

# Conflict of Interest Policy

Note: Based on the [Institute of Community Directors Australia Conflict of Interest Policy template](#).

## 1. Responsibilities

- 1.1. The Chair is responsible for bringing this policy to the attention of prospective Board members.
- 1.2. All Board members are responsible for bringing this policy to the attention of employees, consultants, members, or volunteers.
- 1.3. All Board members and employees, consultants, members, and volunteers (collectively 'EFA Representatives') are responsible for complying with this policy.

## 2. Processes

- 2.1. Before an EFA Representative begins their service with the organisation, they shall file with the Secretary a brief list of their principal business activities, as well as involvement with other charitable and business organisations, vendors or business interests, or with any other associations that might produce an actual or perceived conflict of interest. This information should be documented in the Conflict of Interest Register by the EFA Representative.
- 2.2. EFA Representatives shall also file with the Secretary notification of any relationships between themselves and any employee, contractor, or volunteer of the organisation, or any other person having dealings with the organisation that might reasonably give rise to the perception of a conflict of interest. This information should also be documented in the Conflict of Interest Register by the EFA Representative.
- 2.3. Further, Members shall declare any conflicts of interest<sup>1</sup> of which they become aware either at the start of the Board or General meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered in the meeting minutes. The nature of the conflict of interest should also be documented in the Conflict of Interest Register by the Member.
- 2.4. Where a conflict of interest or potential conflict of interest, as defined below, is identified and/or registered, any Board member concerned shall leave the room, call, or online meeting as soon as that item comes up for discussion in a Board meeting. A concerned Board member shall not vote on that issue, nor initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other

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<sup>1</sup> For example, that arise during an all-member vote at an AGM on a matter the member has some financial interest in.

members present and recorded in the meeting's minutes. Any Board Member's abstinence should be recorded in the meeting minutes.

- 2.5. If a person declares themselves to have an 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 that person does not agree, and if the Board cannot resolve this allegation to the satisfaction of both parties, the matter shall be referred to an appropriate board committee or subset of the board. This committee will make a recommendation to the Board as to what action shall be taken.
- 2.6. 'Conflict of interest' is defined as applying in accordance with the statute Associations Incorporation Act 1985 (South Australia), where an EFA Representative or an immediate family member or business connection with a close relationship to the EFA Representative ('the person') stands to gain financially from any business dealings, programs or services of the organisation, other than where:
  - 2.6.a. the person falls into the class of people benefited by the organisation, including members, and the financial gain is of a nature common to other beneficiaries, or
  - 2.6.b. the person is an employee or contractor of the organisation, and the financial gain is of a nature common to other employees or contractors.
- 2.7. 'Close relationship' is defined as any relationship that might reasonably give rise to an apprehension that the EFA Representative might place the interests of the other party above the interests of the organisation.
- 2.8. Actions to be taken to manage conflicts of interest will be informed by the 6R framework<sup>2</sup>: record/register, restrict/refrain, recruit, remove, relinquish, and resign.

### 3. Related Documents

- 3.1. [EFA Ethical Standards](#)
- 3.2. [Conflict of Interest Register form](#)

<b>Approved by</b>	EFA Business Committee	<b>Approved date</b>	14-07-2025
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<sup>2</sup> For example

<https://www.wa.gov.au/government/multi-step-guides/conflicts-of-interest-guide/the-6ps-and-6rs-tools>