

**Wyong Musical Theatre Company Inc.**



**HANDBOOK**

**Version 2 ~ 2021**

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## PRESIDENT'S WELCOME

Welcome Members, Thespians and Theatregoers,

As the President of Wyong Musical Theatre Company I am proud and excited to be presenting our 2021 Members' Handbook. This year is Wyong Musical Theatre Company's 25<sup>th</sup> Anniversary! We are enthusiastic to be sharing this celebration with both our members and the local community.

On the 18th March 2020, WMTC started the new decade with a new Committee. Little did we know at that point in time that the COVID-19 Pandemic would indeed consume most of the year. During this time it was the Arts that sustained many, and provided not only entertainment, but an outlet and an avenue for communication. The importance of the need for theatre became very apparent. As we move forward, living with COVID-19 will become the new normal. Wyong Musical Theatre Company will always put the health and safety of our members and audiences first. This year we will bring to the stage shows that fit the NSW Government requirements and restrictions for our audiences to enjoy.

I would especially like to thank two Vice Presidents for their work on this Handbook. Firstly, Brett Perkins our former Vice President, for the huge quantity of work he put into creating this Handbook, ensuring it complemented our updated Constitution and Policies. Secondly, our current Vice President Margaret Holdom, who has diligently reviewed the first draft and completed all Policies. The Committee's aim is that all your questions regarding Membership, Health and Safety, Production Protocols and Costuming will be answered within these pages! This Handbook endeavours to create both consistency and quality across all our future shows.

After having to postpone or cancel most of our productions last year, the Committee is looking forward to the moment when we will once again be "treading the boards," in the Theatre. We are excited to bring you what promises to be a year full of energetic performances with our casts and crews eager to entertain audiences once again. I look forward to enjoying these excellent Productions with you all.

Julie Young  
PRESIDENT



*We acknowledge the Traditional Owners of the Country on which we operate and function today, the Darkinjung people, and recognise their continuing connection to land, waters and culture. We pay our respects to their Elders past, present and emerging.*

## **WYONG MUSICAL THEATRE COMPANY (WMTC)**

The association is known as “Wyong Musical Theatre Company” and the name is frequently abbreviated to “WMTC”.

The Company is managed by a 7-person Committee, which includes a President, Vice-President, Treasurer, Secretary/Public Officer and 3 Floor Members.

Wyong Musical Theatre Company Inc. is an amateur community theatre group. Founded in 1996 by Sandra Plowright, the Company's inaugural production was the classic 'Guys & Dolls'. Since that time, WMTC has gone on to produce a wide variety of musicals and variety shows for adults and juniors, and has grown into a strong and high-quality performing group.

Each year, WMTC puts on a number of shows at The Grove Theatre, Wyong, on the Central Coast. Our recent production history includes 'Oliver!', 'Calamity Jane', 'Me and My Girl', 'Sweet Charity', 'Aladdin', 'Jungle Book' and 'A Funny Thing Happened on the Way to the Forum', just to name a few.

## **COMPANY MISSION STATEMENT**

The mission of Wyong Musical Theatre Company is to provide quality theatre experiences to engage, inspire, challenge and entertain the community. The Company will also foster a positive and inclusive environment to educate and enhance the creative skills of artists and production crews.

There is a clear focus on:

- Energy
- Expertise
- Excellence
- Enthusiasm

## **WMTC CONSTITUTION**

Wyong Musical Theatre Company is an Association Incorporated under the NSW Associations Incorporation Act 2009 and Regulations. A revised Constitution, to conform to the Model Constitution under the Act, was developed and voted upon in a Special General Meeting in 2021. It should be read and understood by all members. It is readily available to all members who request a copy from the Secretary and is available on the Company's website.

## ***Policies and Procedures***

Most policies and procedures have been incorporated into this handbook to provide a comprehensive guide to all. More detailed policies are posted on the website. Members are to ensure that they act in accordance with these policies and procedures in all matters relating to the operation of the Company. The Committee will periodically write and review various policies and procedures of the Company.

## ***Associated Government Legislation***

There is a range of Federal and State Legislation that WMTC must operate within. This legislation includes but is not limited to:

- NSW Anti-Discrimination Act 1977
- Age Discrimination Act 2004
- Australian Human Rights Commission Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Incorporated Associations Act 2009
- Incorporated Associations Regulations 2016
- Child Protection (Working With Children) Act 2012
- Copyright Act 1968

## **THE COMMITTEE**

The Committee consists of the President, Vice President, Secretary/Public Officer, Treasurer and three floor members elected at the Annual General Meeting. Each Committee member is allocated areas of responsibility to support the operation of the Company.

The Committee meets regularly throughout the year in a closed meeting. The Office Bearers and the Committee members report upon the activities in their areas of responsibility in that meeting. Decisions are made by the Committee on the direction of the Company.

Members may request, in writing, permission to address the Committee on any matter.

### ***The President***

The President presides over all Committee meetings and general meetings. They will take the lead on all governance, delegate responsibilities and be the public face of WMTC.

### ***The Vice President***

The Vice President will assist the President in all governance, as well as be responsible for particular areas of the operation of the Company. The Vice president deputises in the absence of the President.

### ***The Secretary/Public Officer***

The Secretary/Public Officer is responsible for the keeping of Minutes of all meetings of the Committee and general meetings, preparing correspondence arising from those meetings. The Secretary deals with all general correspondence, as well as acting as Public Officer of the Company. The recording of Minutes can be handed over to another member of the association, as agreed upon by the Committee, at the Secretary's request.

### ***The Treasurer***

The Treasurer is responsible for the receipt and banking of all monies on behalf of the Company, issuing receipts, issuing invoices for services provided, payment of all authorised accounts, the keeping of all books of accounts and presenting those accounts to the Annual General Meeting for the members' consideration.

### ***The Floor Members***

The Floor Members are voted in by the members at an Annual General Meeting and will each hold an area of responsibility to assist the operation of the Company, as deemed fit by the Committee.

### ***Sub-Committees***

A Sub-Committee may be created by the Committee for a special purpose. A Sub-Committee is an advisory group only. It does not have the power to make and carry out decisions without the approval of the Committee.

# OUR MEMBERS

## ***Membership***

All persons participating in or assisting with any show must be a member of the Company. The membership fees are fixed annually as agreed by the Committee.

Each new member must complete a membership application form which is available on the website - [http:// www.wmtc.com.au](http://www.wmtc.com.au). All members over 18 years of age must also provide an approved Working with Children Check number on the membership form. The completed form is to be submitted to the Committee for approval. Once membership has been accepted and approved by the Committee and processed, payment of fees must be made within 28 days. Once the membership fee has been paid, the member is eligible to access member benefits.

The membership year commences 1<sup>st</sup> January and concludes 31<sup>st</sup> December each year. Each member must complete and submit a new membership form annually by sending it to the Secretary at [secretary@wmtc.com.au](mailto:secretary@wmtc.com.au).

The Constitution provides for several classes of membership.

- 1) Senior Member
- 2) Junior Member
- 3) Family Member
- 4) Associate Member
- 5) Life Member
- 6) Honorary Member

## ***Member Involvement***

Members of WMTC are encouraged to be involved in all aspects of our productions to develop their skills, both on and off the stage. While WMTC is an encouraging hub for actors, it is also a venue for those interested in working backstage, building sets, making costumes and props, and catering. We also provide opportunities for our members to be part of Production Teams. We provide guidance and learning for all these roles. This continues to build the skill-set of our members and the Company in a positive learning environment.

## ***Member Benefits***

All Life and financial members will receive the following benefits

- discounted costume hire
- opportunity for discounted tickets before general release to the public
- full voting rights (Senior and Life members)

In addition to the above, Life members also receive

- 2 complimentary tickets to the Preview performance of each production or alternative performance if unable to attend Preview
- one free program per production attended
- acknowledgement on all programs
- free annual membership



# CODE OF CONDUCT

The purpose of this Code of Conduct is to provide members with guidance on the standards of behaviour expected of them in their membership and in their dealings with members of the Company and the community. The WMTC Committee may revise the Code of Conduct at any time. It is essential members read this regularly to ensure they fully understand the expectations of behaviour while part of the Company.

## ***General Principles Guiding Members' Conduct***

***All members have a responsibility to:***

- Become familiar with the Code of Conduct, policies and procedures as outlined in this document and the website;
- Observe and comply with all laws outlined by the State and Commonwealth;
- Respect and uphold the good name of Wyong Musical Theatre Company;
- Protect and respect the rights and reputation of other members of the Company and the community;
- Treat all other members with fairness, courtesy, respect and without discrimination;
- Act honestly, avoiding situations which may give rise to a conflict of interest or the perception of such a conflict;
- Avoid behaviour that could reasonably be perceived as harassment, intimidation, discrimination on any basis, bullying or threatening in any way;
- Demonstrate the highest professional and ethical standards to ensure the safety and well-being of all members;
- Use WMTC facilities, resources and information in a proper manner;
- Maintain and observe all safety and health procedures in the workplace.

N.B.: Please see the appropriate policy documents which highlight areas such as Child Protection, Conflict of Interest and Bullying and Harassment in greater detail. These are available on the Company website and at The Grove Theatre.

## ***Grievance Procedure***

The Constitution, Code of Conduct as outlined in the WMTC Handbook and Discrimination, Abuse, Bullying and Harassment Policy will be the sources of reference pertaining to grievances.

- Welfare Officer is made aware of an incident that needs addressing.
- Welfare Officer arranges to speak to the members involved individually. Alternatively, the members involved may choose to send something in writing.
- Welfare Officer will then offer a mediation session between the members involved.
- If a resolution can be agreed upon, all relevant parties are notified and no further action is required. The Welfare Officer will follow up with the members involved.
- If a resolution cannot be agreed upon the procedure outlined in Part 2, Sections 11, 12 and 13 of the Constitution will be followed.

All members involved in the grievance will have the right to have another person present at all grievance meetings. A member of the production team or committee member who is not involved in the grievance will also be present at all meetings as witness and to ensure transparency, fairness and proper procedure is followed.

# PRODUCTION PROTOCOLS

## ***Show Selection Process***

There are a few ways in which future musicals may be selected:

- A member could nominate a show to the Committee through an email to the Secretary;
- The Committee would suggest and discuss the year's program at a Committee meeting;
- Surveys may be conducted to ascertain the shows that audiences found "popular" or would like to see at The Grove.

Shows that have been approved by the Committee, require Expressions of Interest to be submitted to the Committee by Production Team applicants. These applicants can present their own Production Team, or present their proposal alone in the hopes the Committee will help establish a team to support their proposal.

Availability of musicals is at the discretion of the associated licencing companies.

## ***Auditions***

The audition panel will consist of the primary Production Team members – the Director / Co-Directors, Musical Director/Vocal Coach and the Choreographer. A Committee representative will be invited to observe the auditions as an independent party.

Calls for auditions are notified on the WMTC website and social media. All Production Information (discussed at length at the Production Information Night) will be posted on the Facebook page and website, outlining audition details and expectations.

All auditions will be recorded as part of the process. All auditionees will receive an email advising them of the outcome of their audition. Feedback on auditions will be provided if requested.

## ***Rehearsals – Etiquette***

The rehearsals will begin on time, and all members who are part of the production are to attend all scheduled rehearsals and performances, unless otherwise stated by the Production Team or outlined on the audition form. If you miss three or more rehearsals without this prior notice, you may be unable to continue with the production. If a cast member is unable to attend a rehearsal, they should document this on their audition form and advise the Production Manager as soon as possible. No family members who are not part of the cast should attend rehearsals with cast members.

At all times, all members of the Company must maintain a healthy regime of personal care:

- Cover your mouth with your elbow when you cough or sneeze.
- When using tissues, be sure to dispose of them in a bin.
- Wash your hands thoroughly with soap in the hand washing sink.
- Use roll-on deodorant at all times.
- Bring your own water bottle, snacks and drinking cups to ensure you are not sharing with others.

All cast must bring water to rehearsals. No gum is permitted.

All cast should wear appropriate attire – covered-in footwear and comfortable items of black clothing for the whole of the rehearsal season.

When principals are working at blocking scenes, the remainder of the cast should keep conversation to an absolute minimum, or leave the room if necessary.

When cast are receiving instructions, always pay attention.

When individuals or groups are undertaking vocal coaching or learning a part, the remainder of the cast should be aware of the need for everyone to be able to hear the Musical Director and the accompanist.

**All cast should bring a PENCIL to rehearsals** so they can mark changes or vocal parts in their score/script. These changes will need to be erased when the score/script is returned to the Production Team at the end of the show run.

No cast member should have their mobile phone on during rehearsals, unless they are using it to record a scene or vocal track, or for medical purposes. Other electronic devices, such as iPads, iPods and gaming systems will not be permitted during rehearsals.

Should any member of the Company suffer an injury during the rehearsal or run of the show, they should advise either the Stage Manager, the Production Manager or the Assistant Production Manager. A WMTC Incident/Injury Form should be completed to record the incident.

Inappropriate behaviour and foul or suggestive language will not be tolerated by Wyong Musical Theatre Company. The WMTC Constitution outlines the disciplinary procedures should these behaviours occur.

If a cast member has any issues, concerns etc either in rehearsals or during the run of the show from a music, blocking, or choreography point of view, they should speak to the individual members of the team concerned. If cast are unsure of who to speak to, please start with the Production Manager. During the run of the show, if there are issues of a creative nature and the Director, Musical Director, or Choreographer are not accessible, inform the Stage Manager so they can contact the creative team and resolve any issues or concerns.

## ***Attendance Register***

Attendance registers shall be maintained for all WMTC activities. These registers provide a legal record of the attendance of each person at the premises and their departure. It is the responsibility of each member attending any function on the WMTC premises to ensure that their name is recorded in the attendance register and that they are marked as being present then marked again on departure. During productions, the Production Manager will be responsible for this register. It is vital members meet with the Production Manager when entering and leaving the premises.

## ***Working Bees***

All cast, crew, family, and friends who attend a working bee for a junior/youth production must be a WMTC member and hold a current Working with Children number.

All cast, crew, family, and friends who attend a working bee for a Senior show must be 18 or over.

Attendance at a grounds working bee will require a current Working with Children number.

## ***Theatre Etiquette and Protocol***

All cast, orchestra, crew, catering and production teams must observe all health and safety requirements in all areas of the theatre and rehearsal spaces.

Please remember that those working in support of a show in any capacity are here to assist performers and crew to present a quality production piece.

- All cast members need to be in attendance ninety minutes prior to commencement of a show or at the discretion of the Stage Manager and/or Director.
- Anyone requiring a body mic will need to be available at least one hour before a show and must report backstage for the equipment to be fitted.
- When the crew is moving items, please give them clear space.
- No mobile phones are allowed inside the theatre.
- Do not invite any family members or friends backstage or into dressing rooms.
- Once you are in costume, you are not permitted in the foyer of the theatre unless it is part of the pre or post show presentation. Cast must change out of costume after a performance before greeting audience members.
- Be dressed thirty minutes before you are due on stage. Once you are in costume, no eating or drinking is permitted unless you are wearing a protective garment e.g. an apron or dressing gown.
- When standing side stage do not talk, applaud, whistle or call out as this will distract the performers and the noise will travel to the audience.
- If you need assistance in any way ask a crew member, the Stage Manager or a member of the Production Team.
- You can have labelled bottled water with a lid on it in the dressing rooms or side stage. No food is permitted backstage, unless for medical reasons.
- Smoking or the consumption of alcohol is not permitted in any area of the theatre or rehearsal space.
- No responsibility is taken by WMTC for any valuables or property stolen from the dressing rooms, rehearsal spaces or the theatre. Please don't bring valuables to the dressing rooms.

## ***Orchestra***

The orchestra operates under the control and management of the Musical Director (MD).

The size, instrumentation and structure of the orchestra are determined by the MD, in conjunction with and according to what is stipulated in the musical score and to suit the production. Placement of the orchestra is determined by the Committee in consultation with the MD and the Director.

The MD puts together the orchestra rehearsal schedule and advises all members of the orchestra of the performance dates and times. Members of the orchestra are required to attend all rehearsals called by the MD and to advise the MD in the event of non-availability. Where possible, the musicians should arrange their own cover for those dates they are not available. Remember, Sitzprobe and production week rehearsals are mandatory.

All orchestra members, and/or their covers, must sign in and sign out on the Attendance Register at each rehearsal and performance which they attend.

The orchestra is required to attend sound checks prior to commencement of all performances.

The orchestra will be photographed and included in the program of each production, and members are required to dress appropriately for photographs and all performances. (Black attire unless otherwise advised.)

Orchestra members are requested to work with a Workplace Health & Safety ethos and to comply with any requirements which may be made by the Stage Manager, MD or theatre management. All orchestra members need to provide their WWCC number to the Production Manager prior to first rehearsal.

## ***Catering***

Catering for cast and crew will only occur during the show run. Light refreshments, which may consist of tea and coffee, cordial, sandwiches, fruit, biscuits or cake only, is provided at intermission.

If you are interested in helping with catering, no cooking ability is required. However, an ability to work hard, smile and a willingness to meet new people is essential.

## ***Programs***

The show program is produced for each show by the Production Manager and a member of the Committee. Sufficient copies are printed and are sold prior to the commencement of the show and during intermission.

## ***Photos***

For the program, as a record of the show, and for publicity purposes, WMTC takes photos of the cast, crew and orchestra. Due to copyright and privacy laws cast and crew are not permitted to share unauthorised photos on social media platforms.

## ***Ticketing***

Tickets for every production will be sold online, and at the box office prior to the commencement of each show if seats are still available. The price of these tickets is at the discretion of the Committee.

## ***Bump-In and Bump-Out***

The Stage Manager is responsible for the Bump-In and Bump-Out process in co-operation with the Production Manager and the Set Designer. The Stage Manager will call for assistance from all available members for both of these activities. The cast are expected to participate.

The week before and the weekend of a bump-in, the current show has priority use of all theatre facilities.

## ***Opening Night or Gala Night***

Opening Gala Night is a very special occasion and is a time to celebrate the hard work of cast and crew. All productions will have a short celebration after the opening night performance, once the cast have changed into casual clothes and costumes and props are packed away. Refreshments will be provided to all involved in the production. This night is an opportunity to thank the production team and all involved for the effort that has been put into producing the show.

## ***Presentation Event***

It is customary to hold a presentation ceremony towards the end of the show run. This will generally be held after the final performance. The Production Manager is responsible for organisation. This event provides an opportunity for WMTC to celebrate the dedication and achievements of the cast and crew throughout the production.

Members of the production may be gifted with an award, a free program, or similar token at the discretion of Committee.

It is customary for the members of the cast to take up a collection for the purchase of presentation gifts to members of the production team and crew.

## ***Post Show***

A debrief is to be held by the Committee and Production Team at the end of each show season. The record of discussion will be minuted and presented at the next Committee meeting.

## **WMTC COSTUMES & PROPERTIES**

WMTC Wardrobe and Props Depts can hire out costumes and props to local groups, schools and individuals. They also offer a wide variety of costumes for all occasions.

Other musical societies and theatre groups may be able to hire complete show costumes for shows previously performed by WMTC.

Hire is available by appointment only. Please contact:

Email: [wardrobe@wmtc.com.au](mailto:wardrobe@wmtc.com.au)

Financial WMTC members receive a 10% discount on all costume hires.

The Wardrobe and Props areas of WMTC premises are “no access” areas. Members can only enter these areas if accompanied by authorised personnel, generally area Managers or Committee members.

The Sewing Group meets on Thursday and welcomes volunteers who would like to assist in wardrobe maintenance or in making costumes.

## **PERSONAL DATA COLLECTION**

WMTC will only collect such personal information as is necessary for contact with members and to comply with legal requirements as outlined on the WMTC Membership Form.

The organisation is committed to protecting the privacy of personal information it collects, holds and administers. Personal information will be stored securely, protected from unauthorised access.

All information collected will only be used for official purposes and any details collected will only be disclosed to another member with the express permission of the member involved. Members wishing to share their contact details with other members do so at their own discretion.

Members auditioning for shows will be required to complete an audition form containing personal information. This information will be held by the Production Manager of the show and will only be used by the Director and audition panel during the audition for background information, and by the Production Manager for future contact with all the cast and crew during rehearsals and run of the show. The information will not be shared, and will be destroyed after the post-show de-briefing. The Production Manager may also develop an e-mail list and a telephone list of the cast and crew to enable contact throughout the show period, which will be deleted and destroyed immediately after the post-show de-briefing.

# **SOCIAL MEDIA AND ELECTRONIC COMMUNICATION**

## ***Website***

The WMTC website is found at <http://www.wmtc.com.au>.

This website is used to promote the Company and its current shows, celebrate the productions of the past and advertise future seasons. This website is maintained by a current Committee member and/or advisors and is regularly updated.

## ***Facebook and Social Media***

WMTC will use Facebook and other forms of social media (i.e. Instagram) to communicate with its members. These accounts are under the control of current Committee members and/or advisors, and will only be used to convey Company business.

Calls for auditions, Information Packs, advertising for Company productions and other major announcements will be added to this virtual noticeboard.

The community may only post comments and photographs to the social media pages that are suitable in nature. These posts will be closely moderated. Any commercial material not related to WMTC will be removed.

As well as the community Facebook page, individual show pages will be created and moderated by select members of the Production Team and the Committee. The site titles will begin with 'WMTC' and the name of the production, followed by the year. Cast announcements, show details, rehearsal schedules and posts deemed appropriate by the Administrators will be added to ensure communication is consistent and clear.

A Production Team Facebook page or chat group may also be developed by the Production Manager to aid communication and the sharing of production ideas. This will be moderated by select members of the Production Team and the Committee.

On all Facebook and social media pages relating to Company activity and productions, at least two current Committee members must be made Administrators, to ensure Company policies and procedures are adhered to.

All members posting to any social media platform should consider whether their comments are professional and appropriate for others to view. Politically biased statements, discriminatory or racist remarks, bullying and harassment, sexual or explicit language or images will not be tolerated. Disciplinary procedures as outlined in the WMTC Constitution may be invoked if these rules are not adhered to.

## ***E-mail***

WMTC will use email to correspond with individuals and groups in regards to Company activity only. Members are encouraged to email the secretary at [secretary@wmtc.com.au](mailto:secretary@wmtc.com.au) with any questions or comments. All email communication will be conducted in a professional manner and will be kept on file for future reference.



## **COPYRIGHT**

Copyright relates to anything recorded in a material form – books, journal articles, diagrams, photographs, sound recordings and videos – whether in “hard” copy (eg books, scripts, music) or digital form (eg on the internet).

Copyright law gives creators a range of exclusive rights that permit them to be rewarded for their creative effort. The law also ensures reasonable access by users by creating exceptions to the owners’ exclusive rights. Some exceptions exist in the educational environment enabling the reproduction and distribution of certain copyright material.

WMTC obtains the necessary rights and pays licence fees in respect of all musical productions it stages. Only that music covered by such agreement may be performed on WMTC premises and at production venues utilised by WMTC.

## **Health and Safety**

WMTC acknowledges its commitment to the development and maintenance of a safe environment for all people involved in WMTC activities. As a Volunteer Organisation that does not employ any paid workers, WMTC is not covered by the WHS Act and does not have duties under the WHS Act. However, we aim to always take care to carry out all activities in as safe a way as is possible to ensure the protection of the health, safety and welfare of all.

The Committee will endeavour to have a trained First Aid Officer as part of each production.

All members and guests are required to take reasonable care for the health and safety of persons at the Grove, and co-operate regarding compliance with any requirements that may be imposed. All persons on site are requested to assist in the identification and control of hazards in their working areas and immediately correct and report any unsafe behaviour.

The Committee will oversee all aspects of Health and Safety. It is vital all risks and hazards are reported to the Committee, so they can assess the risk, evaluate the existing controls, implement additional controls and review to ensure the risk or hazard has been rectified.

It is imperative that appropriate, closed in footwear and suitable clothing is worn in all venues.

All members are responsible for the cleanliness of the WMTC premises. Food or drinks, excluding bottled water, should not be taken into the rehearsal spaces or theatre at any time.

Please read the separate WHS Policy for an in-depth look at the practices and procedures employed at WMTC.

## **EMERGENCY AND EVACUATION PROCEDURES**

Emergencies may occur at any time and it is important all members and visitors are aware of the emergency evacuation procedures. Every venue has an evacuation map and list of procedures that must be followed to ensure the safety of all.

At the beginning of all rehearsal runs and events, the evacuation procedures must be outlined. There is adequate signage highlighting the exits and fire doors and all WMTC venues are equipped with fire extinguishers that are regularly checked. First aid kits are also located in all main venues.

The Production Manager or member responsible for the event must ensure that the Evacuation Procedure is followed. Should the need arise, a telephone call should be made to 000 requesting the appropriate assistance.

If a lockdown is required, the Production Manager or member responsible for the event must ensure that the Lock Down Procedure is followed. Should the need arise, a telephone call should be made to 000 requesting the appropriate assistance.

## **JUNIORS – Under the age of 18 years.**

No junior cast member is to be allowed to leave the premises once their parents/guardians have dropped them off. They may not go to any shop/food outlet including Aldi.

During rehearsals and show runs, junior members should be escorted to the bathroom in groups by a senior member. They must report to the Production Manager or Stage Manager when they leave and when they return.

## **CHILD PROTECTION**

WMTC is strongly committed to the involvement of young people in the theatrical experience in a safe and secure environment. WMTC abides by all State legislative requirements currently in place regarding Child Protection and aims to ensure the younger members of our Company are safe from harm or harassment of any kind.

All members 18 years and over are required to provide their Working with Children Check with their membership application. These details are to be kept on file and updated as necessary.

WMTC will not tolerate incidents that violate or potentially violate the rights of a child in accordance with Australian Child Protection Legislation. All incidents or suspected incidents must be reported.

In the course of their engagement, members have a duty to take reasonable care to protect children and young people against risks of harm.

Members and organisers are expected to:

- Report to the Production Manager and/or Committee any questionable behaviours or actions conducted by any member or non-member during the course of a WMTC rehearsal, show or event. If you see something, say something.
- Plan for a safe environment in all relevant activities conducted, taking into account gender, age, maturity and cultural factors.
- Support children and young people in ways that are responsible to their needs and are appropriate to their roles.
- Report concerns about risk of harm.
- Restrict the sharing of information to circumstances where it is absolutely necessary for professional reasons, bearing in mind the child's or young person's right to privacy.
- Remain aware of the Wyong Musical Theatre Company guidelines in relation to Child Protection.
- Follow Company guidelines in the provision and exchange of relevant information to progress investigations, assessments and case management as permitted by law.
- Act as appropriate role models, show respect for the feelings of the child or young person, and refrain from inappropriate language or behaviour.

Our Child Protection guidelines have been established to assist in meeting our commitment and obligations to protect children and young people during their involvement with WMTC.

Legislation places a number of responsibilities upon us. WMTC has management responsibilities in relation to investigation and reporting incidents considered to indicate a significant risk of harm to children and allegations against members.

While some members within WMTC may not have direct contact with children or young people at work in normal circumstances, they are expected to be aware of the Child Protection Policy and observe the Code of Conduct and principles for Child Protection should it be necessary when involved in WMTC activities.

Please refer to the Child Protection (Working With Children) Act 2012 for an in-depth look at the practices and procedures adhered to by WMTC.

## **FURTHER INFORMATION**

Keep up to date with current news and information through our website and social media platforms.

Website <http://www.wmtc.com.au>

Facebook <https://www.facebook.com/wyongmusicaltheatrecompany>

Instagram <https://www.instagram.com/wyongmusicaltheatrecompany/?hl=en>

If you have any questions, concerns or comments, please speak to one of the Committee Members.

We hope you enjoy your time as part of Wyong Musical Theatre Company.