



The Players Theatre Inc.

Committee

Code of Conduct 2023

Under the
Associations Incorporation Act 2009 and
Associations Incorporation Regulation 2016
Players Theatre Inc - Constitution
Members Code of Conduct

Table of Contents

- 1. Agreement----- 3
- 2. Honesty and Integrity ----- 3
- 3. Competency and ethically----- 3
- 4. Appropriate Relationships----- 4
- 5. Official Resources ----- 4
- 6. Confidentiality ----- 4
- 7. Termination of Being a Committee Member ----- 5
- 8. Conflict of Interests ----- 6
- 9. Ethical purchasing and/or procurement----- 6
 - 9.1. Purchasing Limits and Quotations ----- 6
 - 9.2. General Purchasing Conduct ----- 6
- 10. Gifts----- 7

1. Agreement

- 1.1. Breaches of this Code of Conduct, will be considered grounds for removal from the committee at the discretion of the other members of the committee.
- 1.2. Committee Members confirm they have read, understand and agree to adhere to the conditions in the Constitution and the Members Code of Conduct and also agree to:

2. Honesty and Integrity

- 2.1. Avoid situations which may give rise to pecuniary or other conflicts of interest, and should any conflicts or possible perceptions of such conflicts arise declare them immediately to the Secretary by mail or email;
- 2.2. Ensure that their actions and decisions are not influenced by self-interest or considerations of personal gain or other improper motives;
- 2.3. Not accept bribes or inducements that are intended to influence their decisions or actions;
- 2.4. Not make threats or otherwise attempt to intimidate fellow members or patrons in any way.

3. Competency and ethically

- 3.1. Be in a fit and proper condition, to carry out their responsibilities
- 3.2. Carry out their responsibilities in a politically neutral manner;
- 3.3. Carry out their responsibilities diligently and efficiently;
- 3.4. Avoid conduct that could bring the Players Theatre or any of its members into disrepute, including when using social media;
- 3.5. Only provide official public comment on matters related to the Players Theatre if authorised to do so by the Marketing and Publicity Coordinator;
- 3.6. Not indicate or imply that their views are those of the Players Theatre, when making public comment on issues, unless expressly directed to do so by the Management Committee;

- 3.7. Report any criminal charges or convictions against them involving offences punishable by imprisonment for 12 months or more, to the President within 7 days of the charge being laid or a conviction recorded;
- 3.8. Report to the President any breach of code or misconduct by others of which they become aware, such as corruption, fraud, maladministration, and/or substantial waste.
- 3.9. Attend as many official meetings as possible. Absence from 3 or more consecutive meetings will be considered an instance of not carrying out committee duties diligently.

4. Appropriate Relationships

- 4.1. NOT take an unfair advantage of, or exploit any relationship with members in any way;
- 4.2. Maintain a current “Working With Children” certification and ensure the details are recorded on the Theatre’s systems;
- 4.3. Guide children towards positive and responsible stage and personal behavior;
- 4.4. Exercise highly professional conduct towards children and in the children's presence at all times;
- 4.5. Remove any barred or unauthorised persons from child related activities.

5. Official Resources

- 5.1. Use theatre resources efficiently;
- 5.2. Use all equipment, goods, resources and materials provided for theatre-related purposes only, and not for outside or business practice or political purposes.
- 5.3. Not use the Players Theatre internet and email resources without consent and not for accessing, transmitting, storing or downloading pornographic, sexually explicit or otherwise inappropriate material.

6. Confidentiality

- 6.1. The Players Theatre Inc acknowledges that members may come into contact with confidential information in the course of carrying out their duties. Such confidential information may include, but is not limited to, personal information regarding volunteers and patrons, as well as financial and operational data.
- 6.2. To use discretion and take all precautions to ensure that access to confidential information is restricted to authorised volunteers.
- 6.3. Not disseminate confidential information to individuals or organisations external to The Players Theatre that might expose The Players Theatre to additional liabilities.
- 6.4. Disclosure of information to an outside third party, may only be made by authorised members of the Executive Committee.
- 6.5. Not communicate to any media sources unless authorised to do so.
- 6.6. Not use or release official information without proper authority, such as discussing or providing information on social media that could identify members or divulge personal information;
- 6.7. Maintain the security of all personal information and records;
- 6.8. Not disclose, use or take advantage of Information obtained in the course of performing their role, including when they cease to be a member of the Players Theatre.
- 6.9. NOT disclose information unless:
- 6.10. the disclosure is authorised by the committee.
- 6.11. the disclosure is required by law.
- 6.12. If there is any doubt, the safest course would be for the committee to pass a general authorisation in relation to information that is not specifically identified by the committee as being confidential. It must be kept in mind that committee members are elected representatives and part of their role is to keep their volunteers informed about what is going on. This flow of information is also essential to open communication and smooth governance and this should add weight to a “fair and reasonable” argument.

7. Termination of Being a Committee Member

- 7.1. All paperwork connected with the performance of their committee duties will be returned to the Secretary at the Theatre immediately after the exodus from the committee.

8. Conflict of Interests

- 8.1. This is a challenge in that it can often be difficult to recognise when a conflict of interest exists. In practice, it is more likely to exist than not and if there is any doubt, then disclosure should be made.
- 8.2. For example: to engage a relative to do some paid work around the theatre by a member of the committee may amount to a conflict of interest for that committee member.
- 8.3. The safest course is for the committee member to disclose the benefit that they will derive from the refurbishment and assure the committee that they will not be influenced by that. The disclosure, as with all such disclosures, should be noted in the minutes of the meeting. Disclose to the committee, any conflict of interest the member may have in a matter before the committee or activity they would otherwise have been involved in.

9. Ethical purchasing and/or procurement

All purchases must comply with ALL conditions in this Code of Conduct

9.1. Purchasing Limits and Quotations

- 9.1.1. Each position holder is authorised to spend up to \$300 per transaction without the support of a quotation in the conduct of their portfolio responsibilities.
- 9.1.2. Purchases valued between \$501 and \$2000 require the support of two quotations and the support of 6 committee members. This support can be received in writing or email.
- 9.1.3. Purchases over \$2000 require the support of three quotations and majority support at a committee meeting. Authorisation can be given between committee meetings on condition it gets unanimous support from the committee.

9.2. General Purchasing Conduct

- 9.2.1. Ensure that they are never beholden to a supplier.

- 9.2.2. Throughout the purchasing cycle, exhibit responsible behavior and strive for transparent and beneficial results.
- 9.2.3. The information that may be exchanged or disclosed concerns:
- 9.2.4. information on completed procedures, when a contract has been awarded, subject to the protection of industrial and
- 9.2.5. commercial confidential information; and
- 9.2.6. the description of the organisation and the activity of the purchasing services and other administrations involved in the process.
- 9.2.7. Except in the case of correction notices, the purchasing code governs the conditions for achieving equality of treatment among candidates, and the transparency of procedures.
- 9.2.8. Avoid any risk of favouritism or suspicion, when private operators come to the office to obtain the consultation papers, those papers must be delivered by an officer not involved in the purchasing process, or who has no information on the proposed contract.

10. Gifts

- 10.0. Not solicit or accept gifts, favours or other advantages for themselves, their family their friends, or for persons with whom they have business or political dealings.
- 10.1. Exhibit good judgment and responsibility, regardless of the position occupied, and under all circumstances. They have the duty to inform their correspondents that they are subject to this code and cannot deviate from it.
- 10.2. The condition that customs or usages may treat certain gifts and other advantages as acts of courtesy or hospitality that are appropriate in contacts between purchasing officers and suppliers. This applies to minor gifts and conventional gestures of hospitality, in the form of modest invitations, calendars, and pens of low value, advertising materials, and minor office furnishings.
- 10.3. Consider each of the following points before accepting any gift, which must be minor, of low value, not regularly provided, and neutral.
- 10.4. Regardless of the nature of the gift received:
- 10.5. Report them immediately to the Secretary in order to avoid any suspicion;

- 10.6. Mention them in a specific document, including the origin, nature and destination of the good delivered in order to guarantee traceability in case of subsequent challenge or audit;
- 10.7. Use them, to the extent possible, for the benefit of the theatre (for example, passing a box of chocolates, sharing calendars or distributing pens); and
- 10.8. Request the Secretary's advice in case of doubt, as to what is acceptable or not, and on the steps to take.
- 10.9. Record gifts or invitations even if they do not fall within the framework described, with the name of the company concerned, and returned to the sender with a letter.
- 10.10. Apply the same rules to Invitations to receptions or promotional, cultural, sporting or charitable events. Being on holiday is no defence against the rules defined more broadly in this code.
- 10.11. Must in no case solicit such invitations from a supplier.