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|  | Title: | |
| | CONFLICT OF INTEREST POLICY AND PROCEDURE | |
| | Approved: Committee 24 April 2019 | |
| | Next Review: April 2021 | |

Policy Background

The Committee of St John's Netball Club (**SJNC**) is committed to high standards of ethical conduct, accountability and transparency.

The *Associations Incorporation Reform Act 2012 (Act)* imposes obligations on Committee Members in relation to the disclosure of "material personal interests". There are penalties under the Act for a failure to comply with those obligations. This policy provides guidance in relation to the disclosure of "material personal interests" and the expectations regarding the management of conflicts of interest more generally. The provisions of the Act prevail over this policy to the extent of any inconsistencies.

Material Personal Interests

A Committee Member must disclose any 'material personal interest' to the Committee as soon as they are aware of this interest. In considering whether they have a 'material personal interest', Committee Members should consider whether they have a personal interest in a matter and that interest has the capacity to influence their consideration and vote on a matter. In disclosing the interest, a person must give details of the nature and extent of the interest and the relation of the interest to the activities of SJNC.

The details of the interest must be recorded in the Committee meeting minutes. All members must be advised of the nature and extent of this interest at the next general meeting.

Where a Committee Member has a "material personal interest" in a matter, the Committee Member **cannot**:

- be present while the matter is considered at a Committee meeting; and
- vote on the matter.

The above does not apply if the:

- interest exists only because the person is employed by SJNC; or
- association was established to benefit members in the same membership class; or
- person shares this interest with all, or most, of SJNC's members.

Other Interests

There may be times when a Committee Member does not have a material personal interest in a matter but may have another interest that may be an actual, potential or perceived conflict of interest (a **conflict of interest**).

Where a Committee Member believes they have a conflict of interest they must:

- declare the details of the interest at the commencement of any meeting at which the relevant issue is to be considered;
- not be present while the matter is discussed at a Committee meeting; and
- not vote on the matter.

The details of the interest must be recorded in the Committee meeting minutes.

Register of Interests

The Secretary will ensure that a Register of Interests is maintained and updated as appropriate. The Register of Interests will contain details of any material personal interest or conflict of interest declared by a Committee Member.