

PORT MACQUARIE DOG CLUB INC.

CONFLICT OF INTEREST POLICY

1. Purpose

The purpose of this policy is to help Committee members of **Port Macquarie Dog Club Inc.** to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of Port Macquarie Dog Club Inc. and manage risk.

2. Objective

The **Port Macquarie Dog Club Inc., committee of management** (called the 'Committee' in this policy) aims to ensure that Committee members are aware of their obligations 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 **Port Macquarie Dog Club Inc.**

3. Scope

This policy applies to the Committee members of **Port Macquarie Dog Club Inc.**

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 association. 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 **Port Macquarie Dog Club Inc.** and another duty that the Committee member has (for example, to another association). 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 association and must be managed accordingly.

5. Policy

This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to the association if they are openly and effectively managed. It is the policy of the [insert name of Port Macquarie Dog Club Inc. as well as a responsibility of the 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 **Port Macquarie Dog Club Inc.**

Port Macquarie Dog Club Inc. 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 association
- monitoring compliance with this policy, and
- reviewing this policy from time to time to ensure that the policy is operating effectively.

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 **Port Macquarie Dog Club Inc.**'s register of interests, as well as being raised with the Committee. The register of interests must be maintained by the Public Officer, and 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).

Confidentiality of disclosures

Any information disclosed will only be available to the Committee members

6. Action required for management of 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 disclosing and 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 whether 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 association's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the association.

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.

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 association and a report being made to Dogs NSW.

If a person suspects that a Committee member has failed to disclose a conflict of interest, they must notify the Committee, or the Public Officer, who is the person responsible for maintaining the register of interests.