

		IQA Policy P8	
National Secretariat		Conflict of Interest & Pecuniary Interests	
Policy Number:	P8	Version:	P8-03
Date Adopted:	14 October 2015	Contact:	Company Secretary

Introduction

Directors, Committee members and CP Board members, whether elected or appointed, have a legal obligation to act in the best interests of The Institute of Quarrying Australia (IQA), and in accordance with the IQA Constitution.

Conflicts of interests may arise where an individual's personal or family interest and/or loyalties conflict with those of the IQA. Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the best interests of the IQA and
- Risk giving the impression that the IQA has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The Declaration of Interests

Accordingly, Directors, Committee members and CP Board members are required to declare their interest, and any gifts or hospitality received in connection with their role in the IQA. A Declaration of Interests form is provided for this purpose, listing the types of interest that should be declared.

To be effective, the Declaration of Interests needs to be updated annually and when changes occur.

When any individual is not sure what to declare, or when a declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Company Secretary for confidential assistance.

Interests will be recorded on the IQA's Register of Interests, which will be maintained by the Company Secretary. The register will be accessible to Directors upon written request to the Company Secretary.

Data Protection

Data will be processed only to ensure that Directors act in the best interests of the IQA. The information provided will not be used for any other purpose.

What to do if you face a Conflict of Interest

If you are a user or provider of services to the IQA, you should not be involved in decisions that directly affect the service that you receive/provide. You should declare your interest at the earliest convenience and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason.

You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If any Director fails to declare an interest that is known to the Company Secretary and/or Chairperson of the Board, the Secretary or Chairperson will declare that interest.

Decisions taken where a Director has an interest

In the event of the Board having to decide upon a question in which a Director has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision, and interested parties will not be counted when deciding whether the meeting is quorate. Interested Board members will be excluded from voting on matters affecting their interests.

All decisions under a Conflict of Interest will be recorded by the Company Secretary and reported in the Minutes of the meeting. The minutes will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions taken to manage the conflict.

Where a Director benefits from the decision, this will be reported in the annual report and accounts in accordance with best practice.

An exemption applies to contracts less than \$1,000 in value. Random checks against the register of interest will be made on the award of contracts below this value. If the cumulative value of a series of small contracts exceeds \$1,000 in any one year, the Directors will operate the policy used for individual contracts over that sum.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing Contracts

If you believe you have a Conflict of Interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent audit of accounts and invoices, resulting in termination of the contract if the relationship is unsatisfactory.

Responsibility

The Company Secretary is responsible for ensuring that the annual pecuniary interest register is completed by all Board Directors, Committee members and CP Board members. The Company Secretary is also responsible for maintaining the Institute's pecuniary interest register.

It is the responsibility of the Company Secretary to ensure that this policy is reviewed by the Board on a biennial basis.

Declaration of Interests form

I, as Director / Member of The Institute of Quarrying Australia Board, Committee or CP Board have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category

Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection that it could be deemed that you are able to exert significant influence over.

Current contracts and any previous contracts in which you continue to have a financial interest	
Appointments (voluntary or otherwise); e.g. directorships, local authority membership, etc.	
Membership of any professional bodies, special interest groups or mutual support organisations	
Investments in companies, partnerships and other forms of business and beneficial interests e.g. suppliers of services, hospitality, workshop trainers, etc.	
Gifts or hospitality offered to you by external bodies and whether was declined or accepted in the past 12 months e.g. discounts on functions, accom, workshops, purchases, incentives, etc.	
Do you use or provide services to the organisation?	
Any other contractual relationship with the organisation	
Any other conflicts that are not covered by the above	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Conflicts of Interest policy and for no other purpose.

Signed:

Print name:

Position: