



CONFLICT OF INTEREST POLICY and PROCEDURE

1. POLICY

- 1.1. The Australian Library and Information Association (ALIA) Personnel are to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity, legitimacy, impartiality and fairness of ALIA processes.
- 1.2. ALIA Personnel are required to:
 - a) be alert to, and seek to avoid, conflict between their obligations and duties to ALIA and their own personal interests or the interests of other individuals or organisations with whom they may have a relationship
 - b) disclose details of any interests that they have, that relate to the affairs of ALIA
 - c) be accountable for their decisions and actions
 - d) be subject to an appropriate level of scrutiny

2. PROCEDURE

Conflict of Interest

- 2.1. A conflict of interest occurs when personal or financial considerations may compromise or have the appearance of compromising, ALIA Personnel's professional judgment and ability to act or make decisions in their role in an objective and independent manner. A conflict of interest may be actual, potential or perceived and may be financial or non-financial.
- 2.2. A conflict of interest can occur when ALIA Personnel receive or are perceived to receive any form of financial or other personal gain as a result of making decisions, in the course of their duties, as a delegated authority and/ or as a member of a decision-making committee. A conflict of interest can also occur when associates of the ALIA Personnel such as business partners, family members, friends or persons in a close personal relationship with the ALIA Personnel receive or are perceived to receive financial or personal benefits.

ALIA directors

- 2.3. All directors of ALIA must disclose, orally or in writing any conflict of interest, to each other member of the ALIA Board. The disclosure must include details of:
 - a) the nature and extent of the interest
 - b) how the interest relates to the affairs of the ALIA
- 2.4. The ALIA director must make the disclosure at a ALIA Board meeting:



- a) as soon as practicable after the director becomes aware of the interest
- b) if there is a change in the nature or extent of the interest after the director has previously disclosed the interest to the Board – as soon as practicable after the director becomes aware of that change

The Company Secretary must maintain the Register of Declared Interests for each Board meeting.

If a matter in which the director has a conflict of interest is being considered at a ALIA Board meeting, that director must not:

- a) be present while the matter is being considered at the meeting
- b) vote on the matter.

unless:

- c) the other ALIA directors (who do not have a conflict of interest in the matter) have decided that that director is not disqualified from being present or voting (or both), and the decision is recorded in the minutes of the Board meeting.

ALIA Officials

- 2.5. ALIA Officials must disclose any conflict of interest by completing and submitting a Declaration of Interests Form to the Company Secretary and provide an updated form if there is any material change in the nature or extent of the interests.
- 2.6. The ALIA Executive is ultimately responsible for the management of the roles and responsibilities of the ALIA Officials within each of their respective business groups. This responsibility requires that the ALIA Executive, manage the roles and responsibilities of the Officials in such a way that properly identifies and addresses the risks to ALIA associated with an Official's disclosed conflict of interests.
- 2.7. Similarly, the ALIA CEO is ultimately responsible for the management of the roles and responsibilities of the ALIA Executives and of any other ALIA Officials not managed by the ALIA Executive.
- 2.8. The ALIA Company Secretary must maintain a Register of Declared Interests for ALIA Officials including by updating the register to reflect disclosure/declarations made and revised by ALIA Officials in accordance with these Procedures.
- 2.9. An ALIA Official must not be responsible for making a decision or providing advice or recommendations in respect of an ALIA matter in which that Official has a conflict of interest, unless:
 - a) an ALIA Executive or the ALIA CEO (who does not have a conflict of interest in the matter) has given written approval that the ALIA Official may make that decision or recommendation; and
 - b) that approval is recorded in the Register of Declared Interests.



- 2.10. Information relating to disclosures/declarations contained in the Register will be made available as required to the ALIA Executive and the ALIA CEO.
- 2.11. All ALIA Officials will have access to their own information.
- 2.12. Any personal information disclosed to the ALIA will be treated as confidential and in accordance with the Australian Privacy Principles set out in the Privacy Act 1988 and ALIA's Privacy Policy.

General process for managing conflict of interest at ALIA meetings

- 2.13. The following processes should be applied to formal ALIA meetings (other than ALIA Board meetings) at which decisions are made:
- a) where practicable, papers should not be distributed to meeting attendees in relation to matters in which they have a declared a conflict of interest. In all cases, appropriate confidentiality arrangements should be maintained by meeting organisers and attendees
 - b) attendees must declare all conflicts of interests at the start of each meeting where a matter in which they have a conflict of interest is likely to be considered
 - c) for conflicts of interest, the Chair of the meeting must decide whether the person who made the declaration can be present for discussion of and voting on the relevant matter. The Chair may invite discussion of the issue by the meeting attendees. The declaration and the decision must be recorded in the minutes of the meeting

DEFINITIONS

ALIA Personnel means employees, Directors, contractors and volunteers of ALIA.

ALIA Officials means ALIA employees, ALIA contractors and volunteers who are convenors of ALIA Advisory Committees or ALIA Groups

RELATED CONTENT

- Declaration of Interests Form
- Declaration of Interests Register

PROCEDURE INFORMATION	
Approved by	ALIA Board
Approved Date	6/12/2022
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