



Equestrian Western Australian Incorporated

ABN: 53 591 481 584

Policy:	Board and Committee Members Conflict of Interests Policy
Policy Area:	Board & Governance Policies
Date Approved:	15/10/09
Replaces Policy No:	18/09/04

The Board places great importance on making clear any existing or potential conflicts of interest for all Committee Members.

Conflicts of interest may include but not limited to:

- When a Committee Member, or his/her immediate family or business interests, stands to gain financially from any business dealings, programmes or services provided to EWA.
- When a Committee Member offers a professional service to EWA.
- When a Committee Member stands to gain personally or professionally from any insider knowledge if that knowledge is used for personal or professional advantage.

Conflicts of interest can be real or perceived. All member must realise that perceived interest can be as damaging as real conflicts.

This policy applies to members of the Board and EWA Committees

Board and EWA Committee Members have an obligation to act in the best interests of EWA, and in accordance with the Constitution. Staff & volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of EWA.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Results in decisions or actions that are not in the best interests of EWA; and
- Risk the impression that EWA has acted improperly.

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

The declaration of interests

Accordingly, we are asking the Board and Committee Members to declare any financial interests received or which may be received in connection with their role in EWA. A register of interests form is provided for this purpose, listing the types of interest you should declare

The Register of Interests will be updated annually.

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 contact the CEO for confidential guidance. Interests will be recorded on the EWA Register of Interests, which will be maintained by the Registrar. The register will be accessible by writing to the Register requesting a copy of the register.

Privacy Policy Protection

The information provided will be processed in accordance with the EWA Privacy Policy. Data will be processed only to ensure that the Board and EWA Committees act in the best interests of EWA. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you are a Board Member, EWA Committee Member, or a member of an EWA Affiliate, you should not be involved in the decisions that financially benefit you or the Club that you are a member of. You should 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 stakeholders, or where your benefit is minimal.

If you fail to declare an interest that is known to the Registrar or the CEO, the Chairperson of the Board will declare that interest.

Decisions taken where a Committee Member has an interest

In the event of the Board or any EWA Committee having to decide upon a question in which a Member 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 Members may not vote on matters affecting their own interests. They may participate in the discussion but not the decision-making process.

All decisions under a conflict of interest will be recorded by the Registrar 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.

An exemption applies to contracts less than \$500 annually in value. Random checks against the register of interest will be made on the award of contracts below this value. If the cumulative value of a series of small contracts exceeds \$500. Committee Members will operate the policy used for individual contracts over that sum.

The exemption does not apply to contracts of employment with EWA.

Independent external mediation will be used where conflicts cannot be resolved through the normal procedures through an independent arbitration service.

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.

Types of Conflicts in Interests

Conflicts of Interest arise when Committee Members find themselves in situations where they are in a position to influence the performance of duties (eg employment decisions, awarding tenders, etc) according to their own interests and personal circumstances.

In many instances, only the Board or Committee Member involved will be aware that a conflict of interest exists in a situation, or that the potential for a perceived conflict of interest exists in a situation. It is therefore the responsibility of all Board and Committee Members to identify any conflicts of interest and take action to avoid situations in which a conflict

of interest could arise, or could be perceived to arise, as soon as the conflict of interest is identified by implementing the procedures defined above.

For terms of reference, refer to the EWA Standing Orders.