



Conflict of interest policy

1. Purpose

The purpose of this policy is to help management committee members of RedCity Roar Basketball Association Inc. to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of RedCity Roar Basketball Association Inc. and manage risk.

2. Objective

The RedCity Roar Basketball Association Inc. management committee aims to ensure that management committee members and staff 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 RedCity Roar Basketball Association Inc.

3. Scope

This policy applies to the management committee members of RedCity Roar Basketball Association Inc. and staff of RedCity Roar Basketball Association Inc.

4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the RedCity Roar Basketball Association Inc.

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 (for example, as a stakeholder in another entity).

It also includes a conflict between a management committee member's duty to RedCity Roar Basketball Association Inc. and another duty that the management committee member or staff has (for example, to another Association). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.



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 RedCity Roar Basketball Association Inc.

Therefore, these situations must be managed accordingly.

5. Policy

This policy has been developed to address conflicts of interest affecting RedCity Roar Basketball Association Inc.

Conflict of interest are common, and they do not need to present a problem to the RedCity Roar Basketball Association Inc. as long as they are openly and effectively managed.

It is the policy of RedCity Roar Basketball Association Inc., as well as a responsibility of the management 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 RedCity Roar Basketball Association Inc.

RedCity Roar Basketball Association Inc. will manage conflicts of interest by requiring management committee members and staff to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

5.1. Responsibility of the management committee

The management committee is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the RedCity Roar Basketball Association Inc.
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The RedCity Roar Basketball Association Inc. must ensure that it's management committee members are aware of the ACNC governance standards, particularly governance standard



5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

5.2. Identification and disclosure of conflicts of interest

Once an actual, potential or perceived conflict of interest is identified, it must be entered into RedCity Roar Basketball Association Inc.'s register of interests, as well as being raised with the management committee.

Where every other management committee member shares a conflict, the management committee should refer to ACNC Governance Standard 5 to ensure that proper disclosure occurs.

The register of interests must be maintained by the General Manager. 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).

5.3 Confidentiality of disclosures

Disclosure of the register will be limited to senior staff and management committee members. Disclosure of the register may be made by any voting member upon request by email to the General Manager.

6. Action required to manage conflicts of interest

6.1. Conflicts of interest of management committee members

Once the conflict of interest has been appropriately disclosed, the management committee (excluding the management committee member who has made the disclosure, as well as any other conflicted management committee member) must decide whether or not those conflicted management committee members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent a management committee member from regularly participating in discussions, it may be worth the management committee considering if it is appropriate for the person conflicted to resign from the management committee.



6.2. What should be considered when deciding what action to take

In deciding what approach to take, the management committee will consider:

- whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the RedCity Roar Basketball Association Inc.'s objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the RedCity Roar Basketball Association Inc..

The approval of any action requires the agreement of at least a majority of the management committee (excluding any conflicted management committee member/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 the register of interests.

7. Compliance with this policy

If the management committee has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the management committee may take action against them. This may include seeking to terminate their relationship with the RedCity Roar Basketball Association Inc.

Where a person had failed to comply with this policy the management committee may pursue any action or sanctions that are proportionate to the seriousness of a breach.

If a person suspects that a management committee or staff member has failed to disclose a conflict of interest, they must provide the General Manager with a description of relevant action.

Contacts

For questions about this policy, contact the management committee or General Manager by email: gm@redcityroar.com.au