



## **Conflict of Interest Policy**

### **1. Purpose**

1.1. The purpose of this policy is to help committee members of the Canberra Region Rugby League (CRRL) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of the CRRL and manage risk.

### **2. Objective**

2.1. The CRRL (called the 'committee' in this policy) aims to ensure that committee members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of the CRRL.

### **3. Scope**

3.1. This policy applies to the committee members of the CRRL.

3.2. The staff and employees of the CRRL will also be bound by this policy where there are potential conflicts of interest in recommendations made, or the formulation of policies and decisions within the administration of the CRRL competitions.

### **4. Definition of conflicts of interests**

4.1. A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the CRRL.

4.2. Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in.

4.3. It also includes a conflict between a committee member's duty to the CRRL and another duty that the committee member has.

- 4.4. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.
- 4.5. 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 CRRL.  
Therefore, these situations must be managed accordingly.

## **5. Policy**

- 5.1. This policy has been developed to address conflicts of interest affecting the CRRL.
- 5.2. Conflicts of interest are common, and they do not need to present a problem to the CRRL committee as long as they are openly and effectively managed.
- 5.3. It is the policy of the CRRL as well as a responsibility of the committee, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to the CRRL.
- 5.4. The CRRL will manage conflicts of interest by requiring committee members to:
  - 5.4.1. avoid conflicts of interest where possible
  - 5.4.2. identify and disclose any conflicts of interest
  - 5.4.3. carefully manage any conflicts of interest, and
  - 5.4.4. follow this policy and respond to any breaches.
- 5.5. A register of potential and actual conflicts of interest will be recorded at the February meeting of the CRRL committee post the Annual General Meeting in December of the previous year, being the first meeting of the newly elected/re-elected committee.

## **6. Responsibility of the committee**

- 6.1. The committee is responsible for:
  - 6.1.1. establishing a system for identifying, disclosing and managing conflicts of interest across the CRRL.
  - 6.1.2. monitoring compliance with this policy, and
  - 6.1.3. reviewing this policy on an annual basis to ensure that the policy is operating effectively.
- 6.2. The Corporations Act and the CRRL Constitution requires that a Committee Member must take all reasonable steps to avoid being placed in a position where a conflict of interest arises during the exercise of the member's functions and must disclose any conflict of interest if it does arise.

## **7. Identification and disclosure of conflicts of interest**

- 7.1. Once an actual, potential or perceived conflict of interest is identified, it must be entered into the CRRL's register of interests, as well as being raised with the committee.
- 7.2. Where every other committee member shares a conflict, the board should refer to the Corporations Act to ensure that proper disclosure occurs.
- 7.3. The register of interests must be maintained by the CRRL General Manager acting as secretariat to the committee. 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).

## **8. Confidentiality of disclosures**

- 8.1. The conflict/s of interest will be recorded and held by the General Manager of the CRRL and stored with the committee's documents in electronic form.
- 8.2. These will be recorded in the minutes as appropriate and as necessary. The recorded document will be updated as necessary if there is a change in circumstance and renewed annually.
- 8.3. If the whole committee has a conflict of interest, the General Manager of the CRRL will reference the CEO of the Raiders to adjudicate on any conflict of interest and any decisions that need to be taken.

## **9. Action required to manage conflicts of interest**

- 9.1. Conflicts of interest of committee members
  - 9.1.1. Once the conflict of interest has been appropriately disclosed, the board (excluding the board member who has made the disclosure, as well as any other conflicted committee member) must decide whether or not those conflicted members should:
    - 9.1.1.1. vote on the matter (this is a minimum),
    - 9.1.1.2. participate in any debate, or
    - 9.1.1.3. be present in the room during the debate and the voting.
- 9.2. 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 committee considering if it is appropriate for the person conflicted to resign from the board.

## **10. What should be considered when deciding what action to taken**

- 10.1. In deciding what approach to take, the committee will consider:
  - 10.1.1. whether the conflict needs to be avoided or simply documented
  - 10.1.2. whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
  - 10.1.3. alternative options to avoid the conflict
  - 10.1.4. the CRRL's objects and resources, and
  - 10.1.5. the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the CRRL.
- 10.2. The approval of any action requires the agreement of at least a majority of the committee (excluding any conflicted committee member/s) who are present and voting at the meeting.
- 10.3. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

## **11. Compliance with this policy**

- 11.1. If the committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.
- 11.2. If it is found that this person has failed to disclose a conflict of interest, the committee may take action against them. This may include seeking to terminate their relationship with the CRRL.
- 11.3. If a person suspects that a board member has failed to disclose a conflict of interest, they must take one of more of the following actions:
  - 11.3.1. discuss with the person in question,
  - 11.3.2. notify the committee,
  - 11.3.3. or the person responsible for maintaining the register of interests.

## **Contacts**

For questions about this policy, contact the committee or the General Manager of the CRRL.