



Conflict of Interest Policy

Date of Approval	June 26, 2024
Approved by	ISQ Council
Date of last review	June 2024
Date of next review	June 2025
Policy Number	020/2024

1. Policy Objective

The purpose of this policy is to assist Ice Skating Queensland (ISQ) to effectively identify, disclose and manage any actual, potential, or perceived conflicts of interest to protect the Values of ISQ and manage risk. Effective implementation of this Policy will ensure that the ISQ Council is compliant with Queensland's *Associations Incorporation Act 1981*.

2. Application

This Policy applies to all ISQ Councillors, all persons appointed to any ISQ Committee, the CEO, and all employees with decision-making responsibilities.

3. Definitions

CEO – refers to the most senior member of staff that reports directly to the ISQ Council.

Committee - refers to both ISQ's Advisory Committees and ISQ's Subcommittees, as defined by ISQ's Rules.

Confidential Information - refers to information that is not publicly available, including business, Member and Employee information, and anything else that a Responsible Officer of ISQ deems to be confidential.

Council – refers to the Ice Skating Queensland (ISQ) Council, as defined by ISQ's Rules.

Councillors – refers to any individual elected or appointed to the ISQ Council, in accordance with ISQ's Rules.

Member – refers to any Member of ISQ, in accordance with ISQ's Rules.

Responsible Officer – refers to the President, Treasurer and Secretary of ISQ.

4. Defining Conflict of Interest

- 4.1 A conflict of interest occurs when one's personal interest conflicts with their responsibility to act in the best interests of ISQ.
- 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 A conflict of interest may be actual, potential, or perceived and may be financial or non-financial.
- 4.4 Conflict of interests present the risk that a person will make a decision based on, or affected or influenced by, these influences, rather than in the best interests of ISQ and must be managed accordingly.
- 4.5 A material personal conflict of interest is governed by Queensland's *Associations Incorporation Act 1981*.



5. Responsibilities

- 5.1 Council – collectively responsible for establishing a system for identifying, disclosing, and managing conflicts of interest; monitoring compliance with this policy; and reviewing this policy regularly to ensure it is operationally effective.
- 5.2 Councillors – individually responsible for disclosing the nature and extent of a material personal interest to the Council as soon as the Councillor becomes aware of the interest in a matter being considered by the Council. Councillors should disclose all potential conflicts of interest to Council.
- 5.3 ISQ Committee members – individually responsible for disclosing the nature and extent of a material personal interest to the Council as soon as the Committee member becomes aware of the interest in a matter being considered by the Committee to which they have been appointed.
- 5.4 CEO – individually responsible for disclosing the nature and extent of a material personal interest to the Council as soon as the CEO becomes aware of the interest in a matter being considered by the Council or within the scope of the CEO’s decision making responsibilities. The CEO is also responsible for monitoring employees’ compliance with this policy.
- 5.5 Employees with decision-making responsibilities – individually responsible for disclosing the nature and extent of a material personal interest to the CEO, as soon as the employee becomes aware of the interest in a matter within the scope of the employee’s decision making responsibilities.

6. Identification and Disclosure

- 6.1 Any person subject to this Policy should not allow a conflict of interest to compromise their position as a Councillor, Committee member or employee in the organisation.
- 6.2 A Councillor’s personal interests (for example, a family member being awarded a contract) or other duties (for example, being on the management committee of a related entity) and their duty to ISQ must not be brought into conflict.
- 6.3 ISQ Committee members and employees with decision-making responsibilities, including the CEO, should not allow their personal interests (for example, a family member being awarded a contract) or other duties (for example, being a coach of an ISQ Member) be brought into conflict with their obligations to ISQ.
- 6.4 Any person subject to this Policy needs to acknowledge that information will be provided to them which will be Confidential Information.



- 6.5 Any person subject to this Policy has a duty not to make unauthorised disclosure or use of ISQ's information and a duty not to disclose or exploit Confidential Information, such as commercially or personally sensitive information or information which is Confidential by virtue of a contractual arrangement.
- 6.6 Once an actual, potential, or perceived conflict of interest is identified, it must be entered into ISQ's Conflict of Interest Register, as well as being raised with the Council. The register must be maintained by the ISQ Secretary and 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.

7. Management of Councillors' Conflicts

- 7.1 Once the conflict of interest has been appropriately disclosed, the Council (excluding the Councillor who has made the disclosure, as well as any other conflicted Councillor) must decide whether those conflicted Councillors should:
- Leave the meeting while the matter is dealt by the Council;
 - Be present, but not participate in the discussion;
 - Participate in the discussion, but not vote; or,
 - Vote on the matter.
- 7.2 In exceptional circumstances, such as where a conflict is significant or likely to prevent a Council member from regularly participating in discussions, it may be worth the Council considering if it is appropriate for the person conflicted to resign from the Council.
- 7.3 In deciding what approach to take, the Council will consider:
- whether the conflict is a material personal interest and needs to be avoided;
 - whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making;
 - alternative options to avoid the conflict;
 - ISQ's objects and resources; and,
 - the possibility of creating an appearance of improper conduct that might compromise the Values, impair confidence in, or the reputation of, ISQ.
- 7.4 The approval of any action requires a simple majority of the Council (excluding any conflicted Councillor/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in ISQ's Conflict of Interest Register.
- 7.5 If the Council cannot agree, the conflicted Councillor must leave the meeting while the Council deals the matter.



8. Management of Committee members & Employees' Conflicts

- 8.1 With respect to Committee members, once the conflict of interest has been appropriately disclosed, the Council must decide whether those conflicted individuals should:
- Leave the meeting while the matter is dealt by the ISQ Committee;
 - Be present, but not participate in the discussion;
 - Participate in the discussion, but not vote; or,
 - Vote on the matter.
- 8.2 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 Council considering if it is appropriate for the person conflicted to resign from the Committee or to be appointed to the Committee.
- 8.3 With respect to employees subject to this Policy, once the conflict of interest has been appropriately disclosed by the employee, the Council must decide whether those conflicted individuals should:
- Be relieved of their responsibility or removed from the project relative to the conflict;
 - Have decision-making relative to the conflict delegated to their line manager (in the case of the CEO, this may be delegated to the Council, the President, or the Treasurer); or,
 - Continue to execute their decision-making responsibilities in accordance with all applicable ISQ policies and procedures.
- 8.4 In deciding what approach to take, the Council will consider:
- whether the conflict is a material personal interest and needs to be avoided;
 - whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making;
 - alternative options to avoid the conflict;
 - ISQ's objects and resources; and,
 - the possibility of creating an appearance of improper conduct that might compromise the Values, impair confidence in, or the reputation of, ISQ.
- 8.5 The approval of any action requires a simple majority of the Council (excluding any conflicted Councillor/s) who are present and voting at the meeting. The action and result of the voting will be recorded in the minutes of the meeting and in ISQ's Conflict of Interest Register.

9. Compliance by Councillors

- 9.1 If the Council has a reason to believe that a Councillor has failed to comply with this Policy, it will investigate the circumstances.



- 9.2 If it is found that this Councillor has failed to disclose a conflict of interest, the Council may take action against them. This may include seeking to terminate their position as a Councillor.
- 9.3 If a person subject to this Policy suspects that a Councillor has failed to disclose a conflict of interest, they must notify a Responsible Officer who will contact the Councillor to discuss the alleged breach of policy and raise the alleged breach at the next meeting of the Council.

10. Compliance by Committee members & Employees

- 10.1 If the Council or CEO has reason to believe that a Committee member or employee has failed to comply with this Policy, the Council or the CEO will investigate the circumstances.
- 10.2 If it is found that a Committee member or employee has failed to disclose a conflict of interest, the Council may take action against them.
- 10.3 If a person subject to this Policy suspects that a Committee member or employee with decision-making responsibilities has failed to disclose a conflict of interest, they should notify a Responsible Officer or the CEO, who will contact the Committee member or employee to discuss the alleged breach of policy and raise the alleged breach at the next meeting of the Council.

11. Supporting Documents

- 11.1 This Policy is supported by the following external references:
- *Associations Incorporation Act 1981* (Qld), Part 7, Division 2
- 11.2 This Policy is supported by the following internal documents:
- Rules of Ice Skating Queensland Incorporated
 - ISQ's Conflict of Interest Register

