

1. Purpose

The CAUDIT Executive Committee has an obligation as part of fulfilling their fiduciary duties to act in the best interests of CAUDIT and its members. Further, the NSW Associations Incorporation Act 2009 requires that all members of the Executive Committee disclose any conflict of interest between their own affairs and the affairs of the association. To enable effective management of conflicts of interest they should be recorded on a register which is held by CAUDIT. Similarly, CAUDIT employees and volunteers have similar obligations and this policy also extends to them. Conflicts of interests may arise where an individual's business, personal or family interests and/or loyalties conflict with those of CAUDIT or the collective view of its members.

Such conflicts may create problems; they can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of CAUDIT and/or its members and
- Give the impression that CAUDIT has acted improperly

The aim of this policy is to protect both the organisation and the individuals involved from any impropriety be it perceived or real.

2. Application

This policy applies to Executive Committee and sub-Committee Members, CAUDIT employees and volunteers.

3. Exceptions

Volunteers co-opted to communities of practice and working groups that are governed by a Terms of Reference.

4. Definitions

Executive Committee	Those individuals who are members of the CAUDIT Executive Committee, including all elected positions, ex officio positions, and any appointed positions.
Sub-Committees	Those individuals who are members of a CAUDIT Committee which reports to the Executive Committee, including all elected positions, ex officio positions, and any appointed positions.
CAUDIT employees	Those individuals who are employed by CAUDIT, either directly or via a separate legal entity.
Community of Practice	A special interest group formally recognised by CAUDIT.
Volunteers	Those individuals appointed by CAUDIT to act on its behalf or carry out work on behalf of CAUDIT and/or its members (paid or unpaid).
Register Manager	The staff member who is delegated to maintain the Conflict of Interest register.

5. Policy Statement

Members of the Executive Committee designated sub-Committees, CAUDIT employees and all volunteers acting on behalf of CAUDIT must declare any interests in connection with their position or role with CAUDIT.



6. Frequency

The declaration will be completed as follows:

Executive Committee	On appointment; re-appointment; or when any changes occur and, if relevant, at the commencement of formal meetings
Sub-Committees	On appointment and, if relevant, at the commencement of formal meetings
Working Groups	Upon formation of group. Note that conflicts of interest may preclude participation from the working group
CAUDIT Employees	On appointment, every five years and if any changes occur
Communities of Practice	At the commencement of formal meetings.
Volunteers	As deemed necessary

7. Declaration of interests

The following interests must be declared using the form provided with this policy.

Company Interests – any relationships with a named company with which CAUDIT has business including ownership or part-ownership, major shareholding (ie above 3% of issued capital), or other beneficial interests such as warrants and options, Directorships, paid employment, consultancy; close family connection.

Self-Employment – names of any client accounting for more than \$50,000 of your total annual income.

Charities and Voluntary Organisations – trusteeships, governorships or employment with any charities or voluntary organisations.

Public Appointments – remunerated or unremunerated.

Memberships – including memberships of professional or external bodies, trade or other associations where there is an overlap with the activities of CAUDIT.

Other Interests – anything not covered by the above categories.

In addition to the broad categories above, members of the Executive Committee may find that they have a conflict of interest when the affairs of their employing institution do not align with the collective view of the members and therefore the affairs of CAUDIT. Members of the Executive Committee are not required to specifically declare their employing institution as part of this declaration, but where they find that there is a conflict of interest, they should bring their conflict of interest immediately to the attention of their fellow Executive Committee members.

Where an individual is not sure what to declare, or whether/when the declaration needs to be updated, they should err on the side of caution. Should the individual wish to discuss their interest, they should contact the Chief Executive Officer for confidential guidance.

8. What to do if an individual faces a conflict of interest

Individuals should declare their interest at the earliest opportunity and withdraw from any subsequent discussion. They may with the agreement of the Executive Committee and/or CEO, Chair of the meeting and/or consensus from meeting participants, participate in discussions from which they



might indirectly benefit, for example where the benefits are universal to all, or where their benefit is minimal.

9. Decisions taken where an individual has an interest

In the event of the CAUDIT Executive Committee, Chief Executive Officer or meeting Chair, having to decide upon a question in which a Committee or working group member, CAUDIT employee, or volunteer has an interest, the interested individual should not take part in any discussions affecting their own interests. They must absent themselves from the discussion.

All decisions recorded following a declaration of an interest will be recorded in the minutes of the meeting. The report will record:

- The nature and extent of the conflict
- An outline of the discussion
- The actions taken to manage the conflict.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

10. Contracts

If an individual has a conflict of interest, they must not be involved in signing, managing or monitoring a contract in which they have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

11. Framework for managing or resolving conflicts of interest

Where significant or complex conflicts arise, the Executive Committee will be authorised to manage and consideration should be given to the following five options as a general guide for managing or resolving the conflict.

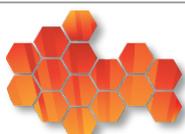
- Restrict the individual's involvement in the process
- Enlist an independent third party to oversee part or all of the process
- Remove the individual from the process
- Have the individual relinquish their private interest that causes the conflict or
- The individual may have to consider resigning from their position or role.

Each situation is likely to have unique characteristics and the Executive Committee must exercise their judgement as to the most appropriate manner in which to mitigate the conflict of interest.

12. Storage, privacy and access to the Register of Interests

Interests will be recorded on the CAUDIT register of interests in accordance with the NSW Associations Incorporation Act 2009. This register will be held by the Chief Executive Officer. The register will be accessible by the President, Chief Executive Officer and Register Manager noting any statutory requirements applicable.

The information provided will be processed in accordance with privacy principles as set out in the Privacy Act 1988. Information will be processed only to ensure that Executive Committee Members, CAUDIT employees, and volunteers act in the best interests of CAUDIT. The information provided will not be used for any other purpose.



Approved:

CAUDIT Executive Committee – 20 October 2020

Date for Next Review:

2023

Access:

Public



Register of Declared Interests

Name:	
Position:	
Company Interests: any relationships with a named company with which CAUDIT has business including ownership or part-ownership, major shareholding (i.e. above 3% of issued capital), or other beneficial interests such as warrants and options, Directorships, paid employment, consultancy; close family connection	
Self-employment: names of any client accounting for more than 5% of your total annual income	
Charities and Voluntary Organisations: trusteeships, governorships or employment with any charities or voluntary organisations	
Public Appointments: remunerated or unremunerated	
Memberships: including memberships of professional or external bodies, trade or other associations	
Close Family Links: specific close family interests in any of the above. The definition of "close" is up to the registrant to decide. It is appreciated that a declaration may be difficult to declare if information is not forthcoming from a family member	
Other Interests: anything not covered by the above categories	
Declaration	
I confirm that the above details are correct to the best of my knowledge and I make this declaration in good faith.	
Signature	Date

