

# Conflict of Interest

**AUTHORITY:** CEO, Board

**RESPONSIBILITIES:** All staff, Volunteers, Clients, Parents/Carers (for clients under 17)

## INTRODUCTION

1.1 The Board of Laverton Community Integrated Services inc. is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest

## PURPOSE

- 2.1 This policy has been developed to provide a framework for:
- all Board Members in declaring conflicts of interest; and
  - the Board, when determining how to deal with situations of conflict.

## POLICY:

- 3.1 A conflict of interest may occur if a financial interest or a relationship influences or appears to influence the ability of a Board Member to exercise objectivity.
- 3.2 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. All financial conflicts of interest, as defined by statute, shall be documented in the Board's Conflicts of Interest Register.
- 3.3 Where a Board member has an actual or perceived financial conflict of interest, as defined by statute, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other members present.
- 3.4 Where a Board member has an actual or perceived financial conflict of interest, as defined by statute, that Board member shall not vote on that matter.
- 3.5 Where a Board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that Board member shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly authorised to do so by the Board.
- 3.6 Where a Board member has an actual or perceived conflict of interest related to their relationship with an employee or volunteer of the organisation, or any other person having dealings with the organisation, that Board member shall not vote on that matter, unless expressly authorised to do so by the Board.
- 3.7 The Board may further supplement the definition of conflict of interest from time to time if it so wishes and may specify the procedures to apply in such cases.
- 3.8 Board members are not barred from engaging in business dealings with the organisation, provided that these are negotiated at arm's length without the participation of the Board member concerned.
- 3.8 A Board member who believes another Board member has an undeclared conflict of interest should specify in writing to the Secretary the basis of this potential conflict.

Accompanying Documents.

- Board Conflict of interest Register and Form (Appendix 1)
- Conflict of Interest as standing item on Meeting Agenda's.

Laverton Community Integrated Services Inc. [LCIS]  
Disclosure of a Conflict-of-Interest Form

This form is to be completed by any **Board member or Manager** who has a real or perceived conflict of interest, or a potential conflict of interest in undertaking their LCIS obligations. A copy of the completed and signed form is to be stored on the Board members/staff member's personnel file in LCIS and a copy in the Conflict of Interest register in the CEO's office.

The conflict of interest (COI) documentation should be reviewed annually along with the risk assessment review process, however, should a potential conflict arise during the year, it is the responsibility of the Manager/Board member to complete an updated form prior to the meeting and declaring the conflict.

This will be noted on minutes and cross referenced to the COI register. In the spirit of good governance, it will be the responsibility of the Manager/Board Committee member to leave the room during conversations.

The register will be available for all board members on request.

**Board member / Manager DISCLOSURE:**

Please complete your answers in block letters.

I, *(Insert full name)* .....

of *(address)* .....

Hereby declare a:

REAL

POTENTIAL

PERCEIVED

CONFLICT OF INTEREST

CONFLICT OF COMMITMENT

**Note:** Tick all applicable boxes.

**Please provide a brief outline of the nature of the conflict including other Board memberships, Associations and / or Employers that may be relevant to the operations and business of LCIS.**

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**Please detail the arrangements proposed to resolve/manage/ the conflict (attach separately if appropriate).**

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I, *(insert full name)* ..... hereby agree to:

- update this disclosure throughout the period of my employment/tenure with the LCIS on an annual basis /ongoing basis or until such time as the conflict ceases to exist.
- Comply with any conditions or restrictions imposed by the LCIS to manage, mitigate, or eliminate any actual, potential, or perceived conflict of interest and/or commitment.

*Signed:* .....

*Date:* .....

**ENDORSEMENT BY CHAIR/DEPUTY CHAIR:**

I, *(insert full name)* ..... have reviewed the disclosure (where applicable) and:  
*(\*delete as appropriate)*

- believe that a plan to manage the conflict of interest is not required and that no further action is necessary in relation to this matter.
- believe that the plan outlined in the disclosure will mitigate or remove the conflict of interest but will continue to monitor the situation.
- cannot adequately resolve the conflict of interest with the Board member / Manager concerned and have referred the matter to the full Board for consideration.

*Chair's Signature* .....

*Date:* .....

**REVIEW BY FULL BOARD (IF REQUIRED):**

I, as Chair, *(insert full name)* ..... have reviewed the conflict-of-interest disclosure (and plan) considered by the full Board and have taken the following action in relation to this matter:

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*Chair's Signature* .....

*Date:* .....