


# POLICY

## Personal Interest Statement



Issued with the authority of the Board of Directors of Scouts NSW

Board Director signature		Board Director signature	
Sponsor	CEO		
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# Personal Interest Statement

## 1 Overview

The Personal Interest Statement sets out the requirements for all personnel, volunteers, contractors and sub-contractors to abide by when conducting procurement of goods and services.

## 2 Statement of Intent

2.1 Regardless of the source of funding, no personal benefit, financial or otherwise will be derived by any members, employees, partners, agents, volunteers, contractors and sub-contractors (including employees of sub-contractors), their family or friends from the supply of goods and services to Scouts NSW. This applies to all areas of operation across Scouts NSW.

(a) Funding: including, but is not limited to, membership fees, fundraising, grants and donations.

(b) Otherwise: including, but is not limited to, goods, services, favours, use of facilities, in-kind benefits and gifts.

2.2 This policy excludes funds raised and collected in the Community (not being Grant funding) at a local Scout Group Formation level to fund activities including procurement of goods and services up to the value of \$2,500 which must be recorded in the Scout Group Formation's annual financial statement (AR1).

2.3 Any exception to this policy must be sought in writing to the Chief Operating Officer, who will review and make a recommendation to the Chief Executive Officer. The decision will be made by the CEO. All exceptions granted will be presented to the Audit and Risk Committee and then to the Board, on a quarterly basis for formal noting.

## 3 Reporting Requirements

### Regular reporting

3.1 All conflict-of-interest declarations provided to Scouts NSW, findings of spot audits, annual returns and exceptions granted by the CEO will be provided to the Audit and Risk Committee, and then to the Board, for formal noting. (Refer Section 3: [PR037 Conflict of Interest](#)).

### Annual Returns

3.2 All formations will be required to confirm compliance with the Personal Interest Policy Statement in their Annual Returns (AR1) which are to be declared at each formations ARP.

## Annual Personal Interest Declaration

- 3.3 All members of scouting involved in the procurement of goods and services will be asked to provide a written Personal Interest Declaration in January of each calendar year to declare:

*“No personal benefit (financial or otherwise) will be derived by any Scouts member, their family or friends from the procurement of goods and services, unless a specific and written exception has been provided by the Chief Executive Officer of Scouts NSW”.*

The declaration will cover the coming calendar year and will confirm that it has not been received in the past calendar year (Refer Section 1.6 [PRTCL05: Code of Business Ethics](#)).

- 3.4 All contractors (and sub-contractors) providing goods and services to Scouts NSW will be asked to declare, at the beginning of each contract (sub-contract), that:

*“No Scouts member, their family or friends will receive any personal benefit (financial or otherwise) in the event of the selection of me/my organisation as contractor or supplier for the project/works”.*

- (a) Otherwise: refers to, but is not limited to, in-kind items such as goods, services, favours, use of facilities, etc.

The statement will cover the coming calendar year and confirm that it has not been received in the past calendar year.

## Internal Audit

- 3.5 Spot audits will be conducted by the State Scout Service Centre staff to ensure compliance with the Personal Interest Policy Statement. All audits to be provided to the Audit and Risk Committee for review, and then to the Board, for noting.

# 4 Other related Policies, Procedures and Practices

- 4.1 This Policy needs to be read in conjunction with the following policies, procedures and practices that provide a Compliance framework for Scouts NSW:

- [POL05: Sustainable Procurement](#)
- [POL31: Conflicts of Interest](#)
- [PRO37: Conflicts of Interest](#)
- [PRTCL05: Code of Business Ethics](#)
- [POL32: Limits of Authority](#)