



Code of Conduct and Disciplinary Action Process

Purpose

The Cox Country Club is committed to providing a safe, respectful, inclusive, and enjoyable environment for all members, guests, patrons, and staff. This Code of Conduct and Disciplinary Process outlines the standards of behaviour expected at the Club and at any Club-sanctioned events and explains the process we follow when behaviour falls short of expectations.

By entering the Club premises or attending Club events, all individuals agree to abide by this Code.

Code of Conduct

All members, guests, and patrons are expected to:

- Treat others with respect, courtesy, and fairness.
- Refrain from behaviour that could be considered aggressive, threatening, harassing, or discriminatory.
- Respect Club property and the property of others.
- Comply with lawful directions from Club staff and Committee members.
- Consume alcohol responsibly and in accordance with the law.
- Avoid bringing the Club into disrepute.

The Club will not tolerate:

- Racism
- Violence or threats of violence
- Unwanted or inappropriate attention (social or sexual in nature)
- Harassment, bullying, or discriminatory conduct
- Intoxicated, disorderly, or unsafe behaviour
- Damage to Club property or premises



Reporting a Concern

The Club encourages all members, guests, and staff to report inappropriate behaviour.

Reports can be made:

- In person to a staff or Committee member
- Via written complaint to the Committee
- Via email: CoxCountryClubinc@hotmail.com

All reports will be treated seriously and may be investigated confidentially.

Legal and Constitutional Authority

The Club's authority to act is derived from:

- **Northern Territory Liquor Act 2019**

Under *Part 6 – Harm Minimisation*, the Club has clear legal obligations and powers to manage behaviour that could lead to harm or legal penalties. These include:

- **Section 138 & 139:** The duty and power to refuse service to intoxicated, banned, or potentially disorderly individuals.
- **Sections 141–144:** The duty and power to exclude or remove persons who are intoxicated, violent, quarrelsome, or disruptive. This includes the authority to prevent re-entry within 12 hours of removal.

These provisions are designed not only to protect patrons and staff but also to ensure the Club meets its obligations under law. Non-compliance could result in serious consequences, including suspension or cancellation of the Club's licence.

Extract from NT Liquor Act in Appendix 1

Full Liquor Act can be found here: <https://legislation.nt.gov.au/Legislation/LIQUOR-ACT-2019>

- **Cox Country Club Constitution (2023)**

- **Clause 14:** The Committee may suspend or expel members for conduct detrimental to the Club.
- **Clause 15:** Members have the right to appeal disciplinary decisions.

The Club must uphold these responsibilities—failure to do so jeopardises the Club's business viability and ultimately the licence.

The Committee will therefore act swiftly and decisively when dealing with repeat, serious, or high-risk behaviours.



Disciplinary Process

1: Immediate Action

In addition to the formal disciplinary process, the Club staff are empowered to take immediate action in response to inappropriate or unsafe behaviour. These measures help ensure the safety and enjoyment of all patrons and enable timely responses to emerging risks.

Depending on the severity and context of the behaviour observed, staff may:

- **Issue a Verbal Warning or Temporary Service Suspension**
A member, guest, or patron may be verbally warned or placed “off tap” (refused further alcohol service) if, in the judgement of bar staff or a Committee member, the individual is unlikely to continue the offending behaviour and the situation can be safely de-escalated.
- **Direct a Patron to Leave the Premises**
Patrons may be asked to leave immediately if their behaviour presents a disruption, safety concern, or breach of the Code. The Bar Manager (or senior staff member on duty) may apply a temporary ban from the premises (e.g., 24 hours or more) at their discretion.
- **Escalate to the Committee as an Incident Report for Further Action**
In cases involving serious misconduct—such as violence, threats, repeated non-compliance, or failure to follow lawful directions—bar staff or Committee members may recommend immediate exclusion, a formal ban, or cessation of membership. These cases will be reviewed by the Committee in line with the Disciplinary Process. Laid out in this document

2: Incident Reporting

- Staff or Committee members witnessing incidents must complete an incident report.
- Reports should include date, time, location, description of behaviour, individuals involved, and witness details.
- Witness statements and CCTV footage should be collected where possible.
- Complaints from members or patrons will also be reviewed and may initiate a formal investigation.



2: Initial Assessment

- The Committee will review all evidence and determine the severity of the breach.
- A decision on disciplinary action will be made.

3: Severity and Suggested Outcomes

Severity	Examples	Suggested Outcome
Minor	- Rudeness- Offensive language- Disruptive behaviour- Unwanted or inappropriate attention	Verbal or written warning
Moderate	- Repeated minor breaches- Aggressive language or conduct- Ignoring staff directions	Suspension: 3–6 months
Serious	- Violence- Harassment or intimidation- Safety threats- Property damage- Refusal to leave when directed	Suspension: 6–12 months or expulsion

Note: The Committee reserves the right to apply discretion based on the context and impact of behaviour.

4: Notification to Member

- Members will receive a formal written notice outlining:
 - The breach of the Code
 - The disciplinary decision
 - The right to appeal

5: Right to Appeal

- Members may appeal in writing within 14 days of receiving notice.
- Appeals are reviewed by the full Committee.
- The decision following appeal is final and binding.

Grievances and Disputes

Disputes between members or between a member and the Committee will follow the Grievance and Disputes Procedure outlined in Part 8 of the Constitution.

Final Note

This Code of Conduct and Disciplinary Process is vital to maintaining a safe, welcoming, and respectful Club environment. We thank all members and patrons for upholding these standards.

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Appendix 1

EXTRACTS FROM NT LIQUOR ACT 2019

<https://legislation.nt.gov.au/Legislation/LIQUOR-ACT-2019>

PART 6 HARM MINIMISATION

DIVISION 3 RESPONSIBLE DRINKING

138. - Duty to refuse service

A licensee and the licensee's employees must refuse to serve liquor to a person if the licensee or employee believes on reasonable grounds that the person:

- (a) is intoxicated; or
- (b) is registered on the banned drinkers register.

139. - Power to refuse service

A licensee and the licensee's employees may refuse to serve liquor to a person if the licensee or employee believes on reasonable grounds that the person:

- (a) will commit an offence against this Act; or
- (b) will become intoxicated; or
- (c) will engage in violent, quarrelsome or disorderly behaviour on or in the licensed premises, or in the vicinity of those premises; or
- (d) has engaged in any conduct specified in paragraph (c) within the last 12 months.

141. - Duty and power to exclude and remove persons

- (1) A licensee and the licensee's employees must exclude and remove from the licensed premises any person who is violent, quarrelsome, disorderly or incapable of controlling the person's behaviour,
- (2) A licensee and the licensee's employees may exclude and remove from the licensed premises any person who is intoxicated,

142. - Power to exclude or remove persons

- (1) A licensee, a licensee's employee, an inspector or a police officer may exclude or remove from the licensed premises:
any person whose presence on or in the licensed premises might:
 - (i) render the licensee liable to a penalty under this Act or any other law of the Territory; or



(ii) disrupt the business of the licensee or unreasonably interfere with the wellbeing of other persons lawfully on or in the premises; or

(c) any person convicted of an offence relating to the possession or supply of a drug on or in licensed premises within the last 12 months.

(2) A licensee, licensee's employee, inspector or police officer exercising a power under this section

or section 141 may use the force that is reasonably necessary for the purpose.

(3) A police officer must, on the request of the licensee, licensee's employee or inspector, exclude, remove or assist in excluding or removing from licensed premises any person who is being excluded or removed in accordance this section or section 141

(4) A person may be excluded or removed from licensed premises even if the person is a member of an incorporated association that is the licensee in respect of the licensed premises.

143. - Excluded or removed person

(1) A person who is being excluded or removed in accordance with section 141 or 142 must immediately leave the licensed premises.

144. - Returning after being excluded or removed

(1) A person excluded or removed from licensed premises under section 141 or 142 must not re-enter, or attempt to re-enter, the licensed premises within 12 hours after the time the person left or was removed from the licensed premises.