

**AUSTRALIAN  
POWERCHAIR  
FOOTBALL  
ASSOCIATION**



## **AUSTRALIAN POWERCHAIR FOOTBALL ASSOCIATION CONFLICT OF INTEREST POLICY AND PROCEDURE**

|                                             |                  |
|---------------------------------------------|------------------|
| <b>Version:</b>                             | 1.0              |
| <b>Date Adopted by APFA Board:</b>          | 9 September 2026 |
| <b>Last Reviewed:</b>                       | 9 September 2026 |
| <b>Review Frequency:</b>                    | Every two years  |
| Secretary is responsible for this document. |                  |

## 1. Purpose

This policy establishes a simple process for identifying, declaring and managing conflicts of interest involving APFA Directors.

Directors are expected to act in the best interests of APFA and to disclose any actual or potential conflict of interest.

## 2. Conflict of Interest Register

APFA will maintain a Conflict of Interest Register recording conflicts of interest declared by Directors.

Directors should notify the Secretary of any actual or potential conflict so that it can be recorded in the Register.

The Register does not replace the requirement for Directors to declare conflicts at Board meetings.

## 3. Declaration at Board meetings

At the start of every Board meeting, there will be a standing agenda item for conflicts of interest.

Each Director must declare whether they have any actual or potential conflict of interest in relation to any item on the meeting agenda.

This obligation applies whether or not the conflict has previously been recorded in the Conflict of Interest Register.

Any conflict declared should be recorded in the minutes.

## 4. Managing a conflict

Where a Director declares a conflict in relation to an agenda item, the Director must either:

### a. Leave the meeting

The Director leaves the meeting for the duration of the relevant agenda item and does not participate in the discussion or decision; or

### b. Remain in the meeting

The Director may remain in the meeting for the relevant agenda item with the agreement of the other meeting attendees, excluding the conflicted Director.

The other meeting attendees may agree that the Director:

- remains for the discussion;
- participates in the discussion; and/or
- votes on the matter.

Any agreement or restrictions should be recorded in the minutes.

## **5. Responsibilities of Directors**

Each Director is responsible for:

- acting in the best interests of APFA;
- declaring any actual or potential conflict relating to an agenda item at the start of each Board meeting;
- notifying the Secretary of conflicts for inclusion in the Conflict of Interest Register; and
- complying with the arrangements agreed to manage a conflict.

## **6. Records**

The Secretary will maintain the Conflict of Interest Register and ensure that declarations made at Board meetings, and the way in which those conflicts were managed, are recorded in the minutes.

## **7. Review**

The Board will review this policy every two years and may amend it as required.

## Appendix A - Director Conflict of Interest Declaration

Directors can use this form to notify the Secretary of any actual or potential conflicts of interest.

Completed forms should be emailed to [secretary@apfa.org.au](mailto:secretary@apfa.org.au).

**Director name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Conflict of interest

Please list any actual or potential conflicts of interest you wish to declare.

| Organisation, person or activity that causes potential conflict or interest | Nature of the conflict or interest (including if actual or potential) |
|-----------------------------------------------------------------------------|-----------------------------------------------------------------------|
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### Additional information

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I confirm that the information provided above is accurate to the best of my knowledge. I will notify the Secretary if my circumstances change or if I become aware of any additional actual or potential conflict of interest.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_