Conflict of Interest Policy and Procedure

Policy ID	G002
Previous versions	23 February 2013, October 2022
Current version	September 2025
Approval	Board of Governors, 29 September 2025
Scheduled review date	September 2028
Threshold Standard	6.1
Responsible person	Board Chairperson
Appendix A:	Conflict of interest checklist
Appendix B:	Full list of amendments

1. Introduction

The Board of Governors of the Adelaide Central School of Art ('the School') is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflicts of interest.

2. Purpose

This policy has been developed to provide a framework for all Board Members and sub-committee members in declaring conflicts of interest.

3. Scope

This policy applies to all Board members and sub-committee members of the Adelaide Central School of Art.

4. Policy

4.1 The Board places great importance on making clear any existing or potential conflicts of interest. All such conflicts of interest shall be declared by the member concerned and documented in the Board's Conflicts of Interest Register.

4.2 A Board or committee member who believes another Board or committee member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

4.3 Where a Board or committee member has a conflict of interest, that member shall not initiate or take part in any discussion on that topic (either in the meeting or with other members before or after the meetings), unless expressly invited to do so by unanimous agreement by all other members present.

4.4 Where a Board or committee member has a conflict of interest, that member shall not vote on that matter.

4.5 Board or committee members are not barred from engaging in business dealings with the School, provided that these are negotiated at arm's length without the direct participation of the Board member concerned.

5. Responsibilities

The Chairperson is responsible for bringing this policy to the attention of prospective Board or committee members. All Board and committee members are responsible for respecting this policy.

6. PROCEDURES

6.1 'Conflict of interest' is defined as applying:

1. where a Board or committee member stands to gain financially from any business dealings, programs or services of the School, other than where:
    a. the Board or committee member falls into the class of people benefited by the School and the financial gain is of a nature common to other beneficiaries, or
    b. the person is an employee of the School, and the financial gain is of a nature common to other employees.
2. under the Constitution of the School,
    a. where the immediate family or business connections of a Board or committee member stand to gain financially from any business dealings, programs or services of the School,
    b. where the person is an employee of the School,
    c. where a Board or committee member or an ex-officio member of the Board has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of the School.

6.2 Members shall declare any conflicts of interest either at the start of the Board or committee meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes. The interest should also be documented using the Conflict of Interest Checklist.

6.3 Where a conflict of interest or potential conflict of interest, as defined above, is identified and/or registered, the member concerned shall leave the room as soon as that item comes up for discussion. The concerned member shall not vote on that issue, nor initiate or take part in any discussion on that topic (either in the meeting or with other Board members before or after the meetings), unless expressly invited to do so by unanimous agreement by all other members present.

7. RELATED DOCUMENTS

- Conflict of Interest Checklist (see Appendix A)

APPENDIX A: CONFLICT OF INTEREST CHECKLIST

This checklist is to be used by the Chairperson of the Board of Governors and sub-committees of the Adelaide Central School of Art to record conflicts of interest identified by members.

Completed checklists should be stored with the minutes of each meeting.

After the opening of the meeting, ask all the members to declare any potential conflict of interest arising out of any of the issues to be put to the meeting.

Date of Meeting: / / 202

Name of Member _____

Issue of Conflict _____

_____

_____

○ Note the disclosure of the conflict of interest and the decision of the Board on how to deal with this conflict.

Record Response _____

_____

_____

○ Ensure that the minutes record the declaration of interests declared at this meeting

Dated the _____ day of _____202__

Signed Position

APPENDIX B: POLICY AMENDMENTS

1. Minor formatting changes. Approval not required. 28 September 2016
2. Version 2 Approved by Board of Governors on 21 October 2019
3. Version 3 To expand the scope of the document to include sub-committee members in addition to Board of Governors. Approved by Board of Governors on 31 October 2022