



Policy Name	<b>Conflict of Interest</b>
Version No.	V1
Approved by Board on	9 February 2016
Amendment dates	February 2017, 2018, 2019, 2020
Review dates	

## Introduction

The standard of behaviour at Southern Tablelands Arts Inc. is that all Board, staff and volunteers scrupulously avoid conflicts of interest between the interests of Southern Tablelands Arts Inc. and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflict of interest.

If you are unsure as to whether or not you have a conflict of interests in relation to a matter, you should consider these six points:

1. Do you have a personal interest in a matter you are officially involved with?
2. Is it likely you could be influenced by a personal interest in carrying out your public duty?
3. Would a reasonable person believe you could be so influenced?
4. What would be the public perception of whether or not you have a conflict of interests?
5. Do your personal interests conflict with your official role?
6. What steps do you need to take and that a reasonable person would expect you to take to appropriately manage any conflict of interests?

## Purpose

The purpose of this policy is to protect the integrity of the Southern Tablelands Arts Inc. decision making process and business judgements to enable our constituencies to have confidence in our integrity and to protect the reputations of Board, staff and volunteers.

## Conflict of Interest

It is the responsibility of Board Directors and staff to disclose any potential or actual conflict of interest, as well as any perceptions of conflict of interest.

A conflict of interest will be resolved in the following ways by:

- signing an Annual Statement declaring possible Conflict of Interest;
- declaring and recording a conflict of interest at the beginning of the Board meeting, or at the commencement of an agenda item; and,
- the Director withdrawing, or being requested to withdraw, from any decision-making involving the subject of the conflict of interest at the meeting.



## Policy

Upon or before election, hiring, or appointment, staff, volunteers and Board members must make a full written disclosure of interests and relationships, and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file at Southern Tablelands Arts Inc and be updated annually.

In the course of meetings or activities, any conflict of interest must be disclosed including any decision where (including business or other non-profit affiliations), a family member and/or spouse/partner, employer, or close associates will receive a pecuniary or non-pecuniary benefit or gain. After disclosure, the member will be asked to leave the room for the discussion and will not be permitted to vote on the question.

Conflict of Interest will be listed as an item for each meeting.

### **Relevant documents:**

[Annual Conflict of Interest Declaration Board/Staff – adopted 9 February 2016](#)

[Conflict of Interest Declaration: Board Member Induction – 9 February 2016](#)



## **Conflict of Interest Declaration – Board Member Induction**

The standard of behaviour at Southern Tablelands Arts Inc. is that all Board, staff and volunteers scrupulously avoid conflicts of interest between the interests of the organisation and personal, professional, and business interests on the other. This includes avoiding potential and actual conflicts of interest, as well as perceptions of conflict of interest.

I understand that the purpose of this policy is to protect the integrity of Southern Tablelands Arts Inc. decision making process and business judgements, to enable our constituencies to have confidence in our integrity, and to protect the reputations of Board, staff and volunteers.

Upon or before election, hiring, or appointment, I will make a full written disclosure of interests and relationships and holdings that could potentially result in a conflict of interest. This written disclosure will be kept on file and I will update it as appropriate.

In the course of meetings or activities, I will disclose any conflict of interest or decision where I (including my business or other non-profit affiliations), my family and/or my spouse/partner, employer, or close associates will receive a benefit or gain. After disclosure, I understand that I will be asked to leave the room for the discussion and will not be permitted to vote on the question.

I understand this policy is meant to supplement good judgement, and I will respect its spirit as well as its wording.

**Signed:**

**Date:**

**Print Name**



**Board Members/STAFF Annual Statement Concerning Possible Conflict of Interest.**

The undersigned person acknowledges a receipt of a copy of the Resolution Concerning Conflict of Interest 2016.

By my signature affixed below I acknowledge my agreement with the spirit and intent of this resolution and I agree to report to the Chair of the Board any possible conflicts (other than those stated below) that may develop before completion of the next Annual Statement.

I am on the Board of the following organisations:

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I have a personal financial interest (comprising greater than 10% of the capital) in the following organisations”

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I am not aware of any actual Conflict of Interest in relation to the above Board memberships and financial stake-holding.

I may have a conflict of interest or potential conflict of interest in the following area(s):

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**Signed:**

**Date:**

**Print Name:**