



Conflict of Interest Policy and Procedures

Policy number	102	Version	001
Drafted by	Nicholas Reaburn Vanessa Clark	Approved by Trustees on	30 th Nov 2022
Responsible person	Vanessa Clark	Scheduled review date	31 st March 2024

1. Introduction

- 1.1. The University of Tasmania Community Music Programme Trust is committed to high standards of ethical conduct and accordingly places great importance on acting on any existing or potential conflict of interest.

2. Purpose

- 2.1. This policy has been developed to provide a framework for any person, whether Trustee, office bearer, musical director, instrument player, volunteer or visitor (“Participant”) to identify, declare and act in relation to a conflict of interest.

3. Policy

- 3.1. The Trustees are responsible for bringing this policy to the attention of all Participants.
- 3.2. All Participants are responsible for respecting this policy.
- 3.3. A “Conflict of Interest” means a financial interest, position or a relationship which influences, appears to influence or is perceived to have the potential to influence the ability of a Participant to exercise objectivity in relation to their dealings with UTCMP.
- 3.4. UTCMP will create a Conflicts of Interest register. All Conflicts of Interest shall be declared by the Participant concerned and be documented in the Conflicts of Interest Register.
- 3.5. All notifications of Conflicts of Interest shall be directed to the Administrator.
- 3.6. The Conflicts of Interest register shall be maintained by the Administrator and may be accessed only by the Trustees and any other person who in the view of the Trustees has a bona fide and reasonable basis for being permitted to view a specific conflict of interest registration.
- 3.7. Where a Participant has a Conflict of Interest, that Participant shall not initiate or take part in any discussion or meeting held by or within UTCMP or with any other

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participant in that meeting, before, during or after that meeting, unless expressly invited to do so by unanimous agreement by all other members present.

- 3.8. No Participant who has a Conflict of Interest shall vote in any meeting by or within UTCMP on any matter that could or may be related to that Conflict of Interest.
- 3.9. The Trustees may further supplement the definition of conflict of interest from time to time if it so wishes and may specify the procedures to apply in such cases.
- 3.10. Participants are not barred from engaging in bona fide arm's length dealings with UTCMP, provided that the Trustees of UTCMP authorise such dealings.
- 3.11. Any Participant who believes that another Participant has an undeclared Conflict of Interest may specify in writing to the Administrator the nature of that conflict and the basis of the holding of that belief.
- 3.12. The Administrator must bring all Conflicts of Interest or any third-party claim of a Conflict of Interest to the attention of the Trustees.
- 3.13. Any report of a Conflict of Interest which involves a dispute as to any fact, claim, allegation, or any other thing shall be the subject of an investigation by an investigator appointed by the Trustees. The investigator may be a person appointed from within UTCMP or an external appointee, and must be in the view of the Trustees, a person of such character and competency as to bring integrity, impartiality and confidentiality to such an investigation.
- 3.14. The investigator shall carry out their investigation expeditiously, in the strictest of confidence, and may interview such persons as they deem reasonable for the purposes of ascertaining facts pertaining to the alleged Conflict of Interest.
- 3.15. The investigator shall prepare a report and submit that to the Trustees, who shall determine what steps to then take in relation to the matter.

4. Related Documents

- [Code of Ethics](#)

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