

## Code of Conduct

- The Coolbellup Community Association (“The CCA”) is committed to ensuring that all CCA members and visitors can come together in a safe environment to advance CCA’s Objectives.
- There will be no tolerance for acts of discrimination, victimisation, harassment or bullying of any kind.
- This Code of Conduct provides practical guidance to clarify expected standards of behaviour.
- All members and visitors must sign that they agree to the Code of Conduct.
- Periodically, the Code of Conduct may be reviewed and members will be required to sign the new Code of Conduct once reviewed.

### CCA Objectives:

- Identify community needs;
- Work cooperatively towards the fulfilment of these needs;
- Advance the development, improvement and maintenance of local facilities and services;
- Establish appropriate communication links with internal and external bodies;
- Voice an opinion in reflecting the various needs of the local community;
- Assist members by making them aware of their rights and responsibilities within the community;
- Initiate, assist and maintain social and community interaction for the general population within and outside the suburb of Coolbellup;
- Foster community spirit in order to improve the quality of the life of the residents of Coolbellup and;
- Ensure a non-political, non-sectarian, non-discriminatory association.

### CCA Members agree:

- To work within the objectives of the CCA.
- To follow the CCA [rules](#).
- To act within the law.
- Not to act in a way that brings them or the CCA into disrepute, which includes on any social media platform.
- To work cooperatively as a member of the CCA for the good of the whole community
- To engage with each other with due respect.
- To value and respect the diversity and contribution of all members.
- To attend meetings and participate in a productive and positive manner so that discussion, decision making and completing action items can be progressed.
- Be respectful of the Chair and assist in maintaining an orderly and positive meeting by taking turns to speak and encouraging others to voice opinions.
- Not to interrupt proceedings of the meetings with personal grievances about other residents.
- Not be absent from duties without an apology or appropriate reason.
- To undertake to follow through any commitments where possible and delegate those that can’t be achieved.
- To maintain the personal confidentiality of fellow members and all others who attend meetings.

Managing disputes or breaches

- Direct discussion between parties will be encouraged in the first instance where there is disagreement or potential breach of the Code of Conduct. A third party may be appointed to be involved if required.
- A letter of warning can be sent if this is deemed the most appropriate and beneficial process.
- If this fails to address the issue then a formal meeting will be set up with the member alleged to have breached the Code of Conduct, to discuss and give a fair hearing of members' perspective.
- If the breach is of a serious nature and is found to be substantiated then the member will be asked to resign their membership. If they refuse their membership will be formally revoked through the process outlined in the CCA Rules.
- Anyone who has had their membership revoked will not have the option of returning to CCA in the future, and this information will be kept on the Membership Register.

Agreement to the CCA Code of Conduct

Members and visitors of the CCA must have read and understood the Code of Conduct. Breaches of the Code of Conduct may lead to removal from the group.

I have read, understood and agree to these documents.

\_\_\_\_\_  
NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

\_\_\_\_\_  
WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_