



Maleny Neighbourhood Centre is a NFP community resource, responding to diverse local needs. We deliver emergency relief, facilitating community networks and connections. Maleny Neighbourhood Centre fosters resilient and fair communities and a just society where diversity is celebrated and participation encouraged.

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Email: info@malenync.org.au
Open Mon - Fri: 9am - 3pm
and booked activities anytime



In the Heart of Maleny ...

FINAL

MALENY NEIGHBOURHOOD CENTRE	
2019 MANAGEMENT COMMITTEE CODE of CONDUCT POLICY v3	
Authorised By: MNC Management Committee	
Responsibility for the review:	Centre Coordinator / Development Worker (CCDW) and Management Committee
Date of reviews: <i>Reviewed 20/1/17</i> <i>Approved 23/3/17</i> <i>Reviewed April 2019</i> <i>Approved June 2019</i>	Reviewed By: <i>CCDW and MNC Management Committee</i> (Signature)
	Date of next review: <i>June 2022</i>
Review Process	This Policy will be reviewed by the CCDW and Management Committee and approved before or by the next date of review.
Documentation and Communication:	Any decisions requiring policy changes will be recorded in the Minutes of Maleny Neighbourhood Centre Management Committee and forwarded to the CCDW for action and updating of policy documents. Policy changes relevant to staff and volunteers will be either emailed out or discussed at staff and volunteer meetings.
POLICY CONTEXT:	
Queensland Standards for Community Services:	Standard 1 (Governance and Management)
Other Standards:	
Relevant Policies:	Code of Ethics Conflict Resolution MNC Management Committee Confidentiality Privacy and Confidentiality
Forms or other organisational documents:	
Legislation or other requirements:	The Associations and Incorporations Act of 1987 Work Health and Safety Act 2011 Anti Discrimination Laws including <ul style="list-style-type: none"> ● Age Discrimination Act 2004;

	<ul style="list-style-type: none"> ● Disability Discrimination Act 1992; ● Racial Discrimination Act 1975; ● Sex Discrimination Act 1984 ● Australian Human Rights Commission Act 1986 ● Information Privacy Act 2009 (QLD) ● Community Services Act 2007 (QLD)
	<p>Management Committees operate most effectively if everyone is aware of the expectations of them. Maleny Neighbourhood Centre Inc Management Committee is committed to ensuring that there are adequate guidelines in place that assist a Committee member in understanding the behaviour expected of them in their role. To clarify expectations, the following Code of Conduct for Management Committee members of the Maleny Neighbourhood Centre Inc. has been developed.</p>
Scope	<p>This policy will apply to all MNC Management Committee members.</p>
Policy	<p>Committee members agree to:</p> <ul style="list-style-type: none"> ● Abide by the vision, aims and Code of Ethics of Maleny Neighbourhood Centre Inc. as set out in the Ethics Policy. ● Comply with all relevant legislation (as detailed above), policies and Department of Communities, Disability Services and Seniors Funding Agreement. All legislation can be accessed online. ● Not act on Maleny Neighbourhood Centre Inc. business without the approval of the Committee. ● Not involve themselves in day to day operational matters unless specific tasks have been discussed at a meeting or with the President (e.g. development of the Budget, audit preparation and policy.) ● Adhere to all accounting procedures as outlined by the funding body and ensure all relevant financial reporting is clear and understood. ● Present the organisation in a positive way when making public comment. ● Adhere to confidentiality issues as set out in the MNC Management Committee Confidentiality Policy. Confidentiality in this policy is defined as the secrecy of information obtained in a position of trust as a member of the Management Committee. Information is revealed to members of the Management Committee “in confidence” with the understanding that it will not be repeated outside the Management Committee meetings. ● Follow the Conflict Resolution Policy to resolve any conflicts with staff or members of Maleny Neighbourhood Centre Inc.

MNC MANAGEMENT COMMITTEE CODE OF CONDUCT POLICY 2019

All Management Committee members must sign this sheet to confirm that they have read, understood and agree with the above policy.

NAME & POSITION ie Executive or Member	SIGNED	DATE