



CONFLICT OF INTEREST POLICY

Lake Baroon Catchment Care Group Inc

PO Box 567, Maleny Qld, 4552

Tel: 07 5494 3775

Email: info@lbccg.org.au

Policy Number	007	Responsible person	Chair
Version	2025	Approved by Committee on	
Drafted by	Manager	Scheduled review date	As required

Policy adapted from <https://www.communitydirectors.com.au/icda/policybank/>

Introduction

The Management Committee of Lake Baroon Catchment Care Group is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

Purpose

This policy has been developed to provide a framework for all Management Committee members and staff members in declaring conflicts of interest.

Policy

The Management Committee places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared at the start of each committee meeting by the member concerned and documented in the Minutes and a copy of the declaration kept on file.

A Management Committee member who believes another Management Committee member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Procedure

1. Members shall declare any conflicts of interest at the start of the Management Committee meeting concerned. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented in the ***Conflict of Interest Register***.
2. Where a conflict of interest or potential conflict of interest is identified and/or registered, the Management Committee member concerned shall leave the room as soon as that item comes up for discussion. The concerned Board member shall not vote on that issue, nor initiate or take part in any Management Committee discussion on that topic (either in the meeting or with other Board members before or after the Management Committee meetings), unless expressly invited to do so by unanimous agreement by all other members present.
4. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the Management Committee cannot resolve this allegation to the

satisfaction of both parties the matter shall be referred to the Ethics Sub-Committee. This Sub-Committee will make a recommendation to the Board as to what action shall be taken.

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

When a Management Committee member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of the organisation.

When a Management Committee member him or herself offers a professional service to the organisation.

When a Management Committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.

Where a Management Committee member or the ex/officio member of the Management Committee has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Lake Baroon Catchment Care Group.

Conflict of Interest – Lake Baroon Catchment Care Group Management Committee Meeting

- Following the opening of the meeting ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Date of Meeting: / / 20

Name of Member _____

Issue of Conflict _____

- Note the disclosure of the conflict of interest and the decision of the Management Committee on how to deal with this conflict.

Record Response _____

- Ensure that the minutes record the declaration of interests declared at this meeting

Dated the _____ day of _____ 20__

Signed

Position