
CONFLICT OF INTEREST POLICY

Version No: v3
Approved By: WPW Board
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Westernport Region Water Corporation (Westernport Water) has an obligation under section 81(1)(f) of the *Public Administration Act 2004* to ensure that processes are in place to deal with conflicts on interests.

1. Purpose

This Policy outlines Westernport Water's (WPW) (the Corporation) processes when dealing with any conflict of interest.

2. Scope

All employees and officers, including Directors are required to comply with this Policy in all dealings with and on behalf of the Corporation.

3. Definitions

3.1. A 'conflict of interest' is a conflict between a board member or employee's public duty to act in the best interests of the Corporation and their private interests (financial or non-financial). A conflict exists whether it is:

- **Real** – it currently exists;
- **Potential** – it may arise, as a real, sensible possibility of conflict; or
- **Perceived** – members of the public could reasonably form the view that a conflict exists, or could arise, that may improperly influence the person's performance of their duty to the Corporation, now or in the future.

3.2. An 'interest' can be **direct** (to the individual) or **indirect** (related/associated to the individual), **pecuniary** (involves money gain or loss) or **non-pecuniary** (involves positive or negative bias such as favours or enmity).

3.3. Reasonableness Test

Would a "reasonable person" consider the 'interest' (relationship, actions, motivation, etc.,) to pose a conflict? If the answer to this question is "yes" and regardless of any personal opinion the employee must take accountability under this policy.

4. Policy Application

4.1. Accountability

Employees have obligations to:

- Adhere to all Codes of Ethics, Codes of Conduct and standards of behaviour that apply to employees of the Corporation.
- Recognise that an employee's actions may reflect on the Corporation and the conduct must not be called into question.

4.2. Declaration and Management

4.2.1. In the case of any conflict of interest, as a minimum, all employees are required to:

- Alert the Corporation to any matters in which the employee or any other employee, officer or Director has, potentially has, or may be perceived to have, a conflict of interest.
- Exclude the conflicted party from the deliberations and decisions on any matter where there is such a conflict.

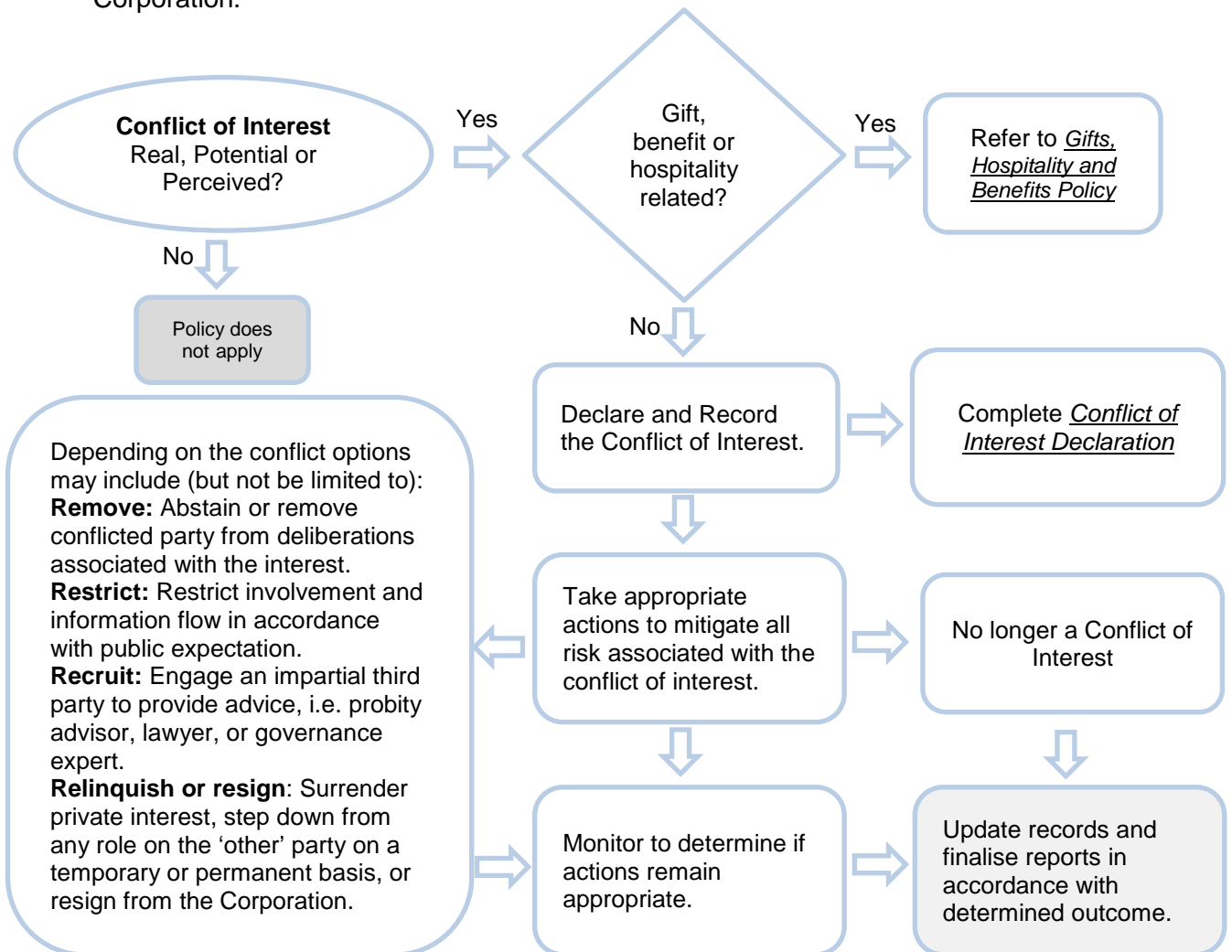
4.2.2. Section 119 of the Water Act 1989 requires all Westernport Water employees (as appointed by the Managing Director) to seek permission from the Corporation before:

- Engaging in any external business; or
- Engaging in the private practice of any profession or trade; or
- Holding any office in any corporation, other than a municipal council; or
- Engaging in any employment other than that connected with the duties of office.

4.2.3. A *Declaration of Conflict of Interest* must be completed upon recognition and/or determination of any conflict of interest. In addition, directors, officers and employees are required to complete a *Declaration of Private Interest* annually. These records are secured within the Corporation’s Integrated Risk Information Software (IRIS) and audited in accordance with Internal Audit schedule.

4.3. Process

The following outlines the process for addressing any Conflict of Interest within the Corporation.



5. Responsible Officer

Policy Owner – Managing Director

Responsible Policy Officer – General Manager Corporate & People

6. Review Date

This Policy is to be reviewed every three years. This Policy will continue in operation until replaced by a subsequent version or rescinded.