

Northam Theatre Group Policy Manual



Northam Theatre Group Policy Manual

Acknowledgements

The Northam Theatre Group would like to acknowledge the Shuswap Theatre Society whose Policy manual we have used to develop this initial Northam Theatre Group Policy Manual

<http://shuswaptheatre.com/resources/policies>

We would also like to acknowledge CLOC Musical Theatre who's Occupational Health and Safety Policy we have used to develop the Northam Theatre Groups OH&S policy

http://cloc.org.au/wp-content/uploads/2016/02/OHS_Policy.pdf

This policy document should be read in conjunction with the Northam Theatre Group's Constitution. The policies developed in this document operationalise the Constitution.

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Table of Contents and Numbering Convention

This document describes the numbering convention used to maintain consistency in how new policies are numbered and organised.

Similar policies are grouped together in such a way that the most general policy of that category are numbered 1.0, 2.0, 3.0 etc. Subsequent policies within the section are numbered, for example, 3.1, 3.2, 3.3 ... 3.15. If a new policy is created that falls logically in a sequence where there is no vacant number, then an additional decimal point may be added which can start a new sequence, thus 3.4.1, 3.4.2, 3.4.3, etc. If new policies are adopted that don't fall into any of these categories, then new categories may be added at the end.

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POLICY NUMBER: 1.0	DATE ADOPTED: 16 May 2018
POLICY TYPE: Mission, Vision, Goals	DATE AMENDED:
POLICY TITLE: Vision Statement	

Vision Statement

The objects of the Northam Theatre Group are:

1. The promotion and presentation of live theatre including all such forms of drama and musical entertainment which the Group can see fit to provide to the public.
2. The promotion of play readings and poetry readings, workshop sessions, seminars and entertainment of all such kinds to its Members and the public of Northam and the surrounding districts.

POLICY NUMBER: 2.1	DATE ADOPTED: 16 May 2018
POLICY TYPE: Governance Process	DATE AMENDED:
POLICY TITLE: Motions by Email	

Motions by Email Vote

When a matter arises requiring urgent Committee action, the President, in consultation with the Vice President or Secretary, may initiate a discussion and vote by email in accordance with the following requirements:

1. Email votes should not be used for complex or controversial matters. In these cases a face to face meeting will be held.
2. The prepared action will be sent by the “chair” (normally the President but this could be delegated to the Vice President or Secretary) to all committee members in the form of a proper motion with a mover and seconder. This initial message will invite discussion of the motion and will specify the date and time at which a vote will be taken. This deadline will normally be five days from the date of the original email message but this time may be shortened if greater urgency is required or if the motion is routine.

POLICY NUMBER: 2.2	DATE ADOPTED: 16 May 2018
POLICY TYPE: Governance Process	DATE AMENDED:
POLICY TITLE: Roles and Responsibilities	

President

- Chair Committee meetings.
- Coordinate program of events/performance.
- Liaise with visiting acts; ensure public liability insurance is in order.
- To consult with committee in making decisions.
- Negotiate contracts with visiting events.
- Assist in coordinating scheduled productions.
- Delegate to committee members, the individual tasks of their 'portfolio'.

Vice President

- Chair meeting when the President is unavailable.
- Assist in decision making on Committee and at an executive level.
- Have an overview of policy and operations.

Secretary

- Assist in decision making on Committee and at an executive level.
- Receive all postal mail by checking the PO Box.
- Be a primary contact for the wider community to communicate with the theatre group.
- Keep minutes of all Committee meetings, according to the NTG policy.
- Communicate to members via email or letter.
- Manage the yearly calendar of events and performances.

Treasurer

- Assist in decision making on committee and at an executive level.
- Maintain Accounts Payable ledger, transactions and records.
- Maintain Accounts Receivable ledger, transactions and records.
- Maintain Fixed Assets ledger, transactions and records.
- Reconcile General Ledger Accounts.
- Prepare preliminary budget for submission (and approval) to Management Committee at its November meeting.
- Prepare and distribute to Management Committee statistical production and event reports including sales and expenses; and associated bar receipts and expenses
- Monitor and report bank balances to Management Committee.
- Manage the income and expenses of the Northam Theatre Group.
- Membership:

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- Invoice members annually (June) for their membership.
- Provide a receipt to members for their paid membership fees.
- Forward a record of paid members to the Membership Coordinator.
- Collect and bank money from ticket sales and bar sales.
- Provide invoices for rental of the theatre.
- Provide payment to visiting performers when relevant.
- Provide reimbursement to members (such as directors) who use their own funds for the committee approved purposes.

Membership Coordinator

- Assist in decision making on committee.
- Receive notice from Treasurer of paid members.
- Update the membership list monthly.
- Provide and updated membership list to the Secretary, Publicity for notification purposes.
- Provide an updated membership list to other committee members on request.

Technical Co-ordinator

- Assist in decision making on committee.
- Manage the technical facilities at the theatre, specifically lighting and sound.
- Inform Committee of any problems associated with the technical equipment.
- Liaise with tradesmen when necessary to maintain the facilities.
- Follow safety procedures when moving any equipment on site.

Publicity Coordinator

- Assist in decision making on Committee.
- Liaise with directors to provide appropriate publicity for events.
- Publicise event through channels such as the newspaper, radio, emails to members, Facebook.
- Organise the black and yellow signage for locations around Northam
- Communicate with committee on new methods of publicising events

Wardrobe Coordinator

- Assist in decision making on Committee.
- Liaise with directors to facilitate costuming.
- Source or make costumes when necessary.
- Stay to a budget as determined by Committee.
- Maintain the costume shed in a tidy manner.
- Hire out costumes if approved by Committee.

Committee Member: Linkletter Editor

- Assist in decision making on Committee.
- Collect information for newsletter.

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- Post-Committee meeting, or as necessary.
- Draft newsletter.
- Have Linkletter proof read by a Committee member.
- Email newsletter to membership.
- Print and post to members not on email.

Committee Member(s)

- Assist in decision making on Committee.
- Be involved in the general running of the theatre
- Assist other Committee members with a specific role to complete their tasks.
- See responsibilities at Policy 2.2.

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POLICY NUMBER: 2.3	DATE ADOPTED: 16 May 2018
POLICY TYPE: Governance Process	DATE AMENDED:
POLICY TITLE: Responsibilities of Management Committee Members	

Definition:

For the purposes of this policy the term Committee Members refers to all elected and/or appointed members of the Management Committee of the Northam Theatre Group. It does not refer to those directing productions.

Responsibilities of Committee Members

The Committee Members of the Northam Theatre Group:

1. Have a fiduciary duty (i.e. a duty of care) to act honestly and in good faith in the best interests of the Northam Theatre Group and to place those interests above their own personal interests when participating in decision making.
2. Are required to follow and cause the Northam Theatre Group to follow the terms of its Constitution and Bylaws, proposing amendments to those documents as are deemed to be in the best interests of the Theatre Group.
3. Are expected to avoid conflicts of interest, and to excuse themselves from decisions in which such a conflict exists or appears to exist.
4. Are expected to attend all regular and extraordinary meetings of the Management Committee as much as reasonably possible. If they are unable to attend a meeting they are expected to provide the secretary with an apology.
5. Serve as a communication and advocacy link to the wider community.
6. Strive individually and collectively to create and environment in which excellence is achieved in all aspects of the Northam Theatre Group's objects and activities.
7. Govern as a body primarily through the creation of written policies which embody the objects of the Theatre Group, delegating authority and encouraging freedom within appropriate limits for individuals and groups working within the Theatre Group to exercise their creativity and pursue excellence.

Please see the Constitution and Policies for further requirements which affect the Management Committee and its Committee Members. These include procedures for removal or replacement of a Committee Member when necessary.

POLICY NUMBER: 2.4	DATE ADOPTED: 16 May 2018
POLICY TYPE: Management Committee Process	DATE AMENDED:
POLICY TITLE: Minutes	

Minutes of Board and General Meetings

Rationale

There are several purposes for the keeping of minutes of meetings of a management committee.

1. To be a reminder for members of matters discussed and those needing further attention.
2. To act as a legal record of decisions taken over the years, particularly those with policy implications.
3. To act as legal documents required by law when entering into financial, property or other transactions involving civil authorities.

Minutes are therefore legal documents and it is important that the decisions contained in them be as clear and unambiguous as possible.

The following guidelines are intended to ensure that the minutes of the Northam Theatre group adequately fulfil these purposes.

Policy

1. Each set of minutes should have a heading that
 - a. contains the word “minutes” in the title,
 - b. contains the words “Management Committee of the Northam Theatre Group”,
 - c. gives the date, time and location of the meeting.
2. The first item should be the names (first and last) of each person present, including guests who are not management committee members. The person in the chair should be identified.
3. The purpose of keeping minutes is to provide a record of the organisation’s actions, for the information of absent members and for future reference. Minutes are not generally intended to be a news report, or a record of all that was said in the meeting. For most meetings, it is enough to record the essential facts and the actions of the organisation. If, in a particular matter, the Management Committee deems it important to keep running notes as a reminder for a future continuation of discussion, these may be recorded in a separate document and appended to the minutes, or discarded when no longer needed.
4. Motions should be recorded with precise wording, including, where appropriate:
 - a. what ***specific action*** is being taken,
 - b. who is being empowered or directed to do it, and
 - c. when it is to be completed by.

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5. The motion should include the full name (or surname and initial) of the mover and the seconder, and whether the motion was carried or defeated.
6. It is recommended practice to note by the use of some kind of highlighting (e.g. **bold print**):
 - a. Formal motions
 - b. Decisions where someone has undertaken a task.

This makes it easy to find motions when searching the minutes as well as serving as a visible reminder of those charged with tasks.

7. For each meeting the pages of the minutes should be numbered. This makes it clear if a page is missing or has been inserted.
8. An official minute book (electronic) should be kept containing the original minutes of each meeting for an entire year (or more). The minutes for each meeting. After they have been adopted, should be approved by the person who recorded them and by the chair of the meeting.
9. A copy of any significant committee reports or minutes will be appended to the official copy of the minutes and shall be included in the page numbering.
10. At the end of the reporting year, the official copies of the minutes should be saved onto storage device and stored, along with the minutes from the previous years, in a locked location within the theatre building, accessible to those who may have a legitimate need to refer to them.
11. Current and recent minutes of the Management Committee meetings without attachments will be made available to members either on the Northam Theatre Group webpage or by email after they have been adopted. The minutes of the Annual General Meeting will be posted on the webpage or distributed to members by email after having been reviewed and, if necessary, corrected, by the Management Committee at its next regular meeting.

POLICY NUMBER: 2.5	DATE ADOPTED: 16 May 2018
POLICY TYPE: Governance Process	DATE AMENDED:
POLICY TITLE: Management Committee Planning Calendar	

Management Committee Planning Calendar

There are certain tasks which the Management Committee must pay attention to on a regular basis. This perpetual calendar is intended to bring the Management Committee's attention to matters that should be dealt with at certain times of each year. It is to be used as a guide for agenda planning. The Management Committee may vary these timelines as circumstances warrant.

July

Management Committee meeting	Committee
Receipt paid members and reminder notices for unpaid membership	Treasurer and Membership
Notice to members regarding AGM Advertise AGM	Secretary

August

AGM (full membership required) <ul style="list-style-type: none"> Elect President, Vice President, Secretary, Treasurer and other office bearers Elect Management Committee members 	Management Committee and all members
Link Letter – Notice to members of new Committee, invitation to come to planning meeting in October	Editor

September

Executive meeting <ul style="list-style-type: none"> Appoint signatories to banking 	Executive
Air conditioners serviced	Technical

October

Management Committee Meeting – Focus Planning and NPAF review.	Management Committee and all members
NPAF –	Whole Committee

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<ul style="list-style-type: none"> • Seek Shire funding for Performing Arts Festival • Review and approval for next year 	
Planning Meeting <ul style="list-style-type: none"> • Planning meeting for following year, directors invited 	Management Committee and all members

November

Executive meeting – Focus the coming year	Executive
Linkletter	Editor

December

Christmas Party	Committee
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January

Management Committee meeting – Focus Launch Party	Committee
Linkletter – Advise of Launch Party	Editor
NPAF – Preparation of Syllabus, covering letter, entry forms, etc.	NPAF Coordinator

February

Launch Party for new year,	President, Editor and Publicity
NPAF – <ul style="list-style-type: none"> • Email letter and Syllabus to mailing list • Distribute 2-3 hard copies to each Northam school and also leave copies at Northam Visitors Centre 	NPAF Coordinator

March

Executive meeting if needed	Executive
NPAF – <ul style="list-style-type: none"> • Invitations to Adjudicators outlining conditions, dates, etc. • Contact NSHS re use of Performing Arts Theatre • Confirm quotes for provision of technical services 	NPAF Coordinator

April

Management Committee Meeting	Committee
Roof plumbing check if required	Technical
Wardrobe clean/check	Wardrobe
Link Letter	Editor

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NPAF – <ul style="list-style-type: none"> • Order trophies • Update forms, etc. including adjudication Sheet • Call for volunteers, compile schedule • Appoint Adjudicator Assistants 	NPAF Coordinator
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May

Executive Meeting if needed	Executive
Linkletter	Editor
Prepare invoices for membership	Treasurer
NPAF – <ul style="list-style-type: none"> • Receive entries, compile Session lists and keep updating (Mark date as each list is altered and discard old copies) • Issue Tax invoices as each entry is received 	NPAF Coordinator

June

Send out invoices for membership	Treasurer
Pay Annual Insurance	Treasurer
Northam Performing Arts Festival	
NPAF – <ul style="list-style-type: none"> • Circulate Session list to each teacher concerned, ask for their students' performances to be checked (remind them not to circulate to their students' parents so that we can sell Official programs, and also that the times are approximate only and subject to change) • Liaise with kiosk and desk coordinators with regards their roles • Have Adjudication sheets copied and names filled in • Prepare Program and send to Country Copiers for printing • Setup folders for each session – Adjudicator sheets, copies of schedule for Adjudicator and Assistant – pens, scribble pads, etc. for desk • Tech sheets for tech for Dance, Guitar, Percussion, Voice sessions • Ensure a lunch area is set aside for Adjudicator and Assistant, etc. 	NPAF Coordinator

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POLICY NUMBER: 2.6	DATE ADOPTED: 16 May 2018
POLICY TYPE: Governance	DATE AMENDED:
POLICY TITLE: Nomination & Election of Management Committee Members	

The process for nominating and electing Management Committee members is contained in the Northam Theatre Group Constitution.

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POLICY NUMBER: 2.7	DATE ADOPTED: 16 May2018
POLICY TYPE: Governance	DATE AMENDED:
POLICY TITLE: Conflict Management	

Rationale

In any healthy organisation interpersonal conflict is sure to arise. It is not possible to have large numbers of creative people working together without differences arising. Well managed conflict is a healthy thing. Poorly managed conflict can fester and cause ongoing problems. Conflict management is more of an art than a science so no policy will meet every need. This policy lays out the goals of conflict management, the principles that are to be maintained and some practical steps to be taken where appropriate.

Goals

The main goal of conflict management is to maintain the Northam Theatre Group as a safe and respectful artistic community based on:

1. Respect
2. Fairness
3. Collaboration
4. Pursuit of excellence

Principles

1. Parties are expected to act in a way is respectful toward all persons involved.
2. Decisions made by the Management Committee or other persons of authority will be taken only after the affected persons have had an opportunity to be heard.
3. In interpersonal conflicts the preferred action is to engage the conflicted parties in resolving the conflict themselves. This may involve mediation by a third party if necessary.
4. Just because someone feels they have been treated unjustly doesn't necessarily mean that they actually have been. It is often helpful to explore the aggrieved party's assumptions and reactions as well as the other party's behaviour.
5. Conflicts are to be resolved at the lowest organisational level possible. The hierarchy below suggests the order of things to try before moving to the next level.
 - a. One-on-one between the persons experiencing the conflict.
 - b. Appeal to a person with immediate authority e.g. Production Director or Producer.
 - c. Appeal to the Management Committee, normally through the President.
6. If a person's misbehaviour is serious enough to be considered misconduct, it should be referred to the Management Committee for action. Misconduct is characterised by a serious ethical breach or by behaviour that constitutes a significant physical or emotional danger to others or threatens the perception that the Northam Theatre Group is a safe place. The Management Committee should be cautious in labelling anyone's behaviour as misconduct, doing so only if truly necessary.

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7. It is important to remember that a serious conflict may negatively affect bystanders and others who hear about it. Thus, it may be important to communicate the outcomes of conflict resolution to more than just the conflicted parties

Actions by Management Committee

1. Get good information before making decisions:
 - a. Find out if the conflicted parties have followed the procedure under “Principles” and offer to meet with them (or arrange another appropriate person to do so). This step is not appropriate in the case of abusive behaviour.
 - b. Hear from all affected parties, including witnesses if appropriate. Often a personal interview is more helpful than a written statement, though that can also be helpful.
 - c. Try to be clear about the facts, but also consider people’s perceptions and feelings.
2. Find out what kind of solution would satisfy the conflicted parties (it may be simpler than you expect.)
3. At high levels of conflict, the Management Committee may consider hiring a skilled, outside mediator.
4. If action is to be taken which will negatively affect any person, ensure that the person has had an opportunity to speak to the decision (in person or in writing) before it is finalised.
5. In the case of misconduct, the Management Committee may take any lawful action up to and including expulsion from the Theatre Group. It is general advisable to choose consequences that are only as strong as are necessary to solve the problem.
6. A hierarchy of consequences could include:
 - a. A verbal request for change in behaviour.
 - b. A verbal reprimand.
 - c. A written reprimand/request for change in behaviour.
 - d. Removal from a position held.
 - e. Expulsion from the Theatre Group.
7. After dealing with the matter, the Management Committee should carefully consider who needs to be informed of the resolution and the best means of communication.

Conflicts within a Production or Other Project

The following is a list of who to go to if experiencing a conflict with someone working on the same production or project. Common sense will tell whether the first person listed is the appropriate one.

1. If a show has opened, the Producer is in charge and is therefore the first person to approach.
2. For an Actor, the Director is the person to approach before a show opens.
3. For a crew person, the Producer may be the most appropriate person to approach.
4. If the conflict involves the Producer and Director it may be best for them to meet together. If they choose to invite a neutral party to attend.
5. The Management Committee, through the President, should only be approached if
 - a. The Producer/Director are unable to resolve the problem.
 - b. The perceived problem is with one of the Producer/Director.
 - c. The behaviour may constitute misconduct.

POLICY NUMBER: 3.1	DATE ADOPTED: 16 May 2018
POLICY TYPE: Finance	DATE AMENDED: 27 Oct 2018
POLICY TITLE: Signing Authority	

Signing Authority

Those officers who are authorised to sign financial (cheques, bank transfers, etc.) and other documents such as contracts on behalf of the Northam Theatre Group will normally be two of:

- President
- Vice President
- Treasurer
- Secretary

However, if circumstances warrant it, the Management Committee may appoint different officers or a different number of officers as it sees fit. All signing officers shall be members of the Management Committee.

Whenever there is a change in signing officers the Management Committee will pass a motion appointing all current signing officers. This motion will typically be made at the first regular meeting following the election of a new Management Committee, but may be made at any time it is needed. No motion is necessary unless at least one of the signing officers has changed.

POLICY NUMBER: 3.2	DATE ADOPTED: 15 August 2018
POLICY TYPE: Finance	DATE AMENDED:
POLICY TITLE: Membership	<i>To be amended after publicity committee look at it</i>

The Northam Theatre Group relies on members and businesses to contribute an important part of our revenue through our membership program. Different levels of contribution are offered along with different benefits for each level. The prices and benefits are decided by the Management Committee and updated from time to time.

It is desirable to have one person or a small team of people responsible for finding business members. This helps to avoid the problem of potential businesses being annoyed by too many requests.

Levels of Membership

Gold Corporate Membership \$500 annually

- 10 complimentary tickets to any Northam Theatre Group performance
- Logo on programs for 12 months membership
- Logo on TV screen in foyer for 12 months membership
- Logo on website NTG home page and website link to members own page
- NTG Facebook page, welcome as a gold member
- NTG Instagram 'shout out' welcome as a gold member
- Display business cards/flyer in Link Theatre Foyer
- Quarterly Link Letter
- Insurance coverage if involved in performance

Silver Corporate Membership \$300 annually

- 6 complimentary tickets to any Northam Theatre Group performance
- Logo on programs for 12 months membership
- Logo on TV screen in foyer for 12 months membership
- Logo on NTG website home page
- NTG Facebook page, welcome as a silver member
- Display business cards/flyer in Link Theatre Foyer
- Quarterly Link Letter
- Insurance coverage if involved in performance

Bronze Corporate Membership \$175 annually

- 4 complimentary tickets to any Northam Theatre Group performance
- Logo on programs for 12 months membership
- Logo on TV screen in foyer for 12 months membership
- Logo on NTG website home page
- Display business cards/flyer in Link Theatre foyer
- Quarterly Link Letter
- Insurance coverage in involved in performance

Family Membership \$50 annually

- 2 complimentary tickets to any Northam Theatre Group performance
- Quarterly Link Letter
- Insurance coverage if involved in performance

Single Membership (Adult, over 18 years) and Senior Couple \$30 annually

- 1 complimentary ticket to any Northam Theatre Group performance
- Quarterly Link Letter
- Insurance coverage if involved in performance

Junior Membership (Under 18 years) and Single Senior \$20 annually

- 1 complimentary ticket to any Northam Theatre Group performance
- Quarterly Link Letter
- Insurance coverage if involved in performance

Life Members

- 1 complimentary ticket to any Northam Theatre Group performance
- Quarterly Link Letter
- Insurance coverage if involved in performance

Please note: Complimentary tickets apply only to performances put on by the Northam Theatre Group, not any visiting acts which may perform at or hire the venue of the Link Theatre.

POLICY NUMBER: 3.3	DATE ADOPTED: 16 May 2018
POLICY TYPE: Finance	DATE AMENDED:
POLICY TITLE: Payment for Functions Normally Done by Volunteers	

Payment for Functions Normally Done by Volunteers

Rationale

From time to time The Northam Theatre Group has hired a professional person or group to do some paid work for us. However, the vast majority of work that is done for the theatre has, and continues to be, by unpaid volunteers as we are an amateur group. Paying theatre members for taking on a task is a slippery slope in which resentments can fester when some are paid and some are not. This policy specifies the principles that will be used when a proposal comes forward to make an exception to the norm of unpaid, volunteer work. This policy does not seek a rigid formula but rather offers principles to guide decisions about exceptions.

Principles

The following principle will guide these decisions:

1. It is expected that theatre members will not be paid for what is normally volunteer work even if the nature of that work is what they do for a living.
2. While the Management Committee is empowered to make exceptions to Principle '1', exceptions should be few and the burden of proof will be on why the exception should be made.
3. From time to time the Theatre Group may decide to hire a visiting Director, Designer or other expert to increase the depth and capacity of the group.
4. Arguments for an exception to Principle '1' will carry more weight if the person to be paid is a professional who makes his or her living in this way.
5. It may be necessary or desirable to hire outside experts to provide skill building workshops for Theatre Group members. However, we would not normally pay our own members for delivering such workshops.
6. When a professional wishes to offer a public workshop at the Link Theatre it will normally be treated as a rental. If the event is deemed to be in the Theatre Group's interests, the Management Committee may offer incentives, such as, reduced rent or a monetary contribution.
7. The Management Committee may choose to pay an honorarium to theatre members who take on certain demanding and on-going tasks. Those honorariums will not reflect the market value of these services.
8. If a grant is obtained for a specific project, the leader of the project (or another member) may be paid within the grant's terms or reference.

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In summary, events, or series of events, in which a person is paid to give leadership might be seen to fall into one of the following categories:

- a. Northam Theatre Group Initiated: and event initiated and offered by the Northam Theatre Group in which a person is hired to conduct the event, in this case the theatre sets the prices and the structure, pays a fee to the leader and takes the financial risk as well as any profits.
- b. Facilitator Initiated: An event conducted by the leader as part of his or her own enterprise and “rents” the theatre building (and other resources as needed). The Theatre may charge the usual rental fee or a reduced fee depending on the extent to which the Northam Theatre Group’s own interests are furthered by the event.
- c. Partnerships: An event where the Theatre Group’s interests and the interests of the event leader are largely equal. The initiative may come from either party. The risks are shared as are potential profits.

POLICY NUMBER: 3.4	DATE ADOPTED: 16 May 2018
POLICY TYPE: Finance	DATE AMENDED:
POLICY TITLE: Capital Reserve Fund	

Purpose

By resolution, the Management Committee will designate a capital reserve fund.

The purpose of the capital reserve fund is to ensure funding for necessary capital projects in the long term.

While funders once considered that organisation with money were not in need of additional funding, the Global Financial Crisis has shown that financially undercapitalised organisations are often too fragile to survive. Funders are beginning to realise that investments in stable organisations who are thinking ahead and managing their funds appropriately are more likely to result in successful returns.

Definitions and Goals

1. The capital reserve fund will be established in the equity section of the Theatre Group's balance sheet.
2. Money in the capital reserve fund will be held in an identified savings account with the Theatre Group's banker.
3. The initial amount in the capital reserve account will be at least \$25,000.
4. Assets in the capital reserve fund will be held in low risk, liquid instruments.
5. The Management Committee will establish priorities for capital projects and will review the priorities annually.
6. The Management Committee is to maintain an amount in the capital reserve fund equal to the value of capital projects authorised by the Management Committee plus a 15% contingency for unexpected requirements.

Funding Reserves

The following methods will be used to raise money for the capital reserve fund.

- Project specific capital campaigns like the retractable seating campaign.
- Portion of budgeted operating surplus by way of a "contribution to capital reserve fund" operating budget line item.
- Develop a multi-year capital budget.
- Include in planned giving campaigns.
- One of grants and gifts.

Use of Reserves

Capital projects are those that relate to the Theatre Groups physical theatre facility: building, fixtures and equipment. The value of such projects will typically exceed \$3,000. Projects below this threshold will be accounted for in annual operations.

A capital project, the cost of which exceeds the amount available in the capital reserve fund, must be supported by a realistic budget of designated income and expense in order to be approved.

Authority

Capital projects for which money is to be raised and spent through the capital reserve fund require a resolution of the Management Committee.

POLICY NUMBER: 3.5	DATE ADOPTED: 16 May 2018
POLICY TYPE: Finance	DATE AMENDED:
POLICY TITLE: Assets Register	

Assets of Northam Theatre Group

at 89 Duke St, Northam

May 2018

Item	Approximate Value (\$)
Land at 89 Duke St	200 000
Theatre building at 89 Duke St	250 000
Bar contents; fridges, dishwasher, hot water unit, glasses.	5 000
Yamaha piano	2 000
Retractable seating installed in 2015 70% of purchase cost (\$77 000)	53 900
Old lighting and control gear + new small audio set	2 500
Green room; small fridge, pie warmer, old lounge chairs, filing cabinet.	500
Duct room; vacuum cleaner, crockery, cutlery, safe.	3 000
100 Stackable chairs (38 years old) + 10 trestle tables	1 000
Wardrobe; old costumes.	500
Tech Store; outdated lighting equipment	300
Scenery Dock; sets, tallascope, materials, paint.	2 000
Total	520 700

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POLICY NUMBER: 4.0	DATE ADOPTED: 16 May 2018
POLICY TYPE: Occupational Health and Safety	DATE AMENDED:
POLICY TITLE: Occupational Health and Safety - Overview	

Overview

The health and safety of all persons in our audiences and/or working or engaged in a voluntary capacity for the Northam Theatre Group, is of paramount importance to the Management Committee. All necessary initiative will be taken to ensure that the workplace is safe and without risk to health, and to ensure that the Northam Theatre Group complies with the Occupational Safety and Health Act 1984.

Policy Statement

The Northam Theatre Group has a duty, so far as practicable, to:

- Provide and maintain a safe and healthy working environment;
- Provide and maintain safe and healthy plant and work systems;
- Ensure the use, handling, and storage and transport of plant and substances is safe and without risk to health;
- Provide facilities for the welfare of members;
- Provide information, instruction, training and supervision as necessary to enable its members to work safely and without risk to health.

The Northam Theatre Group will also, as far as is practicable:

- Monitor the well-being of its members;
- Monitor conditions at the Link Theatre;
- Maintain safety records at the Link Theatre;
- Ensure a high standard of housekeeping is maintained;
- Where appropriate engage suitably qualified persons in occupational health and safety to provide appropriate advice.

Responsibilities

Members

Each member is responsible for:

- Taking reasonable care of his/her own health and safety, as well as the health and safety of other persons who may be affected by his/her actions;
- Co-operating with the Northam Theatre Group in any action taken to comply with legislative requirements;

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- Wearing protective clothing and using protective equipment, where relevant;
- Maintaining a high standard of housekeeping by working in an orderly manner;
- Avoiding wilfully or recklessly interfering with any equipment, including safety equipment;
- Avoiding wilfully risking the health and safety of others.

Management

The Management Committee is responsible for ensuring that this policy is fully implemented and to support Production Directors in implementing it

Production Directors

Each Production Director is responsible for taking all practicable measures to:

- Ensure the workplace under their control is safe and without risks to health;
- Ensure that the behaviour of all persons in the workplace is safe and without risk to health;
- Detect any unsafe or unhealthy conditions of behaviour, and take remedial action;
- Ensure appropriate safety equipment and protective clothing is used and maintained correctly;
- Report all faulty or dangerous equipment to a member of the Management Committee.

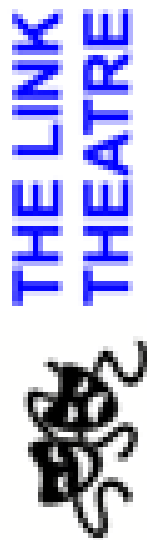
Northam Theatre Group Policy Manual

POLICY NUMBER: 4.1	DATE ADOPTED: 16 May 2018
POLICY TYPE: Occupational Health and Safety	DATE AMENDED:
POLICY TITLE: Emergency Planning, Response and Evacuation	

The emergency evacuation of the Link Theatre is the responsibility of the Northam Theatre Group.

- A minimum of two means of egress must be maintained and available at all times from the foyer, backstage area and theatre.
- Exit signs must be illuminated and visible at all times
- In the event of an accident or an emergency:
 - Check the scene and surrounding areas for hazards and keep people away from identified hazards.
 - Check for any injuries.
 - Call 000 for assistance
 - Provide care or first aid if needed until help arrives.
- Front of House staff should be briefed on the emergency and evacuation procedures prior to each performance.
- The Production Director is required to brief all cast and crew on the emergency and evacuation procedures at the start of the first rehearsal.

The Emergency Evacuation Procedures for The Link Theatre are shown on the following page.



Evacuation Procedures

1. During an emergency theatre staff will sound whistles.
 2. Walk quickly and safely to nearest Emergency Exit.
 3. Gather at Marker Point. Partake in theatre staff fire head count.
- IF ANY ONE IS MISSING FROM YOUR GROUP ADVISE THEATRE STAFF IMMEDIATELY via ASAP**
4. Theatre staff will ensure that Emergency Services are called on 999.
 5. Follow further instructions from Emergency Services.

WHEN USING FIRE EXTINGUISHERS FOLLOW INSTRUCTIONS THAT ACCOMPANY THE DEVICE

BOMB & BIO-CHEMICAL THREAT PROCEDURES

1. While remaining calm, notify the exact wording of threat
 2. Raise the alarm
 3. Follow Evacuation Procedures.
 3. Await instructions from Emergency Services.
- (i.e. If the threat was received from a caller DO NOT hang up regardless after caller has finished)*

DO NOT RE-ENTER BUILDING UNLESS ADVISED IT IS SAFE TO DO SO, BY EMERGENCY SERVICES

NORTHAM THEATRE GROUP

89 DUNE STREET NORTHAM WA

Program not shown in photo



Northam Theatre Group Policy Manual

POLICY NUMBER: 4.2	DATE ADOPTED: 16 May 2018
POLICY TYPE: Occupational Health and Safety	DATE AMENDED:
POLICY TITLE: Fire Safety: Protection and Prevention	

The following principles apply for fire safety, protection and prevention:

- All cast and crew must be trained in the proper use of fire extinguishers, and must know the location of the fire extinguishers and fire alarms in the Link Theatre.
- In event of a fire, if appropriately trained and the situation warrants, use a fire extinguisher to put out the fire. Otherwise, secure the area (close windows and doors), set off the nearest fire alarm, call 000 and notify others to leave the building.
- The use of live flame in any production or within the Link Theatre is prohibited.
- Smoking is prohibited in the Link Theatre including in productions.
- Extensive use of foamed plastics for scene construction and set decoration must be reviewed and approved by the Management Committee.
- Smoke detectors and other fire detection and notification systems cannot under any circumstance be covered, disconnected or disengaged.
- Hot works (including welding, grinding and brazing) must be done in the open area behind the Theatre.

POLICY NUMBER: 4.3	DATE ADOPTED: 16 May 2018
POLICY TYPE: Occupational Health and Safety	DATE AMENDED:
POLICY TITLE: Working at Heights: Ladders and Scaffolding	

Ladders

- Equipment must meet Australian STANDARDS
- Where appropriate training and instruction must be provided to assure the safe and correct use of ladders.
- Use ladders, step ladders, rolling stair platforms or personnel lifts to access elevated work areas. Never climb on railings, boxes, shelves, stools or chairs for such access.
- Ladders must be inspected for defects before each use. Any defects must be reported to the Management Committee and the ladder not used.
- Always have another person with you when you use a ladder.
- Always face the ladder when ascending or descending.
- Follow all manufacturers' requirements and information in related to each type of ladder used.
- Maintain three points of contact at all times with the ladder while ascending or descending.
- Use a line and bucket to hoist tools and equipment up the ladder: do not carry such items when ascending or descending.
- Make sure the ladder is on a firm and stable base and is adequately supported before ascending.
- Do not leave tools or loose objects on the top of the ladder.
- Do not stand on the top three rungs of a straight/extension ladder, or on the top of a step ladder.
- A straight or extension ladder must extend at least one metre above the point of support, and be secured (tied off) at the top. The base must be secure and level, and be set on the floor at a distance that is $\frac{1}{4}$ of the working height: a 4-to-1 ratio height to base.

Scaffolding

- Training and instruction must be provided to assure the safe and correct assembly, use and disassembly of scaffolding.
- Always have another person with you when you use scaffolding.
- The maximum work level height cannot exceed four times the minimum base dimension. Outriggers must be used when more than four sections of scaffolding are used together.
- The working level of the scaffolding must be fully planked.
- Cross-bracing must be used on both sides of each level of the scaffolding.
- Upper working levels above three metres must have the railings and mid-rails in place on all exposed sides.

- Integral climbing ladders must be used to provide access to the upper levels of the scaffolding.
- The scaffolding wheels must be locked when in use.
- Mobile scaffolding cannot be moved when occupied.
- The base of the scaffolding must be level and secure. Use screw jacks as necessary to level the scaffolding.

Personnel Lifts

- Training and instruction must be provided to assure the safe and correct use of personnel lifts.
- Never over-ride any of the safety features of a personnel lift. Outriggers must be in place to operate the lift.
- Look for overhead obstructions when ascending, and clearly notify those working below when descending.
- Lower the lift fully before moving it. The lift can only be moved with a person in the basket once the lift has been fully lowered.

POLICY NUMBER: 4.4	DATE ADOPTED: 16 May 2018
POLICY TYPE: Occupational Health and Safety	DATE AMENDED:
POLICY TITLE: Retractable Seating	

- The retractable seating and its mechanical components should always be kept clean and safety guards maintained.
- The retractable seating should only be operated by those who are trained.
- Stop/Start switches should be clearly marked and within reach of the operator at all times.
- The mechanical components should be maintained according to the manufacturer's specifications.

POLICY NUMBER: 4.5	DATE ADOPTED: 2018
POLICY TYPE: Occupational Health and Safety	DATE AMENDED:
POLICY TITLE: Electrical Equipment and Lighting	

Background:

This policy has been developed based on the guidelines from the Australian Entertainment Industry Association safety guidelines.

Electrical Equipment

Electrical equipment must be inspected, tagged and comply with WA Occupational Safety and Health Regulations 1996.

Before working on any electrical equipment, it must be properly isolated, tagged and checked.

Portable electrical tools/appliances must:

- Be protected by residual current devices (RCDs) unless the use of RCDs is incompatible with a particular electrical tool/appliance (eg. a dry ice machine), in which case protection must be provided by current protection on the distribution board, and
- Be tested for function by a qualified electrician or competent person in accordance with the requirements outlined in AS3190 and AS3760.

When working with electrical equipment

- All electrical equipment must be well maintained and must not be used if it appears faulty;
- All electrical equipment must be tested and tagged; good practice is that it should occur not less frequently than:
 - Annually in the case of house lanterns, electrical equipment and extension leads;
 - Before and after hire in the case of hired equipment;
 - Five yearly in the case of non-moveable fixed electrical equipment;
 - After repair and before use in the case of electrical equipment under repair.
- All outlets should be considered live unless proved dead.
- Conducting materials such as earth, concrete, wet/damp timber, flames, all metal objects such as rulers, tapes, rings and belts and including yourself must, as far as possible, be removed from contact with any electrical work;
- Only wooden or fibreglass ladders shall be used for work around live electrical equipment;
- Double adaptors or re-usable piggy back plugs must not be used; the use of moulded or clear, riveted (not user accessible) piggy back plugs is acceptable only when wire by a competent appropriately trained, certified and authorised person;

- Portable outlet devices must incorporate overlaid and earth leakage protection and comply with AS3105.

Lighting Equipment

The following should be noted:

- Lighting equipment likely to reach high temperature shall be suitably guarded with a clearance maintained from flexible cords to prevent overheating;
- Maximum loads of lighting dimmers shall not be exceeded to avoid overloading and a consequent fire hazard.

Lighting

With respect to lighting:

- There should be adequate illumination;
- Glare should be minimised wherever possible;
- Ensure adequate emergency lighting.

Leads and Cables

All leads must

- Be industrial quality;
- Not be frayed or have wiring exposed;
- Be protected from the weather;
- Be off the ground where possible;
- Not be twisted, crushed or kinked;
- Be secured and clearly identified;
- Not create a tripping hazard;
- Not be in contact with cranes or overhead mobile equipment; and ends must have plastic protective covers.

In the event it is not possible to keep leads off the ground, appropriate must be implemented with consideration being given to the use of covers.

Cables must be protected against contact with sharp edges of heavy loads.

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POLICY NUMBER: 5.1	DATE ADOPTED: 16 May 2018
POLICY TYPE: General Operations	DATE AMENDED:
POLICY TITLE: Theatre Hire	

NTG places priority on Monday and Thursday nights to be kept available for Theatre Group rehearsals. A NTG production will always take priority over any other use on these nights.

Theatre Hire

- Hire for the whole venue, for a 24 hour period is \$200.
- Daytime hire of the venue, including the auditorium will be \$25 per hour.
- Daytime hire of the venue, green room only, will be \$15 per hour.
- The bar is not able to be 'hired out', any use of the bar for a hire event, remains the responsibility of the NTG. Bar licence, stock and any profit are the responsibility of the NTG.
- Any hiring party must have their own public liability insurance, a copy to be provided to the President and kept on record by the Secretary.
- The venue is to be hired out in a clean condition.
- The venue is to be clean on completion of the hire. Additional cleaning will incur a fee to the hiring party.
- The responsibility to turn off all lights and air conditioning after use is that of the hiring party.

The Northam Theatre Group will:

- The NTG will provide to the hiring party a copy of the Occupational Health and Safety section of the Policy Manual which includes Evacuation Procedures.
- When a key is provided to the hiring party, opening up and locking up are to be the responsibility of the hirer. The key pick-up and return is to be arranged by a committee member, preferably the Secretary.
- The treasurer will invoice in advance, on a term by term basis for regular hire users such as Toodyay Dance School and YARTS.
- The NTG will provide advance notice to regular uses of any scheduled events, rehearsal or shows which may impact upon their use.

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POLICY NUMBER: 5.2	DATE ADOPTED: 16 May 2018
POLICY TYPE: General Operations	DATE AMENDED:
POLICY TITLE: Publicity, Advertising, Public Relations	

Brand

Vision Statement (refer to policy 1.0)

Logo Usage

Northam Theatre Group Logo (c) 2018
All rights reserved

Font: Selima
Yellow: #fedc00
RGB: (251, 219, 0)
Black: #000000
RGB: (0, 0, 0)



Use the main logo "Link Theatre Logo" for all colour printing, unless otherwise specified.

- 1) Use logo "_Yellow Background" for yellow or backgrounds with colour
- 2) Use logo "_Light Background" when printing in monotone on white or other light coloured paper
- 3) Use logo "_Dark Background" when the logo appears on a black or dark background



Font: [TBD]

HEX: [TBD]

Northam Theatre Group Policy Manual

Marketing Strategy

Mission Statement

A creative learning space that promotes entertainment and joy through all forms of drama, dance and music

Objectives

When creating publicity for the theatre, convey the following:

- Clear articulation of the event
 - Place, date, cost, age restriction, title of event
- Consistent branding
 - Use the same template for every flyer, changing only the event details and image
 - The main colours (yellow and black), logo, and fonts are used on all printed and relevant electronic material
- Community-oriented
 - When creating posts or advertising, the message should reflect a positive tone of voice, and be inclusive of all different peoples and walks of life
 - The marketing material must comply with the Mission Statement and any other requirements as directed by the Publicity Officer, who is appointed by and reports to the Committee

Publicity

1. Newsletter
 - a. Title: The Northam Theatre Group Link Letter
 - b. Distribution List
 - i. Members (financial and non-financial)
 - ii. Shire and Sponsors
 - iii. Local theatres
 - iv. Additional recipients determined by publicity
 - c. Publication Regularity
 - i. Generally to follow Management Committee meetings
 - ii. Or at discretion of President
 - d. Advertising
 - i. Who can Advertise
 1. Members can advertise for free restricted for theatre-related events or products
 2. Corporate Members, as defined by Membership
 - ii. Size and Cost
 1. Quarter Page \$5 member / \$10 community
 2. Half page \$10 member / \$20 community
 - iii. Deadline: 1 week prior to distribution date
2. Advertising
 - a. Production Advertising
 - i. Flyers
 - ii. Yellow Signs
 - iii. Facebook
 1. Posts – include name of production, date(s), ticket price, where to purchase tickets, and contact details

- a. Change cover page
 - b. Post event
 - c. Post advertisement
 - d. Pin post to top of page
 - 2. Budget – at discretion of publicity officer
 - a. \$150 for each show produced by NTG
 - b. Hosted shows are dependent on contract with visiting group
 - iv. Community Groups
 - 1. Schools
 - 2. Shire offices
 - 3. Other local theatres
- 3. Handover

When a new Publicity Officer (or equivalent) comes on board, the former Publicity Officer (or equivalent) will provide the following items, as well as any and all other pertinent documents and records.

 - a. USB with templates
 - b. Pickets

POLICY NUMBER: 5.3	DATE ADOPTED: 16 May 2018
POLICY TYPE: General Operations	DATE AMENDED:
POLICY TITLE: Bar Manager	

Bar Manager

- Assist in decision making on committee.
- Hold approved Manager's licence.
- Check that the bar helpers have a Responsible Service of Alcohol accreditation.
- Apply for liquor licence for specific events.
- Restock the bar for events.
- Liaise with the Treasurer for a bar float.
- Ensure that a cash only bar is operated to allow reconciliation of bar receipts and expenses for individual events.
- Collect and count and record money received after events.
- Give all money to the Treasurer for banking.
- Open the bar according to the conditions of the liquor licence.

POLICY NUMBER: 7.0	DATE ADOPTED: 2018
POLICY TYPE: Production Job Descriptions	DATE AMENDED:
POLICY TITLE: Head of Wardrobe	Will need to align all production job descriptions Hold this for now

Position Summary

Source, hire, purchase and make costumes and accessories for NTG productions when costume assistance is required. This task includes working with the Director to finalise costume designs, measuring and fitting Performers, sourcing costumes from NTG stock, alterations, sewing costume items from scratch if needed, source costume for hire from external customer stores, purchasing costume items. Attending dress rehearsals and communicating with Treasurer regarding expenditure and reimbursement of receipts.

Wardrobe position also organises any hire requests, which includes communicating with client and meeting them to pull costumes, take agreed fee and deposit, meet again for the return of costumes, deposit returned to client for costumes returned cleaned and in original condition and forward on fee for hire to Treasurer.

Costume Store is also to be maintained to keep costumes and accessories in proper order and in good condition.

Reporting Line

- To Director of production to confirm era, style, character development and design of character costumes.
- To Director to organise fittings if planned during rehearsal time, fittings outside rehearsal time to be planned with performer.
- To Treasurer to confirm any purchases or monies received for costume hire from NTG costume stock.
- To Management Committee at meetings for any large purchase or decisions.

Key Accountabilities

1. Production

- a. On a production with costumes sourced by cast from their own wardrobes, attend first dress rehearsal and source any additional costume items.
- b. Design costumes and costume sourcing including purchases, hire, sewing and alterations.
- c. Measure performers and fitting costumes.
- d. Attending dress and/or technical rehearsals for any additions to costumes.
- e. Finalising costume items, trims and accessories until Opening Night.

- f. Bumping out costume from venue after closing night, washing and hanging in costume store.
- g. Receipts of expenditure to Treasurer and reimbursements of any purchase made.

2. Hire

- a. Organising to meet Client at costume store.
- b. Noting itemised list of all that is hired for filing.
- c. Agreeing on final hire fee as well as deposit, taking money and writing a receipt. Any waived fees to be confirmed with Treasurer.
- d. Organising time to meet for return of cleaned costumes.
- e. Checking costumes for any damage and returning deposit fee.
- f. Forwarding hire fee onto Treasurer.

3. Other

- a. Attending Management Committee meetings with any issues relating to Wardrobe.
- b. Returning receipts to Treasurer and keeping running totals on budget assigned to Costume for financial year.

POLICY NUMBER: 8.0	DATE ADOPTED: 16 May 2018
POLICY TYPE: Northam Performing Arts Festival	DATE AMENDED:
POLICY TITLE: NPAF Coordinator's Planning Manual	Complete



NORTHAM PERFORMING ARTS FESTIVAL

*“Promoting the love and appreciation of the
performing arts in the community”*

NPAF Coordinator's Planning Manual 2018



The Northam Theatre Group Inc. gratefully acknowledges the support of the Shire of Northam

THE EVENT

Newspaper articles and other archives indicate that there has been a Northam Performing Arts Festival (in some years called the “Northam Eisteddfod”) since 1913 (see article on back page). There was a break for two world wars, but it appears that there has always been an event of this kind in Northam for over 100 years.

“The Festival” has always invited performances of all the performing arts, from all musical instruments, to dance, voice and drama. Many Northam locals remember their participation in the event, usually during their school days.

Entry into “The Festival” is not exclusive to residents of Northam. We encourage entries from all across the Wheatbelt and hills areas to participate in what is known to be a friendly and welcoming atmosphere.

The Northam Theatre Group was asked to host “The Festival” in 2016, and we are grateful for the financial support of the Shire of Northam, which enables us to continue to provide this important opportunity for our young performers from around the Wheatbelt to perform for their families and peers in the lovely Link Theatre.

“The Festival” runs over the last week of school term 2, ie the last week in June, each year. During the past few years, the event has started with the Dance sessions on the Sunday, followed by Piano, then other Instruments, Drama and Voice on the Friday, ie the last day of the school term. This schedule is of course subject to changes where necessary. The number of entries in each category dictate the amount of time to be allocated.

In the interests of continuity, it is necessary to have one person to act as Coordinator to see the project through the planning stages, with a large team of volunteers for the actual event. The Shire of Northam provides funding of \$1500 per year towards the cost of running the Festival, from which



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a remuneration of \$1000 is paid to the Coordinator. The NTG treasurer should email the Shire in September each year to obtain these funds

JOB DESCRIPTION – NPAF COORDINATOR

- Oversees the planning process by producing the necessary documentation to be distributed (ie Syllabus & entry forms)
- Researches and maintains a list of participating schools, students, teacher & parents
- Provides clear instructions and information to teachers and monitors the entries for NPAF, providing tax invoices and receipts where necessary
- Produces a clear budget and keeps the Northam Theatre Group committee informed of financial obligations
- Sources qualified Adjudicators and keeps them informed of approximate times for each session
- Sources technical services as to the requirements of the event and provides clear instructions
- Provides information to media outlets, regional newspapers and Shire websites where possible
- Produces comprehensive lists for each session, which are the basis for the official Program
- Advises teachers of approximate timing for each session, but ensure that they realise the times are subject to change
- Recruits volunteers to assist with the many tasks necessary during the Festival Week – ie ticket & program sales, kiosk sales, back stage, assisting the adjudicators, front of house or marshalling, announcing. Ideally recruit a person in charge of each area, which means that they can also do the purchasing etc
- Produces Adjudication Sheets – these must be filled in before the event – and Official Programs, plus any signs necessary
- Oversees the whole week's procedures
- Provides thank you letters to all participators

RULES & GUIDELINES

1. **Venue:** Link Theatre, Duke Street, Northam and other venues as the need arises.
2. **Entry Specifications:**
 - a) The Festival is open to any *amateur* performer resident in Western Australia who fulfils the entry requirements, conditions and criteria.
 - b) Performers must NOT have been a *student of any Adjudicator* during the 6 months prior to this Festival
 - c) Entrants may enter *one* performance item (ie song, dance, poem, etc) per section. There is no limit to the total number of sections entered.

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- d) Age shall be as at the starting date of the Festival.
- e) Entry forms may be completed & posted to the Theatre Group address, or emailed to the Coordinator and **must** be accompanied by a signature
- f) Late entries will not be accepted
- g) Entry fees will not be refunded after the closing date
- h) **The entry form must be signed** agreeing to all rules and conditions of the Event. **No exceptions**

3. Performance Information for Entrants, Parents & Teachers:

- a) All entrants must report to the **registration desk 15 minutes** prior to their scheduled performance, dressed and ready to perform.
- b) Entrants must provide a **copy of their music at the desk, together with a named and signed copyright form.**
- c) Where backing music is required, an ipod, usb or good quality cd with the backing track for one piece only, **clearly marked with class #, title & name of performer** must be handed in at the registration desk. (It is advisable to have a back-up in case of malfunction.)
- d) With regard to Speech and Drama Sections, permission to photocopy may not be needed if performers read extracts of a 'reasonable length' from literary or dramatic works. (Reasonable length will usually mean 10% of one chapter.)
- e) **Time limits** are as per the Syllabus and **must not be exceeded**, however you may use less time than stipulated. Time is taken from the first note played, first word spoken or sung, or first step taken.
- f) Time allowed for set up and dismantle for choirs, bands and ensembles are noted at the beginning of the appropriate section and **must be adhered to**

The Northam Theatre Group Inc takes no responsibility for any breaches of the above Rules & Guidelines that may occur and reserves the right to remove anyone who does not comply with the Rules & Guidelines

ADJUDICATION

- Adjudicators will be industry professionals. The Adjudicator's decision is final in all matters relating to the adjudication of a performance and awarding of performance assessment
- A performer's tidy and well-groomed appearance is considered essential, and content of the performance and performance attire must be suitable for family entertainment
- A Certificate of Performance will be given for **every performance**. Performances will be marked GOOD, VERY GOOD, HIGHLY COMMENDED, EXCELLENT or OUTSTANDING.
- An Award of Excellence is presented to the most outstanding performer in each category, as deemed by the Adjudicator. The winners of these awards will receive a trophy donated by s
- Other awards may also be awarded at the Adjudicator's discretion
- Each Adjudicator will receive a remuneration for their service – ie \$50 per hour while they are at the desk (rounded out to the nearest hour) plus \$50 travel allowance. We also

Northam Theatre Group Policy Manual

provide any meals while they are working (e.g. lunch) and accommodation if they are working over two or more days

ADJUDICATORS

The following industry professionals have kindly lent their services over the past few years

<u>Dance:</u>	Georgia Hadrill	georghadrill@gmail.com.au
<u>Piano:</u>	Christopher Latham	crispythree@gmail.com
<u>Guitar:</u>	Alan Banks	alancharlesbanks@gmail.com.au
<u>Percussion:</u>	Ben Fillingham	bfilling@our.ecu.edu.au
<u>Drama:</u>	Ros Boyer	info@jetsweb.com.au
<u>Voice:</u>	Joanne Oosterhoff	joanne@oosterhoff.info

LIST OF PARTICIPATING MUSIC TEACHERS, SCHOOLS & PARENTS FOR 2017

PIANO:

Dot Glass	dilhorne@activ8.net.au	0428232270
Kitt Byfield	kbyfield@westnet.com.au	0438890194
Jennifer Tuinder	tuinder@iinet.net.au	
Wendy Blackman	blackmansbeat@gmail.com	
Sarah Smith	sarah727@live.com.au	
Loellan Whiteaker	Loellan16@bigpond.com	0437341315 (also guitar)
Daphne Schell	dkschell@bctelecom.com.au	
Amalia Curtin	amalia.curtin@education.wa.edu.au	

GUITAR/PERCUSSION:

Kitt Byfield	as above	
Kylie Squiers	kylie.squiers@education.wa.edu.au	
George Ward	gpjwards26@gmail.com	0487317128
David Flowers	crazyflowers@bigpond.com	

DANCE:

Georgia Hadrill	georghadrill@gmail.com
Joy Smith	highlandjoy@westnet.com.au
Lyn Johnson	gully.310@bigpond.com
Claire Sullivan	claire70@iinet.net.au
Roxanne Fewster	roxpaulfewster@bigpond.com
Lani McGeady	lanimc@bigpond.com

DRAMA:

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Theresa Carruthers	btcyogawellness@gmail.com
Tracy Tainsh	tracy.tainsh@education.wa.edu.au
Rupert Sewell	Rupert.sewell@education.wa.edu.au

Northam Theatre Group Policy Manual

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Daphne Schell as above
Kylie Squiers as above
Kitt Byfield as above

SCHOOLS:

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West Northam PS Karen.barrett@education.wa.edu.au
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York DHS Catherine.jones@education.wa.edu.au
Toodyay DHS Toodyay.dhs@education.wa.edu.au

PLANNING TIMELINE

Northam Theatre Group Policy Manual

JANUARY

Preparation of Syllabus, covering letter, entry forms etc

FEBRUARY

Week 3 – email letter, Syllabus to mailing list

 distribute 2 or 3 hard copies to each Northam school

 also leave copies at Northam Visitors Centre

MARCH

Invitations to Adjudicators, outlining conditions, dates

Contact NSHS re use of performing arts theatre

Confirm quotes for provision of technical services

APRIL

Order trophies

Update forms etc – eg Adjudication Sheet

Call for volunteers, compile schedule

Appoint Adjudicators Assistants

MAY

Receive entries, compile Session Lists and keep updating

(Mark date as each list is altered and discard old copies)

Issue Tax invoices as each entry is received

JUNE

- ✓ Circulate Session List to each teacher concerned, ask for their students' performances to be checked (remind them not to circulate to their students' parents so that we can sell our Official programs, and also that the times are approximate only and subject to change)
- ✓ Liase with kiosk and desk coordinators with regards their roles
- ✓ Have Adjudication Sheets copied and names filled out
- ✓ Prepare program and send to Country Copiers for printing
- ✓ Set up folders for each session – Adjudication sheets, copies of schedule for Adjudicator and Assistant – pens scribble pads etc for desk
- ✓ Tech run sheets for tech for Dance, Guitar, Percussion, Voice Sessions
- ✓ Ensure a lunch area is set aside for adjudicator & assistant etc

Northam Theatre Group Policy Manual

AWARDS

Georgia Haddrill Award for Excellence in Dance

Sponsored by Georgia's parents

Belinda and Colin Robinson Belinda.j.robinson@health.wa.gov.au

2016 Charlotte Fieldhouse

2017 Shia Eeles

Marie Sermon Award for Excellence in Piano

Sponsored by Marie's family

Gerard Sermon g.r.sermon@bigpond.com.

Philip Lloyd greenbanks@westnet.com.au

2016 Hayden Floyd

2017 Sarah Smith

Peter Byfield Award for Excellence in Guitar

(note from 2018 Award for Excellence in Contemporary Music)

Sponsored by Peter & Sue Byfield petesue@westnet.com.au

2016 & 2017 Nathan Ward

Northam Theatre Group Award for Excellence in Drama

Sponsored by the NTG

2016 Matthew Parker

2017 Avonvale Primary School

Hilda Nuich Award for Excellence in Voice

Sponsored by Betty Jane Malinowski bmalinowski@bigpond.com

2016 Meg Jezierski

2017 Kiara Sheppard

OTHER AWARDS PRESENTED:

Patrick Knight Trophy for Excellence in Percussion

Joy Smith Trophy for Excellence in National Dance

Don Neander Trophy for Excellence in Classical Guitar

Northam Theatre Group Policy Manual

FINANCIAL

Budget:

<u>Estimated income:</u>	Entries	1800.00
	Door sales	500.00
	Kiosk sales	550.00
	Trophy sponsors	500.00
	Shire sponsorship	1500.00
<u>Estimated expenses:</u>	Printing	500.00
	Kiosk	220.00
	Sound	600.00
	Adj expenses	1800.00
	Trophy purchase	550.00
	Coordinator's fee	1000.00

Notes:

- ✓ Ongoing Shire sponsorship will assist greatly and will allow us to offer remuneration to a Festival Coordinator, which should make the role more attractive into the future
- ✓ Estimate an amount of \$1000 is appropriate for this task, which involves at least 100 hours of work during the 6 months prior to and during the event – to be revised each year
- ✓ The funding will also allow us to keep the entry fees low, which will assist the teachers and parents and keep our participation rates up

COMMUNICATION WITH PARTICIPANTS

- Initial letter including the Syllabus and entry forms should go out in the third week in February
- A reminder should go out two weeks before the deadline
- We usually allow a little leeway as there are always going to be late entries, however if you have not heard from a particular group it is safe to say they will not be participating
- As soon as the lists are complete, they can be emailed for checking, but don't try to make every requested change as some are unrealistic
- 2 weeks before the event, the final email should include attachments of:
 1. The venue evacuation plans,
 2. The certificate of currency
 3. Copyright forms – with an explanation of our policy
 4. Copy of our policy on visual recording

PROCESSING ENTRIES

- On receipt of the entry forms, compile a list for each session, using the template
- Compile and email a tax invoice to each school or individual (marked "paid in full with thanks" where appropriate)

OFFICIAL PROGRAM

Using the Session Lists and the template, put together the program – ask for help if needed with formatting

Produce it as a pdf document and email to Country Copiers who will print it as a stapled A5 booklet – 200 copies ordered should be sufficient

ADJUDICATION SHEETS

Have the sheets printed on coloured paper

Produce a sheet for each performance with the section#, classification # performer's name, song title clearly marked

AMCOS FORM NO 2

Temporary copy for use by an adjudicator in an Eisteddfod/music competition

Section #.....Classification #.....

Song title.....

This is to certify that this photocopy has been made by

.....Performer's name

from their own certified edition of the published musical work in reliance on

Clauses 10.8 and 18 of AMCOS's "A practical guide to the use of print music in Australia" Edition No. 2/2001"

.....Signature.....Date

This copy will be destroyed by the Eisteddfod/Music Competition committee at the conclusion of the section and will not be returned to the performer

TECHNICAL REQUIREMENTS

- ✓ Good quality PA system with microphone for announcer
- ✓ Device for playing cds, usbs, etc
- ✓ Operator for Dance, Contemporary Music & Voice Sessions
- ✓ The use of a piano & drum kit

VISUAL RECORDING REGULATIONS

- In order not to disturb performers, no device that makes a sound or a flash may be used at any time;
- Recording of **YOUR OWN CHILD's** performance is permitted at the discretion of the Festival Coordinator;
- Recording of **ANY OTHER CHILD** is strictly prohibited;
- Recording of any **GROUP** performance is not permitted unless the recorder is officially appointed by the group;
- **NO RECORDING** of any performance can be made public (ie Internet or print)

The following article appeared in the West Australian in 1921.

The West Australian (Perth, WA:1879-1954), Monday 7 November 1921, page 8

NORTHAM EISTEDDFOD Successful Event

- After a lapse of eight years, the Northam Eisteddfod was revived last Tuesday, and it is intended to make it an annual festival. The entries were very good, 134 being received as against 73 in 1913, whilst on the present occasion a more generous measure of support was accorded by the general public. The competition occupied two days, Tuesday and Wednesday, there being sessions both afternoons and evenings. On Thursday evening the winners gave an excellent concluding concert. The Official Opening was performed on Tuesday evening by His Excellency the Governor (Sir Francis Newdegate).
- His Excellency, in a brief address, expressed the wish that the objects, outlined by the president (Mr J.J.Golding), one of which was to make Northam the musical centre of the State, would be achieved.
- Mr A.J.Leakie, the adjudicator, commenting upon the competitions generally, said he saw no reason why the Eisteddfod should not be permanently established in Northam. He was convinced that, as it became known, it would receive substantial support from other parts of the State, and thus the town would soon become a prominent musical centre. The competitions were of a much better average than in 1913, better and more keenly contested. He had been particularly struck with the good work in the under 13 years' piano contests, and the excellent standard of mixed quartet singing.
- Mr H.W.Sergeant acted as secretary, and it was due to his energy and enthusiasm, together with that of the president, that the Eisteddfod met with such encouraging success. The results of the competitions were as follows:-
 - **Recitation under 16 years:** Miss Doris Day, 1; Miss Rachael Mortimer, 2; Miss J.Read, 3.
 - **Boys solo, under 16 years:** Ernie Lynch, 1; Ernie Henley, 2; Master Trevor Roberts, 3.
 - **Champion Recitation:** Miss T. Dutton, 1; **Ladies' solo (for ladies who have never won a prize):** M.Miller, 1;
 - V.Campbell, 2; F.Gibbs, 3. **Essays – High School Students:** S.E.Durham, 1; E.W.Prowse, 2; Jack Throssell, 3.
 - **Public Schools – up to sixth standard:** May Booth, 1; Norman Lockyer, 2; Phoebe Sing, 3. **Contralto Solo:** Mrs Porter, 1; Mrs G.J.Flower, 2. **Baritone Solo:** Will Bestan, 1; Oscar Glidden, 2. **Piano Solo (under 13 years):** Doris Day, 1; Norman Carter, 2. **Vocal Quartette (ladies & gentlemen):** Miss Cody, Miss Cody, H.Purling and F.Day, 1; Miss D.Purling, Mrs W.L.Stewart, A.Hunter and W.L.Stewart, 2. **Violin Solo (open):** J.Brudenell, 1. **Champion Solo (ladies):** Mrs W.L.Stewart, 1; Vera Campbell, 2. **Brass Instruments Solo:** K.Beavis, 1; C.T.Beavis, 2. **Champion Solo (gentlemen):** Oscar Glidden,1; Will Bexton, 2. **Sacred Solos (ladies):** Mrs W.L.Stewart, 1; Miss A.Connop, 2. **Church Choir:** The Trinity Congregational Church, Perth (conductor Mr H.C.Goff), 1; Wesley Choir, Northam (conductor Mr C.W.Davey), 2. **Piano Solo (under 10 years):** Enid N.J.Mower, 1. **Girls' Solo (under 16 years):** Olive Davey, 1; Winnie Bradfield, 2. **Piano Duet (open):** Miss N.Kings and Miss D.T.Throssell, 1; Miss Bobbie Carroll and Miss Flora Weir, 2. **Humourous Recitation:** Miss T.Dutton, 1; Ethel B.Days, 2. **Folk Song:** Bill Weston, 1; Miss A.Connop, 2. **Piano Solo (under 16 years):** Molly Couper, 1; Miss A.H.Golding, 2. **Soprano Solo:** Mrs W.L.Stewart, 1; Miss Lewis and Miss Connop tied for second. **Piano Solo Champion:** Mabel Kings, 1; Doreen Throssell, 2. **Sacred Solo (gentlemen):** W.Mothershaw, 1; Oscar Gliddon, 2. **Juvenile Choir:** Wesley Church Junior Choir (Mr F.A.Gregory, conductor), 1; West Northam State School (conductress, Mrs Hodgkinson), 2. **Vocal Duo:** Mesdames G.J.Flower and W.L.Stewart, 1; Misses Ada and Alice Randell, 2. **Tenor Solo:** H.Purling, 1; W.L.Stewart, 2. **Vocal Duet (gentlemen):** E.Robins and W.Mothershaw, 1; W.L.Stewart and D.Gliddon, 2. **Impromptu Speech:** J.T.Grey, 1; R.F.Marshall, 2. **Vocal Quartette (gentlemen):** C.W.Davey, W.Mothershaw, E.Robins, and W.L.Stewart, 1; F.Dight, C.Mills, A.Hunter and H.Purling, 2.

POLICY NUMBER:	DATE ADOPTED: 2018
POLICY TYPE:	DATE AMENDED:
POLICY TITLE:	

POLICY NUMBER: 4.5	DATE ADOPTED: 2018
POLICY TYPE: Occupational Health and Safety	DATE AMENDED:
POLICY TITLE: Lighting, Sound and Electricity	

UNDER DEVELOPMENT