

CONFLICT OF INTEREST PROCEDURES

Procedures number	1050	Version 1	
Drafted by	Secretary	Approved by Branch Executive on	21 June 2019
Responsible person	Secretary	Scheduled review date	June 2021

RESPONSIBILITIES

The President, as Chair, is responsible for bringing this policy to the attention of employees with decision-making responsibilities and newly- elected Executive members.

All persons to whom this policy applies are responsible for respecting and adhering to this policy.

PROCEDURES

All persons to whom this policy applies shall declare any conflicts of interest either at the start of the Executive meeting concerned or as soon as practicable after they become aware of the conflict. The nature of this conflict of interest shall be documented in the Conflict of Interest Declaration (Appendix A).

Once declared the Executive meeting will determine whether the declaration constitutes a conflict of interest.

Where a conflict of interest, is so determined, the declaration shall be placed on a file known as the 'Conflict of Interest Register'.

The person concerned shall leave the room as soon as that item for which they have a conflict comes up for discussion. The concerned person shall not vote on that issue, nor initiate or take part in any Executive discussion on that topic (either in the meeting or with other members before or after the Executive meeting).

Any Union member who believes a person to whom this policy applies has an undeclared conflict of interest should raise the matter in accordance with the Member Dispute Resolution Policy.

Any elected officer or employee who believes that a person to whom this policy applies has an undeclared conflict of interest should raise the matter in accordance with the Dispute Avoidance/Settlement procedures within the Staff Dispute Resolution Policy.

The following written disclosures shall be made to all members of the AEU NT Branch at the same time as the annual financial reports are presented:

- all conflict of interest declarations made during the financial year which were determined by Branch Executive to be a Conflict of Interest and placed on the, Conflict of Interest Register;
- all conflict of interest declarations made during the financial year that declared a Material Personal Interest, regardless of whether Branch Executive determined the declaration to be a conflict of interest;

- the total payments made by the Union during the financial year to a related party of the Branch or to each person who has declared a material personal interest.

Any service providers engaged by the Union shall be required to declare, during the tender process, at the beginning of the service relationship and throughout the contracted period, any actual or potential conflicts of interest that exist or arise.

RELATED DOCUMENTS

- Conflict of Interest Register

AUTHORISATION

Secretary
AEU NT Branch

APPENDIX A

CONFLICT OF INTEREST DECLARATION

Name	Position	Date	Nature of interest	Nature of conflict and estimated value (if known,)	Action taken / recommendations	Further comments

Declaration

I confirm that I have disclosed all my financial and non-financial interests, and those of all my immediate relatives. I understand that it is my responsibility to disclose any additional interests as they arise as soon as practicable.

Signed: _____

Secretary signature: _____

Date: _____