



TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION (INCORPORATED)

CODE OF CONDUCT POLICY

VERSION	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	24/1/2025	JUSTIN PETERSEN	BOARD 28/1/25	BOARD 28/1/25

1. PURPOSE

The purpose of this Code of Conduct is to provide Tompkins Park Community and Recreational Association (Incorporated) - (the Club) workers, members, guests and visitors with guidance on the standards of health & safety and behaviour expected of them at the Club, and to ensure everyone can enjoy the facilities provided by the Club in a safe, enjoyable and responsible manner.

2. COMMITMENT

This Code of Conduct demonstrates the shared commitment by management, workers, members, guest and visitors working together to achieve a social environment that enhances the enjoyment of the Tompkins Club facilities and services.

3. AUTHORITY

The authority of this Code of Conduct is embedded in the Rules of Association / Club Constitution, in particular the provisions identified in Section 7 - a Members Rights and Section 26 – the Suspension or Expulsion of Members.

4. CLUB PRINCIPLES, RIGHTS AND RESPONSIBILITIES

Access to Tompkins is a privilege and entry is conditional on complying with this Code of Conduct. Accordingly, workers, members, guests and visitors shall comply with the following principles.

4.1 Members, Guests and Visitors

- Respect the right of other members and visitors to enjoy the facilities and services of the Club
- Respect and understand that the Club is a workplace - always behave courteously to staff
- Refrain from behaviours that undermine health and safety of other members, visitors and or staff of the Club
- Do not bully, harass, victimise, or discriminate against another member, visitor or a member of staff
- Respect the privacy of other members, visitors and the staff of the Club
- Comply with the Club policies, signage and lawful directions of the Club
- When required, access the Club with proper identification and properly complete full sign in requirements
- Ensure that children are always accompanied by a responsible adult
- Do not consume food or drinks not purchased from the Club within the Club premises

- Comply with the CONSUMPTION OF ALCHOL POLICY (Section 6)
- Not have in their possession or take illegal drugs or other materials prohibited under laws e.g. the Criminal Code (WA) or the Crimes Act (Cth)
- Handle any property belonging to the Club with care and diligence
- Comply with the DRESS CODE of the Club (Section 7)
- Not refuse when required to leave the Premises at the request of Club Management or after having done so re-enter or attempt to re-enter the Premises
- Be aware and accept that the company uses closed-circuit television ('CCTV') on the Premises and their activities may be recorded
- Comply with the SMOKING POLICY (Section 8); and
- Comply with the SOCIAL MEDIA & ELECTRONIC COMMUNICATION POLICY (Section 9)

4.2 Workers

The Club is committed to ensuring that it complies with the Western Australia Work Health and Safety (WHS) Act 2020 and supporting legislation. As such the Club shall ensure as far as reasonably practical, the health and safety of workers and other persons is not put at risk from work. Additionally, the Club shall comply with the following legislation:

- Western Australia (WA) WHS Regulations (2022)
- Fair Work Act (Commonwealth)
- Code of Practice – Psychosocial hazards in the workplace (2022)
- Age Discrimination Act 2004 (Commonwealth)
- Racial Discrimination Act 1992 (Commonwealth)
- Anti-Discrimination Act 1975 (Commonwealth)
- Sex Discrimination Act 1984 (Commonwealth)
- Equal Opportunity Act 1984 (Western Australia)

The following will occur:

- The Club will comply with its 'duty of care' responsibilities under the WA WHS Act - Section 19
- Workers and other persons shall report to the Club workplace incidents, illnesses or injuries
- Workers and other persons shall report incidents, hazards, risks and breaches of this Code of Conduct
- Workers while at work must take reasonable care for their own health and safety; ensure their acts or omissions do not adversely affect the health and safety of others, comply with any reasonable instruction and cooperate with any reasonable Club policies and procedures relating to health or safety at the workplace.

- Instances of abuse, bullying, harassment, unlawful discrimination, victimisation, racial vilification, sexual harassment or verbal abuse is not permitted at the Club
- The Club may take disciplinary measures against a worker where there is unacceptable behaviour and/or misconduct in the work environment; and
- All decisions on disciplinary action shall be in accordance with the Clubs Disciplinary Procedure

5. THE CLUBHOUSE

1. Members, guests and visitors are encouraged to enjoy the hospitality of the Club without fear of acts of discrimination, racial vilification or verbal abuse
2. Members, guests and visitors are to ensure that the comfort of other patrons is not unreasonably disturbed and are expected to respect other patrons and conduct themselves in a manner that will not cause offense; and
3. Abusive or offensive language is not permitted within the Clubhouse or its surrounds

6. CONSUMPTION OF ALCOHOL

The Club complies with Responsible Service of Alcohol (RSA) requirements set out in the WA Liquor Control Act 1988.

The Club will **not**:

1. Permit consumption of alcohol that is not purchased from the Club.
2. Permit drunkenness on the premises
3. Serve alcohol to drunk people
4. Serve alcohol to anyone under the age of 18; and
5. Allow people who are violent, quarrelsome, disorderly or behaving indecently on the Club licensed premises

Club management reserves the right to refuse entry service to anyone if, in their opinion, their behaviour is considered unsuitable (or in breach of the Responsible Service of Alcohol act).

Breaches of the above will result in the Western Australia Police being notified and where appropriate, dealt with in compliance with the Club Constitution.

7. DRESS CODE

Neat and tidy clothing and footwear shall be always maintained.

7.1 Acceptable

- Neat, clean and occasion appropriate clothing and footwear

- Overall appearance should be well kept and not dishevelled
- National dress, where appropriate is welcome
- Headwear is acceptable, caps must be worn forwards; and
- Fancy dress costumes are required to be approved

7.2 Not acceptable

- Untidy, torn, ripped, ragged or unclean clothing or footwear
- Offensive clothing (e.g. items bearing slogans/imagery or associated with criminal organisations, motorcycle gangs, gang colours or fight apparel)
- Jewellery/accessories that could be used as a weapon (e.g. knuckledusters, large dress rings, studded belts/collars)
- Revealing or provocative clothing
- Bare feet, or studded boots or spiked shoes in the Clubhouse
- Poor personal hygiene; and
- Steel-capped boots

7.3 After 6pm

- No rubber thongs, gumboots, crocs, scuffs or slippers; and
- No singlets / sleeveless shirts worn by men

Members visiting the Club from work in trades, may wear work clothes but should present themselves as neatly as possible.

Note: Club management reserves the right to refuse entry to anyone if, in their opinion, their standard of dress or behaviour is considered unsuitable.

8. SMOKING (INCLUDING ELECTRONIC CIGARETTES)

Smoke-free laws in Western Australia have banned smoking in certain public spaces. These laws aim to protect children and adults from the harmful consequences of passive smoking.

The following applies to Tompkins:

1. Smoking is not permitted in the Clubhouse or within five (5) metres of any Club entrance
2. Smoking is not permitted within ten (10) metres of any children's playground equipment
3. Smoking is not permitted where food is being served, or in outdoor eating areas
4. Smoking is not permitted on any location where sporting competitions are being played

5. Smoking at the Club shall occur only in the designated areas; and
6. Smokers must dispose of cigarette butts correctly

Members are to respect the rights of other members who wish to smoke in allowable areas.

Further support If you need more information or support, visit the following websites:

Quit - www.quit.org.au, Smoking Tobacco - www.smokingtobacco.org, Australian Council on Smoking and Health www.acosh.org

Smoking – refer to Tobacco Products Control Act (2009)

Breaches of this Policy shall be dealt with in compliance with the Club Constitution and / or reported to the Tobacco Control Branch, Department of Health WA.

9. SOCIAL MEDIA AND ELECTRONIC COMMUNICATION

There are legal implications when Club members use social media and electronic communication at the Club.

Social media includes, but is not limited to:

- Social networking sites such as Facebook, Twitter, LinkedIn, Pinterest
- Instant messaging such as SMS, Snapchat, WhatsApp etc
- Video/photo sharing such as YouTube, Instagram, Flickr, TikTok etc
- Blogs/micro-blogging such as Tumblr, WordPress, Blogger etc
- Podcasts such as iTunes, Spotify etc
- Online voting or polls
- Public and private online forums and discussion boards; and
- Any other technologies that will allow individuals to upload and share content

The Club recognises that members may engage in social media; however, all members shall be aware of the potential for other members and the public to access social media content which can be taken out of context or misused. All Club references in social media will be treated as public ‘comment’.

No content should be posted/linked to; or statements made that are misleading, false or likely to injure a person’s reputation or bring our Club into disrepute. Examples include, but are not limited to:

- Information or photos of a sensitive nature such as accidents, incidents or controversial behaviour
- Content that contains illegal or indecent content such as defamatory, vilifying or deceptive content
- Material that is subject to copyright laws

- Material that is offensive, discriminatory, harassing, intimidating, embarrassing, racist, sexist, bullying in nature, sexually explicit or otherwise inappropriate; and
- Any abusive, discriminatory, intimidating, misleading or offensive statements on the Club’s social media will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site

When sharing information or posting material on public websites connected to the Club, members must follow the following guidelines for electronic communication:

- It should be restricted to Club matters
- It must not offend, intimidate, humiliate or harass another person
- It must not be misleading, false or injure the reputation of another person
- It should respect and maintain the privacy of members
- It must maintain the privacy of the Club’s confidential information
- It must not use any branding from the Club or another Club/team without the appropriate approval being obtained in writing by the Board/Committee; and
- It must not bring the Club into disrepute

All members have an obligation to report any social media postings that may be subject to bringing the Club into disrepute.

Breaches of the social media Policy shall be dealt with in compliance with the Club Constitution, specifically Section 26 - Suspension or Expulsion, and any other relevant section(s).

10. BREACHES, COMPLAINTS, MEMBER DISPUTES AND CRIMINAL ACTS

All incidents, breaches, member disputes and complaints will be handled in a fair, just and transparent manner in accordance with legislation, this Code of Conduct and the Club Constitution.

10.1 Breaches, complaints or member disputes

Any person making a complaint regarding a breach of this Code of Conduct shall do so either verbally, or in writing to Club management using the Club Incident Reporting Form.

10.2 Criminal Acts

Club Management shall report all criminal acts immediately and subsequently may liaise with the Club Board to determine the extent or seriousness of any alleged criminal act and determine any additional action which may be taken such as Suspension or Expulsion per S26 of the Constitution.

10.3 Investigation

Club Management or Board will appoint a suitable person, or team, to investigate any breaches who fill determine the facts based on evidence (witness statements, photos, video footage, damage, any other evidence) and provide a recommendation to the Board for consideration.

10.4 Reporting and notification

The Club shall report Criminal acts to the Western Australia Police, and notification made to the City of Melville of any breaches of local council by laws.

Safe, Secure and Connected <small>melvillecity.com.au/safermelville</small> 			
Emergencies 000	Police Assistance 131 444	Community Safety Service (CSS) 1300 653 643	Crime Stoppers WA 1800 333 000
For urgent police action where life or property is threatened or in danger	For non-urgent police attendance or reporting to police	Our 24/7 mobile patrol service that works closely with local police to keep Melville safe	State-wide police program that helps people provide anonymous information about criminal activity
For when: <ul style="list-style-type: none"> A serious crime is happening or was just committed Life or serious injury is threatened An immediate threat to people or property exists 	For reporting: <ul style="list-style-type: none"> A disturbance or antisocial behaviour Something which has happened in the past A property-related incident for insurance purposes 	Call CSS: <ul style="list-style-type: none"> To request extra patrols if you have been a victim of crime To request a holiday watch patrol while you are away If you see suspicious activity and have already called police If you want safety or crime prevention advice 	<ul style="list-style-type: none"> Call to report any non-urgent information about criminal activity or suspicious behaviour Information can be current or from the past Callers can remain anonymous You can also report online at: www.crimestopperswa.com.au

11. COMPLIANCE

This Code of Conduct will be actively monitored by the Club and updated when there are any changes to applicable laws or regulations, or as deemed necessary by the Club.

All Breaches of shall be dealt with in compliance with the Club Constitution, specifically Section 26 - Suspension or Expulsion, and any other relevant section(s).

12. REFERENCE DOCUMENTS

1. Tompkins Park Community & Recreation Association (Incorporated) Rules of Association / Constitution dated 04092024.
2. Tompkins Park Community & Recreational Association (Incorporated) Privacy Policy dated 28012025.

13. APPENDIX

- A. Consumption of Alcohol Policy dated 28012025
- B. Dress Code Policy dated 28012025
- C. Smoking Policy (including electronic cigarettes) dated 28012025
- D. Social-Media and Electronic Communication Policy dated 28012025

14. FURTHER INFORMATION

Please contact the Club Manager (P: 93306010: M 0435920663 or email manager@tompkinsclub.com.au) for further information, or clarification with respect to this Code of Conduct.

This CODE OF CONDUCT was approved by the Board of TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION (INCORPORATED) on TUESDAY 28 JANUARY 25.

Carl Greenwood

PRESIDENT

28/1/25

APPENDIX “A”



**TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION
(INCORPORATED)**

CONSUMPTION OF ALCOHOL POLICY

The Club complies with Responsible Service of Alcohol (RSA) requirements set out in the WA Liquor Control Act 1988.

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5. Allow people who are violent, quarrelsome, disorderly or behaving indecently on the Club licensed premises

Club management reserves the right to refuse entry service to anyone if, in their opinion, their behaviour is considered unsuitable (or in breach of the Responsible Service of Alcohol act).

Breaches of the above will result in the Western Australia Police being notified and where appropriate and / or dealt with in compliance with the Club Constitution, specifically Section 26 - Suspension or Expulsion, and any other relevant section(s).

This CONSUMPTION OF ALCOHOL POLICY was approved by the Board of TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION (INCORPORATED) on TUESDAY 28 JANUARY 25.

Carl Greenwood

PRESIDENT
28/1/25

APPENDIX “B”



TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION (INCORPORATED)

DRESS CODE POLICY

DRESS CODE - Neat and tidy clothing and footwear shall be always maintained.

Acceptable:

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This DRESS CODE POLICY was approved by the Board of TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION (INCORPORATED) on TUESDAY 28 JANUARY 25.

Carl Greenwood

PRESIDENT

28/1/25

APPENDIX “C”



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Breaches of this Policy shall be dealt with in compliance with the Club Constitution, specifically Section 26 - Suspension or Expulsion, and / or reported to the Tobacco Control Branch, Department of Health WA.

This SMOKING (INCLUDING E-CIGARETTES) POLICY was approved by the Board of TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION (INCORPORATED) on TUESDAY 28 JANUARY 25.

Carl Greenwood

PRESIDENT
28/1/25

APPENDIX “D”



TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION (INCORPORATED)

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- It must not bring the Club into disrepute

All members have an obligation to report any social media postings that may be subject to bringing the Club into disrepute.

Breaches of the Social Media & Electronic Communication Policy shall be dealt with in compliance with the Club Constitution, specifically Section 26 - Suspension or Expulsion, and any other relevant section(s).

This SOCIAL MEDIA AND ELECTRONIC COMMUNICATION POLICY was approved by the Board of TOMPKINS PARK COMMUNITY & RECREATIONAL ASSOCIATION (INCORPORATED) on TUESDAY 28 JANUARY 25.

Carl Greenwood

PRESIDENT

28/1/25