

We acknowledge the Traditional Owners of this land, the Kabi Kabi people and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.

Short History of Wallace House

This land on which Wallace House stands was bought by Walter B Hay. After the home he built on the land was burned down, the land was resold and subdivided. Arthur Wallace bought portion 151 of that land in 1930. Arthur Wallace was born in Mackay in 1876. After qualifying as a surveyor in 1901, he married Alice Dimmock, whose father was the Mackay Mayor. From 1904 to 1930. Arthur was a member of the British Government Colonial service and spent many years in the Malay States. Their two daughters, Jean and Barbara, were born during that period. Wallace House was the family's retirement home, designed by R M Wilson. It was considered to be an authentic example of a Californian and Federation style bungalow. Cooroy builder, Dick Cadell, built the house for £1,246. Alice is reputed to have paid for the furniture with her winnings from contract bridge tournaments in Malaya. The Wallace family moved in on June 17, 1931. Dick Cadell later added a boat house and jetty with a causeway to the house over the swamp for an extra £120. Wallace House was designed to accommodate the colonial lifestyle the family had become used to before returning to Australia. There were servants' quarters at the back and wash basins in the bedrooms of the main house. There are stories of shark jaws being tied to balustrades, shelves of bottled snakes and a carpet of macadamia shells beneath the house. Electricity was connected to the house in 1947 but it was not until 1966, twelve years after Alice died, that town water was installed. Their widowed daughter Jean, whose husband and son had been killed in a boating accident in 1933, lived with Arthur until his death in 1974. In 1978 the house was sold but it was not until 1980 that the family finally moved out. Between 1980 and 1992, Wallace House became a rental property and had a variety of tenants. There are rumours that the house was even a casino and later a brothel. In 1992 Noosa Council bought Wallace House as a future home for the arts and crafts of Noosa Shire. The house was officially opened on June 8 1993 with a membership of 150. Since then the membership has increased to over 300. Despite being damaged by fire in 1999, which took nearly two years to repair, Wallace House has had many successful years of hosting workshops, courses and seminars in a wide variety of arts and crafts.



Our Mission Statement

The mission of the Noosa Shire Arts and Crafts Association Inc. (NSACA) is to be inclusive, offer friendship, learning, teaching, sharing ideas, co-operation, inspiration, collaboration and achievement in a safe environment for all its members.

Our Values Statement

As a Not-For-Profit Organisation and Registered Charity, the Association's values are to be apolitical, secular and non-discriminatory in all its operations. ● The Association is committed to upholding a strong apolitical stance, ensuring that our Association remains neutral and unbiased in all matters relating to politics. ● The Association is dedicated to providing a creative and welcoming space without any religious affiliation and to making our facilities accessible to all individuals from all backgrounds and beliefs. ● The Association is committed to non-discrimination. The Association will treat all individuals equally with respect, regardless of their race, ethnicity, gender or sexual orientation.



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Important Information for all members.

Welcome to Noosa Arts & Crafts Association, a community organisation established for adult members to share their love and knowledge of arts and crafts. We are a not-for-profit organisation and membership is open to local residents and to anyone visiting the region for an extended period. All members are encouraged to volunteer in our Gift Shop, arranging events, co-ordinating Activity Groups, becoming a member of our Management Committee or group leader. If any members have special skills e.g. IT, grant writing, marketing etc. please let us know. We hope you enjoy a friendly and creative time within our community.

OFFICE

Our Office Co-ordinators are in the office on weekdays from 9.00 am to 2.00 pm. This is the place to go for any membership payments, workshop bookings and general information on groups.

ACTIVITY GROUPS

We have more than 20 arts and crafts groups meeting on a regular basis to create together, and share skills and knowledge. There is a brief description and contact details for each of these groups on our website. To join, simply make contact with the group leader who is also the person to whom you can address any concerns or queries throughout the year. Alternatively, you can contact a member of the Management Committee – their contact details are available through the office. We always welcome new ideas and initiatives.

MEMBERSHIP & ACTIVITY FEES

Your annual membership fee entitles you to attend any activity group within Noosa Arts & Crafts Association. Membership is for adults - 18 years and over. This membership fee is renewable annually at the end of June. You will receive a membership card with your emergency contact details on the back together with a lanyard. The membership lanyard should be worn at all times when you are in the House.

An activity fee of \$2 is payable each time you attend an activity group meeting. We have a system of vouchers which can be purchased through the shop in books of 5 during office hours. All fees are an essential part of our funding as, although Wallace House is owned by Noosa Council, Noosa Arts & Crafts is not-for-profit organisation and is responsible for all the costs of running and maintaining the premises. Some groups have additional fees for tutors, materials, models etc.

WORKSHOPS

Workshops are one of our main sources of revenue. We select experienced tutors and teachers to run workshops and tutorials throughout the year. These not only attract new members but are also a source of development for our members. We encourage learning and sharing of new skills in all areas of art and craft.

There are reduced workshop fees for members.

UPKEEP OF THE HOUSE

All members are asked to clean up after themselves. Please wash up all crockery and cutlery and replace them in the cupboards and drawers. Please leave the sinks clean and wash paint brushes in the paint sink provided. Please leave all tables clean and wipe off any excess paint /ink from the protective plastic sheets before returning them to storage cupboards. Hand sanitiser is in all rooms - please use it.

GIFT SHOP AND GALLERIES

Our gift shop and galleries are open weekdays (9am to noon) and all members can display items for sale. These items must be handcrafted by members. Members who exhibit their work at Wallace House are requested to complete at least four sessions on the Gift Shop desk each year. Commission is paid to Noosa Arts & Crafts on all sales from the gift shop, online and any work displayed throughout the house - 15% for items below \$200 and 20% for items over \$200.

ONLINE SHOP

We have an online shop as part of our website. At present, this is used for membership, workshop payments and donations plus a small number of paintings and shop items.

HEALTH & SAFETY IN THE HOUSE

Every member is to register their attendance each time they attend the House and pay their activity fee with a voucher - the Group Leaders keep the group's register. This register is used in case of an insurance claim or for a fire evacuation - knowing who is in the house is essential.

Members with a disability who need a carer to assist them either medically or physically during an activity group meeting or a workshop are welcome as long as their carer is able to stay with them at all times.

Our Office Co-Ordinators are the OH&S warden when Committee Members are out of the House. There are booklets around the House explaining rules and regulations of the Association as well as evacuation diagrams and fire extinguishers at strategic points around the House. Please familiarise yourself with this information.

The Constitution of the Association is available for all members to read - please ask in the office if you would like to borrow a copy.

DONATIONS

Noosa Shire Arts & Crafts Association Inc. is now registered as a charity for cultural advancement and is able to offer tax concessions for all donations over \$2. As a not-for-profit organisation, we are always in need of funds to maintain and improve the facilities of Wallace House. If you would like to donate - please go <https://noosaartsandcrafts.org.au/donations/> for all the details.

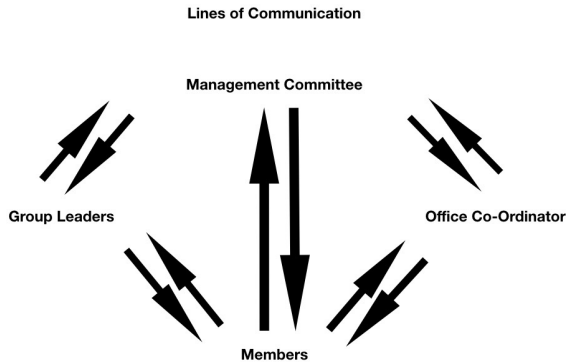


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Mission Statement

Noosa Shire Arts and Crafts Association Inc. values all its members and offers friendship, learning, sharing of ideas, mutual co-operation, inspiration, and collaboration - all in a safe and creative environment.

COMMUNICATIONS



COMMUNICATIONS

Communication with members is mainly verbally by group leaders, office emails and monthly newsletters. All members will receive a monthly newsletter via email with information about current and upcoming events - printed copies are also available. Our website contains all the up-to-date information regarding upcoming workshops and current activity groups. See also our Facebook and Instagram pages for general news around the House and creative events in the region. <https://noosaartsandcrafts.org.au/>

AGM

The AGM is held annually in December to review the past year and elect a new committee for the coming year. The committee members are as follows: President, Vice-President, Treasurer, Secretary and 5 general committee members.

Each member of the committee is responsible for one or more of the following - Exhibitions, Social Media, Gift Shop, Workshops, House, Membership, Marketing, Website and monthly newsletter. These roles are in addition to the administration and management of the Association.

All financial members are invited to attend the AGM and exercise their vote. The Constitution of the Association is available from the office for all members to read.

Zero Tolerance Anti-Bullying and Anti-Harassment Policy

Purpose

Noosa Shire Arts and Crafts Association Inc. (NSACA) is committed to maintaining a creative community where all individuals are treated with respect and dignity. Bullying, harassment, and discrimination of any kind will not be tolerated under any circumstances. This zero-tolerance policy sets out our strict commitment to eliminating such behaviour and ensuring a safe environment for all.

Scope

This policy applies to all employees, contractors, visitors, volunteers, and anyone associated with NSACA including digital platforms and online interactions connected to NSACA.

Zero Tolerance Statement

NSACA has a zero-tolerance approach to any form of bullying, harassment, or discrimination. Any violation of this policy will result in immediate disciplinary action. This can include termination of membership and a 5-year ban. No exceptions will be made, regardless of the position, role, or tenure of the individual involved.

Definitions

- **Bullying:** Intentional, repeated behaviour aimed at causing physical, emotional, or psychological harm to another individual. This includes verbal abuse, online bullying, threats, exclusion, intimidation, or physical violence.
- **Harassment:** Any unwelcome behaviour - whether verbal, physical, or written including online - that offends, humiliates, or intimidates an individual based on characteristics such as race, gender, religion, sexual orientation, disability, or other legally protected attributes.
- **Discrimination:** Unfair or unequal treatment of an individual based on personal characteristics such as age, race, gender, religion, national origin, disability, or sexual orientation.

Prohibited Behaviour

The following behaviours are strictly prohibited:

- Physical, verbal, or cyberbullying of any kind
- Unwanted sexual advances or inappropriate touching
- Offensive comments, jokes, or gestures based on personal characteristics
- Unjustified criticism or complaints;
- Spreading misinformation or malicious rumours;
- Threats, intimidation, or exclusion from professional or social activities
- Any form of retaliation against those who report or oppose bullying or harassment

Reporting

If you experience or witness any bullying, harassment, or discriminatory behaviour, you are **required** to report it immediately to your group leader or daily team leader

All reported cases will be thoroughly investigated, and confidentiality will be maintained to the highest degree possible. We will take swift action to address any violations. Investigations will be conducted promptly, impartially, and thoroughly to ensure fairness.

Consequences

Violations of this policy will result in **immediate and decisive action**, including but not limited to:

- A written warning
- Termination or non-acceptance of membership with a five-year ban
- Legal action, if applicable

The severity of the disciplinary action will depend on the nature of the violation but will always reflect NSACA's zero tolerance stance.

Retaliation Prohibited

Retaliation against anyone who reports or participates in the investigation of bullying or harassment is **strictly prohibited**. Retaliation itself will result in serious disciplinary action, including termination of membership.

Commitment to a Safe Environment

We are committed to providing a safe, respectful, and inclusive environment for everyone. Each member of our community is expected to uphold this zero-tolerance policy and contribute to a culture of respect and dignity.

This **zero-tolerance policy** emphasises NSACA's uncompromising stance and details immediate consequences for any form of bullying, harassment, or discrimination. It serves as a strong deterrent and assures staff and members that any reported incidents will be handled with urgency and seriousness.

12. Handling of General and Minor Disputes.

The disputes handling system is based on the principles of natural justice (i.e. the person who is being accused should be treated as innocent until it is proven otherwise). If a member feels aggrieved and cannot resolve the complaint by themselves or through their Daily Team Leader or group leader then this procedure may be followed.

Procedure

All efforts will be made to maintain the privacy of the individuals involved.

- 1.Report** – incident in writing (What, When, Where and Why) given to the daily team leader or group leader and discussed - forms are available.
- 2.Investigate** – daily team leader or group leader to investigate grievance.
- 3.Resolve** – group leader to address the complaint and both parties are offered the option to submit written statements and investigate the issue and resolve the issue if possible. Group leader to prepare report and submit it to the Management Committee.
- 4.Appeal process** – both members can present their case to Management Committee if the situation cannot be resolved by the group leader.
- 5.Outcome** – Management Committee has the power to make recommendations and revoke membership from NSACA.