

P7-21: Conflict of Interest Policy

The Management Committee and Association members including employees, make an enormous contribution to Queanbeyan and District Preschool Association work, and to the community. They each bring experience, expertise, and commitment to the governance of the organisation. However, there may be times when someone's personal interest or interests can come into conflict with the responsibility to act in the organisations best interest; this is known as a conflict of interest.

NATIONAL QUALITY STANDARD (NQS)

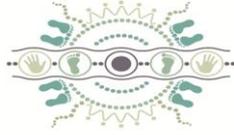
QUALITY AREA 7: GOVERNANCE AND LEADERSHIP		
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management Systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.1.3	Roles and Responsibilities	Roles and responsibilities are clearly defined and understood and support effective decision-making and operation of the service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.

Links

Australian Charities and Not-for-Profit Commission Governance Standards	QDPA Constitution
Code of Ethics	

RELATED POLICIES

Governance Policy Privacy & Confidentiality Policy	Retention and Record Keeping Policy Finance and Procurement Policy
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PURPOSE

Conflicts of interest are common and do not have to be a serious problem. If they are managed appropriately through good governance, processes and policies, these conflicts can be identified and resolved or even prevented. If a conflict of interest isn't managed properly, it may damage the Association's reputation, and in serious cases, even breach the law.

SCOPE

This policy applies to families, staff, management, Approved Provider, Nominated Supervisor, students, and volunteers of the Service.

WHAT ARE CONFLICTS OF INTEREST:

Like all people, responsible people within the Association (Management Committee, Executive Officer, and Director's) have various family, social and business relationships, which are important factors in the establishment and growth of an organisation. However, these conflicts can sometimes cause conflicts of interest.

A conflict of interest occurs when your personal interests' conflict with your responsibility to act in the best interests of the Association. A conflict of interest might mean your duty to act in the best interests of the Association is undermined by another interest you have, making it difficult to ensure you are meeting your duties. This can cause a problem if you decide based on, or affected by, these external influences, rather in the best interests of the Association.

It also includes a conflict between a committee member's duty to the Association and another duty that the committee member has, for example, to another organisation.

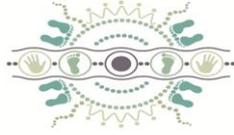
TYPES OF CONFLICTS OF INTEREST:

There are three types of conflicts of interest: actual, potential, and perceived.

Actual: where you are being influenced by a conflicting interest

Potential: Where you could be influenced by a conflicting interest

Perceived: Where you could appear to be influenced by a conflicting interest



These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the Association.

RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE:

The Management Committee will manage conflicts of interest by requiring committee member and responsible persons of the Association to:

- Identify and disclose conflicts of interest.
- Carefully manage any conflicts of interests, and
- Follow this policy and respond to any breaches.

The Management Committee is also responsible for:

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

The Management Committee must ensure that its members are aware of the ACNC governance standards and that they disclose any actual, potential or perceived material conflicts of interest.

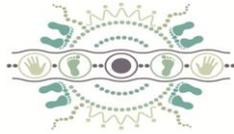
IDENTIFICATION AND DISCLOSURE OF CONFLICTS OF INTEREST

Once an actual, potential, or perceived conflict of interest is identified, it must be entered into QDPA's register of interests (Appendix B), as well as being raised with the Management Committee.

The register of interests must be maintained by the Executive Officer. The register must 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).

If an employee or committee member is in doubt if a conflict exists, they should raise the matter with the Executive Officer for confirmation.

Employees of the Association must also disclose any other employment that might cause a conflict of interest with the Executive Officer (this includes babysitting arrangements with enrolled families of QDPA).



Employees must not set up, engage, or undertake other employment in direct or indirect competition with QDPA using knowledge, materials and resources gained during the course of employment with QDPA.

Where an employee or committee member is in a relationship with any other person employed by, or on the Management Committee, that relationship must be disclosed to the Executive Officer where that relationship may conflict with or may give rise to a perception of conflict with their duties as an employee or committee member.

RELATED PARTY TRANSACTIONS

Related party transactions are common and are not necessarily a problem in and of themselves. In fact, they can often bring about benefits to the organisation such as access to discounted goods and services.

However, related party transactions can also bring about issues with potentially damaging conflicts of interest, meaning there is a risk that related party transactions may not be in the best interest of the organisation.

QDPA must carefully manage any related party transaction to ensure they are handled:

- Appropriately
- Transparently, and
- In the best interests of QDPA

For each related party transaction, a related party transaction register will be maintained, which will provide information about the related party and the transaction. This will be completed through reporting in the monthly operations reports presented at Management Committee meetings in the Financials section, as well as through third party software transaction reports. This information will assist QDPA in its reporting obligations required in the Annual Information Statement, or for the relevant disclosure notes in the financial statements.

All possible related party transactions will be entered into the conflict-of-interest register and disclosed to the Executive Management Committee on each occasion this is updated by individual employees or committee members who disclose a potential conflict of interest. A risk plan will be developed with review dates and any actions deemed to be required by the Management Committee. The Management Committee should review the conflict of interest register twice annually in their May and November General Meetings to ensure all board members are aware of possible conflicts.



Where there is a conflict of interest with any service Director and a supplier in the procurement tender process, the Executive Officer would be required to approve the delegation (in accordance with the financial delegations). Where there is a conflict of interest with the Committee or the Executive Officer and a supplier in the tender process, the Chair and/or Treasurer would be required to approve the tender.

CONFIDENTIALITY OF DISCLOSURES

Disclosures will be confidentially maintained by the Executive Officer and disclosed only to members of the Executive Committee. In the event of the same conflicts of interest among several members of the Executive Committee, the disclosure will need to be referred to the wider Management Committee for risk analysis, as required. In exceptional circumstances, such as where a conflict is very significant or likely to prevent a committee member from regularly participating in discussions, it may be worth the Executive Committee considering whether it is appropriate for the person conflicted to resign from the Management Committee. Any disclosure made will not be taken into account in any employment context other than the avoidance, rectification or risk analysis of conflicts of interest.

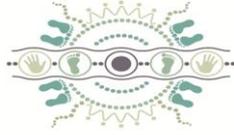
ACTION TO MANAGE DISCLOSED CONFLICTS OF INTEREST

Once the conflict of interest has been appropriately disclosed, the Executive Officer and the Executive Committee will consider:

- Whether the conflict needs to be avoided or simply documented
- Whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- Alternative options to avoid the conflict.
- The Association's objects, funding, and resources, and
- The possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, QDPA.

The actions will be recorded in the conflict-of-interest form (appendix A).

COMPLIANCE WITH THIS POLICY



If the Management Committee has reason to believe that a person subject to the policy has failed to comply with it, the Executive Committee will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the Management Committee may take action against them. This may include disciplinary action for any remunerated employee up to and including termination, and termination of members of the committee.

If a person suspects that a committee member or employee has failed to disclose a conflict of interest, they must notify the Executive Officer and/or the Executive Committee for the matter to be discussed with the relevant person and investigated further if deemed necessary.

The Management Committee should review the conflict of interest register annually in their General Meeting to ensure all committee members are aware of possible conflicts.

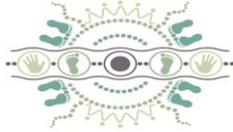
SOURCE:

Australian Charities and Not-for-profits Commission (ACNC) www.acnc.gov.au

Institute of Community Directors Australia www.ourcommunity.com.au

REVIEW:

Version Control	Date	Author	Description of Change
1.0	May 2024	QDPA	Original document
2.0	May 2025	QDPA	<ul style="list-style-type: none">• Related party transactions to be added to monthly operations reports• Specific months noted for review of Conflict-of-Interest Register



APPENDIX A – CONFLICT OF INTEREST FORM

Date of Disclosure:	
Employee/Committee Member Name:	
Description of the Conflict of Interest:	
Action Required:	
Review Date:	

ACKNOWLEDGEMENT:

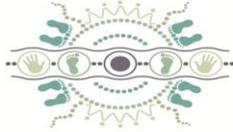
Please sign to indicate all relevant information about the conflict of interest has been disclosed:

Employee/Committee Member:

Management (Executive Officer/Chair)

Name: _____

Name: _____



Queanbeyan and District
Preschool Association

Signed: _____

Signed: _____

Date: _____

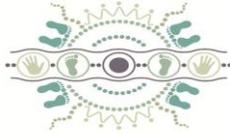
Date: _____

Confirm the details have been entered onto the register of interests:

Yes / No (Date) _____

Confirm the details have been shared with the Executive Committee:

Yes / No (Date) _____



APPENDIX B: REGISTER OF INTERESTS

Name of Employee/Committee Member	Date of disclosure	Has the Executive Committee been notified? Y/N	Description of interest	Steps taken by Executive Committee for dealing with the conflict	Committee member actions to address the conflict