



# South Australian Ice Skating Association Inc.

## Conflict of Interest Policy

**This policy applies to all Employees, Board, Committee members and Officials.**

Employees, Board, Committee members and Officials have an obligation to act in the best interests of the South Australian Ice Skating Association Inc. (SAISA) and in accordance with the Constitution, policies, procedures and other relevant documents. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of South Australian Ice Skating Association Inc.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of SAISA.
- Risk the impression that SAISA has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **The declaration of interests**

Employees, Board, Committee Members and Officials to declare any interests, and any gifts or hospitality received in connection with their role at SAISA.

A declaration of interests form is available for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please discuss with the President or Secretary for confidential guidance. Interests will be recorded on SAISA's register of interests, which will be maintained by the Secretary. The register will be accessible by the President and Secretary.

### **Data Protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that employees, Board Committee Members and Officials act in the best interests of SAISA. The information provided will not be used for any other purpose in line with the SAISA Privacy Policy.

### **What to do if you face a conflict of interest**

It is essential that you declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to President, Chair of the Committee, and/or Secretary. Chair of the Committee, CEO or President will declare that interest.

### **Decisions taken where a board member or member of staff has an interest**

In the event of the Board having to decide upon a question in which a Board Member or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested board members may not vote on matters affecting their own interests. The Board shall determine if they must absent themselves from the discussion or may participate in the discussion but not the decision-making process.

All decisions under a conflict of interest will be recorded by Secretary and reported 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, through the State Sport Dispute Centre will be used where conflicts cannot be resolved through the usual procedures.

### **Managing contracts**

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you 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.

Signature: \_\_\_\_\_  
[Responsible Officer]

Date: \_\_\_/\_\_\_/\_\_\_