



## CONFLICT OF INTEREST POLICY

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### 1. Purpose

To provide a framework for all Management Committee members regarding satisfactory standards for declaration and management of existing or potential conflict of interest situations.

### 2. Scope

This policy applies to all Dinah Beach Cruising Yacht Association (DBCYA) Management Committee members relating to conflict of interest situations arising in the course of conducting affairs on behalf of DBCYA.

### 3. Policy Statement

DBCYA is committed to high standards of ethical conduct and accordingly places great importance on ensuring that transparency and protocol are maintained throughout all aspects of the Association's operations. The policy supports the necessity to disclose, in writing, any private financial or other interests that conflict, or have the potential to conflict, with a person's official duties.

### 4. Definition

A conflict of interest arises in the workplace when a Management Committee member has competing interests or loyalties that either are, or potentially can be, at odds with each other. For the purposes of this policy, conflict of interest means a conflict between private financial or other interest and official duties or responsibilities as a Management Committee member, whether real (actual), apparent (perceived) or potential conflict in the future.

A **real or actual conflict of interest** involves a direct conflict between a public official's current duties and responsibilities and existing private interests.

An **apparent or perceived conflict of interest** can exist where it could be perceived, or appears, that a public official's private interest could improperly influence the performance of their duties – whether or not this is in fact the case.

A **potential conflict of interest** arises where a public official has private interest that could conflict with their official duties in the future.

### 5. Conflict of Interest Protocol

DBCYA requires all Management Committee members to avoid conflicts of interests as far as possible.

Where this is not possible, in the situation of any arising private financial or other interests that conflict, or have the potential to conflict, with a person's official duties, DBCYA requires all Management Committee members to disclose their conflict of interest in writing.

Policy title/no:	DBCYA Conflict of Interest Policy	Policy Category:	Governance
Policy Approved:	June 2015	Date of last review:	n/a
Creator:	W McCallum, General Manager	Date of next review:	June 2016
Responsible Officer:	General Manager	Version:	V1.1





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### 6. Due Procedure for Declaring Conflict of Interest

Any Management Committee member/s who have a direct or indirect pecuniary interest in any matter being considered or about to be considered by the Management Committee shall, as soon as practicable, disclose the nature of that interest in writing, on the available DBCYA Conflict of Interest Disclosure form, and deliver the form to the DBCYA secretary.

The disclosure must be presented at the commencement of the next committee meeting and recorded in the minutes.

The Secretary will maintain a register of completed Conflict of Interest Disclosure forms.

If a committee member, senior member or the General Manager alleges that a Management Committee member has a conflict of interest, whether existing or potential, the Management Committee will investigate and resolve this allegation to the satisfaction of both parties to the best of its ability.

### 7. Due Procedure for Managing Situations of Conflict of Interest

If the declared or identified conflict of interest is a minor issue, the Management Committee will determine that disclosure and registering the conflict of interest is a sufficient course of action.

If the declared or identified conflict is significant, the Management Committee will determine that the individual concerned must not be present (ie must leave the meeting) during any deliberations by the Committee regarding the item of interest, unless expressly invited to participate by unanimous agreement by all other members present. The individual concerned is not entitled to vote or influence the decision making process regarding that item.

Confidentiality will be maintained regarding the contents of the Conflict of Interest Disclosure Form.

The committee will determine on a case by case basis if any further action is required in regard to the conflict of interest to ensure an outcome in the best interest of its members.

### 8. Examples of Conflict of Interest (non-exhaustive)

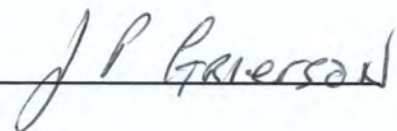
- 1) A committee member or his/her immediate family or business interests stands to gain financially from any DBCYA business dealings
- 2) A committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage;
- 3) A committee member has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of DBCYA.

Signed:

DBCYA Commodore:



Name:



Dated:

14/06/15

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