

Physical Disability Australia (PDA) Conflicts of Interest Policy

Policy Number	1.4	Implementation Date	9 February 2021
Drafted By	Simon Burchill	Review Date	9 February 2026
Person Responsible	PDA Manager		

INTRODUCTION

The Board of Physical Disability Australia Ltd (PDA) is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential Conflicts of Interest¹.

PURPOSE

This policy has been developed to provide a framework for:

- all Directors and Associate Directors in declaring Conflicts of Interest; and
- the Board as a whole, when determining how to deal with situations of conflict.

POLICY

A Conflicts of Interest may occur if an interest or activity influences or appears to influence the ability of a Director or Associate Director to exercise objectivity.

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 PDA Conflicts of Interest Register.

RESPONSIBILITIES

All Directors and Associate Directors are responsible for identify their own and each others' existing and potential conflicts of interest.

The PDA Manager is responsible for collecting information about existing and potential Conflicts of interest and entering these on the conflicts of Interest Register. The PDA Manager, where appropriate, should also advise Directors and Associate Directors on the implications of the information.

The PDA President, as chair of Board and Executive meetings is responsible for ensuring those parts of the Procedure below related to conflicted or potentially conflicted Directors and Associate Directors and to manage their participation in governance activities accordingly.

¹ A 'Conflict of Interest' is defined as:

- a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity as a Director or Associate Director of Physical Disability Australia Ltd (PDA); or
- a situation in which a person has to balance the interests of PDA with another organisation in which they have a paid or voluntary role.

PROCEDURE

Any Directors or Associate Director who suspects he or she has an existing or potential Conflict of Interest should send details of these in writing to the PDA Manger who will advise on the implications of this information and enter it into the Conflicts of interest Register.

Similarly, a Director or Associate Director who believes another Board member has an undeclared conflict of interest should advise the PDA Manager in writing the basis of this suspicion.

Where a Director or Associate Director has a Conflict of Interest, that person shall not initiate or take part in any Board discussion on that topic (either in the meeting or with other Board members before or after the Board meetings), unless expressly invited to do so by unanimous agreement by all other Directors and Associate Directors present.

Where a Director or Associate Director has a Conflict of Interest, that person shall not vote on that matter.

Directors and Associate Directors are not to knowingly enter in personal business dealings with any organisation that is a customer or supplier of services to PDA and thereby create a personal Conflict of Interest where none existed beforehand.

RELATED DOCUMENTS

- Code of Ethics Policy
- PDA Constitution
- Conflicts of Interest Register

AUTHORISATION



Liz Reid
President
9 February 2021
Physical Disability Australia



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9 February 2021
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