

PRIMROSE PARK ART AND CRAFT CENTRE INC (PPACCI)

CODE OF CONDUCT – MEMBERS

1. INTRODUCTION

Primrose Park Art & Craft Centre is one of North Sydney Council's Community Arts Centres, managed and operated by a committee of volunteers. We provide educational and recreational resources to the community through the structure of art and craft-based member groups. Activities include member days, workshops, demonstrations, exhibitions and other activities associated with the art and craft specialities. The Centre houses equipment and materials for each of the group's activities and has a well equipped gallery space for exhibitions.

2. KEY RESPONSIBILITIES

All members are responsible for their own good conduct. As part of good conduct, members are asked to

- a. be courteous and respectful to other members, visitors and the community in words, actions and all communications
- b. obey all laws (including "working with children" requirements)
- c. uphold environmental responsibilities, such as disposing of litter or chemicals appropriately
- d. help create an environment that is free of harassment and discrimination
- e. protect the health, safety and welfare of themselves and others in the centre

3. CONFLICT OF INTERESTS

A conflict of interest arises when our own interests, or those of people close to us, conflict with our obligations to PPACCI. If a conflict of interest arises in any area, it should be disclosed to the PPACCI Committee. This allows for appropriate consideration in decision making and for others to understand the position and prevents criticism of PPACCI activities or decisions later.

4. CONFIDENTIAL AND PERSONAL INFORMATION

If a member has access to confidential or personal information retained by a Group, they must maintain the security of this information and not access, use or remove any information, unless they are authorised to do so. All such information must only be used for its intended purpose. Under no circumstances is this information to be used for personal, financial or other advantage.

5. PUBLIC COMMENT

Members must not make any public statement to the media or at public events that would lead someone to believe that they are speaking on behalf of North Sydney Council or PPACCI or expressing their views or policies. The President is the authorised spokesperson for PPACCI.

6. PPACCI COMMITMENT

The PPACCI Committee is committed to the standards in this Code of Conduct. They reflect the high standards expected by NSC, our membership and the community, and all our members are expected to maintain these standards and principles when using the Centre or participating in the activities of our member Groups.

Members who breach these standards may be asked to resign from their membership.

7. COMPLAINT PROCESS

If a member has a concern about the language or behaviour of another member, they should directly contact one of the PPACCI Office Bearers (President, Vice President, Secretary or Treasurer). This can be done in a conversation and supported in writing (by email or otherwise).

The recipient of the complaint should promptly discuss the report with the other Office Bearers. As appropriate

- the President of the relevant Group should be advised
- within two weeks, the member should be advised in writing that a complaint has been made against them and should be asked for their response
- the complainant should be contacted within two weeks to advise of the action taken and to ensure they are ok.
- Upon due consideration of the response, the member should be advised in writing the determination of the complaint and, if sustained, action to be taken which may include an apology and undertaking to not behave in this way again.
- The complainant should also be advised in writing the determination of the complaint
- all correspondence should be filed securely and confidentially in the PPACCI records
- if the matter potentially impacts North Sydney Council or public reputation the NSC representative on the Committee is to be advised of the situation and the steps taken.

Any questions concerning this Code of Conduct should be directed to the PPACCI President.

Approved: PPACCI Committee March 2022

Review: March 2025