

Policy Title:	Conflict of Interest
Policy Number:	OP004
Category:	Policy and Procedures
Classification:	Operational
Status:	Approved 12th August 2014

Purpose

- To enhance the confidence of the community, in particular the members of the Kalano Community Association Inc communities;
- To ensure that there is no misunderstanding about acceptable behavior for staff and council members and council committee members;
- To fulfill the requirement of Section 21. Disclosure of Interests in the Kalano Community Association Inc Constitution; and
- To fulfill the requirement under the AS/NZS ISO 9001:2008

Scope

This policy will apply to the council members and staff and/or volunteers if applicable of the Kalano Community Association Inc.

Policy

This policy will apply to situations where the personal interests of an individual or group of individuals directly conflict with the best interest of the Organisation, its members or clients, or where the decisions or actions of individuals may be influenced by their personal interests rather than those of the Organisation.

This will include situations in which:

- Close personal friends or family members are involved, such as decisions about employment, discipline or dismissal, service allocation or awarding of contracts;
- An individual or their close friends or family members may make a financial gain or gain some other form of advantage;
- An individual is involved with another Organisation that is in a competitive relationship with our Organisation and therefore may have access to our plans or financial information; and
- An individual is bound by prior arrangements or allegiances to other individuals or agencies that require them to act in the interest of that person or agency or to take a particular position on an issue.

Procedures

A Register will be kept for both Council and Staff members

For Council Members:

- At the beginning of a meeting the chair will call for any conflicts of interest regarding the current agenda items to be declared
- Any conflicts of interests will be noted in the register
- Risk assessment made
- Action taken (if any) will be noted

For Staff members:

- Any conflicts of interests will be noted in the register
- Risk assessment made
- Action taken (if any) will be noted

Relevant Documents

<i>Related Policies</i>	<ul style="list-style-type: none">• <i>OP001 – Complaints Handling</i>• <i>HRP003 – Employee and Contractor Code of Conduct</i>•
<i>Related Publications</i>	<ul style="list-style-type: none">• <i>Kalano Community Association Inc. Constitution</i>•

