

## Williamstown Rental Housing Co-operative Policy Document

<b>Policy Number:</b>	<b>004</b>
<b>Policy Name:</b>	<b>Conflict of Interest</b>
<b>Version Number:</b>	<b>004</b>
<b>Date approved by Board:</b>	<b>02/07/2019</b>
<b>Date reviewed by Board:</b>	<b>07/09/2021</b>
<b>Scheduled review date:</b>	<b>07/09/2023</b>

### 1. Introduction

Williamstown Rental Housing Co-operative Ltd (WRHC) is a Not-for-Profit Housing Co-operative. Tenants are also members of the Co-operative and are part of the decision-making processes through committees, including the Board of Directors, Maintenance, and Finance Committees.

### 2. Purpose

To ensure that:

- WRHC delivers services in a fair, transparent, accountable and impartial manner; and
- members, employees and relevant persons to WRHC identify, disclose, manage and monitor actual or perceived conflicts of interest.

### 3. Scope

The Conflict-of-Interest Policy applies to all members, directors, employees, suppliers, consultants and significant persons of WRHC.

### 4. Relevant Co-op Objectives

To ensure that all decisions are made in the best interests of the Co-operative and not in the interests of individuals.

### 5. Policy

WRHC acknowledges that it is not always possible to avoid a conflict of interest and that a conflict of interest is not necessarily unethical or wrong. However, it is important that any actual, perceived or potential conflict of interest is identified, disclosed and effectively managed.

Management of conflicts of interest must be fair, transparent, accountable and free from bias.

Persons to whom this policy applies must:

- disclose any actual, perceived or potential conflict of interest; and
- report any actual, perceived or potential conflict of interest that they observe.

Examples of potential conflicts:

- If a relative's company or other business that benefits a member personally bids on a contract from WRHC or otherwise gains financially from WRHC;
- An opportunity to further the interests of or give preference to another organisation over WRHC;
- A familial or personal relationship with someone else in the organisation or member of the Board;
- An action in which a member stands to personally gain, directly or indirectly, from the results; and
- Being a director or member of a Board of an opposing organisation.

## **6. Responsibilities**

The Conflict-of-Interest Policy applies to all Board Members, all Committee and Sub-committee members, all staff (including casual and temporary staff contracted to the agency) and all members.

## **7. Definitions**

Conflict of Interest     A situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

## **8. Related Documentation**

## **9. Legislation and standards**

Australian Charities and Not-for-profits Commission

## **10. Transparency and accessibility**

This policy will be available on the WRHC website [www.williamstownhousingcoop.org.au](http://www.williamstownhousingcoop.org.au)