

	PUFFING BILLY RAILWAY PRESERVATION SOCIETY	Document Number
	DISCLOSURE OF CONFLICT OF INTEREST POLICY AND PROCEDURE	

DISCLOSURE OF CONFLICT OF INTEREST POLICY

PURPOSE

The purpose of this policy is to protect the integrity of the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of committee members and general members.

1. POLICY STATEMENT

All members, and committee members of Puffing Billy Preservation Society will strive to avoid any conflict of interest between the interests of the Organisation and personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

- 1.1 The Puffing Billy Preservation Society (PBPS) is a group of individuals from a wide range of backgrounds and experiences. Many of these members will choose to contribute to the Society by giving their time and expertise to one or more of the committees so important to the efficient running of the Society. It is imperative that all members have confidence that any conflicts that may exist between the business of the Society and a committee members other interests are advised and that the integrity of the Society is maintained in the decision-making process.
- 1.2 The PBPS is committed to a high level of transparency in its decision-making process.
- 1.3 The PBPS is committed to good governance through policies and procedures which ensure confidence in the decision-making process.

2. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

The Puffing Billy Preservation Society Executive Committee are responsible for adopting this Policy.

The Directors and Officers of the Puffing Billy Preservation Society, Committee Members of Puffing Billy Preservation Society, and Members of Puffing Billy Preservation Society are responsible for the implementation of this Policy.

3. SCOPE OF POLICY

This policy applies to:

- Directors and Officers of the Puffing Billy Preservation Society (PBPS)
- Members of the Puffing Billy Preservation Society (PBPS)

4. DEFINITIONS

Examples of conflicts of interest include:

- 1 A committee member who is also on the committee of another organisation that is competing for the same funding.

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2 A committee member who has shares in a business that may be awarded a contract to

5. SUPPORTING POLICIES AND PROCEDURES

PBPS Disclosure of Conflict of Interest Procedure

PBPS Grievance & Dispute Resolution Policy & Procedure

PBPS Disciplinary Action Policy & Procedure (To be developed)

Policy Manager	President of Puffing Billy Preservation Society
Contact	president@pbps.org.au
Approval Authority	Puffing Billy Preservation Society
Review Date	2021

DISCLOSURE OF CONFLICT OF INTEREST POLICY PROCEDURES

PURPOSE

The purpose of this policy is to protect the integrity of the Organisation's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of committee members and general members.

PROCEDURES

All members, and committee members of Puffing Billy Preservation Society will strive to avoid any conflict of interest between the interests of the Organisation and personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the Organisations best interests and the committee members best interests or a conflict between the best interests of two Organisations that the committee members is involved with.

After disclosure, the member may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and committee members and general members should respect its spirit as well as its wording.

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1. Breach of the Procedure

If a Director, Officer or Member breaches this procedure, depending on the circumstances, it may be regarded as misconduct and may result in action being taken in accordance with the provisions set out in the PBPS Disciplinary Action Policy and Procedure.

RESPONSIBILITIES

The Puffing Billy Preservation Society Directors, Officers and Members are responsible for being aware of and complying with this procedure.