



# Ryde District Historical Society Inc

770 Victoria Road, Ryde NSW  
2112  
Phone: (02) 9807 7137  
email: rdhs1@bigpond.com  
Website: www.rydehistory.org.au

## Conflict of interest policy

### 1. Purpose

The purpose of this policy is to help members of the Executive of Ryde District Historical Society to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of Ryde District Historical Society and manage risk.

### 2. Objective

The Ryde District Historical Society Executive (called the 'Executive' in this policy) aims to ensure that Executive members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of Ryde District Historical Society.

### 3. Scope

This policy applies to the Executive members of Ryde District Historical Society.

### 4. Definition of conflicts of interests

A conflict of interest occurs when a person's personal interests conflict with their responsibility to act in the best interests of the society.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder).

It also includes a conflict between an Executive member's duty to Ryde District Historical Society and another duty that the Executive member has (for example, to another charity). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

These situations present the risk that a person will make a decision based on, or affected by, these influences, rather than in the best interests of the society.

Therefore these situations must be managed accordingly.

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## 5. Policy

This policy has been developed to address conflicts of interest affecting Ryde District Historical Society.

Conflict of interest are common, and they do not need to present a problem to the charity as long as they are openly and effectively managed.

It is the policy of Ryde District Historical Society, as well as a responsibility of the Executive, that ethical, legal, financial or other conflicts of interest be avoided and that any such conflicts (where they do arise) do not conflict with the obligations to Ryde District Historical Society.

Ryde District Historical Society will manage conflicts of interest by requiring Executive members to:

- avoid conflicts of interest where possible
- identify and disclose any conflicts of interest
- carefully manage any conflicts of interest, and
- follow this policy and respond to any breaches.

### 5.1. Responsibility of the Executive

The Executive is responsible for:

- establishing a system for identifying, disclosing and managing conflicts of interest across the society
- monitoring compliance with this policy, and
- reviewing this policy on an annual basis to ensure that the policy is operating effectively.

The society must ensure that its Executive members are aware of the ACNC governance standards, particularly governance standard 5, and that they disclose any actual or perceived material conflicts of interests as required by governance standard 5.

### 5.2. Identification and disclosure of conflicts of interest

Once an actual, potential or perceived conflict of interest is identified, it must be entered into Ryde District Historical Society's register of interests, as well as being raised with the Executive.

Where every other executive member shares a conflict, the Executive should refer to ACNC Governance Standard 5 to ensure that proper disclosure occurs.

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The register of interests must be maintained by the President. The register must record information related to a conflict of interest (including the nature and extent of the conflict of interest and any steps taken to address it).

## **5.3 Confidentiality of disclosures**

The Register of Interests will be retained at the offices of Ryde District Historical Society and will be available to all members of the Executive, and general members of the Society, upon request.

## **6. Action required to manage conflicts of interest**

### **6.1. Conflicts of interest of Executive members**

Once the conflict of interest has been appropriately disclosed, the Executive (excluding the Executive member who has made the disclosure, as well as any other conflicted Executive member) must decide whether or not those conflicted Executive members should:

- vote on the matter (this is a minimum),
- participate in any debate, or
- be present in the room during the debate and the voting.

In exceptional circumstances, such as where a conflict is very significant or likely to prevent an Executive member from regularly participating in discussions, it may be worth the Executive considering if it is appropriate for the person conflicted to resign from the Executive.

### **6.2. What should be considered when deciding what action to take**

In deciding what approach to take, the Executive will consider:

- whether the conflict needs to be avoided or simply documented
- whether the conflict will realistically impair the disclosing person's capacity to impartially participate in decision-making
- alternative options to avoid the conflict
- the society's objects and resources, and
- the possibility of creating an appearance of improper conduct that might impair confidence in, or the reputation of, the society.

The approval of any action requires the agreement of at least a majority of the Executive (excluding any conflicted Executive member/s) who are present and voting at the meeting.

The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.



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## 7. Compliance with this policy

If the Executive has a reason to believe that a person subject to the policy has failed to comply with it, it will investigate the circumstances.

If it is found that this person has failed to disclose a conflict of interest, the Executive may take action against them. This may include seeking to terminate their relationship with the society.

If a person suspects that an Executive member has failed to disclose a conflict of interest, they must notify the remaining members of the Executive as soon as possible.

## Contacts

For questions about this policy, contact the President by email at [rdhs1@bigpond.com](mailto:rdhs1@bigpond.com)



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## Register of interests

### Ryde District Historical Society

Name of Executive member	Description of interest	Has the Executive been notified?	Date of disclosure	Steps taken by Executive for dealing with the conflict	Executive member actions to address the conflict