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| Policy Name:  Conflict of Interest Policy | Number:  PL/001/01 |
| Date of Issue:  13/09/21 | Date of Effect:  13/09/21 |
| Summary of Policy:   * This policy contains: The Children’s Book Council of Australia NSW Branch’s Framework for identifying and dealing with a Conflict of Interest * Conflict of Interest Declaration Form | |
| Persons Affected:   * Committee members of CBCA NSW Branch * Committee members of CBCA NSW Branch Sub-branches * Staff /Employees of CBCA NSW Branch * Judges of the Aspiring Writers Mentorship Program and any other judges, not on the committee, for any official event. | |

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| Relevant Forms:  Form 2021/P01/001 Conflict of Interest Declaration Form |
| Approved at Committee meeting Meeting of 13/09/2021  Liz Bowring  President |

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1. POLICY INTENT

Identifying and dealing with Conflict of Interest is an integral part of establishing an ethical culture within the Children’s Book Council of Australia NSW Branch.

The community has a right to expect that Committee members, Sub-branch committee members, staff, persons appointed to be judges and participants in sub-committees, will perform their duties in a fair and impartial way and that the decisions that these individuals make are not affected by self-interest, private affiliations, or the likelihood of personal gain or loss.

The CBCA NSW Branch recognises that individuals hold a range of legitimate interests outside their CBCA activities and it is their responsibility to ensure that these interests do not create a conflict of interest or a perceived conflict of interest.

Two important points underlying this policy are:

* + •  If an individual is unsure whether or not there is a conflict of

interest, it is best to declare it.

* + •  When considering whether or not a conflict of interest exists, it is

to be considered from the viewpoint of an outsider (or another member of the CBCA NSW Branch) i.e. if it is likely that a reasonable outsider would consider that a conflict exists.

An individual must disclose any conflict of interest in a timely way and take any action as directed by the Board to deal with any conflict.

1. WHAT IS MEANT BY CONFLICT OF INTEREST

A conflict of interest arises when an individual in a position of authority on behalf of the CBCA NSW Branch exercises judgment or makes a decision or participates in a body (such as in employment or as a member of another Board or committee) and also/concurrently has personal, financial, professional or other interests or obligations that might interfere with or influence the exercise of that judgment/decision/participation.

A conflict of interest can:

1. Be a direct or actual interest i.e. there is an obvious or demonstrable conflict of interest or perceived conflict of interest (an onlooker may reasonably assume there is a conflict)
2. An indirect interest due to a close association i.e. an individual may be closely associated with another organisation or person or employed in a workplace where the interests of that organisation or employment interfere, bias or conflict with CBCA NSW Branch matters
3. An indirect interest due to a financial interest i.e. a personal financial matter that has the potential to bias or conflict with CBCA NSW Branch decisions or may lead to financial gain or loss
4. An indirect interest due to conflicting duties i.e. the exercise or participation in personal activities that requires a judgment that may conflict with CBCA NSW Branch matters or vice versa
5. An indirect interest because of receipt of an applicable gift i.e. accepting gifts of any kind from an associated party or a perceived associated party
6. Other i.e. any other interest that does not fall into the categories above.

3. EXAMPLES OF CONFLICT OF INTEREST SITUATIONS

1. Financial Interests

Financial interests may cover such things as directorships, share holdings, real estate or trusts that have the potential to conflict with CBCA NSW Branch duties.

1. Personal and Other Interests

Personal and other interests may arise from social or cultural activities as well as from family, personal or other relationships.

1. Access to Information, Assessing Applications, Assessing Applications for Funding and/or Sponsorship, Entries and Submissions  
   An individual’s position with the CBCA NSW Branch must not be used to gain access to information or to influence a decision-making process inappropriately (for example by speeding up that process or drawing attention to an application/Sponsorship/Entry/Submission)
2. CONFLICT OF INTEREST FORM

All declarations in relation to a conflict of interest are to be declared on the Conflict of Interest Declaration Form. (Form Number 2021/P01/001).

All Committee Members, Staff , Sub-branch Committees and Sub-Committees and Judges “Conflict of Interest Declaration Form” (Form No. 2021/P01/001) upon taking up appointment.

If a conflict of interest is disclosed then the Committee members should excuse themselves from voting on a decision to be made.

1. CONFLICT OF INTEREST REGISTER

All conflict of interest declarations are to be properly registered and placed in a formal file. Responsibility for this lies with the Public Officer.

1. CONFIDENTIALITY/ PRIVACY

Records relating to disclosures of conflict of interest will be kept confidential but accessible by the Executive of the Committee and those responsible for managing the conflict.

1. REVIEW OF POLICY

This policy will be subject to review every 12 – 24 months to ensure that it remains relevant to the CBCA NSW Branch.

Appendix A. Guide to Individuals to Determine If a Conflict of Interest Exists

These questions are provided to assist an individual to determine whether or not a conflict of interest exists:

What is the situation?

* Would I, or anyone associated with me benefit from or be detrimentally affected by my proposed decision or action?
* Could there be any benefit for me in the future that could cast doubt on my objectivity?
* Do I have a current or previous personal, professional or financial relationship or association of any significance with an interested party?
* Would my reputation or that of a relative, friend or associate stand to be enhanced or damaged because of the proposed decision or action?
* Do I or a relative, friend or associate of theirs stand to gain or lose financially in some covert or unexpected way?
* Do I hold any personal or professional views or biases that may lead others to reasonably conclude that I am not an appropriate person to deal with the matter?
* Have I contributed in a private capacity in any way to the matter the CBCA NSW Branch is dealing with?
* Have I made any promises or commitments in relation to the matter?
* Have I received a benefit or hospitality from someone who stands to gain or lose from my proposed decision or action?
* Am I a member of an association, club or professional organisation or do I have particular ties and affiliations with organisations or individuals who stand to gain or lose by my proposed decision or action?
* Could this situation have an influence on any future employment or volunteer opportunities outside my current official CBCANSW Branch duties?
* Could there be any other benefits or factors that could cast doubts on my objectivity?
* Do I still have any doubts about my proposed decision or action?
* What perceptions could others have?
* What assessment would a fair-minded member of the public make of the circumstances?
* Could my involvement in this matter cast doubt on my integrity or on the CBCA’s integrity?
* If I saw someone else doing this, would I suspect that they might have a conflict of interest?
* If I did participate in this action or decision, would I be happy if my colleagues and the public became aware of my involvement and any association or connection?
* How would I feel if my actions were highlighted in the media?
* Is the matter or issue one of great public interest or controversy where my proposed decision or action could attract greater scrutiny by others?