

Helensvale Rugby Union Club

CONFLICT OF INTEREST POLICY

1. Purpose

The purpose of this policy is to help committee members of Helensvale Hog Rugby Union Club to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of Helensvale Hog Rugby Union Club and manage risk.

2. Objective

The Helensvale Hog Rugby Union Club committee of management or other governance structure as relevant (called the 'committee' in this policy) aims to ensure that committee members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of Helensvale Hog Rugby Union Club.

3. Scope

This policy applies to the committee and all members of Helensvale Hog Rugby Union Club.

4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests' conflict with their responsibility to act in the best interests of the Helensvale Hog Rugby Union Club.

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 (for example, as a shareholder).

It also includes a conflict between a committee member's duty to Helensvale Hog Rugby Union Club and another duty that the committee member has (for example, to another Helensvale Hog Rugby Union Club). 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 the Helensvale Hog Rugby Union Club.

Therefore, these situations must be managed accordingly.

5. Policy

This policy has been developed to address conflicts of interest affecting Helensvale Hog Rugby Union Club.

Conflict of interest are common, and they do not need to present a problem to the Helensvale Hog Rugby Union Club as long as they are openly and effectively managed.

It is the policy of Helensvale Hog Rugby Union Club, as well as a responsibility of the committee, that ethical, legal, financial or other conflicts of interest be avoided and that any

Helensvale Rugby Union Club

such conflicts (where they do arise) do not conflict with the obligations to Helensvale Hog Rugby Union Club.

Helensvale Hog Rugby Union Club will manage conflicts of interest by requiring 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.

5.1. Responsibility of the committee

The committee is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the Helensvale Hog Rugby Union Club
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The Helensvale Hog Rugby Union Club must ensure that its committee members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

5.2. Identification and disclosure of conflicts of interest

Once an actual, potential or perceived conflict of interest is identified, it must be entered into Helensvale Hog Rugby Union Club's register of interests, as well as being raised with the committee.

Where every other committee member shares a conflict, the committee should declare their conflict for the register as well.

The register of interests must be maintained by the club secretary, in event the secretary is registering the conflict, then the treasurer will be the delegate if both are conflicted all non-conflicted remaining committee members will agree another delegate. The register 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).

Helensvale Rugby Union Club

5.3 Confidentiality of disclosures

The conflicts of interest register will be maintained and only shared with the committee. If members request details, the committee will only confirm that an conflict has been registered and dealt with by the committee, but due to legal reasons pertaining to the privacy act, the information shall not be share beyond the committee.

6. Action required to manage conflicts of interest

6.1. Conflicts of interest of committee members

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

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a committee member from regularly participating in discussions, it may be worth the committee considering if it is appropriate for the person conflicted to resign from the committee.

6.2. What should be considered when deciding what action to take

In deciding what approach to take, the 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
- the Helensvale Hog Rugby Union Club's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the Helensvale Hog Rugby Union Club.

The approval of any action requires the agreement of at least a majority of the committee (excluding any conflicted committee 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.

7. Compliance with this policy

If the committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

Helensvale Rugby Union Club

If it is found that this person has failed to disclose a conflict of interest, the committee may take action against them. This may include seeking to terminate their relationship with the Helensvale Hog Rugby Union Club.

If a person suspects that a committee member has failed to disclose a conflict of interest, they should report in writing to another committee member for review.

Contacts

For questions about this policy, contact the committee or Cameron Wilkie 0415482331.