



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.

17 Bicentenary Lane
Maleny, QLD, 4552
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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 | | |
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| 2019 MANAGEMENT COMMITTEE CONFIDENTIALITY POLICY v2 | | |
| Authorised By: MNC Management Committee | | |
| Responsibility for the review: | MNC Management Committee and Centre Coordinator / Development Worker (CCDW) | |
| Date of reviews: <i>April 2017</i> <i>Review commenced April 2019</i> <i>Finalised 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 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 Standard 4. Safety, Wellbeing and Rights | |
| Other Standards: | | |
| Relevant Policies: | Management Committee Code of Conduct MNC Conflict of Interest MNC Ethics Policy | |
| Forms or other organisational documents: | | |
| Legislation or other requirements: | | |

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| PURPOSE AND COMMITMENT | <p>Management Committee (Committee) confidentiality is important. It encourages open and frank discussions at meetings, helps facilitate the development of vision and the implementation of an effective strategy to achieve that vision, and protects information that is confidential, personal, or relates to employment, commercial or legal matters. The purpose of this policy is to facilitate effective governance of the Maleny Neighbourhood Centre Assn. Inc. by ensuring Committee confidentiality.</p> |
| POLICY | <p>Committee members must keep confidential all information pertaining to matters dealt with by the Committee. This includes committee discussions, meeting minutes, agendas, reports to the Committee and associated documents, and information contained in those documents.</p> <p>The obligation to maintain confidentiality continues to apply even after a person has left the Committee.</p> <p>Maintaining confidentiality as a general rule will also help ensure observance by Committee members of the following legal duty:</p> <ul style="list-style-type: none"> ● <i>A person who obtains information because they are, or have been, a member of the Management Committee must not improperly use the information to:</i> <ul style="list-style-type: none"> ○ <i>Gain an advantage for themselves or someone else; or</i> ○ <i>Cause detriment to the organisation.</i> <p>If a request is made for access to one or more Committee Papers*, the Committee may, on a case by case basis, resolve to provide access to the document/s. In considering this request, the Committee will have regard to:</p> <ul style="list-style-type: none"> ● The importance of maintaining confidentiality to facilitate effective Committee meetings; ● The importance of complying with the law - including privacy law - and recognizing that the law sometimes creates duties to disclose or protect information; ● Whether the person requesting the document is a member, and the important role of members in holding the Committee accountable; and ● The need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations. <p>Nothing in this policy is intended to prevent the Committee from seeking confidential legal, accounting, financial or other expert advice from independent professionals to assist the Committee in carrying out its functions.</p> <p>Any person (such as CCDW or other employee, or observer) who is not a member of the Committee but is present at a Committee meeting (or part of a meeting) must maintain in confidence all information obtained as a result of their participation in the meeting.</p> |

Policies can be established or altered only by the Management Committee: **Procedures** may be altered by the CCDW.

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| | <p>*Committee papers means all written communications to Committee members/s including without limitation monthly/quarterly management committee papers, submissions, minutes, letters, emails, memoranda, management committee and subcommittee papers and copies of other documents referred to in any of the above mentioned documents made available to the Committee member as a Management Committee member during his or her time in office.</p> |
| Procedures | <p>The Secretary will ensure Committee Papers are created, maintained and distributed in a manner which is consistent with their confidential status. These papers should be kept separately from other (non-confidential) documents and stored in a manner that limits access to them by unauthorised persons (including employees).</p> <p>In circumstances where a request for access to Committee Papers has been made, and there is reason to believe there are laws governing the disclosure or nondisclosure of the document, the Committee will obtain legal advice on the matter to assist the Committee in its consideration of the request.</p> |

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MNC MANAGEMENT COMMITTEE CONFIDENTIALITY POLICY 2019

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

**This sheet is to be stored securely*

| NAME & POSITION ie Executive or Member | SIGNED | DATE |
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