PÉTANQUE VICTORIA INC.

Associated Incorporation Number A0056483K
48/15 Beach Rd Hampton Vic 3188
www.petanquevictoria.com.au

Petanque Victoria – Conflict of Interest Rule & Policy

1. Purpose

This document sets out Petanque Victoria's requirements for identifying, disclosing, recording, and managing conflicts of interest, combining the statutory obligations under Rule 65 of the Rules of Incorporation with Petanque Victoria's internal governance policy. Its purpose is to protect the integrity, transparency, and reputation of Petanque Victoria.

2. Scope

This policy applies to all members of the Petanque Victoria Committee ("the Committee").

3. Definition of a Material Personal Interest

A **material personal interest** exists when a Committee Member's personal, financial, legal, ethical, relational, or organisational interests conflict, may conflict, or may appear to conflict with their duty to act in the best interests of Petanque Victoria.

Conflicts may be:

- **Actual** – currently affecting decision-making
- **Potential** – likely to arise in the future
- **Perceived** – where an observer could reasonably believe a conflict exists.

Material personal interests include:

- financial or legal interests
- interests of family members or close associates
- duties owed to another organisation or committee
- any circumstance that may impair impartial decision-making.

Exceptions (Rule 65): A conflict does **not** need to be disclosed if the interest:

- exists only because the Member belongs to a class of persons for whose benefit the Association is established; or
- is shared with all, or a substantial proportion of, the Association's members.

4. Disclosure Requirements (Rule 65)

A Committee Member who has a material personal interest in a matter being considered must:

1. **Disclose** the nature and extent of the interest to the Committee.
2. Ensure the disclosure is **recorded** in the Conflict-of-Interest Register and **minuted**.
3. **Not be present** during discussion of the matter.
4. **Not vote** on the matter.

If the exclusion of conflicted Members results in insufficient numbers to form a quorum, the matter may be referred to a general meeting under section 81(3) of the Act.

5. Responsibilities

5.1 Committee Responsibilities

The Committee must:

- maintain a system for identifying, disclosing, and managing conflicts
- ensure Members understand their obligations
- monitor compliance
- review this policy periodically

5.2 Secretary Responsibilities

The Secretary must maintain the Conflict-of-Interest Register and ensure disclosures and management actions are recorded accurately.

6. Conflict Identification and Disclosure Process

When a conflict is identified:

1. The Member must disclose the conflict to the Committee.
2. The disclosure must be entered into the Conflict-of-Interest Register.
3. The disclosure must be minuted at the relevant meeting.

The disclosure must include:

- the Member's name and position
- the nature and extent of the conflict
- relevant circumstances

7. Management of Conflicts of Interest

7.1 Required Actions

After disclosure, at the relevant meeting the Committee must determine whether the conflicted Member should:

- be excluded from voting (minimum requirement)
- be excluded from participating in debate
- be excluded from the room or videoconference during discussion and voting

7.2 Considerations

When determining the appropriate management action, the Committee will consider:

- whether the conflict must be avoided entirely or simply documented
- whether the conflict impairs impartial participation
- whether alternative options exist to mitigate the conflict
- whether the situation may create an appearance of improper conduct
- the potential impact on public confidence in Petanque Victoria

A decision requires a majority vote of eligible Committee Members present.

All decisions and actions must be recorded in the minutes and the Conflict-of-Interest Register.

7.3 Exceptional Circumstances

If a conflict is significant or recurring to the extent that it prevents a Member from regularly participating in Committee business, the Committee may consider whether it is appropriate for the Member to resign.

8. Compliance and Breaches

If the Committee believes a Member has failed to disclose a conflict, it will investigate.

If a breach is confirmed, the Committee may take disciplinary action, including seeking the resignation of the Member's position.

If any person suspects a Committee Member has failed to disclose a conflict:

- they must notify the President
- if the President is the subject of the allegation, the Vice-President or a nominated Committee Member will address the matter

9. Conflict of Interest Register – Required Entries

The Register must record:

- name and position of the Member
- description of the nature and extent of the conflict
- date of disclosure
- management plan and actions taken
- date of resolution or review

Policy adopted: October 2026

Review Date: October 2027

Appendix 1.

Petanque Victoria – Conflict of Interest Register
Incorporated Association A0056483K
Maintained by: Secretary, Petanque Victoria Committee

Item	Details
Member Name	
Committee Position	
Nature of Conflict	
Extent of Conflict	
Relevant Circumstances	
Date of Disclosure	
Meeting at Which Disclosure Was Minuted	
Management Action Required	
	☐ **Excluded from voting** ☐ **Excluded from debate** ☐ **Excluded from room** ☐ **Documented only** ☐ **Other: _____**
Rationale for Action	
Date Action Implemented	
Date Reviewed	
Outcome / Notes	
Secretary Sign-off	
President Sign-off	

Petanque Victoria – Conflict of Interest Disclosure Form

Incorporated Association A0056483K

1. Member Details

Name: _____

Committee Position: _____

2. Description of Conflict

Nature of Conflict:

Extent of Conflict:

Relevant Circumstances:

3. Disclosure Details

Date of Disclosure: _____

Meeting at Which Disclosure Was Minuted: _____

4. Management Plan (Committee Use Only)

Action Required (tick all that apply): ☐ Member excluded from voting ☐ Member excluded from debate ☐ Member excluded from room during discussion ☐ Conflict documented only ☐ Other: _____

Rationale for Action:

5. Resolution and Review

Date Action Implemented: _____ **Date Reviewed:** _____

Outcome / Notes:

6. Sign-off

Secretary: _____ **President:** _____