

PURPOSE

The purpose of this Conflict of Interest (COI) Policy is to enable Yarra Ranges Special Developmental School Council to manage COI risks effectively by identifying:

- the principles which inform the responsible management of COI at the school;
- the responsibilities of all school employees and managers for the management of COI risks;
- the steps employees can take to manage COI.

Conflict of Interest risks are particularly significant in relation to:

- Recruitment and selection of DET staff and locally paid School Council staff;
- Tendering, purchasing and contracting on behalf of the school;
- Receiving gifts, benefits or hospitality;
- Funding allocations within the school.

AIMS

Yarra Ranges Special Developmental School Council and staff will protect the school's interests through upholding the utmost standard of transparency and accountability in its dealings with parents, colleagues, business entities, service providers and contractors.

The Principal, school staff and current School Councillors will take personal responsibility for avoiding any COI that may affect their duty to the school. Where a conflict is identified or declared, reasonable steps will be taken to address it in order to protect the school's interests, the public interest and the school's standing within the community. All school staff will take personal responsibility for integrity and impartiality when engaging with others on the school's behalf.

IMPLEMENTATION

In addition to managing their own COI, the school's Principal Class employees, Team Leaders and Business Manager will support their staff to identify and address COI issues by:

- being aware of the risks of COI
- making staff aware of their obligations to the school under COI policy
- reporting identified COI (actual, potential or perceived) to a senior authority, usually their line manager or where deemed necessary, the Department's Conduct and Ethics Branch, as appropriate
- acting with the utmost integrity and honesty
- at all times acting in the best interest of YRSDS Council and DET
- using their professional position appropriately
- acting in a financially responsible and appropriate manner
- complying with existing legislation

- demonstrating leadership and stewardship of school finance and resources
- recording the receipt of gifts, benefits or hospitality in the Gift Register book
- demonstrating awareness of the importance of the school's image within the community.

OUTCOMES

If an actual, potential or perceived conflict of interest is identified, the following actions must be taken immediately to address the issue:

1. **Report** the identified COI (actual, potential or perceived) to Principal class, Team Leaders or the Business Manager and address the risks by implementing some or all of the following steps:
 - Register the details of the COI
 - Assess the risks to the school and the public interest
 - Restrict the employee or councillor's involvement in the process
 - Recruit an objective third party to oversee the process
 - Remove the employee or Councillor from process-related decision making
2. **Record** any decisions relating to the process including decisions not to take any action in a manner which ensures transparency and accountability. Decisions should be recorded in an employee's personal file. In the case of a School Councillor, the decision must be recorded in the Minutes of that meeting.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle and potentially in the event of changes to the school's Leadership Team, Principal Class and Business Manager.

Date Ratified	June 2016
Author	Teresa Burdeu, Business Manager
Approved By	
Approval Authority (Signature & Date)	_____ David Read, School Council President _____ Date
Date Reviewed	June 2019
Responsible for Review	
Review Date	
References	