

Appendix 1: Committee Conflict of Interest Policy

Name of Policy	Committee Conflict of Interest Policy	
Description of Policy	This policy defines the principles ensuring any actual, potential or perceived conflicts of interest are effectively identified, disclosed and managed in order to protect the integrity of ANMAC and manage risks.	
Category	Governance	
Scope	This policy applies to the ANMAC Board, ANMAC Committees and the secretariat.	
Status	<input checked="" type="checkbox"/> New policy	<input type="checkbox"/> Revision of existing policy
Last Revised	Not applicable	
Next Review		

Cleared by	Board	Date: 26 June 2018
Responsible Officer	Executive Officer	
Author	Fiona Stoker, Chief Executive Officer	
Approved by	Board	Date: 30 June 2018

Related Documents	<ul style="list-style-type: none"> Standing notice of interest form
--------------------------	--

1. Purpose

The purpose of this policy is to help Committees of the Australian Nursing and Midwifery Accreditation Council (ANMAC) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest to protect the integrity of ANMAC and manage risks.

2. Scope

This policy applies to all ANMAC Committees.

3. Policy Statement

The Committees must adhere to their responsibility to identify any conflicts of interest and take action as specified in this policy to address situations in which a conflict of interest has arisen, could potentially arise or be perceived to arise.

4. Principles

4.1 Conflicts of interest should be openly and effectively managed. ANMAC will manage conflicts of interests by requiring Committees to:

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

4.2 It is the responsibility of the member to declare their conflict of interest as soon as practicable after the Committee becomes aware of his or her interest. The conflict of interest must be:

- documented on ANMAC's Standing notice of interest form, and/or
- declared when the Chair calls for any conflicts of interest at the start of the Committee meeting, against specific agenda items.

Where a member declares a conflict of interest at a meeting the declaration must provide details of the nature and extent of the interest, and how the interest relates to the affairs of ANMAC. Details of the interest must be recorded in the minutes of the meeting.

4.3 If the Committee determines a member might be in a position where there is an actual, potential or perceived conflict of interest, the Chair will require the member to fully and frankly inform the Committee about the circumstances giving rise to the conflict and abstain from voting on any motion relating to the matter.

4.3.1 Where the committee is concerned there may be a risk of a real or perceived conflict of interest, then legal advice should be sought to assess the situation and provide advice on how to avoid the conflict. If decisions are made by the board that involve a conflict of interest, then there is the possibility that the decision will be legally challenged, resulting in personal liability of the member.

4.4 If the Committee resolves to permit a member to have any involvement in a matter involving possible circumstances of conflicting interest the Committee must minute

full details of the basis of the determination and the nature of the conflict including a formal resolution on the matter.

- 4.5 The secretariat will maintain a register of all actual, potential or perceived conflicts of interest as notified on the Standing notice of interest form.

5. Definition

Conflict of interest — occurs when a person’s personal interests conflict with their responsibility to act in the best interests of ANMAC. 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. It also includes a conflict between a Directors duty to ANMAC and another duty that the Director has. 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 ANMAC and must be managed accordingly.

Actual conflict of interest — a direct conflict between current duties and responsibilities as a Director of ANMAC, and existing private interests, including both pecuniary and non-pecuniary interests.

Potential conflict of interest—a situation where there is potential for private interests to interfere with official duties of a Director, including both pecuniary and non-pecuniary interests.

Perceived conflict of interest — a situation where it could be perceived, or appear, that private interests of a Director member could improperly influence the performance of duties, whether or not this is the case.