

## GUIDELINES ON CONFLICT OF INTEREST

The Australian and New Zealand Podiatry Accreditation Council (ANZPAC) recognises the importance of fair and transparent conduct by its members.

In this document “member” means a member of ANZPAC or a member of an ANZPAC committee.

ANZPAC also acknowledges that its members bring with them experience and expertise gained as a result of their roles as practitioners, academics, members of professional associations and other organisations. ANZPAC benefits from such expertise and is grateful for the service of such well-qualified individuals.

### *What is a conflict of interest?*

Generally speaking, a conflict of interest arises when a member has a direct or indirect pecuniary or other personal interest for themselves or a family member in a matter that is before ANZPAC or one of its committees.

Conflict of interest may arise for various reasons and, as private individuals, members may have interests that from time to time conflict with their duties as members of ANZPAC or an ANZPAC committee. It is not possible to foresee all potential areas of conflict of interest, but some areas where a conflict may arise for members would include:

- serving at a university that is seeking accreditation from ANZPAC; and
- having a personal financial interest in, or being employed by, an entity tendering for, or providing, a service to ANZPAC

In some circumstances, the mere appearance of a conflict could also jeopardise the public credibility of ANZPAC. ANZPAC wishes, in this policy, to address both real and perceived conflicts of interest.

### *When a real or perceived conflict of interest exists*

The ANZPAC member must, as soon as practicable after the relevant facts have come to his or her knowledge, declare the fact and the nature, character and extent of that interest at a meeting of ANZPAC or a meeting of any of its committees.

In order to facilitate this, ANZPAC will have a standing item on the agenda of all meetings to ask whether any member is aware of having a conflict of interest arising from any item scheduled for discussion at that meeting.

A member who has a pecuniary or any other interest in any matter in which ANZPAC is

concerned must—

- (a) if the member is present at a meeting at which the matter is to be considered, disclose the nature of the interest before the consideration of that matter; or
- (b) if the member is aware that the matter is to be considered at a meeting at which the member does not intend to be present, disclose the nature of the interest to the Chair or Deputy Chair of ANZPAC before the meeting is held.

The member—

- (a) must not take part in the discussion in the meeting; and
- (b) must leave the meeting while the decision or vote is taken on a question relating to the matter.

The Chair of the meeting must ensure that a declaration of a conflict of interest under this policy is recorded in the minutes of the meeting.

#### *Avoiding perceived conflicts of interest*

To avoid any perception of conflict of interest, members should endeavour to keep their roles with ANZPAC as separate as possible from their other roles.

#### *Does a conflict of interest exist?*

If a member is in doubt as to whether he or she has an actual or perceived conflict of interest, the member must raise the matter with the Chair or Deputy Chair of ANZPAC as soon as is practicable after the relevant facts have come to the member's knowledge.

#### *Decision will not be void*

A decision of ANZPAC or any of its committees is not void by reason only that a member has failed to disclose an interest or comply with any requirements of this policy.

Approved by ANZPAC on 28 August 2009  
To be reviewed in 3 years.