



CODE OF CONDUCT

Manly West P&C Association

1. PREAMBLE

1.1 Scope and Application

This Code of Conduct applies to all members of the Manly West Parents & Community Association (P&C Association), including financial members, Executive Committee members, volunteers, employees, and any person representing the P&C Association. It applies to all conduct related to P&C Association activities, whether at meetings, events, online communications, or any other context where individuals are acting in connection with the P&C Association.

1.2 Purpose

This Code establishes standards of behaviour expected of all P&C Association members to ensure a respectful, ethical, and professional environment that serves the best interests of students, the school community, and the P&C Association's objectives.

2. CORE ETHICAL PRINCIPLES

2.1. Respect for the Law

Members must comply with all applicable Commonwealth and New South Wales legislation relevant to the P&C Association's operations, including the Education Act 1990, the Parents and Citizens' Associations Incorporation Act 1976, taxation law, employment law, child protection legislation, privacy law, and work health and safety requirements.

2.2. Respect for All Persons

Members must treat all persons equitably, with dignity and respect, including students, employees, school staff, parents, and community members. This requires tolerance of differing views, courteous and responsive engagement, procedurally fair decision-making, non-discrimination on any grounds, cultural awareness and respect, constructive debate that allows alternative viewpoints, and refraining from harassment, bullying, or intimidation.

2.3. Integrity

Members must act honestly in all P&C Association matters and avoid conflicts between their private interests and their P&C Association responsibilities. This includes managing conflicts relating to personal relationships, financial interests, receipt of gifts or benefits, employment, use of confidential information, and external activities or public commentary.

2.4. Diligence

Members must carry out their duties professionally and conscientiously, implementing decisions faithfully and impartially, maintaining high performance standards, exercising care for others, ensuring outside interests do not interfere with P&C Association responsibilities, and where compelled, reporting suspected fraud or corrupt conduct to Office Bearers or external authorities.

3. CONFLICT OF INTEREST

As required by the P&C Association By-Laws, members must declare any potential or perceived conflict of interest for any agenda item or business matter. Members must always act in the best interests of the P&C Association rather than personal interests. Conflicts may include personal or professional relationships, financial or proprietary interests, or any activity that might benefit a member's private interest. Where a conflict is declared, it shall be managed in accordance with the By-Laws.



4. EXECUTIVE COMMITTEE RESPONSIBILITIES

4.1. Fiduciary Responsibilities

Office Bearers are responsible persons under the law and must fulfil their obligations as set out in the By-Laws and prescribed Constitution.

4.2 Confidentiality of Executive Deliberations

Executive members must maintain confidentiality of confidential or sensitive information obtained through Executive Committee duties unless explicitly authorised for disclosure or where the information is already public. Confidential or sensitive information discussed in Executive meetings must not be disclosed without authorisation from the Executive or as required by law. Matters involving personnel, employment, financial difficulties, legal advice, or specifically designated confidential issues require particular care. This confidentiality obligation continues after ceasing to be an Executive member, and only the President or an authorised person may make public statements on behalf of the P&C Association on sensitive matters. A serious breach may result in consideration of removal through the process prescribed by the Constitution.

5. PRIVACY AND CONFIDENTIALITY

The P&C Association must comply with the Privacy Act 1988 (Cth), the Australian Privacy Principles, and the Surveillance Devices Act 2007 (NSW). Members must not divulge personal information except where permitted by law, and must not misuse confidential P&C Association information. Members must protect confidential data from misuse, loss, unauthorised access and disclosure, must limit access to personal information to authorised Office Bearers only, and must securely dispose of information when no longer required. Members should consult the P&C Association's Privacy Policy for detailed requirements.

6. SOCIAL MEDIA AND PUBLIC REPRESENTATION

Members must be mindful that their online communications may be associated with the P&C Association. Members must clearly distinguish personal views from official P&C Association positions, not speak on behalf of the P&C Association without authorisation, maintain respectful and professional communication, avoid content that could bring the P&C Association or school into disrepute, and remember that online communications may become public. Only authorised members may post on official P&C Association accounts or make official statements. Members must not share confidential information, meeting discussions, or personal information about members, students, or staff on digital platforms without authorisation. Refer to the P&C Association's Communication and Social Media Policy for further guidance.

7. FINANCIAL PROBITY

Members handling P&C Association funds must act with honesty and integrity, ensure all transactions are properly authorised, documented and recorded, comply with the two-signatory rule (Constitution Clause 16), ensure all expenditure is authorised by resolution of a meeting (Constitution Clause 16), maintain accurate records and transparent reporting, not use P&C Association funds for personal benefit, and immediately report suspected fraud or financial irregularity to Office Bearers. Financial reports must be presented at each general meeting, decisions must align with the approved budget and by-laws, and financial policies and procedures must be followed at all times.

8. CONDUCT AT P&C EVENTS

Members must conduct themselves professionally and respectfully at all P&C Association events. Where alcohol is present at social functions, consumption must be responsible and moderate, must not lead to inappropriate, unprofessional, or risky behaviour, and members must remain mindful they are representing the P&C Association and school community. Use of illegal drugs is strictly prohibited, attending events while impaired is prohibited, and threatening, abusive, discriminatory, or harassing behaviour will not be tolerated.



9. WORKING WITH CHILDREN

The P&C Association adheres to the Child Protection (Working with Children) Act 2012 and the Child Protection (Working with Children) Regulation 2013. Volunteers working with children must hold valid Working with Children Check clearance where required by law. All members must comply with the P&C Association's Child Protection Policy, which sets out detailed requirements for working with children, WWCC requirements, and child safety obligations.

10. ENFORCEMENT AND CONSEQUENCES

10.1 Graduated Response

The P&C Association will address breaches of this policy fairly, proportionately, and where appropriate, in a manner consistent with procedural fairness and applicable employment law. Where possible, a graduated approach will be taken, which may include informal discussion and counselling, formal written warning, temporary suspension from specific duties, or removal from position or membership where serious breach has occurred.

10.2 Executive Committee Members

Executive Committee members who breach this Code may be removed from the Executive through the process set out in the Prescribed Constitution Clause 5(a).

10.3 Ordinary Members

Where concerns arise regarding an ordinary member's conduct, the Association may take such steps as are permitted by the Constitution and applicable law. Matters involving unlawful conduct may be referred to appropriate authorities.

10.4 Employees of the P&C Association

Employees who breach this Code will be subject to disciplinary action in accordance with the P&C Association's employment policies and procedures, and in compliance with the Fair Work Act 2009 (Cth). Disciplinary measures may include counselling, formal warnings, performance management, or termination where appropriate and lawful.

10.5 Grievance and Complaints Process

All complaints regarding breaches of this Code should be addressed through the P&C Association's Grievance, Complaints and Feedback Policy, which provides a fair and transparent process for raising and resolving concerns.

11. ADOPTION AND REVIEW

This Code of Conduct was adopted by the Manly West Parents & Community Association at a [general/special] meeting held on 1 September 2026.

This Code will be reviewed periodically to ensure it remains current and effective. Any amendments must be approved by majority vote at a properly convened meeting of the P&C Association.