



Policy Employees, management advisory committee members, contractors and volunteers will declare potential, perceived and/or real conflicts of interests. The organisation will engage in open, transparent and ethical decision making processes.

Definitions **Pecuniary interests** are also known as financial or fiscal interests.

A **potential conflict of interest** occurs when there is a risk that the matter could be considered a conflict of interest.

A **real conflict of interest** occurs when there is an actual conflict of interest.

Disclosed conflict of interest - an open declaration of a conflict of interest.

Procedure

- A **conflict of interest** occurs when an employee's, contractor's or Management Advisory Committee (MAC) member's personal interests are in conflict with the organisation's and communities interest. When there is a conflict, it may influence the outcome of the decisions they are required to make.
- A **personal interest** occurs when a decision a person makes directly or indirectly affects themselves or associates including (but not limited to):
 - a. immediate and extended family members or other persons with a strong personal bond (e.g. husband, wife, children, brothers, sisters, parents, cousins, aunts, uncles and friends)
 - b. organisations in which the person is actively involved (church, sporting club, etc)
 - c. business partner/s.
- A **personal or material interest** occurs when a person and/or their associates may indirectly or directly stand to personally or financially profit from the decision being made by the decision maker.
- A decision that involves the whole community or a specific group of people does not normally lead to a conflict of interest. For example, if the organisation is reviewing a program targeting youth, a Committee member or employee of the organisation will not have a conflict of interest just because he or she has an adolescent son or daughter.
- If a MAC member or employee of the organisation believes they have a potential or real conflict of interest in a matter that requires a decision to be made, the member or employee should disclose the personal interest at a staff or MAC meeting.
- If a MAC member or employee of the organisation believes they have a personal interest that may result in their financial gain, the employee or MAC member must declare the interest at a staff or MAC meeting.
- If the Manager or Chair of the MAC believes that a potential or real conflict of interest may exist, then the Manager/Chair is required to disclose the matter to the organisation.

What happens when a Conflict of Interest is Disclosed?

- When an employee or MAC member of an organisation declares a potential or real conflict of interest at a meeting, the disclosure should be recorded in the Minutes.
- When a conflict of interest is disclosed, the Manager or Chair of the MAC should record the declaration in the *Conflict of Interest Record*.
- When the Manager or Chair or other employee discloses a conflict of interest, the responsibility for resolving the conflict rests with the person to whom the disclosure is made.
- If the conflict of interest is a minor issue, the organisation may decide that disclosure and registering the conflict of interest is a sufficient course of action.
- If the conflict is significant, the organisation should implement a policy that the person who has the conflict must remove themselves from all discussions and decisions being made regarding the matter.