



CONFLICT OF INTEREST POLICY

Approved by: TGCFD Management Committee
Effective Date - July 2018
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1 PURPOSE

The purpose of this policy is to ensure where actual or potential conflicts of interest arise that they are divulged promptly. This policy requirement is in place to ensure actions can be taken to ensure the objectivity of Tweed-Gold Coast Freediving Club Inc (TGCFD) Committee/s decision making and good governance of the club.

The main principle of the policy requires that:

- All TGCFD Committee/s members should take appropriate steps to avoid placing themselves in situations where their personal interests could interfere (or be seen to be interfering) with their role on the TGCFD Committee/s.
- Conflict situations can arise whereby a TGCFD Committee member is involved in activities, or has interests, that may make it difficult to objectively perform their committee functions.

2 POLICY STATEMENT

The Tweed-Gold Coast Freedivers Club requires all committee members and other officials to avoid actual and potential conflicts of interest or to promptly disclose them so they can be properly managed.

3 SCOPE

The policy applies to all members of any TGCFD Committee/s. It is noted there may also be situations that arise whereby this policy may also extend to ordinary club members. In the event this policy extends to ordinary club members, a copy of this policy will be promptly made available to the member. This is in addition to the obligations contained in the Associations Act.

4 RESPONSIBILITIES

Disclosure is a crucial part of effectively managing conflicts of interest. Disclosures must be sufficient in detail to enable all members of the committee to appropriately assess potential resolutions.

Conflicts of interest can include:

- In your capacity as a member of a committee, and using influence of that position, soliciting or receiving personal benefits that would not be available to all members of TGCFD.
- Making a decision, participating in or attempting to influence the remuneration or selection of a supplier / vendor / sponsor if a member of the committee has a direct or indirect financial interest in the outcome of that decision.
- Unauthorised use of TGCFD resources for personal gain.

Members of Committees will:

- Be timely and specific about the actual or potential conflict of interest to enable the Executive time to adequately assess its affect.



- Disclosures should be made without delay to either the President or Secretary. In their absence, disclosures can be made to either the Senior Vice President or the Treasurer.
- Avoid conflicts of interest and promptly disclose potential or actual conflicts to the Executive.
- Ensure full co-operation in working with the Committee or Executive to ensure any conflicts of interest achieve a satisfactory resolution.
- This may include waiving any voting rights with respect to resolutions relating to the actual or potential conflict of interest that has been disclosed or otherwise identified. Circumstances may also require that they remove themselves from discussions and not partake in any discussions involving the conflict of interest.

The committees will:

- Ensure appropriate actions are adopted to ensure conflicts of interest are mitigated.
- Promptly notify the full Executive of any disclosure received.
- Where the conflict of interest involves a member of the Executive, that member will ensure they are not involved in any voting decisions that relate to the conflict of interest. They may also 'step aside' and not partake in any discussions involving the conflict of interest. Ensure objectivity is exercised at all times.
- Maintain sufficient documented records of all conflicts of interest disclosed and management actions taken to mitigate any risks associated with conflicts of interest.
- Ensure all members of the Committee are aware of this policy and expectations regarding policy implementation and adherence.

5 RESPONSIBILITY FOR IMPLEMENTATION

All Tweed-Gold Coast Freedivers (TGCFD) Committee/s are responsible for the implementation of this policy.

6 COMPLIANCE AND MONITORING

The Management Committee is responsible for the monitoring of compliance with this policy.

7 DEFINITIONS

TCGF	Tweed-Gold Coast Freedivers Inc.
Club	Refers to the Tweed-Gold Coast Freedivers Inc.
Management Committee	Means the management committee of the association consisting of a President, Vice President, Secretary, Treasurer and any other members the association members elect at an annual general meeting
Sub Committee	Means a Sub Committee (Spearfishing or Underwater Hockey) of the Club, as appointed under the Club's rules and constitution

