



CONFLICT OF INTEREST POLICY AND PROCEDURES

SYDNEY CENTRAL COAST PRESBYTERY

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Conflict of Interest Policy

A conflict of interest is a situation in which a person is involved in multiple interests, financial or otherwise, which could potentially influence, or be perceived to potentially influence, the motivation or decision-making of that individual.

A conflict of interest exists if an independent observer might reasonably perceive the circumstances (based on experience and objective evidence) create a potential risk that a decision may be unduly influenced by other interests.

A conflict exists irrespective of whether the individual is actually influenced by such other interest(s). The presence of a conflict is independent of the character and integrity of the individual.

Any conflict of interest should be identified before a related matter is discussed. Even if an individual believes that their decision-making will not be influenced by other interests, they should declare such other interests and be guided by the committee on whether they should participate in the discussion on the issue and the decision concerning the issue.

A conflict of interest in the Church is not limited to fiduciary matters. We are a Church governed by its members; many of whom fill multiple roles. The most common conflict of interest occurs when a decision is to be made and the individual involved has roles or interests in other Church entities that will be affected by the decision. As such, a conflict of interest can arise when individuals and/or Church communities are involved in decision-making that will impact on other communities with which they are associated, even when the individual making such decisions does not gain any personal, financial or other benefit.

In the end, it all comes down to the issue of our responsibility to the body on which we serve, which should not allow any other interest to conflict with, or be perceived to conflict with, that responsibility.

Types of interest which might give rise to a situation of conflict or perceived conflict include:

- being associated with another body that will be impacted by a decision
- a direct or indirect financial interest in a decision
- a non-pecuniary interest, such as a family relationship or personal / emotional relationship / antagonism

While a conflict of interest may arise in any situation, some examples include:

- employment and appointment issues
- the allocation of contracts, especially if not part of an open and independent process
- being a nominee / representative on other Church committees or congregations
- holding a directorship of a company, partnership or association, whether they be directly or indirectly connected
- participating in outside earning activities, whether they be directly or indirectly connected
- utilising information “outside” the operation of the Committee.

Conflict of Interest Procedures

RESPONSIBILITIES

The Chair of the Committee is responsible for bringing this Policy to the attention of current and prospective Committee Members.

All Committee Members are responsible for respecting this Policy.

PROCEDURES

Conflict of Interest Declaration Form

1. Every Committee Member will complete a Conflict of Interest Declaration Form (Appendix A) annually.
2. A Member is to update their Declaration Form whenever their circumstances change.
3. An up-to-date Register of Interests shall be maintained by the Presbytery Secretary on all Committee Members.

DECLARATION OF A CONFLICT

4. All potential conflicts of interest must be declared by Members, preferably before, but at least at the start of all meetings at which a matter is to be discussed involving the relevant conflict.

ACTION TO BE TAKEN

5. When notified of a conflict concerning a matter to be considered by the Committee, the Chair is to consider the issue, or if the Chair is the one with the conflict, the Deputy Chair is to consider the issue. In doing so the Chair should confer with other Members of the Committee.
6. The range of possible outcomes is for the individual:
 - a) to not be provided with any papers, or be involved in any discussion or decision on the matter. Further, the person may not be informed of the decision or not informed until it is made public; or
 - b) to be provided with the papers but not permitted to be involved with the discussion or the decision (being either present or absent); or
 - c) to be provided with the papers and be permitted to be involved with the discussion, but not be involved in the decision (being either present or absent when made); or
 - d) to be provided with the papers and fully involved in the discussion and decision.
7. The minutes must record all such declarations and the action taken.

Appendix A: Conflict of Interest Declaration Form

CONFLICT OF INTEREST DECLARATION FORM

[Committee Name] of the Sydney Central Coast Presbytery

Good practice requires all members of a governance body to declare those relationships which may create a conflict or perceived conflict of interest during the term of their service.

Members are required to update their Conflict of Interest Declaration Form as circumstances change.

Member's Name	
Congregation	
Other Presbytery Committees	
Synod Committees / Roles	
Assembly Committees / Roles	
Remunerated roles for Church	
Relationship with any entity that provides services to the Presbytery	
Other	

DECLARATIONS

As a member of the above Committee I commit myself to regular attendance; thoughtful preparation and active contribution.

I understand that in fulfilment of my role I may become aware of matters of confidentiality (e.g. issues of personal sensitivity and/or privacy or matters of commercial confidentiality) and therefore acknowledge the necessity to respect that confidentiality and not to reveal or discuss such matters with others beyond the Committee membership.

Signed: _____

Date: Click or tap to enter a date.