

Australian Children’s Theatre Foundation

Title	Conflict of Interest Policy
Last approved	New policy approved 26 March 2024
Next Review Due	February 2025

POLICY	
Purpose	<p>The Australian Children’s Theatre Foundation wishes to maintain the highest standards of probity and has set out its policy and procedures on conflicts of interest below.</p> <p>This Policy applies to all ACTF Trustees.</p>
General Definitions	<p>ACTF Commission means a grant from the ACTF to commission or support the creative development of a new performance work for primary school aged children.</p> <p>ACTF Fellowship means a grant from the ACTF to support the development of an artist’s artistic practice in the field of children’s theatre.</p> <p>Australian Children’s Theatre Foundation or ACTF means the Foundation established by Trust Deed on 3 June 1993.</p> <p>Chair means the Chair of the ACTF appointed in accordance with the Trust Deed.</p> <p>RAV means Regional Arts Victoria.</p> <p>Trustee(s) means the individual(s) elected or co-opted to serve as Trustees for the ACTF in accordance with the Trust Deed.</p> <p>Trustees Conflict of Interest Register or Register means a register substantially in the form set out in the Annexure to this Policy.</p>

	<p>Trust Deed means the Trust Deed which established the ACTF on 3 June 1993 as amended from time to time.</p>
<p>Conflict of Interest</p>	<p>A Conflict of Interest is when a Trustee’s own activities or interests intersect with the ACTF’s activities or interests in a manner that affects or has the appearance of affecting the Trustee’s judgement, objectivity, or independence.</p> <p>Examples include (but are not limited to):</p> <ul style="list-style-type: none"> • An ACTF Trustee or their immediate family or close friends gains, or stands to gain, financial or personal benefit from a decision made as part of the ACTF’s business • Personal bias is applied to ACTF decisions or influences a Trustee’s behaviour in connection with the ACTF • Personal obligation, allegiance or loyalty affects a Trustee’s decisions on behalf of the ACTF • Holding certain outside jobs or affiliations, including directorships or other trusteeships • Holding investments or other financial associations in businesses that are suppliers or service providers to the ACTF • Receiving money, property, services or gifts, hospitality or entertainment from: <ul style="list-style-type: none"> ○ a supplier or other third party doing, or proposing to do, business with the ACTF; or ○ an applicant for an ACTF Commission or ACTF Fellowship • Being in a close personal relationship with another Trustee or an employee or member of staff of RAV, including as immediate family or a romantic or intimate relationship. <p>A Trustee will not be taken to have a Conflict of Interest with respect to the award of an ACTF Commission or ACTF Fellowship solely because they know, know the work of, or have worked with an applicant in the course of the Trustee’s professional experience.</p> <p>Conflicts of Interest can be actual, perceived or potential:</p> <ul style="list-style-type: none"> • <i>A perceived Conflict of Interest</i> is when a reasonable person might think an actual Conflict of Interest exists even if there is no practical effect. • <i>A potential Conflict of Interest</i> is when it is foreseeable that an actual Conflict of Interest might arise in future.

**Managing
Conflicts of
Interest**

1. Each Trustee will act with integrity and ensure that no decision or action is taken that has the effect of placing their interests or the interests of another party in priority to the interests of the ACTF.
2. A Trustee must not use ACTF resources (including information) or their position as a Trustee to promote or assist an external activity or party that is unrelated to the activities or interests of the ACTF.
3. The ACTF will maintain a Trustees Conflict of Interest Register substantially in the form contained in the Annexure to this Policy. A Trustee must promptly update the Register if an actual, perceived or potential Conflict of Interest arises for them and, in any case, update the Register (if required) at least annually.
4. All ACTF meetings at which the Trustees are to discuss or determine the award of an ACTF Commission or ACTF Fellowship or expenditure of ACTF funds in excess of A\$5,000 will start with a request for the Trustees to declare whether they have a Conflict of Interest in connection with the agenda for the meeting and Trustees must disclose any actual, perceived or potential Conflict of Interest.
5. A Trustee will excuse themselves from any decision or decision-making process where they have an interest that could influence their ability to make an objective decision.
6. In addition to paragraph 5, the Chair will have regular regard to the matters recorded in the Trustees Conflict of Interest Register and draw to the attention of the other Trustees any actual, perceived or potential conflict of interest relevant to an agenda item before that item is considered at an ACTF meeting.
7. The Chair will determine any further measures (in addition to paragraph 5) to best manage a Conflict of Interest, e.g., for the conflicted Trustee to absent themselves from part or all of a meeting, or remain present but abstain from comment on the relevant item. If the Chair is the conflicted Trustee, the other Trustees may determine any further measures by majority vote of those Trustees participating in the meeting (excluding the Chair).
8. Trustees are ineligible to apply for an ACTF Commission or ACTF Fellowship even if applications are assessed by an independent, external panel.

Appendix: ACTF Trustees Conflict of Interest Register

Trustee name	Description of conflict ¹	Actual / Potential or Perceived (<i>select one</i>)	Ongoing (<i>yes/no</i>)	Date identified	Course of action to manage ²

¹ A description of the conflict may include the person the conflict is with e.g. another Trustee, a RAV employee or member of staff, an outside individual or organisation, and the source of the conflict e.g., the person the conflict is with is the Trustee’s daughter or the Trustee owns an interest in the outside organisation.

² For example: Monitor for potential future relevance to ACTF decision or other effect; Trustee to excuse themselves from any decision involving the subject-matter of the conflict.