



<b>Purpose of the Policy</b>	<p>The purpose of Conflict of Interest and Duty Policy is to:</p> <ul style="list-style-type: none"> <li>• foster a culture of awareness within the NWSA's Committees and Working groups, of the need to manage conflicts of interest or duty whether potential, real or perceived.</li> <li>• manage conflicts as it is central to organisational integrity.</li> <li>• demonstrate the NWSA's Committee and Working Groups commitment to their duties to the NWSA at act with care and diligence, in good faith and not to improperly use information or position for personal gain.</li> </ul>	
<b>Scope</b>	<p>This policy applies to all NWSA's Officers, NWSA Committee members, any members of other NWSA's Working Groups (<b>Relevant Persons</b>).</p>	
<b>Definitions</b>	<b>Term</b>	<b>Definition</b>
	Conflict of Interest	Any situation that puts a Relevant Person in a position where they are influenced by their private interests, or able to use their role for personal or business gain. If a particular decision is likely to benefit a Relevant Person in any way directly or benefit someone close to a Relevant Person, that Relevant Person is no longer in a position to make an impartial decision and he or she has a conflict of interest. A benefit is not limited to a monetary benefit.
	Conflict of Duty	Is a conflict between two different legal or ethical duties. A conflict of duty arises when a Relevant Person's obligations to one organisation are compromised by their obligations to another organisation.
	Material Personal Conflict	Where a conflict, directly or by association, will realistically impair the Relevant Person's capacity to impartially participate in decision-making.
	Material Conflict	Where others may reasonably perceive a conflict, and that perception may create a risk for the organisation with regard to reputation or financial assets.
	Perceived Conflict	Where a process has been set in train that, in the future, may create a conflict of interest.
	Real Conflict	Where a Relevant Person is likely to gain a personal advantage for themselves or a relative or a friend, because of their position as a director or committee member.
	Register	The NWSA's Committee and Working Group Disclosure of Interest Register maintained by the NWSA CEO and the template of which is at Annexure A to this Policy.
Significant Conflict	Where a conflict is very significant or likely to prevent a Relevant Person from regularly participating in discussion.	

<b>Policy</b>	<p>Relevant Persons must not allow their own interests to conflict with their duties to the NWSA and must absolve themselves from the decisions of the NWSA Committee`s and Working Groups which may potentially generate a real, potential or perceived Conflict of Interest or Conflict of Duty.</p> <p>A Relevant Person who provides inaccurate information or withholds information regarding conflicts of interest or duty or does not provide information within the required timeframe may be removed from their position by the NWSA Governance Committee.</p> <p>The NWSA CEO may request information from Committee and Working Group Members to clarify any potential, real or perceived conflicts of interest or duty.</p>		
<b>Managing of Conflict of Interest and Duty</b>	<p>The following processes apply to the management of conflicts – whether real, potential or perceived.</p> <p>All declared/identified Conflicts of Interest will be recorded in the Register. The NWSA CEO will keep the Register in a secure location and provide it as a resource to members of the NWSA Committees and Working Groups.</p>		
<b>Disclosure of Interest</b>	<p>The following process applies to new Relevant Persons and for subsequent disclosures or amendments to existing disclosures</p>		
	<b>Stage</b>	<b>Who</b>	<b>Description</b>
	1	All Relevant Persons	Prior to taking office, completes a ‘Disclosure of Conflict of Interest and Duty’ form and lodges with the NWSA CEO
	2	NWSA CEO	<p>Records all Relevant Persons disclosed conflicts in the Register.</p> <p>Provide the Register as a standing item in the minutes of all Committee and Working Group meetings, requesting any updates.</p>
	3	All Relevant Persons	Advise any amendments or new disclosures at each meeting.
	4	NWSA CEO	Record all new or amended disclosures from the meeting in the Register.
	5	NWSA CEO	Circulate the Register annually to Relevant Persons for them to review.

<b>Managing a conflict</b>	<p>From time to time, agenda items may be raised within a meeting that have the potential to raise new or existing conflicts with Relevant Persons. To ensure this process is managed transparently, all Committee and Working Group Agendas' will have as the first agenda item 'Declaration of Interests with the Agenda'.</p> <p>At all times, Relevant Persons should follow best practice behaviour and declare any real, perceived or potential conflict, even if the member is unclear or in doubt as to whether a conflict may exist. This additional potential, perceived or real conflicts must be declared recorded in the Register.</p> <p>Relevant Persons are encouraged to declare their positions with NWSA with their employers and any held board and committee positions.</p> <p>Once a disclosure is made, the Committee or Working Group must consider:</p>		
	Is the conflict a Material Personal Interest?	If yes, the Committee or Working Group must pass a resolution to allow the Relevant Person to continue to participate in discussions in relation to the relevant matter, or to vote.	
		If not, the Committee or Working Group must approve a management strategy to manage the conflict.	
	Is the conflict a Significant Conflict?	If yes, the Committee or Working Group will need to consider if the Relevant Person should resign from the Committee or Working Group.	
		If not, the Committee or Working Group must approve a management strategy to manage the conflict.	
<p>Decisions on managing disclosure of all interests must be recorded in the minutes and noted in the Register by the CEO.</p>			
<b>Management Strategies</b>	<p>The Committee or Working Group must consider the following management strategies to remedy all conflicts, including material personal interests and significant conflicts.</p>		
	<b>Strategy</b>	<b>What this strategy means</b>	<b>When this is most suitable</b>
	Register	You formally register details of existence of a real, perceived or potential conflict of interest or duty.	For very low-risk conflicts of interest. Where recording the conflict of interest is sufficient to maintain transparency.
	Restrict	Restrictions are placed on your involvement in the matter to oversee part or all of the process that deals with the matter.	You can be effectively separated from parts of the activity or process. The conflict of interest is not likely to arise frequently.

	Recruit	Recruit an independent third-party to oversee part or all of the process that deals with the matter.	It is not feasible or desirable for you to be removed from the decision-making process. Where your particular expertise is necessary and genuinely not easily replaced.
	Remove	You are: 1. removed completely from the matter and leave the meeting for discussion and voting; or  2. allowed to contribute to the discussion but leave the meeting for voting	For ongoing serious conflicts of interest or duty, where restriction or recruitment of others is not appropriated.
	Relinquish	The private interest that is creating the conflict is relinquished.	Where your commitment or duty to the NWSA Committees or Working Groups outweighs your attachment to your private interest.
	Resign	You resign from your position with the NWSA Committee or Working Group	No other options are workable. Where you cannot or will not relinquish your conflicting private work. Where you prefer this course as a matter of principle or the conflict of interest arises very frequently.
<b>Removal from the Committee or Working Group</b>	Where the NWSA Governance Committee is not satisfied that a Relevant Person is complying with this Policy or adequately managing their conflict of interest or conflict of duty, the NWSA Governance Committee may remove that person from their official capacity with the NWSA Committee or Working Group.		
<b>Related Polices</b>	<i>Corporations Act 2001</i> (Cth) YWCA Canberra Constitution, as adopted 16 May 2018. NWSA Code of Conduct NWSA Terms of Reference		
<b>Review Date</b>			
<b>Endorsed by</b>	YWCA Board March 2021		

*Appendix A*

Disclosure of Interest Register

<b>Name</b>	<b>Position held</b>	<b>Name of company/ institution/or ganisation/ committee</b>	<b>Describe the nature &amp; extent of interest &amp; how interest relates to affairs at NWSA</b>	<b>Is the interest i. Standing ii. Declared during a meeting</b>	<b>Management Strategy approved by NWSA Committee or Working Group</b>	<b>Date of disclosure</b>