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FDNA CONFLICT OF INTEREST POLICY

V2.0

INTRODUCTION

The Board of Management of Frankston District Netball Association Inc (FDNA) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

PURPOSE

This policy has been developed to provide a framework for:

- Board Members, Staff, Sub Committees and/or other relevant parties in declaring conflicts of interest; and
- determining how to deal with situations of real or perceived conflict.

POLICY

A conflict of interest may occur if an interest or activity influences or appears to influence the ability of members to exercise objectivity.

The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Association's Conflicts of Interest Register.

A Board member who believes a member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a member has a conflict of interest, as defined by statute, that member shall not initiate or take part in any discussion on that topic, unless expressly invited to do so by unanimous agreement by all other members involved.

Where a member has a conflict of interest, as defined by statute, that member shall not make decisions on that matter.

The Board may supplement the statutory definition of conflict of interest if it so wishes, in which case the same procedures shall apply.

Members are not barred from engaging in dealings with the organisation, provided that these are negotiated at arm's length without the participation of the member concerned.

AUTHORISATION

Melissa Kingston

04.03.2022

Frankston & District Netball Association Inc.



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CONFLICT OF INTEREST PROCEDURE

RESPONSIBILITIES

The Operations Manager is responsible for bringing this policy to the attention of prospective members.

The Operations Manager is responsible for declaring her/his/their own potential conflict of interest to the Board of Management before engaging any business or employee which may present a conflict

All Association members are responsible for respecting this policy.

PROCEDURES

Before Member begins his or her service on a Committee (or other applicable role), he or she shall file with the Operations Manager a list of his or her principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce a conflict of interest. This information should be documented in the Conflict of Interest Checklist. In the case of the Operations Manager she/he/they should file this information with the Board of Management.

Further, Members shall declare any conflicts of interest of which they become aware either at the start of the meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the Conflict of Interest Checklist.

Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, the member concerned shall leave the room as soon as that item comes up for discussion. The concerned member shall not vote on that issue, nor initiate or take part in any discussion on that topic, unless expressly invited to do so by unanimous agreement by all other involved members. The Member's abstinence should be recorded in the meeting minutes.

If a person declares themselves to have an existing or potential conflict of interest, confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and that person does not agree, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to an Ethics Sub-Committee. This committee will make a recommendation to the Board as to what action shall be taken.

'Conflict of interest' is defined as applying

1. in accordance with the statute, where a member stands to gain financially from any business dealings, programs or services of the organisation, other than where
 - a. the member falls into the class of people benefited by the organisation and the financial gain is of a nature common to other beneficiaries, or
 - b. the person is an employee of the organisation, and the financial gain is of a nature common to other employees.
2. under the principles of the organisation,
 - a. where the immediate family or business connections of a member stands to gain financially from any business dealings, programs or services of the organisation,
 - b. where the person is an employee of the organisation,
 - c. where a member or the ex-officio member of the Committee has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of FDNA.

RELATED DOCUMENTS

- [Code of Ethics](#)
- Conflict of Interest Checklist

AUTHORISATION

MIRANDA CASTLES

04.03.2022

CONFLICT OF INTEREST CHECKLIST

This checklist is to be used by the any Board, Subcommittee, Staff or similar person of FDNA to record actual or potential conflicts of interest.

Completed checklists should be submitted to the Operations Manager who will table and rerecord with the minutes the next Board meeting.

At any time that you become aware of a potential conflict of interest it must be declared and registered using this form.
Board members and Operations Manager should also complete the checklist annually.

Name of Member _____

Role of Member _____

Issue of Conflict (eg contractor or staff member is a relative)

Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.

Record Response _____

Ensure that the Board minutes record the conflict of interests declared at this meeting

Dated the _____ day of _____ 202_

Signed

Checklist received by: (name and position): _____

Date of next Board meeting for checklist to be tabled: _____