

POLICY AND PROCEDURE

CONFLICT OF INTEREST

Purpose

The purpose of this policy is to help the Environmental Advocacy in Central Queensland (EnvA) management committee to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of EnvA and manage risk.

Background

Good governance requires that all conflict of interests are identified and managed to ensure that that EnvA operates within legislative requirements.

This document is designed to outline when a conflict of interest needs to be disclosed and to provide guidance to EnvA management committee and staff of their obligations to disclose any conflict of interest.

Definition of Conflict of Interest

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of EnvA.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in.

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 EnvA.

Personal relationships and interest/involvement in other community organisations generally do not necessarily represent a conflict of interest. The exception to this is where a personal benefit could be perceived or the best interests of EnvA is compromised.

Related policy and procedures

- EnvA's Constitution
- Code of Conduct
- Financial Management

POLICY

Conflict of interest are common, and they do not need to present a problem to EnvA if they are openly and effectively managed.

It is the policy of EnvA, as well as a responsibility of the management committee, 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 Env-CQ's goals and direction.

EnvA will manage conflicts of interest by requiring management committee members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

Responsibilities

Management Committee members and staff:

- Be aware and comply with this Conflict of Interest policy and procedure.
- Identify and disclose any actual or potential conflicts of interest.
- Advise the Management Committee of any perceived undeclared conflicts of interest of a committee member or staff.
- Contribute constructively to the management of any conflict of interests to maintain EnvA's reputation.

PROCEDURE

Management of conflict of interests will be a part of the induction process for the Management Committee, staff and volunteers who will be required to read and agree to abide by it.

Identification and disclosure of conflicts of interest

Management Committee members, staff or volunteers may declare a conflict of interest at any time by notifying the Secretary or all members of the Management Committee.

Management Committee members and staff must declare any conflict of interests at meetings of the Management Committee. This may be at the commencement of a meeting where an agenda item may result in a personal interest, or at any time during the meeting when the discussions lead to a potential or real conflict of interest.

Once an actual, potential or perceived conflict of interest is identified, it must be entered into EnvA's register of interests, as well as being raised with the Management Committee. The register of interests must be maintained by the Secretary and must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

Management of conflicts of interest

Once the conflict of interest has been appropriately disclosed, the Management Committee (excluding the member who has made the disclosure, as well as any other conflicted member) must decide whether or not those conflicted members should:

- vote on the matter,
- participate in any debate, or
- be present in the room during the debate and the voting.

In deciding what approach to take, the Management 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,
- alternative options to avoid the conflict,
- EnvA's objectives and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, EnvA.

The approval of any action requires the agreement of at least a majority of the Management Committee (excluding any conflicted 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 and in the register of interests.

In the unlikely event that there are exceptional circumstances, such as where a conflict is very significant or likely to prevent a committee member from regularly participating in discussions, the Management Committee might consider replacing the member.

Other resources

[ACNC Governance Standard 5](#) provides further guidance on the responsibility of all people subject to this policy to put the interests of EnvA above their own personal interests.

Policy review

This policy is to be reviewed and updated whenever there is a request from an EnvA member or staff.

Revision history

Version	Author/Reviewer	Details of amendments	Date approved by management committee
1.0	Coral Rowston	Draft of a proposed Conflict of Interest policy and procedure	10 January 2023

Endorsement



James York
President
Environmental Advocacy in Central Queensland

10 January 2023