Sydney Diocesan Secretariat

Policy on managing conflicts of interest

Introduction

1. This policy sets out the standards for disclosure and management of material personal interests that will apply to both members and staff of the Sydney Diocesan Secretariat (“SDS”). It recognises the duties and responsibilities as defined in the Corporations Act 2001.

Members of Sydney Diocesan Secretariat

2. Each member of SDS is to exercise their responsibilities in accordance with the duties set out in Part 2D.1 of the Corporations Act 2001. In particular, members are –
   (a) to exercise their powers and discharge their duties with the degree and care and diligence that a reasonable person would exercise, and
   (b) to exercise their powers and discharge their duties in good faith in the best interests of SDS and for a proper purpose, and
   (c) not to improperly use their position to gain advantage for themselves or someone else, or cause detriment to SDS, and
   (d) not to improperly use information obtained because they are a member to gain an advantage for themselves or someone else, or cause detriment to SDS.

3. A member of SDS who has a material personal interest in a matter that relates to the affairs of SDS is to give the other members notice of the interest including details of –
   (a) the nature and extent of the interest, and
   (b) the relation of the interest to the affairs of SDS.

   Such a notice is to be given at a meeting of SDS as soon as practical after the member becomes aware of their interest in the matter. Details of the interest are to be recorded in the minutes of the meeting.

4. A member of SDS is to ensure that any material increase in the nature or the extent of any material personal interest is notified in accordance with paragraph 3.

5. The Secretary will maintain a register in which will be recorded each material personal interest declared by a member of SDS and the date such declaration was made.

6. For the purposes of this policy a material personal interest is an interest that if not disclosed might cause detriment to SDS or might cause an advantage to a member or entities or persons related to a member.

7. In the first quarter of each year, each member of SDS, at the request of the Secretary, is to confirm in writing their declared material personal interests.

8. A member of SDS who has a material personal interest in a matter being considered at a meeting of SDS must not –
   (a) be present while the matter is being considered at the meeting, or
   (b) vote on the matter,

   unless the members of SDS who do not have a material personal interest in the matter otherwise resolve in the absence of the member concerned.
Staff of Sydney Diocesan Secretariat

9. In the course of their employment, staff of SDS are –
   (a) to act in the interests of the SDS, and
   (b) to exercise care, skill and diligence, and
   (c) to act in good faith, and
   (d) to avoid conflicts of interest.

10. SDS encourages its staff to serve in official positions in other organisations, (being organisations of the Church or otherwise), provided that such service does not cause the staff member to be in breach of the requirements of paragraph 9.

11. As soon as practicable after request by or on behalf of the Chief Executive Officer, staff must disclose in writing –
   (a) any official positions they hold in other organisations, and
   (b) any material personal interest they have in matters relating to the affairs of SDS and any organisation served by SDS.

12. The Chief Executive Officer is to arrange for a file to be maintained recording disclosures made by staff in response to a request referred to in paragraph 11.

13. Staff who have a material personal interest in a matter relating to the affairs of SDS, or an organisation served by SDS, must disclose that interest to their divisional manager, or in the case of a divisional manager, to the Chief Executive Officer. This is regardless of whether a request has been made by or on behalf of the Chief Executive Officer under paragraph 11. Divisional managers and the Chief Executive Officer are to ensure details of the interest are recorded in the file referred to in paragraph 12.

14. Staff are to ensure that any material increase in the nature or extent of any material personal interest disclosed in response to a request made under paragraph 11 or disclosed under paragraph 13, is disclosed in accordance with paragraph 13.

15. Staff who have a material personal interest in a matter must not exercise any delegated authority in respect of the matter.

16. Staff who have a material personal interest in a matter being considered at a meeting of SDS must not be present while the matter is being considered at that meeting unless the members of SDS otherwise resolve.

Approved by the Sydney Diocesan Secretariat –

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Chief Executive Officer
Sydney Diocesan Secretariat

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Secretary
Sydney Diocesan Secretariat

Policy Status –

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