interest procedures, online recording and reporting processes and Conflict of Interest Database have been developed to ensure transparency and accountability in the disclosure and management of conflicts of interest, thereby helping to safeguard the integrity of the University and its officers. The procedures, in particular, describe the requirements for disclosing conflicts of interest, assessing such disclosures and determining what measures, if any, should be established to manage them.

LINE MANAGER TASKS provides a full list of tasks that have been delegated to the Responsible Officer (an Executive Manager, Line Manager or Alternative Officer) in descending order by date.

Each Disclosure is listed with:

- ID Number
- Discloser's NAME
- TYPE of Disclosure
- STATUS of the Disclosure
- SUBMITTED DATE of the Disclosure.

Clicking on the ID number will present you with the full Disclosure:

My Tasks

Tasks

ID	Discloser	Type	Status	Submitted Date
20160067	Kerry Toop	Gift	AssessedPendingIsu	14/11/2016
20160060	Charlie Bertilone	Gift	Completed	10/11/2016
20160047	Kerry Toop	Gift	Completed	02/11/2016
20160045	Charlie Bertilone	Gift	Completed	02/11/2016
20160024	Charlie Bertilone	Conflict	Completed	28/10/2016
20160023	Charlie Bertilone	Conflict	Completed	28/10/2016
20160019	Charlie Bertilone	Conflict	AssessedPendingIsu	28/10/2016
20160017	Charlie Bertilone	Conflict	AssessedPendingIsu	28/10/2016
20160016	Charlie Bertilone	Conflict	PendingAssessment	28/10/2016
20160015	Charlie Bertilone	Conflict	PendingAssessment	28/10/2016

Step Two: Undertake your assessment

NOTE: There may be occasions where you find that you have not received enough information to make an informed decision on the disclosure.

If this occurs, you should provide a reason or explanation of what additional information you require in the text box provided, and then select:

REQUEST MORE INFORMATION

At this point, your assessment is complete and an email notification will be sent to the discloser requesting further action.

Alternatively:

- Click on the relevant radio button for the appropriate strategy
- Provide a reason for your decision.
- Check the Acknowledgements Box.

Gift Strategy

Assessment

In my opinion, based on the details provided by the discloser, the most appropriate strategy for dealing with the gift is:

- The gift may be accepted and personally retained by the discloser
- The gift may be accepted and retained by and on behalf of the University
- The gift must be declined, returned or repaid by the discloser

Please provide a reason for your decision and any additional instructions.

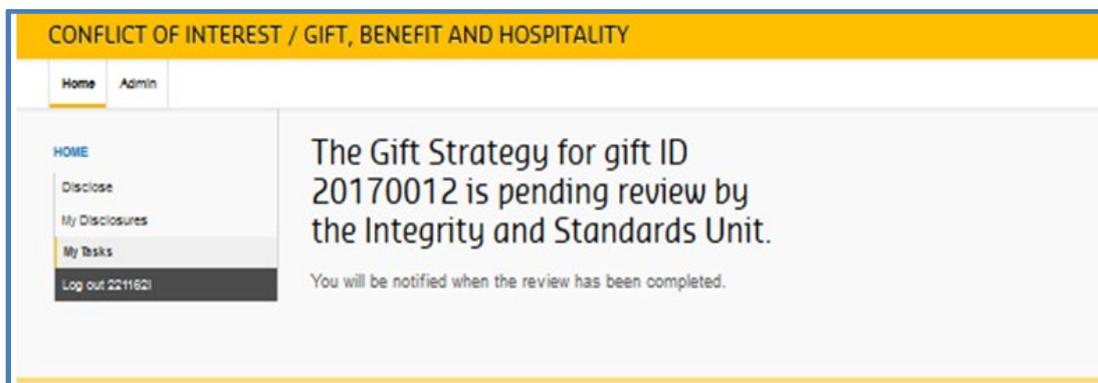
Acknowledgements

I have determined the most appropriate action for the above gift disclosure after referring to [Conflict of Interest Procedures](#) and Section 6 of [Appendix 1](#).*

REQUEST MORE INFORMATION
SUBMIT

Step Three: **Select SUBMIT**

Successful completion of the approval task associated with the Disclosure will result in the *Pending Review by Integrity and Standards Unit* message being displayed on screen.



FINAL ASSESSMENT AND CLOSURE - ISU

Gift disclosures and gift strategies are reviewed and assessed by the ISU before being signed off in the Application.

Once this task is completed, the following message appears for the ISU officer:

Review

ISU Assessment

Assessment completed by ISU.

Admin Notes

Assessed

NOTE: The ISU may return the disclosure to the Responsible Officer (with appropriate explanatory comments included) if the Gift Strategy presented requires further information before closure, or if the decision made in relation to how the gift is to be treated may need further review. In such cases, the disclosure will not be signed off by the ISU until the Responsible Officer takes appropriate action.

Once assessed and signed off by the ISU, an automated email is sent to the Discloser advising of the completed disclosure.
