



# CONFLICT OF INTEREST POLICY

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## 1. PURPOSE

The purpose of this policy is to provide a framework to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the Association and manage risk.

## 2. SCOPE

This policy applies to Committee members, employees and sub-contractors of the Association.

## 3. PRINCIPLES

The Association is committed to ensuring conflicts of interest are managed ethically. A conflict of interest occurs when a Committee member or Observer's personal interests' conflict with their responsibility to act in the best interests of the Association.

It also includes a conflict between a Committee member's duty to the Association and another duty that the Committee member has (for example, to another organisation). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the Association and must be managed accordingly.

## 4. POLICY

It is the policy of the Association that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the Association.

The Association will manage conflicts of interest by requiring Committee members to:

- clearly identify and disclose any existing, potential or perceived conflicts of interest;
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

Once an actual, potential or perceived conflict of interest is identified, it must be declared in writing to the President, Senior Vice President and Secretary, and discussed at the next forthcoming Committee meeting.

### **Action Required for Management of Conflicts of Interest**

Once the conflict of interest has been appropriately disclosed, the Committee (excluding the Committee member disclosing and any other conflicted Committee member) must decide whether or not those conflicted Committee members should:

- participate in any discussion and vote on the matter,
- be excluded from any discussion and voting on the matter; or
- any other appropriate measures to manage the conflict.



In deciding what approach to take, the Committee will consider:

- whether the conflict needs to be avoided or simply documented,
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making, and
- alternative options to avoid the conflict.

The approval of any action requires the agreement of at least a majority of the Committee (excluding any conflicted Committee member/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting.

## 5. DEFINITIONS

**Conflicts of Interest** - occur when a Committee member or Observer has, or is seen to have, a private interest, either financial or non-financial which conflicts or may conflict with the discharge of the Committee duties. Types of conflict of interest:

- **Actual** conflict of interest is a direct conflict between the Committee members duties and their private interests;
- **Perceived** conflict of interest can exist where it may appear to a stakeholder of the Association that a Committee member or Observer's private interest could improperly influence the performance of their duties – whether or not this is in fact the case; and
- **Potential** conflict of interest when a Committee member or Observer's private interest may conflict with their duties in the future.

**Interest** - anything that can bring a benefit or disadvantage to an individual, or to others whom we may wish to benefit or disadvantage. Interests may be:

- **Financial** - involves an actual or potential financial gain or loss. Money does not have to change hands for an interest to be financial; or
- **Non-Financial** - involve any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could create bias in the making of a judgement or decision. They also include the personal, professional or business interests of individuals or groups we associate with.

## 6. POLICY REVIEW

This policy may be amended at any time but should be reviewed every 3 years or when there is a change to the President of the LGFP.

**Version control:**

Version	Reason/ Trigger	Change (Y/N)	Approval Date
1.0	Created new		21/01/2022