



**Canberra City Pipes and Drums Inc.**

**And**

**Australian Federal Police Pipes and Drums**

## **CODE OF CONDUCT**

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# INTRODUCTION

## INTERPRETATION

<i>AFP</i>	Australian Federal Police
<i>AFPPD</i>	Australian Federal Police Pipes and Drums
<i>the band</i>	Canberra City Pipes and Drums/Australian Federal Police Pipes and Drums
<i>CCPD</i>	Canberra City Pipes and Drums
<i>CCPD/AFPPD</i>	Canberra City Pipes and Drums/Australian Police Pipes and Drums
<i>constitution</i>	the constitution of the CCPD
<i>handbook</i>	the CCPD handbook
<i>official capacity</i>	official representation of the CCPD/AFPPD conducting business for or behalf of the CCPD/AFPPD performing as a playing member of the CCPD/AFPPD
<i>relevant committee</i>	<i>the CCPD committee</i> , a sub-committee of the CCPD/AFPPD or any other committee where the business of CCPD/AFPPD is being discussed or conducted in any way
<i>the code</i>	the Canberra City Pipes and Drums/Australian Federal Police Pipes and Drums Code of Conduct
<i>uniform</i>	uniform of CCPD and/or AFPPD as provided in the CCPD Handbook
<i>unacceptable behaviour</i>	behaviour which a reasonable, prudent person may consider to be unacceptable or contrary to reasonable community expectations

## **MISSION**

The CCPD exists to foster the extension of Scottish music and culture to any person who can participate without prejudice, regardless of their skill or background, in an environment that is encouraging and free of any encumbrances.

The AFPPD exists to provide musical support to the Australian Federal Police, the playing members of which are also playing members of the CCPD.

## **PURPOSE**

In 2006 the association of the CCPD with the Australian Federal Police moved from the CCPD being known as the "Honorary Band of the Australian Federal Police" to becoming the Australian Federal Police Pipes and Drums. This association has resulted in a much closer relationship with the AFP. The new phase in the life of the band means that CCPD will, on occasions, perform as the AFPPD wearing uniforms and using equipment provided by the AFP. This association in no way detracts from or affects the purpose and ethos of the CCPD.

The community is entitled to expect the highest standards of conduct and integrity from members of the AFP, therefore it is incumbent on all CCPD/AFPPD members to display an appropriate standard of conduct and behaviour commensurate with the expectations of both the community and the AFP. The community for which the band performs will recognise the association between the CCPD and the AFPPD due to the insignia displayed on instruments as well as the uniform itself. As both bands consist of the same members, their standard of conduct must reflect those expectations whether performing as the CCPD or the AFPPD.

Any departure from those standards will adversely affect the way audiences and the AFP view the band and may place the association with the AFP as well as the existence of the AFPPD in jeopardy. Therefore, all members of the CCPD/AFPPD are expected to abide by the provisions of this Code of Conduct.

The constitution provides sanctions that may be imposed where any member/s act in a way that may be considered to be contrary to the code.

## **THE CODE**

1. This code of conduct is underpinned by applicable Federal, State and Territory legislation as it pertains to specific parts of the code. It is also endorsed by the Australian Federal Police.

The code shall not have effect in relation to the activities of a member other than in an official capacity.

2. CCPD/AFPPD members are expected to observe the provisions of this code when they,
  - a. conduct the business of the CCPD/AFPPD,
  - b. conduct the business of the office to which a member has been elected or appointed, or
  - c. act as a representative of the CCPD/AFPPD.
3. Where a member acts as a representative of the CCPD/AFPPD the member must in addition to complying with the provisions of this code;
  - a. *on another relevant committee*, when acting for that other committee, comply with that other committee's code of conduct; or
  - b. *on any other body*, when acting for that other body, comply with the code, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

## **DRESS AND GROOMING**

### **GENERAL**

The dress rules and grooming standards apply to all playing members when representing the CCPD/AFPPD and are outlined in the Band Handbook.

4. The dress protocol is not intended to be overly prescriptive, nor are the standards designed to isolate Band members from society; rather, they are designed to present a favourable public image. The limits set forth are reasonable, but require commonsense and judgment are to be used in their implementation.

### **APPEARANCE**

5. Members are to ensure they are correctly and appropriately dressed at all times. A smart band appearance exhibits self discipline, fosters good morale and reflects favorably upon public opinion. As with the dress rules, the Handbook outlines members responsibilities with regard to grooming.
6. The uniform to be worn at performances shall be determined by the Pipe Major and/or Drum Major in consultation with the person/organisation requesting the band's performance. The Band Handbook provides a description of the various uniform types e.g. summer formal, summer informal, winter formal etc.

## **USE OF UNIFORM AND EQUIPMENT**

7. Playing members are responsible for all items of uniform and equipment issued to them and such items will remain the property of the CCPD/AFPPD unless otherwise approved or notified. CCPD/AFPPD uniform and equipment is only to be used for CCPD/AFPPD purposes, unless the express permission is obtained, prior to the event, from the Drum Major or Pipe Major to deviate from this protocol.

## **BEHAVIOUR**

### **EQUITY AND DIVERSITY**

8. The Band is responsible for promoting the principles of equity and diversity through the development of appropriate policies and strategies that do not contravene current legislation. Its purpose is to inform, educate encourage and ensure that equitable policies, processes and practices form an integral part of the day-to-day business of the Band.

### **POLICY**

9. Band members are covered by a number of provisions of Commonwealth Human Rights and Equal Opportunity legislation as well as State and Territory legislation that are relevant to equity and diversity.
10. The CCPD/AFPPD are committed to promoting equity and diversity within the Band and its management practices. The observance of equity and diversity principles promotes enhanced participation, capability and effectiveness which enable the Band to achieve its mission through being fair and inclusive.
11. Valuing fairness and difference is seen as good leadership practice. When everyone is valued, the Band can expect to retain its best people, with increased effectiveness, more cohesiveness and a higher morale. The Band has within its membership a broad range of skill sets and it is through the use of these skill sets that the Band will enhance its ability to achieve its mission.

### **ROLES AND RESPONSIBILITIES**

12. All Band members are expected to act in accordance with the Band's values as outlined below:
  - a. professionalism;
  - b. loyalty;
  - c. integrity; and
  - d. teamwork

## ALCOHOL AND PROHIBITED SUBSTANCES

### ALCOHOL

13. The moderate consumption of alcohol is a socially acceptable practice in the community and in CCPD/AFPPD. However, alcohol is the most misused drug in Australia and members of the Band should be aware that the effects of alcohol will not be accepted as grounds for condoning unsatisfactory, unacceptable or undisciplined behavior.
14. In addition to the serious consequences of the misuse of alcohol, affecting health, road safety and family security, there are consequences of concern to the Band. In particular, when representing the AFP, the standing of the Band in the community can be compromised.

### PROHIBITED SUBSTANCES

15. Involvement with prohibited substances is not compatible with community or AFP standards or expectations. Additionally, the Band has a responsibility towards its younger members to prevent their exposure to involvement with prohibited substance(s). CCPD/AFPPD adopts a '**Zero-Tolerance**' stance on the use or distribution of any prohibited substance by any of its members. The exception is where the substance has been prescribed by a registered medical practitioner for therapeutic use by an individual member.
16. Any member found to be using or distributing such substances shall be reported to the appropriate civil authorities and will be subject to disciplinary action.
17. Prohibited substances are those as defined by the *Customs Act 1901* and items S1, S2, S3 and S5 of *The World Anti-Doping Code, 2005 Prohibited List*.

## CONFLICT OF INTERESTS

### PERSONAL INTERESTS

18. For the purposes of this section, the following definitions apply:
  - a. "*Relative*" means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons; and
  - b. "*Partner*" in sub-paragraph (2) (a) above means a member of a couple who live together.
19. A conflict of interest exists if a member has a personal interest in any matter pertaining to an action which affects the band, and the member's interest in that action may advantage his or her self more so than other members, or to the detriment of other members. Examples of situations which may be construed as a conflict of interest are;

- a. Any employment or business carried on by a member which supplies or provides products or services to the band;
- b. Any person who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- c. Any body listed in sub-paragraphs (a) and (b) in the following paragraph in which such persons hold a position of general control or management; or

## **DISCLOSURE OF PERSONAL INTERESTS**

- 20. A member with a personal interest in a matter who attends a meeting of the CCPD/AFPPD at which that matter is considered or discussed, must disclose to that meeting the existence and nature of that interest at the commencement of any discussion, or as soon as the interest becomes apparent.
- 21. Subject to the following paragraph, a member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment in the matter.
- 22. A member may regard themselves as not having a prejudicial interest in a matter if that matter relates to:
  - a. A body to which he/she has been appointed to or nominated by the CCPD/AFPPD as its representative; and
  - b. Any functions of the CCPD/AFPPD in respect of an allowance or payment made.

## **PARTICIPATION IN RELATION TO DISCLOSED INTERESTS**

- 23. For the purposes of this section, a meeting is any meeting of any;
  - a. CCPD/AFPPD committee
  - b. sub-committee,
  - c. joint committee, or
  - d. joint sub-committee.
- 24. A member with a prejudicial interest in any matter involving the CCPD/AFPPD must abide by the following protocols:
  - a. Withdraw from the room or chamber where a meeting is being held whenever it becomes apparent that the matter is being considered, unless they have obtained a dispensation from the committee of CCPD/AFPPD;
  - b. Not seek improperly to influence a decision about that matter, or
  - c. Disassociate themselves from any process or discussion if the matter involves the procurement of any goods or services unless the interest has been declared and is accepted by the CCPD/AFPPD management committee.
- 25. Within 28 days of the provision of the code being ratified or within 28 days of his/her election or appointment to office (if that is later), a member must register their financial interests in the CCPD/AFPPD's membership register by providing

written notification to the CCPD/AFPPD management committee of the following:

- a. Any employment or business carried on by them which may constitute a conflict of interest between the business and membership of CCPD/AFPPD; and
  - b. The name of the person who employs or has appointed them, the name of any firm in which they are a partner, and the name of any company for which they are a remunerated director which may have dealings with CCPD/AFPPD;
26. A member must within 28 days of becoming aware of any change to the interests specified in the paragraphs above, provide written notification to the band Secretary of the change of circumstances.

## **REGISTRATION OF GIFTS AND HOSPITALITY**

27. A member must within 28 days of receiving any gift or hospitality which is intended for the band and/or accepted on behalf of the band, notify the management committee either verbally or in writing of the CCPD/AFPPD of the existence and nature of that gift or hospitality.

## **PRIVACY**

28. CCPD/AFPPD has adopted the basic principles of the *Privacy Act 1988* and follows the guidelines as outlined in this *Act*. As such, CCPD/AFPPD is not permitted to disclose personal information about a member unless the member consents in writing.