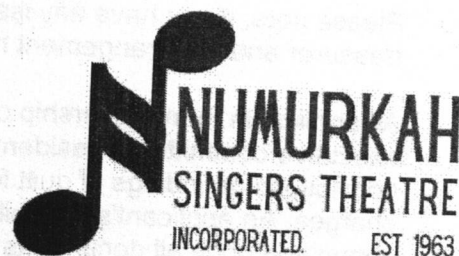


CODE OF CONDUCT



Numurkah Singers Theatre Inc. (NSTI) code of conduct has been created to inform all NSTI members, performers, production team members, parent/guardians, and the committee on the expected behaviours of our personnel while involved in all NSTI productions, events, programs and activities. The code provides an open, welcoming, rewarding, enjoyable, and safe environment for everyone undertaking a voluntary position within the organisation.

NSTI has a zero-tolerance approach to discrimination, bullying (Verbal or Physical), and sexual harassment against another member. Any breach of these policies may result in disciplinary action and/or termination from an activity or Membership.

By following the NSTI code of conduct you are upholding and protecting our reputation of the past, present, and into the future.

Aim

NSTI is committed to ensuring the utmost respect of our members, volunteers, and patrons. At NSTI we:

- encourage and promote live theatre, musicals, plays, and revues to the community of Numurkah and surrounding districts.
- make the theatrical experience entertaining, safe, and pleasurable to all.

Values

NSTI provides members of Numurkah and surrounding district with an opportunity to be involved in amateur performing arts and musical theatre. A production is not just acting, singing and dancing, there are many behind the scenes components required to bring it all to life. These range from backstage, lighting, sound, front of house, production team, set design and building, hair and makeup, performers, and administrative roles to name a few.

Memberships

All individuals who express an interest in participating in any NSTI production or activity MUST be a financial member or in the process of becoming a member at the beginning of said production or activity. A NSTI membership ensures that in the unlikely event of an incident the individual is covered by our insurance. All membership fees are put towards the running and staging of productions and events.

NSTI's yearly season usually consists of at minimum, one musical, one junior musical, a 2-week school holiday intensive and one play. To become a financial member, you need to provide a signed membership form which can be found on our website or by emailing numurkahsingersinc@gmail.com, along with proof of payment and a copy of your Working with Children Check or proof one has been applied for.

Once completed all must be handed in either by:

- email
- handed to the production manager, or
- handed to an Executive Committee member (President, Vice President, Secretary or Treasurer).

Please note, if you have any issues in paying your membership, please speak with the NSTI treasurer and an arrangement may be made.

All applicants for membership or current members of NSTI are required to notify NSTI's executive committee (President, Vice President, Secretary and Treasurer) of any prior convictions or findings of guilt for any criminal offence and of any current or pending criminal charges. An applicant's suitability for NSTI membership will be determined by the NSTI committee once all documents and information have been received and processed. The existence of or the failure to disclose a member's criminal history or current criminal charges may be deemed harmful or damaging to the association and will then be subject to the disciplinary action conditions in the NSTI Model Rules.

As NSTI is a not-for-profit volunteer run organisation all roles in the company are filled by our members. These roles include but are not limited to Committee, Backstage, Production Team, Onstage Cast, Front of House etc. If any of these are of interest to you, please let us know how you would like to be involved.

The only exclusions to the membership rules are for people undertaking an usher role. These members will still need to provide a Working with Children Check or proof that one has been applied for.

Life Membership

NSTI acknowledges members that have had an active role in the company with life memberships. Any member can be awarded a life membership if they meet the criteria. The NSTI committee of management will deliberate on potential candidates at any point throughout the year.

Auditioning Process

All casting roles including ensemble must undergo an audition in front of an audition panel. All casting roles will be made by the audition panel, **NO ROLES WILL BE PREASSIGNED**, and the audition panel's decision is final. The NSTI committee shall play no role in the assigning of any roles except under extreme circumstances. In the event of this, the committee shall advise the cast and crew of the outcome.

The audition panel usual consists of the Director, Musical Director (if applicable), Vocal Director (if applicable), Choreographer (if applicable), and Production Manager who is present oversee and attend all auditions to ensure they are conducted fairly and without discrimination or intimidation. A director will not be eligible for any roles in a production unless under extreme circumstances and under the direction of the committee.

Rehearsals

Rehearsals are performed at either the Singers Shed or Numurkah Town Hall and are open to all members of the production team, committee, parents/guardians of children participating and invited guests. Working with Children Checks will need to be provided to the NSTI secretary at the commencement of the rehearsal period if one has not already been received with your membership. No other visitors will be permitted into the rehearsal space. Rehearsals are run by the director, musical and vocal directors or the choreographer. All members are expected to adhere to and comply with the instructions given by the above production team.

It is expected that all cast and production crew will attend all scheduled rehearsals they are required for as list in the rehearsal schedule. The rehearsal schedule will be updated throughout the duration of the rehearsal period. However, NSTI understands that not all

members will be able to attend all rehearsals due to planned commitments or unexpected circumstances.

Please note if any member is unable to attend a rehearsal, the member must report this to the production team immediately. The crew are expected to join in the rehearsals 2 weeks prior to the show "bumping in" to the Town Hall and then be present for all rehearsals and performances at the Hall (the stage manager will advise backstage crew when they are required).

Alcohol / Drugs

Consumption of or being under the influence of alcohol or illicit drugs on NSTI premises is strictly prohibited for all NSTI members and may result in disciplinary action and/or termination from an activity and/or termination of membership in accordance with NSTI's Model Rules.

Smoking / Vaping

Smoking and vaping are prohibited in all enclosed workplaces and certain public spaces where members of the public gather under the Victoria's Tobacco Act 1987 as patrons may be exposed to second-hand tobacco smoke. The Singers Shed falls under this section of the Act. This means that Smoking or vaping is NOT permitted on "Singers" grounds.

Photography and use of images

All photography and the use of images are in conjunction with the Media, Photography and Filming Policy. Images may be used in news reports, promotion marketing or on NSTI social media. All NSTI members will be required to sign a consent form for the use of their image. Members are welcome to object to the publication of their image at any stage during the production by notifying the secretary of NSTI in writing or by email to numurkahsingersinc@gmail.com

Working with Children Check

In conjunction with the Victorian *Working with Children Act 2005*, the NSTI committee has made the decision that all volunteers (e.g. ushers) and members involved in any NSTI activity, event, production and program must have a valid Working with Children's Check or equivalent (e.g. VIT). All members must provide their Working with Children Check so that a copy can be taken and must list NSTI as an organisation on their file. Sworn Police Officers and Victorian Institute of Teaching members who do not wish to provide their Police or VIT Identification, will require a Working with Children Check.

Code of Conduct Breaches

Any breach of the Code of Conduct may result in disciplinary action. At the discretion of the NSTI committee of management this action may result in a termination from an activity and/or termination of membership in accordance with the NSTI Model Rules. A copy of the Model Rules can be found on our website. Please note that should a membership be terminated due to a breach of our Code of Conduct NO refund of memberships will be paid.

Grievance and Conflicts of Interest

All NSTI members and volunteers must report as soon as they are aware of any grievances or conflict of interest. This may be actual, potential, or perceived and may be financial or non-financial. Conflicts of interest present the risk that a person will make a choice based on, or affected by, influences, rather than in the best interests of the company. All potential conflicts and grievances must be reported to the production manager or NSTI committee.

Privacy

Personal and sensitive information of NSTI members is only accessible to the Executive Committee unless they deem it necessary to discuss it with the full committee – this is at their discretion. This information may be forwarded to relevant authorities if requested. At the conclusion of a production, it is expected that the Direction/Production Team will provide all information from the production to be stored securely for historical importance. All information collected on behalf of NSTI remains the property of Numurkah Singers Theatre Inc. and should not be kept by any third party.

Acknowledgement

I have read this Code of Conduct and agree to always abide by it.

Signature _____

Name _____

Date ____/____/____

Signature _____

Name of Manager/Witness _____

Date ____/____/____

Document Control

Document Type	Procedure /Policy Guidelines	
Document Title	Code of Conduct	
Version	1	
Creation Date	8/9/2025	
Review Date	8/9/2026	