

ROBERTSON BOWLING CLUB LTD

CODE OF PRACTICE

APRIL 2021

Preamble

This code sets out the standards of governance and conduct expected of directors and employees of Robertson Bowling Club Ltd (the Club). It is an expression of the underlying values of honesty, fairness, integrity, compassion and community. It is based on the Clubs NSW Club Code of Practice and as a member of Clubs NSW, the Club is bound by that Code

Commitments

1. We will ensure that directors and employees of the Club are informed about and comply with the various legislative instruments that regulate clubs, namely the NSW Registered Clubs Act 1976, NSW Gaming Machines Act 2001, NSW Liquor Act 2007 and the Commonwealth Corporations Act 2001
2. We will include in our Constitution/Articles of Association a clear expression of our purpose, objectives and governance as an organisation and this will be communicated to members
3. We will pursue good governance by making decisions that are consistent with the purpose and objectives of the Club and in the interests of members
4. We will treat all members and employees with due courtesy and respect, ensuring the Club is a safe, healthy and discrimination-free environment
5. We will strive for operating efficiencies in accordance with Board policies and directives, obtaining value for money wherever possible
6. We will not take, or seek to take, improper advantage of Club information or decisions gained in the course of our appointment as a director or employee
7. We will be a responsible partner with the community in which the Club is located in relation to the responsible service of alcohol, responsible conduct of gambling and complying with relevant noise control measures, working with the Police and Council when necessary

Directors and Employees

8. All employees will be provided with a contract of employment which sets out their terms of employment, remuneration and position roles and responsibilities in accordance with the requirements of the NSW Registered Clubs Award
9. We will provide access to continuing professional development for directors and employees
10. Directors will receive no remuneration for their services, except for reimbursement of legitimate expenses
11. We will not lend any amount of money to a director or employee
12. We will not employ a relative of a director or existing employee unless the employment is approved by the Board and reasonable enquiries have been made to establish the bona fides of the candidate. The director or existing employee will take no part in the employment of their relative
13. We will not enter into a commercial contract with a company in which a current director or employee has a pecuniary interest unless the contract is the result of an open tender process or is declared on the Club's Conflict of Interest Register and the relevant director takes no part in the decision to award the contract
14. All directors will declare any pecuniary or personal interest they have in any matter relating to the affairs of the Club
15. A director signing the Consent to be a Director form on becoming a director is accepting the obligations set out in this Code of Practice
16. An employee signing a contract of employment on becoming an employee is accepting the obligations set out in this Code of Practice
17. A breach of any clause of this Code by a director may result in their removal from the Board
18. A breach of any clause of this Code by an employee may result in disciplinary action including dismissal

Procurement of Goods & Services

19. We will ensure that all procurement of goods and services represents quality and good value for money and is done in the best interests of members
20. We will ensure that all procurement of goods and services is subject to an open tender process or competitive quotes
21. We will properly document all major procurements (ie cost more than \$10,000) and all capital works, including scope of works and costing
22. We will conduct a risk assessment analysis and appropriate due diligence for all major procurements and all capital works on the work to be carried out and on the appointed supplier(s)
23. We will ensure that all major procurements and all capital works will be subject to appropriate written contracts and legal advice as required
24. Directors and employees cannot personally accept gifts or remuneration of any kind or amount in relation to a contract, procurement of goods and services, supplier (either direct or indirect) or affiliated person or organisation regarding the affairs of the Club. Any such gift or remuneration becomes the property of the Club
25. We will provide details of major procurements and capital works to members and, in accordance with the Constitution/Articles of Association, it may be subject to a vote by members before the Board can proceed

Responsible Conduct of Gambling

26. We will ensure that at least one director has a current Responsible Conduct of Gambling competency card and is familiar with the legislative requirements
27. We will ensure that all employees with gambling duties have a current Responsible Conduct of Gambling competency card and are knowledgeable in the legislative requirements
28. We will implement policies that encourage responsible practices in the promotion of gambling and inform employees and patrons of these policies
29. We will establish an environment where employees will respond appropriately to anybody requiring assistance with a gambling problem, ensuring that they will be handled with respect and discretion and referred to services that can help

Responsible Service of Alcohol

30. We will ensure that at least one director has a current Responsible Service of Alcohol competency card and is familiar with the legislative requirements
31. We will ensure that all employees who serve alcohol have a current Responsible Service of Alcohol competency card and are knowledgeable in the legislative requirements
32. We will refuse to serve alcohol to minors and require suitable proof of age documentation from persons suspected of being minors
33. We will refuse to serve alcohol to persons who are obviously or visibly affected by alcohol
34. We will avoid the promotion of alcohol that could encourage the excessive consumption of alcohol or encourage the sale of alcohol to minors
35. We will not support or implement pricing practices that encourage the excessive consumption of alcohol