





Conflicts of Interest (COI) Form Quick Reference Guide

[How to complete a COI declaration](#)

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PART 1 for Declarant:

Completing and submitting a COI declaration

Step	Action
	<p>*Declarants <u>MUST</u> discuss the COI with their supervisor and/or delegated officer (in same reporting line) before submitting the declaration</p>
<p>A1</p> 	<p>Click on the link to open the DCJ intranet page for the Conflicts of Interest (COI) where you will find the declaration form.</p> <p>If you are also required to make a Senior Executive Private Interest Declaration (SEPID) declaration with this COI, please nominate a person who is a director level or above as your supervisor.</p>
<p>A2</p>	<p>Please read the guidelines and 'tick' the box that you have read and understood the guidelines to commence the COI declaration.</p> <div data-bbox="244 1003 1406 1615" style="border: 1px solid black; padding: 10px;"><p style="text-align: center;">GUIDELINES</p><p><u>Conflicts of Interest (COIs)</u> in themselves do not usually constitute corrupt conduct. However, corrupt conduct can arise when a COI is concealed, understated, mismanaged or abused. Most forms of corrupt conduct involve a COI. While having a COI is not necessarily wrong, employees should avoid being placed in conflicting situations where it is practical to do so.</p><p>The perception that a COI has influenced (or could influence) an outcome can undermine public confidence in the integrity of DCJ and its public officials. Undeclared, unresolved or poorly managed COI may lead to corrupt conduct or abuse of public office. Employees must always consider whether a COI exists in their work and manage conflicts accordingly.</p><p>A new COI declaration must be submitted each time the employee's circumstances change via the COI online declaration form. Employees must also consider if a COI arises as a result of a change in their private interests or as a result of a change in their position or duties at DCJ. Anytime a COI is identified, it must be declared and managed in accordance with the COI policy and procedure.</p><p style="text-align: center;"><input checked="" type="checkbox"/> I have read the above guidelines</p><p style="text-align: center;"><input type="button" value="CONTINUE"/></p></div>

A3

You will be required to enter your details: **Full Name**, **Email Address** and **Substantive Role Title** etc.

CONFLICTS OF INTEREST (COI) DECLARATION

Declarant's Details

Full Name:	John Smith
Email Address:	john.smith@dcj.nsw.gov.au
Substantive Role Title:	Project Officer
Are you a Senior Executive (including TAA)?:	<input type="radio"/> Yes <input type="radio"/> No
Contact Number:	
Entity:	[Select one]
District/Division:	Select entity above... ▾
Directorate (optional):	e.g. Finance
Branch (optional):	e.g. Payroll
Employment Status:	[Select one]

A4

For the question **Are you a Senior Executive (including TAA)** please choose - (**Yes** or **No**) from the radio button.

**If you are sitting in a senior executive position select "YES" (Director level and above)*

**If you are NOT sitting in a senior executive position select "NO"*

CONFLICTS OF INTEREST (COI) DECLARATION

Declarant's Details

Full Name:	John Smith
Email Address:	john.smith@dcj.nsw.gov.au
Substantive Role Title:	Project Officer
Are you a Senior Executive (including TAA)?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Contact Number:	
Entity:	[Select one]
District/Division:	Select entity above... ▾
Directorate (optional):	e.g. Finance
Branch (optional):	e.g. Payroll
Employment Status:	[Select one]

A5 For the question **Are you required to make a SEPID declaration?** Please choose - (Yes or No) from the radio button.

**If you answer “YES” you will need to nominate a person who is a director level or above as your supervisor who will be the final approver e.g. if you are a Director, you need to nominate your Executive Director)*

**If you answer “NO” please nominate your line manager as your supervisor. The supervisor will then nominate a delegated officer (director level or above) who will be the final approver.*

CONFLICTS OF INTEREST (COI) DECLARATION

Declarant's Details

Full Name:	John Smith
Email Address:	john.smith@dcj.nsw.gov.au
Substantive Role Title:	Project Officer
Are you a Senior Executive (including TAA)?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you required to make a SEPID declaration?:	<input type="radio"/> Yes <input type="radio"/> No
Contact Number:	
Entity:	[Select one]
Division:	Select entity above...
District/Directorate:	e.g. Murrumbidgee, Far West and Western NSW
Branch (optional):	e.g. Payroll
Employment Status:	[Select one]



***If you answer “YES” to ‘Are you required to make a SEPID declaration? You MUST also complete a Senior Executive Private Interest Declaration (SEPID) and enter the approved COI ID # into the [SEPID form](#) in Question 10.**

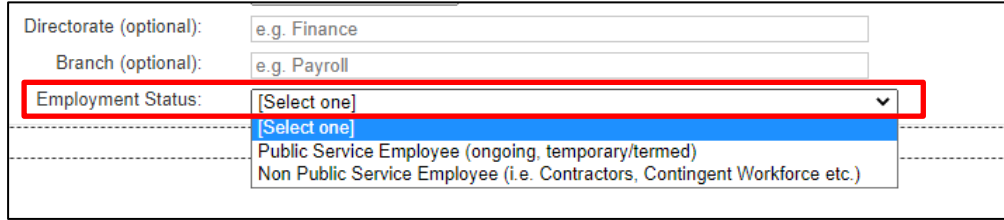
A6 From the drop-down box please specify your **Entity, Division, District/Directorate** as well as your **Branch** (where Applicable).

CONFLICTS OF INTEREST (COI) DECLARATION

Declarant's Details

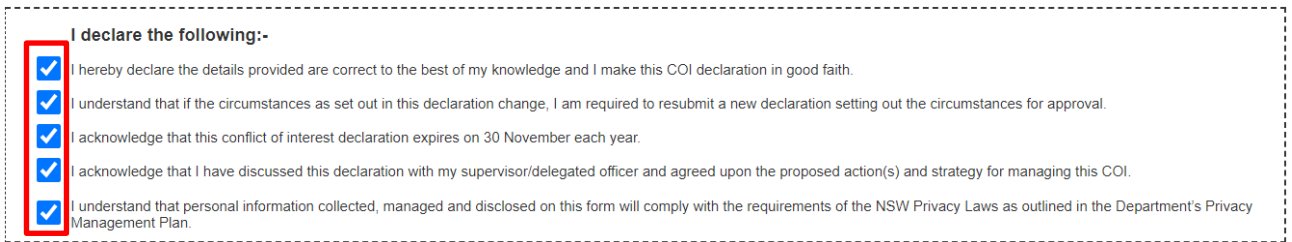
Full Name:	John Smith
Email Address:	john.smith@dcj.nsw.gov.au
Substantive Role Title:	Project Officer
Are you a Senior Executive (including TAA)?:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Are you required to make a SEPID declaration?:	<input type="radio"/> Yes <input type="radio"/> No
Contact Number:	
Entity:	[Select one]
Division:	Select entity above...
District/Directorate:	e.g. Murrumbidgee, Far West and Western NSW
Branch (optional):	e.g. Payroll
Employment Status:	[Select one]

A7 From the drop-down box please specify your **Employment Status**



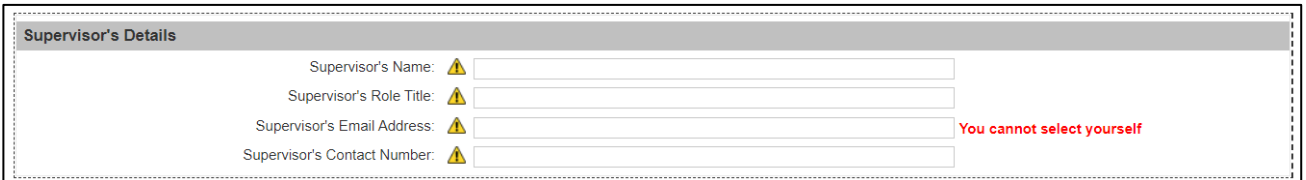
e.g. Public Service Employee (ongoing, temporary/termed), or
Non Public Service Employee (i.e. Contractors, Contingent Workforce etc.)

A8 Please read the “Declaration”. You **MUST** tick all five (5) boxes on the “**Declaration**” section to indicate that you understand the requirements of the COI.



Note* if you do not tick all the boxes, you will not be able to submit the declaration.
However you can still save it as a DRAFT and come back to it later.

A9 You must enter the details of your direct line supervisor.
Make sure that the email address is correct, otherwise it will not workflow to the supervisor.
**For the question above (A5) if you answered “YES” Are you required to make a SEPID declaration? (You will need to nominate a Director level or above as your supervisor).*
e.g. Supervisor Name, Supervisor’s Role Title, Supervisor’s Email Address and Supervisor’s Contact Number



The  icon indicates a mandatory field.

*You cannot enter your own details as the Supervisor. The declarant and Supervisor cannot be the same person.

A10

Completing the “**Conflict Details**”

Please select the “**Date Conflict of Interest identified**”

The screenshot shows a form titled "Conflict details". A red box highlights the "Date conflict of interest identified" field, which is a date picker set to June 9, 2021. Below this, there is a "Type of conflict:" section with three radio button options: "An actual, existing conflict of interest", "Something that has the potential to become a conflict of interest", and "Something that could be perceived by others as a conflict of interest". The "What does the conflict of interest relate to?" section contains a list of options with radio buttons, including "Shareholdings", "Trust/Nominee Companies", "A position you hold in a company (including subsidiaries) e.g. directorship, partnership, liquidator, administrator, secretary etc.", "Business interests you hold such as sole proprietor, partnership etc.", "Relatives or close associates", "Investment properties you or any of your close associates hold an interest in", "Paid employment within the cluster that is in addition to your substantive role in DCJ", "Paid employment outside your role in DCJ and the cluster", "Voluntary work such as unpaid membership of boards, committees community groups etc.", and "Other (please specify)".

A11

Type of conflict.

Please select the correct radio where it is applicable to the conflict of interest

- An actual, existing conflict of interest
- Something that has the potential to become a conflict of interest
- Something that could be perceived by others as a conflict of interest

This screenshot focuses on the "Type of conflict:" section of the form. It shows three radio button options: "An actual, existing conflict of interest", "Something that has the potential to become a conflict of interest", and "Something that could be perceived by others as a conflict of interest". A red box highlights these three options.

A12

What does the conflict of interest relate to?

Please select the correct radio where it is applicable to the conflict of interest

- Shareholdings
- Trust/Nominee Companies
- A position you hold in a company (including subsidiaries) e.g. directorship, liquidator, administrator, secretary etc.
- Business interests you hold such as sole proprietor, partnership etc.
- Relatives or close associates
- Investment properties you or any of your close associates hold an interest in
- Paid employment within the cluster that is in addition to your substantive role in DCJ
- Paid employment outside your role in DCJ and the cluster
- Voluntary work such as unpaid membership of boards, committees' community groups etc.
- Other (please specify)

This screenshot shows the "What does the conflict of interest relate to?" section of the form. It contains a list of radio button options: "Shareholdings", "Trust/Nominee Companies", "A position you hold in a company (including subsidiaries) e.g. directorship, partnership, liquidator, administrator, secretary etc.", "Business interests you hold such as sole proprietor, partnership etc.", "Relatives or close associates", "Investment properties you or any of your close associates hold an interest in", "Paid employment within the cluster that is in addition to your substantive role in DCJ", "Paid employment outside your role in DCJ and the cluster", "Voluntary work such as unpaid membership of boards, committees community groups etc.", and "Other (please specify)".

Please add additional comments if required in the **“Describe the conflict”** box.


Describe the conflict

A13

What is the agreed “Proposed management Plan by the Declarant?”

Remember this is to be discussed with your supervisor and/or delegated officer.
Please select the correct radio where applicable

Proposed management Plan by the Declarant

Proposed management plan negotiated with my Supervisor: 

<input type="radio"/>	Monitor	Implement closer supervision
<input type="radio"/>	Monitor	Take no further action but continue to monitor
<input type="radio"/>	Restrict	Limit declarant's involvement in process(es) including segregating or reducing duties
<input type="radio"/>	Restrict	Confine declarant to advisory role with no decision-making authority or financial delegations
<input type="radio"/>	Restrict	Prevent declarant's dealings with external parties
<input type="radio"/>	Restrict	Limit access to systems, information or assets
<input type="radio"/>	Restrict	Prohibit Secondary Employment or Unpaid Work
<input type="radio"/>	Restrict	Provide an undertaking to refrain from communicating with particular parties during a process
<input type="radio"/>	Recruit	Add an independent third party to oversee part or all of a process
<input type="radio"/>	Recruit	Engage a subject matter expert to review the work of the declarant
<input type="radio"/>	Recruit	Engage a colleague of equal or greater seniority (to the declarant) to be involved in the matter
<input type="radio"/>	Remove	Remove the declarant from the relevant task or assignment
<input type="radio"/>	Remove	Exclude declarant from certain discussions or meetings
<input type="radio"/>	Remove	Exclude declarant from critical recordkeeping functions
<input type="radio"/>	Remove	Transfer matter to a different team to remove the conflict from the declarant
<input type="radio"/>	Remove	Transfer the declarant to another project, branch or unit
<input type="radio"/>	Remove	Remove declarant's access to electronic or physical records
<input type="radio"/>	Relinquish	Obtain agreement to relinquish ownership or control of a financial interest e.g. shares, land or controlling interests in a business etc.
<input type="radio"/>	Resign	Declarant to resign from DCJ as the conflict cannot be otherwise managed



The  icon indicates a mandatory field.

A14

You must detail the **“Specific details of management strategy”**
e.g. what was agreed and discussed with your supervisor.

Specific details of management strategy 

A15


You have the option to **“Attach additional documents.”**

Additional document (optional)

Upload document: No file chosen

Accepted file types: Image (jpg, gif) or Document (doc, txt, pdf). Maximum 4Mb.
All other file types will be removed from your submission.

Accepted file types: Image (jpg, gif) or Document (doc, txt, pdf). Maximum 4Mb.
All other file types will be removed from your submission.

<p>A16</p> 	<p>After completing ALL the required questions. Tick the box to indicate you are not a robot, select the correct “Captcha” square image.</p> <div data-bbox="236 568 948 824"> </div> <div data-bbox="983 331 1315 828"> </div> <p>You can “SAVE DRAFT” and return to complete it at a later stage/date or “SUBMIT DECLARATION”</p>
<p>A17</p>	<div data-bbox="220 1052 1513 1375"> <p style="text-align: center;">CONFLICTS OF INTEREST (COI) DECLARATION</p> <p style="text-align: center;">Declaration submitted.</p> <p style="text-align: center;">You will receive a confirmation email via the address you provided. If you do not receive the confirmation email, please contact the Business Ethics and Compliance Unit.</p> <p style="text-align: center;">You can now close this window/tab.</p> </div>
<p>A18</p>	<div data-bbox="236 1473 475 1532"> </div> <p>Hi John Smith,</p> <p>This is to advise that your Conflicts of Interest declaration has been submitted to Mary Jones for review.</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>

A19 Once the Delegated Officer has reviewed and approved the COI declaration, You will also receive a confirmation email with the agreed review date in the email body, if applicable. e.g. annually



Hi John Smith,

This is to advise that your Conflicts of Interest declaration has been confirmed by the delegated officer.

The delegated officer has determined that this conflict should be reviewed annually.

Regards,
Business Ethics & Compliance Unit

NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard.





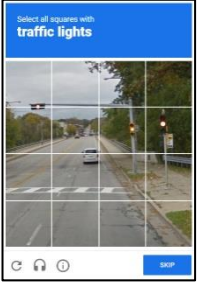
To access the Business Ethics & Compliance Unit Dashboard, [click here](#).

You will need to use your email address and BECU Forms Password (see above) to access the dashboard.

The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.

PART 2 for Supervisors:

How to approve a COI declaration

Step	Action
B1	<p>Once the declarant submits a declaration for your review, as a supervisor you will receive a notification by email.</p> <p>The email will contain the declaration as a PDF attachment, a link for you to click onto to access the declaration and also your email address and system generated password; which you will need to enter to review the declaration.</p> <p>Any other supporting documents provided by the declarant will also be attached to the email.</p> <div data-bbox="231 719 469 775" style="border: 1px solid #ccc; padding: 2px; margin-bottom: 10px;">  COI-198.pdf 65 KB </div> <p>Hi Mary Jones,</p> <p>This is to advise that John Smith has submitted a Conflicts of Interest declaration for your review and recommendation.</p> <p>As the supervisor, please click here to review this declaration.</p> <p>You will need to use your email address and the following BECU Forms Password to access the declaration</p> <p>Email address: mary.jones@dcj.nsw.gov.au</p> <p>BECU Forms Password: abc123</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard.</i></p> <p><i>To access the Business Ethics & Compliance Unit Dashboard, click here.</i></p> <p><i>You will need to use your email address and BECU Forms Password (see above) to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>
B2	<p>You will have to type in your email address and the system generated password.</p> <div data-bbox="240 1525 1501 1935" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">CONFLICTS OF INTEREST (COI) DECLARATION</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Password required</p> <p>Email: <input type="text"/> </p> <p>Password: <input type="password"/> </p> <div style="display: flex; justify-content: space-between; align-items: center; margin-top: 10px;"> <input type="checkbox"/> I'm not a robot <div style="text-align: right;">  <small>reCAPTCHA Privacy · Terms</small> </div> </div> <div style="display: flex; justify-content: center; margin-top: 10px;"> <input type="button" value="ENTER PASSWORD"/> <input type="button" value="FORGOT PASSWORD"/> </div> </div> <div style="margin-top: 10px;">  </div> </div>

NOTE

B3 Once you click on the link to the declaration, you will see the details of the COI declaration. You will need to scroll down to complete the supervisor’s process.

CONFLICTS OF INTEREST (COI) DECLARATION

Declarant’s Details

Full Name:	John Smith
Email Address:	john.smith@example.nsw.gov.au
Substantive Role Title:	Project Officer
Are you a Senior Executive (including TAA)?:	No
Are you required to make a SEPID declaration?:	No
Contact Number:	97162661
Entity:	Department of Communities & Justice (DCJ)
Division:	Corporate Services
District/Directorate:	Compliance
Branch (optional):	
Employment Status:	Public Service Employee (ongoing, temporary/termed)
Date submitted:	Friday, 28 October 2022

B4 The supervisor’s process involves you reviewing the:

- Part a) **Conflict details,**
- Part b) **“Proposed management plan by the Declarant,”**

a)

Conflict details

Date conflict of interest identified:	28/10/2022
Type of conflict:	Something that has the potential to become a conflict of interest
What does the conflict of interest relate to?:	Trust/Nominee Companies
Describe the conflict	please provide as much detail as possible

b)

Proposed management Plan by the Declarant

Proposed management plan negotiated with my Supervisor:	Restrict - Prevent declarant’s dealings with external parties
Specific details of management strategy	please provide as much detail as possible

B5 You **MUST** provide your “Supervisor’s Recommendation”

- What do you consider the conflict to be?
 - *An actual, existing conflict of interest*
 - *Something that has the potential to become a conflict of interest*
 - *Something that could be perceived by others as a conflict of interest*
- Do you support the management strategy proposed by the declarant? **“YES”** or **“NO”**

Supervisor’s Recommendation

What do you consider this conflict to be?: ⚠
 An actual, existing conflict of interest
 Something that has the potential to become a conflict of interest
 Something that could be perceived by others as a conflict of interest

Do you support the management strategy proposed by the declarant?: ⚠
 Yes No

If you answer “**NO**” you **must** provide a detail description to assist the delegated officer in making a determination about the COI.

Specific details of management strategy

Provide a detailed and specific description of the management strategy including details that will answer who, what, when, for how long and why questions. This will assist the delegated officer making a determination about this conflict of interest.



Note: If you are the supervisor to a declarant who is a senior executive (or an employee acting in a senior executive position), you need to review and finalise the declaration

However, if you are the supervisor to a non-senior executive, you need to review the declaration and then nominate a delegated officer (who must be a director or above in your reporting line).

B6

To nominate a delegated officer; type their details in the Delegated Officer section.
(Must be Director level or above) e.g. **full name, role title, email address, contact number.**

Delegated Officer (Director level or above) - cannot be the same as the Supervisor

Delegated Officer's Name:	<input type="text"/>
Delegated Officer's Role Title:	<input type="text"/>
Delegated Officer's Email Address:	<input type="text"/>
Delegated Officer's Contact Number:	<input type="text"/>



For the purpose of approving a COI, Delegated Officers are:
Director, Executive Directors, Executive District Directors, Deputy Secretaries and Secretary.

When approving a COI the supervisor and delegated officer **CANNOT** be the same person.

B7

To progress the COI declaration; tick the boxes in the Supervisor's agreement and then click the **'SUBMIT TO DELEGATED OFFICER'** button.

I declare the following:-

- Where appropriate, I have discussed this declaration with the declarant to make an informed recommendation. This includes considering the management strategy proposed by the declarant.
- I am confident I have the necessary information to make a recommendation to the delegated officer for this conflict of interest.
- I am confident that the management strategy I recommend will adequately manage the conflict of interest.
- I will monitor any agreed actions with the declarant, where applicable.



All COI declarations expires on 30 November each year, irrespective of when the last approval was granted.

B8 When the nominated delegated officer has reviewed and approved the COI declaration you will receive a confirmation email with the agreed review date in the email body; if applicable.



Hi Mary Jones,

This is to advise that Joe Citizen has confirmed the Conflicts of Interest declaration submitted by John Smith.

The delegated officer has supported the proposed management strategy.

This declaration will be due for review on 30/11/2022.

Regards,
Business Ethics & Compliance Unit

NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard.


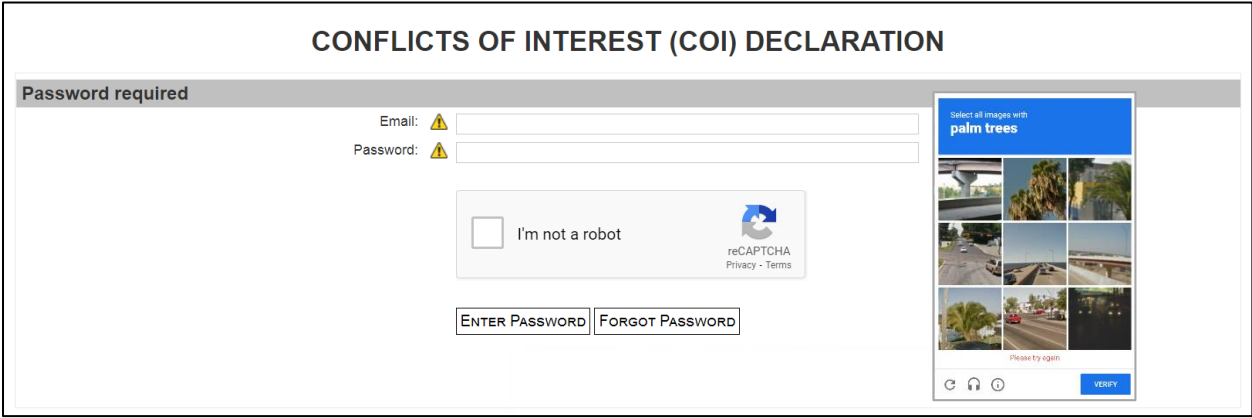
To access the Business Ethics & Compliance Unit Dashboard, [click here](#).

You will need to use your email address and BECU Forms Password to access the dashboard.

The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.

PART 3 for Delegated Officers:

How to approve a COI – Review and Approval

Step	Action
C1	<p>The delegation process involves deciding if the COI declaration will be approved in accordance with the Proposed Management Plan by the Declarant and the supervisor.</p> <p>You will receive a notification by email as shown below. The email contains the employee’s declaration as an attachment and a link to review and finalise the declaration. The supervisor’s comments and action will be included within the declaration. Any document provided by the declarant will be attached to the email.</p> <div data-bbox="215 600 450 651"></div> <p>Hi Joe Citizen,</p> <p>This is to advise that Mary Jones has made a recommendation on a Conflicts of Interest declaration submitted by John Smith for your review and approval.</p> <p>As the delegated officer, please click here to review this declaration.</p> <p>You will need to use your email address and the following BECU Forms Password to access the declaration</p> <p>Email address: joe.citizen@dcj.nsw.gov.au BECU Forms Password: P4ssWord123</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics & Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password (see above) to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>
C2	<p>You will have to type in your email address and the system generated password provided in the email sent to you.</p> <div data-bbox="225 1462 1482 1877"></div> <p>Then click on “ENTER PASSWORD”</p> <p>The online form is <u>character sensitive</u> so please make sure you <u>do not have unnecessary spaces</u> before and after the email address or password. To avoid any errors we recommend that you copy and paste the password provided.</p>



C3 You will see the details of the declarant and the supervisor. Also the Proposed Management Plan by the declarant, and recommendation by the supervisor.

Declarant's Details	
Supervisor's Details	
Conflict details	
Date conflict of interest identified:	10/06/2021
Type of conflict:	Something that could be perceived by others as a conflict of interest
What does the conflict of interest relate to?:	Relatives or close associates
Describe the conflict	XXXXXXXXXXXXXXXXXXXX
Proposed management Plan by the Declarant	
Proposed management plan negotiated with my Supervisor:	Remove - Transfer the declarant to another project, branch or unit
Specific details of management strategy	XXXXXXXXXXXX
Supervisor's Recommendation	
What do you consider this conflict to be?:	Something that has the potential to become a conflict of interest
Do you support the management strategy proposed by the declarant?:	Yes

C4 You must complete the “**Delegated Officer’s Review**” section.

- *What do you consider the conflict to be?* and
- *Do you support the management strategy recommended by the supervisor? “YES” or “NO”*

Delegated Officer's Review	
What do you consider this conflict to be?:	<input type="radio"/> An actual, existing conflict of interest <input type="radio"/> Something that has the potential to become a conflict of interest <input type="radio"/> Something that could be perceived by others as a conflict of interest
Do you support the proposed management strategy?:	<input type="radio"/> Yes <input type="radio"/> No



The icon indicates a mandatory field.

C5 If you answered “NO” to the question **Do you support the management strategy recommended by the supervisor?**

Then you are required to select what management plan should be in place and the specific details.

Delegated Officer's Review

What do you consider this conflict to be?

- An actual, existing conflict of interest
- Something that has the potential to become a conflict of interest
- Something that could be perceived by others as a conflict of interest
- Yes No

Do you support the proposed management strategy?

Approved Management Plan

Approved management plan: ⚠

- Monitor Implement closer supervision
- Monitor Take no further action but continue to monitor
- Restrict Limit declarant's involvement in process(es) including segregating or reducing duties
- Restrict Confine declarant to advisory role with no decision-making authority or financial delegations
- Restrict Prevent declarant's dealings with external parties
- Restrict Limit access to systems, information or assets
- Restrict Prohibit Secondary Employment or Unpaid Work
- Restrict Provide an undertaking to refrain from communicating with particular parties during a process
- Recruit Add an independent third party to oversee part or all of a process
- Recruit Engage a subject matter expert to review the work of the declarant
- Recruit Engage a colleague of equal or greater seniority (to the declarant) to be involved in the matter
- Remove Remove the declarant from the relevant task or assignment
- Remove Exclude declarant from certain discussions or meetings
- Remove Exclude declarant from critical recordkeeping functions
- Remove Transfer matter to a different team to remove the conflict from the declarant
- Remove Transfer the declarant to another project, branch or unit
- Remove Remove declarant's access to electronic or physical records
- Relinquish Obtain agreement to relinquish ownership or control of a financial interest e.g. shares, land or controlling interests in a business etc.
- Resign Declarant to resign from DCJ as the conflict cannot be otherwise managed

Specific details of management strategy ⚠


C6 You **MUST** decide how often the conflict should be reviewed, by selecting the radio button

- Annually
- Bi-annually
- Quarterly
- Monthly
- Not required

Frequency of Review

How often should this conflict be reviewed?: ⚠

- Annually
- Bi-annually
- Quarterly
- Monthly
- Not required

C7	<p>To confirm the declaration, you must tick the box in the Delegate’s Agreement and click on ‘CONFIRM DECLARATION’.</p> <div style="border: 1px dashed black; padding: 10px; margin: 10px 0;"> <p>I certify the following:-</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Where appropriate, I have discussed this application with the declarant’s supervisor to make an informed decision about this conflict of interest declaration. This includes considering any recommended strategies to manage this conflict of interest proposed by the declarant and/or the supervisor. <input checked="" type="checkbox"/> I am confident I have the necessary information to make a decision in relation to this conflict of interest. </div> <p style="text-align: center;"><input type="button" value="CONFIRM DECLARATION"/></p>
C8	<p>After clicking “CONFIRM DECLARATION”, you will receive an email confirmation advising you have confirmed the COI declaration of the declarant.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;">  COI-198.pdf 65 KB </div> <p>Hi Joe Citizen,</p> <p>This is to advise that you have confirmed the Conflicts of Interest declaration submitted by John Smith.</p> <p>You have supported the proposed management strategy.</p> <p>Regards, Business Ethics & Compliance Unit</p> <p><i>NB: You can view all Business Ethics and Compliance Unit forms submitted by or assigned to you on the Business Ethics & Compliance Unit Dashboard. To access the Business Ethics & Compliance Unit Dashboard, click here. You will need to use your email address and BECU Forms Password to access the dashboard.</i></p> <p><i>The content of this email has been identified as sensitive. This information should only be shared with parties who have a genuine need to know.</i></p>