

## 10. Conflict of Interest

### Definition

A conflict of interest is where a person (or people) stands to gain or lose, personally or financially, through situations relating to employment, contracts, maintenance, use of facilities or any other aspect of the operations of GSA. Conflict of interest also extends to members of a family or close associates such as friends, who stand to gain in the same manner.

The perception of a conflict of interest can be as damaging as an actual conflict because it undermines public confidence in the integrity of the organisation, its staff, GSA Board and Representative & Faculty Council. Sometimes there is a perceived conflict of interest or a potential conflict of interest that is not yet an actual conflict of interest. These perceived and potential conflicts are just as important to declare immediately as actual conflicts.

It is important to acknowledge that GSA Board/Council members/ Senior Management Staff/ Staff/ Volunteers will experience conflicts of interest from time to time; however, this does not need to cause problems if the situation is declared and the proper process followed.

Types of conflict of interest include:

- An **actual conflict of interest** involves a direct conflict between a GSA Board/Council member or staff member's current duties and responsibilities and existing private interests.
- A **perceived or apparent conflict of interest** can exist where it could be perceived, or appears, that a GSA Board/Council member or staff member's private interests could improperly influence the performance of their duties – whether this is in fact the case.
- A **potential conflict of interest** arises where a GSA Board/Council member or staff member has private interests that could conflict with their official duties in the future.

A conflict of interest can arise when a GSA Board/Council member/ Senior Management Staff/ Staff/ Volunteers have other involvements or interests that may make it difficult for them always to act in the best interests of GSA. This may result from:

- business or professional activities or interests, present or in the past;
- employment within GSA (or another related organisation);
- membership of other community organisations or service providers; or
- ownership of, or interests in, property or other assets.

## Declaration of Interests

If GSA Board/Council member/ Senior Management Staff/ Staff/ Volunteers identify there is potential conflict of interest they should bring it to the attention of the CEO and discuss the matter. The member should immediately disassociate or disengage from the process. The GSA Board/Council member/ Senior Management Staff/ Staff/ Volunteers should also ensure alternative supervision or monitoring process is set up to avoid any conflict.

## Declaration

**I have declared all known areas that may result in a potential conflict of interest for me as part of GSA Board/Council member/ Senior Management Staff/ Staff/ Volunteers. If any other potential conflicts arise I will declare them to the CEO as soon as I become aware of them. I will also declare my financial or personal interest in any item to be discussed at meetings, employment or any tenders or funding application.**

**Member's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_