

Policy – Identification and Recording

Policy Information

Policy Name:	Conflict of Interest Policy
Policy Number:	8.2
Current Version:	1.0 - 08.08.2012
Purpose:	Council
Scope:	School Programs
Policy Owner:	Brett New, Executive Principal
Policy Author:	Brett New, Executive Principal
Related policies and legislation:	Council
Internal procedures guided by this policy:	

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #:

Distribution

CONFLICT OF INTEREST POLICY

PURPOSE:

1. To maintain a whole school commitment to high standards of ethical conduct.
2. To stress the importance of all members of the College declaring any existing or potential conflict of interest.

Conflicts of interest arise whenever a member of Doveton College becomes involved in a situation where their personal interests conflict with their duties and obligations to the College. Such interests may be regarded as financial or non-financial and may be direct or indirect.

Conflicts of interest typically arise in circumstances where a member has an interest in a matter about which they are required to make a decision, or act on behalf of, Doveton College. Alternatively, conflicts of interests may also arise where a member is involved with a third party to which there is, or there exists the possibility of, a conflict of interest between their interests and the interests of Doveton College.

BROAD GUIDELINES

1. College Council members, College Council Sub-committee or working party members must declare any conflicts of interest when a relevant issue arises.
The nature of this conflict of interest should be entered into the meeting minutes where appropriate.
2. Staff members, must declare any potential conflicts of interest to the Executive Principal.

IMPLEMENTATION

1. Where a conflict of interest or potential conflict of interest is identified and/or registered regarding a College Council member, College Council sub-committee or working party member, the member concerned must leave the room as soon as that item comes up for discussion. The concerned member shall not vote on that issue, nor initiate or take part in any council discussion on that topic (either in the meeting or with other members before or after meetings), unless expressly invited to do so by unanimous agreement by all other members present.
2. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected.
3. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the College Council cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to the Executive Principal. The

Executive Principal will make a recommendation to Council as to what action shall be taken.

4. If a staff member or a member of a council sub-committee or working party believes they have any potential of interest they should declare this as soon as the conflict is known, to the Executive Principal.
5. A register of all the declared business interests of staff members will be set up and must be updated annually by staff members concerned.
6. Where a meeting of College Council, College Council Sub-committee or College Council working party is dealing with an issue for which a member of staff has registered a conflict of interest, the Executive Principal shall advise the meeting of the conflict of interest.

Examples of conflict of interest could be (but are not limited to):

1. When a College Council member, Sub-committee member, working party member or staff member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation to the College.
2. When a College Council member, Sub-committee or working party member, or staff member offers a professional service to the College Community for financial gain.