



Committee Code of Conduct

Version 2025.7

In accordance with:

Associations Incorporation Act 2009

Associations Incorporation Regulation 2016

The Players Theatre Inc - Constitution

Members Code of Conduct

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1. Agreement to Uphold this Code

All committee members agree to act in accordance with this Code of Conduct. Breaches may be considered grounds for removal from the committee, subject to a resolution by the remaining committee members.

Committee members confirm they have read, understood, and agree to uphold:

- The Constitution of The Players Theatre Inc.
- The Members Code of Conduct
- This Committee Code of Conduct

2. Honesty and Integrity

Committee members must:

- Act with honesty and transparency in all dealings
- Avoid conflicts of interest, including perceived conflicts, and declare any such matters to the Secretary or President immediately
- Ensure decisions are not influenced by personal gain, improper motives, or self-interest
- Refuse bribes, inducements, or attempts to improperly influence decisions
- Refrain from intimidation, threats, or disrespectful conduct towards fellow members, volunteers, or patrons

3. Competency and Ethical Conduct

Committee members are expected to:

- Carry out their responsibilities diligently, ethically, and impartially
- Remain fit to fulfil their duties, both physically and mentally
- Refrain from behaviour that may damage the reputation of the Theatre or its members, including conduct on social media
- Attend meetings regularly. Unexplained absence from three or more consecutive meetings may be considered a failure to meet duties
- Refrain from making public statements on behalf of the Theatre unless expressly authorised
- Report any serious legal charges (offences punishable by 12 months or more imprisonment) to the President within 7 days
- Report serious breaches of conduct, including fraud or misconduct, to the President

4. Respectful Relationships

Members must:

- Maintain respectful, professional relationships with all volunteers and stakeholders
- Not exploit relationships for personal advantage
- Maintain a valid Working With Children Check (WWCC) where relevant, and ensure details are recorded with the Theatre
- Display professional and appropriate behaviour around children and vulnerable people
- Ensure that barred or unauthorised individuals are not involved in child-related activities

5. Dress Code

When representing the Theatre publicly, members must dress in a neat and presentable manner, wearing:

- A black shirt with The Players Theatre logo
- Black long pants or skirt
- Closed, appropriate footwear (preferably black)
- Black dress shorts may be worn during daytime events outside performance times

Those recruiting others for public-facing roles are responsible for ensuring recruits follow the same standards.

6. Use of Theatre Resources

Committee members must:

- Use Theatre resources only for Theatre-related activities
- Treat equipment and materials responsibly and respectfully
- Not use Theatre internet or devices to access, transmit, or store inappropriate or explicit material
- Avoid using Theatre assets for personal, commercial, or political purposes

7. Confidentiality

Committee members may encounter sensitive or confidential information and must:

- Only share such information with authorised individuals
- Not disclose any confidential matters externally without committee approval
- Not identify members or share personal information on social media or in public forums
- Maintain confidentiality even after their term concludes
- Seek committee clarification when in doubt about the classification of information

The committee may issue general authorisations to ensure reasonable and open communication with volunteers, consistent with good governance.

8. Cessation of Role

Upon leaving the committee, members must return all documents, records, and equipment belonging to the Theatre without delay.

9. Conflict of Interest

If a committee member or someone close to them may benefit from a committee decision or Theatre activity:

- The member must disclose the nature of the interest as early as possible
- The disclosure must be recorded in the minutes
- The member must not participate in decisions where a conflict exists

When in doubt, disclose.

10. Ethical Purchasing and Procurement

Purchasing must follow the principles of transparency, fairness, and accountability:
Spending Limits:

- Up to \$300: permitted without quotation
 - *This discretionary limit is subject to a fair use policy. Committee members are expected to use this authority judiciously and in good faith, ensuring purchases are necessary, aligned with their portfolio responsibilities, and within budget constraints. Repeated or high-frequency use of this limit may be subject to review by the Treasurer or the committee.*
- \$501 to \$2,000: requires two quotations and majority approval at a committee meeting by resolution (or majority written consent between meetings)
- Over \$2,000: requires three quotations and majority approval at a committee meeting by resolution (or unanimous written consent between meetings)

Note: These spending limits apply predominantly to capital expenses and administrative purchases. Expenses related to productions, eg. sets, costumes, props, etc. are generally managed within their own approved show budgets and are not subject to these limits unless specified otherwise by the committee or Treasurer.

General Requirements:

- Avoid relationships with suppliers that may compromise impartiality
- Gifts, rewards, or awards must have explicit committee approval
- All procurement processes should avoid real or perceived favouritism

Clarification on Quote Requirements:

- The requirement for multiple quotes is enforceable only when the expense is considered common or standard, such as plumbing, electrical, or printing, etc.
- However, where an expense is niche or specialised, such as theatrical makeup artists, vintage costume suppliers, or custom set fabrication, or where only one supplier for a particular product or service exists in the immediate area, the number of required quotes may be adjusted on a case-by-case basis, at the discretion of the committee by resolution
- In all cases, the rationale for not meeting the standard quotation threshold should be documented and tabled for transparency

11. Gifts and Hospitality

Committee members must not:

- Accept gifts, benefits, or favours for themselves, their family, or associates
- Solicit invitations or gifts from suppliers

Permissible gifts:

Minor items (e.g. calendars, pens, chocolates) may be accepted only if:

- They are low in value, infrequent, and clearly a gesture of courtesy
- They are declared to the Treasurer
- They are logged in a gift register for transparency
- Where possible, they are shared or used for the benefit of the Theatre

When unsure, seek advice from the Treasurer and err on the side of disclosure.