



Currumbin Beach Vikings Surf Life Saving Club Inc.

Conflict of Interest Policy

Purpose

This Conflict of Interest outlines the requirement of Club Council to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity and manage risk in their role position for the Currumbin Beach Vikings Surf Life Saving Club Inc.

1. Objective

1.1 Council Members are aware of and aim to ensure their obligations to disclose any conflicts of interest that they have, and to comply with this policy, ensure that effective management of those conflicts as elected position representatives.

2. Scope

2.1 This policy applies to all Council Members of the Club Council its role description of responsibilities.

3. Definition

3.1 A conflict of interest occurs when a member/s personal interests conflict with their responsibility to act in the best interest of the Club. Personal interests include direct interests as well as those of family, friends, or other organisations/companies a member maybe involved with or have interest in (for example, as a shareholder). It also includes a conflict between a Council Member's duty to the Club and another member has (for example, to another Club). A conflict of interest maybe actual, potential or perceived and maybe financial or non financial.

3.2 These situations present the risk that a Member will make a decision based on, or affected by, these influences, rather than in the best interests of the Club and must be managed accordingly.

4. Policy

4.1 This policy has been developed because conflicts of interest commonly arise, and do not need to present a problem to the charity if they are openly and effectively managed. It is the policy of the Club as well as a responsibility of the Management Council, that ethical, legal, financial or other conflicts of interest are avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the Club and will manage conflicts of interest by requiring Council 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. Responsibility

5.1 The Council is responsible for:

- Establishing a system for identifying, disclosing and managing conflicts of interest across the Club.
- Monitoring compliance with this policy, and
- Reviewing this policy on an annual basis to ensure that the policy is operating effectively.



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The Club must ensure that its Council Members are aware of the ACN governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

6. Identification and disclosure

6.1 Once an actual, potential or perceived conflict of interest is identified, it must be entered into the Club's register of interests, as well as being raised with the Council. Where all of the other Council Members share a conflict, the Council should refer to governance standard 5 to ensure that proper disclosure occurs. The register of interests must be maintained by the Club CEO 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).

7. Confidentiality of disclosures

7.1 Declarations of disclosures will be restricted to the Club CEO and Curumbin Beach Vikings Surf Life Saving Club Council Members.

8. Action required for Club Council of conflicts of interest

8.1 Conflicts of interest of Council Members once the conflict of interest has been appropriately disclosed, the Council (excluding the Council Member disclosing and any other conflicted Council Member) must decide whether or not those conflicted Council 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 Council Member from regularly participating in discussions, it may be worth the Council considering whether it is appropriate for the person conflicted to resign from the Council.

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

9.1 In deciding what approach to take, the Council will consider whether the conflict needs to be avoided or simply documented.

9.2 Whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making.

9.3 Alternative options to avoid the conflict.

- The 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 Club.

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



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10. Compliance with this policy

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

If it is found that this member has failed to disclose a conflict of interest, the Council may take action against them. This may include seeking to terminate their relationship with the Club.

If a member suspects that another Council Member has failed to disclose a conflict of interest, they must notify the Club Council President/Chairman or Club CEO who is responsible for maintaining the register of interests.

I, _____ have read, understand and agree to this **Conflict of Interest policy**. I commit to the required standards of behaviour and practice as outlined in the **Conflict of Interest policy with Currumbin Beach Vikings Surf Life Saving Club**.

Member Signature

Print Name

Role Position

Date