



## Tharawal Housing Aboriginal Corporation Conflict of Interest Staff Procedures

Version Number:	1
Applies to:	Tharawal Housing Aboriginal Corporation Staff
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### Staff Procedure:

It is the responsibility of all staff members to declare a conflict of interest as soon as they become aware. A conflict of interest occurs when a staff member has a direct relationship with the applicant or tenant or in situations where there is the potential for a decision to be made due to personal information and or knowledge.

Staff members are to complete a conflict of interest form and provide it to their direct manager for review and assessment. All conflicts of interested are recorded on the Conflict of Interest Register.

Given the high level of conflict of interest that may occur in Aboriginal Communities there may be times in which the staff member will be allowed to continue to work with the family however direct decisions will be made by senior management.

It is the responsibility of the direct line manager to monitor the conflict of interest and ensure that any decisions made are not influenced in any way.

### Responsibility:

All Staff and Contractors	Immediately report to their direct supervisor any conflict of interest
Housing and Compliance Project Office	Record and file any conflict of interest.
Housing Manager	Assess and review any conflict of interested and collection information relating to the conflict of interested.  Manage the conflict of interest to ensure the reputation of organisation.
CEO	Monitor and review any conflict of interest that could put the reputation of the organisation at risk.
Board:	Monitor the efficiency and effectiveness of the Conflict of Interest Policy and Procedures to ensure improve practice and positive outcomes for Aboriginal people.  Report any findings and recommendation within its annual report



## Staff Conflict of Interest Register

Name	Conflict	Date Declared	Impact of Conflict	Conflict Ceased