






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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Open Mon - Fri: 9am - 3pm  
and booked activities anytime



*In the Heart of Maleny ...*

<b>MALENY NEIGHBOURHOOD CENTRE 2022 CONFLICT OF INTEREST POLICY</b>			
<b>Authorised By:</b>	Maleny Neighbourhood Centre (MNC) Assn Inc Management Committee		
<b>Responsibility for Review:</b>	Centre Coordinator and Development Worker (CCDW) and the MNC Management Committee		
<b>Policy Developed:</b>	2014		
<b>Last Review:</b>	23/03/2017		
<b>Approved by Management Committee:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 60%;"><b>Signed:</b> </td> <td style="width: 40%;"><b>Dated:</b> <i>28 September 2022</i></td> </tr> </table>	<b>Signed:</b> 	<b>Dated:</b> <i>28 September 2022</i>
<b>Signed:</b> 	<b>Dated:</b> <i>28 September 2022</i>		
<b>Date of Next Review:</b>	June 2025		
<b>Review Process</b>	This Policy will be reviewed by the CCDW, endorsed by the MNC Management Committee and approved prior to the next review date.		
<b>Documentation and Communication:</b>	<p>Any decisions requiring policy changes will be recorded in the Minutes of Maleny Neighbourhood Centre Committee of Management and forwarded to CCDW for action and updating of policy documents.</p> <p>Policy changes relevant to staff and volunteers will be either emailed out or discussed at staff and volunteer meetings.</p>		
<b>POLICY CONTEXT</b>			
<b>Queensland Standards for Community Services:</b>	Standard 1. Governance and Management		
<b>Other Standards:</b>	Standard 2. Service Access		
<b>Relevant Policies:</b>	Code of Conduct Code of Ethics		
<b>Forms or other organisational documents:</b>	-		
<b>Legislation or other requirements:</b>	-		

<p><b>Purpose and Commitment</b></p>	<p>Specifically, Maleny Neighbourhood Centre aims to:</p> <ul style="list-style-type: none"> <li>● Foster resilient and fair communities</li> <li>● Operate effectively and collaboratively</li> <li>● Be a vibrant, dynamic, ethical and effective organisation</li> </ul> <p>Maleny Neighbourhood Centre strives to:</p> <ul style="list-style-type: none"> <li>● Respect and value our Members and all those people who work in and around the Centre</li> <li>● Work collaboratively with groups and individuals</li> <li>● Develop partnerships based on mutual respect</li> <li>● Create innovative responses to poverty and disadvantage</li> <li>● Organise and deliver projects with community members</li> <li>● Advocate to Local, State and Federal Government to improve services in our area</li> <li>● Share our resources (including our facilities) equitably, particularly with those who are marginalised and disadvantaged</li> <li>● Provide a safe place for new groups to emerge</li> <li>● Support and train volunteers to enhance their work experience and participation</li> </ul> <p>Actions and decisions taken at all levels at the Maleny Neighbourhood Centre (MNC) need to be informed, objective and fair. MNC expects all people involved with MNC to conduct themselves in a manner consistent with the culture, aims and philosophy of the MNC.</p> <p>MNC is committed to ensuring personal or individual interests that conflict with the interests of the organisation are identified and managed so they do not affect the services, activities or decisions of the organisation.</p>
<p><b>Scope</b></p>	<p>Conflicts of interest may occur simply because people occupy varying roles, both privately and professionally. Conflict of interest applies:</p> <ul style="list-style-type: none"> <li>● To situations where the personal interests of an individual or group directly conflict with the best interests of the organisation, its members or clients.</li> <li>● Where the decisions or actions of individuals may be influenced by their personal interests rather than those of the organisation.</li> </ul> <p>Conflict of interest includes situations in which:</p> <ul style="list-style-type: none"> <li>● Close personal friends or family members are involved, such as decisions about employment, discipline or dismissal, service allocation or awarding</li> <li>● An individual or their close friends or family members may make a financial gain or gain some other form of advantage</li> <li>● An individual is bound by prior agreements or allegiances to other individuals or organisations that require them to act in the interests of that person or organisation or to take a particular position on an issue</li> </ul> <p>Declaration and management of conflicts of interest are specifically required for MNC Management Committee members as part of their legal responsibilities as management committee members. Declaration and management of conflict of interest are also required for the MNC Management Committee, staff, volunteers and regular members of MNC.</p> <p>In the event that a staff person or committee member does not recognise there is a conflict of interest involving them, then other staff, committee members or general members are encouraged to approach the person in the first instance</p>



	to discuss the issue and encourage them to declare the situation in writing to either the President or Centre Coordinator.
<b>Procedures</b>	<p>If you suspect a Conflict of Interest:</p> <ul style="list-style-type: none"> <li>• Talk to the Centre Coordinator (CCDW) who can discuss the issue with you and take appropriate action</li> <li>• Talk to a Management Committee Member who will raise the matter at a management committee meeting where appropriate action will be taken such as recording the conflict of interest in the minutes of the management committee meetings</li> </ul> <p>In simple terms a Conflict of Interest response will mean that a person implicated will not be involved in the decision about this matter.</p> <p>The form on the following page, "Disclosure of Conflict of Interest Form" is to be completed as instructed. This form will be kept on the individual's personnel record, which is kept securely in the CCDW's Office.</p> <p>Completed forms will be collected by the Management Committee Secretary, discussed as an agenda item at the next committee meeting and recorded in the minutes. Details of declarations will be entered into a Conflict of Interest Register, which will be kept securely in the CCDW's Office.</p> <p>All conflict of interest declarations should be reviewed annually, along with the Risk Register, at a management committee meeting.</p>

**Policy - Conflict of Interest**

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**DISCLOSURE OF CONFLICT OF INTEREST**

Please complete your answers in block letters:

I: (insert full name)

.....

am associated with Maleny Neighbourhood Centre as: (please describe your position eg  
volunteer, staff member, member or management committee member)

.....

I hereby declare a Conflict of Interest that is (please tick all applicable boxes):

Real

Potential

Perceived/ Needs to be Discussed

Please provide a brief outline of the nature of the conflict of interest: (details may be included  
privately in a separate envelope for confidentiality if required)

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Please detail arrangements proposed to resolve / manage the conflict: (details may be included  
privately in a separate envelope for confidentiality if required)

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