

## CONFLICT OF INTEREST

### PURPOSE:

All employees, management committee members and volunteers will declare potential, perceived and/or real conflicts of interests. Breakaway Toowoomba 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 or Management Committee member's personal interests are in conflict with the organisation's and community's 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):
  - 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)
  - organisation's in which the person is actively involved (church, sporting club, etc)
  - 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 Breakaway Toowoomba is reviewing a program targeting young persons, 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.

Developed: 02/03/2009

Ratified by Management Committee: 12<sup>th</sup> March 2009

Review Date: March 2010

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Approved: ..........

- If a Management Committee member or employee of Breakaway Toowoomba believes they have a potential or real conflict of interest in a matter that requires a decision to be made, the Management Committee member or employee should disclose the personal interest at a staff or Management Committee meeting. For example, if the organisation is deciding whether or not to fund an all-expenses-paid trip for a young person to attend a conference and the person is a son or daughter of a Management Committee member or an employee, the employee or Management Committee member must declare the conflict of interest.
- If a Management Committee member or employee of Breakaway Toowoomba believes they have a personal interest that may result in their financial gain, the employee or Management Committee member must declare the interest at a staff or Management Committee meeting.
- If the Executive Officers or Chair of the Management Committee believes that a potential or real conflict of interest may exist, then the Executive Officer/Chair is required to disclose the matter to the organisation.

***What happens when a conflict of interest is disclosed?***

- When an employee or Management Committee 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 Executive Officers or Chair of the Management Committee should record the declaration in the *Conflict of Interest Record*.
- When the Executive Officer 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 person who has the conflict must remove themselves from all discussions and decisions being made regarding the matter.

***Accessing the Conflict of Interest Record***

- All persons wishing to access the *Conflict of Interest Record* should complete the *Request to Access Public Documents*.
- The *Conflict of Interest Record* should be made available to the general public within 21 days of request, unless there are special circumstances that exist or the applicant has been denied.
- The *Conflict of Interest Record* should be stored in a safe and secure location.

Developed: 02/03/2009

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Approved: .....*DB*.....

**Related documents**

Conflict of Interest Record  
Request to Access Public Documents

Approved (Executive Officers) David Ba .....Date 12.04.09.....

Approved (Chairperson) Paul Serine .....Date 12.04.09.....