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## Carmel College Governance Policy 04: Conflict of Interest

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### Special Character statement

*Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.*

### Outcome statement

The Board effectively manages actual, potential and perceived conflicts of interest ensuring the integrity of Board decisions and reputation of Board members. Open and transparent declarations of interests protect the integrity of the college's decision-making process, and the reputations of all Board members.

### Scoping

The Board shall create a register of all Board members detailing any interests, relationships or holdings that could potentially result in a conflict of interest. This register shall be updated whenever a Board member's circumstances change or a new member joins the Board. It should be reviewed at the start of each college year and following trustee elections.

Board members who have a conflict of interest shall be excluded from relevant Board meetings (or relevant parts of Board meetings).

### Expectations and limitations

1. All staff and Board members will effectively manage conflicts of interest between the interests of the college on one hand and personal, professional and business interests on the other. This includes managing potential and actual conflicts of interest as well as perceptions of conflicts of interest.
2. If a Trustee could have, or could be perceived to have, a conflict of interest in relation to an agenda item, they must declare such conflict or potential conflict no later than at the start of the meeting.
3. The Board will minute each declaration and the Trustee shall not take part in any debate or decision making for that issue.
4. Any trustee who has a pecuniary interest or any other interest that may influence them in carrying out their duties and responsibilities as a trustee must be excluded from any meeting while the Board discusses, considers, considers anything relating to or decides on the matter.
5. Any trustee who is a member of the Board's staff must be excluded from any meeting while the Board discusses, considers, considers anything relating to or decides on any matter relating to their own employment or a complaint received against them.
6. Any trustee who is a student enrolled at the college must be excluded from any meeting while the Board discusses, considers, considers anything relating to or decides on any matter relating to them as an individual student.
7. In the course of Board meetings, Board members will disclose any interests in a

transaction or decision where their family and/or partner, employer or close associate will receive a benefit or gain. After disclosure, the person making the disclosure will be asked to leave the meeting for the discussion and will not be permitted to vote on the question.

## Procedures/supporting documentation

Disclosure of interest statements procedure

## Monitoring

1. Conflict of interest is a standing agenda item to be asked of all trustees at each meeting.
2. List of conflicts of interest are to be part of the minutes and to be updated annually.

## Legislative compliance

Date reviewed:	December, 2018	Next Review:	June, 2020
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