INFORMATION PACK

GOLD COAST THEATRE ALLIANCE INC

November 2026.

PO BOX 341

Southport, 4215, Queensland

ABN 11217540467

www.goldcoasttheatre.com.au

www.facebook.com/GoldCoastTheatreAlliance

Registered Google My Business

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LEAVING THE ALLIANCE

Patrons: Alexander Bell OAM; Douglas Kennedy; Dr Patrick Mitchell; Ms Laura Gerber MP; Mrs Deborah Joy Sykes.

Alliance Executive Roles

President

Nathan Schulz

Secretary of Business

Dianne Robinson

Assistant Secretary of Business

Robyn Crossan

Secretary of Marketing

This position is available.

Please send your Expression of Interest

to:gctaisecretary@outlook.com.

Treasurer

Sonia Gava

Assistant Treasurer

Jocelyn Moore-Carter

Media Managers

Nathan Schulz

Liaison & WHS Officer

Dianne Robinson

HISTORY

The concept of a Theatre Co-operative was first openly discussed in 1995. Meetings with a group of interested theatre companies and several Cultural Summits instigated by the Gold Coast City Council were held for discussions. Under the facilitation of the Gold Coast City Council Development Dept. the Gold Coast Alliance was formed in 1997 and became an incorporated Organisation on the 3rd December 1998. Original shakers and movers included Joel Beskin (Spotlight – current Secretary of Media), Alistair Beer (Javeenbah), David Keane (Development Officer – GCCC) – John Rees Osborne and Lyn McPherson (Gold Coast Little Theatre).

The broad concepts and goals were simplistic:

Raise the profile of Live Performance arts activities on the Gold Coast

Pursue Marketing opportunities

Formulate ideas and initiatives, the outcomes of which would benefit all member performance companies to increase audiences, improve the artistic product and improve facilities and resources.

The Alliance will be in its 30th year, in 2027, and is highly regarded as one of the leading Arts' Alliances in Australia. The Alliance has created a "Community of Interest" and the vibrant performance community we have is an example of how community groups coming together can become a vital and successful part of a special Cultural Community. As Joel Beskin said in a previous President's Report: "We have found that by co-operation we can achieve much"

The Alliance consists of an executive elected and appointed at the yearly AGM of the association. The Alliance body comprises company appointed delegates and Committee Members.(2). The Executive and Member Companies meet quarterly – General Member Meetings. The executive meets bi-monthly. All meetings are open to company members. This has created a forum for discussion and cross pollination of ideas and improved communication between performance companies.

The Promotion of the following years programs has created strong forward planning and better marketing opportunities. Biannually, the Alliance holds a THE ABOVE AND BEYOND AWARDS, appreciating our Performing Arts Community and Acknowledging Outstanding Volunteers. This celebratory event which now includes presentation of Distinguished Service,Newcomer, Youth/Eagle and Special Awards and is incorporated into the National Volunteers Week in May with our next event being in 2027.

There has been a development over the years of sharing and networking which has grown into a large family of performing artists and workers involved at all levels of the Arts. They move frequently between companies and go more regularly to shows presented by other companies than their own member company. Actors and Directors move freely between companies; Companies now share in producing and performing at events.

Marketing over the twenty nine years has continually challenged and changed with the growth and dominance of the digital era. The Alliance currently prints 40,000 brochures, called "The Gold Coast and Regional Directory" yearly which are professionally distributed to over 300

locations throughout the Gold Coast, Hinterland and Northern NSW. This print media is proving popular with both locals and tourists to the Gold Coast and surrounding regions, and still has a highly positive marketing effect.

Collation of Members productions and the Rehearsal Schedules for our choir and orchestral Members in November each year, that are submitted by members - for the following year has created a successful data base of all of our community events and is used for our website – www.goldcoasttheatre.com.au.

Also our "What's new on the GC Blog is very popular.

Become a face book follower : www.facebook.com/GoldCoastTheatreAlliance.

We are on ABC Gold Coast around 9.00am on a Saturday from time to time also.

Past negotiations led to the creation of an event page www.goldcoasttheatre.com.au/book-online. for the alliance and all members can have their shows automatically registered on try booking. We have also created further valuable networks in the local business community and continually look to increase this link with the business and corporate communities, Direct links through the SHOWS Tab is simple and easy to access.

Historically we held the first ArtsFest Gold Coast in 2015 with over 200 performers, numerous free workshops and 800 attending the one-day/night event. We also instigated BreaKaLeg - a talent quest. Successful grant funding has enabled the Alliance to set up a web site and to purchase computers, printers and digital cameras for member companies.

The Alliance continually sets new goals and examines every action assessing its success. Membership of the Alliance fluctuates, and we started with 11 companies. Currently we have 17 member companies. The very nature of Performance is expensive and financial sustainability is difficult and at times impossible. The Alliance continues to provide support to our members, and it is the members who actively come together and engage that determines the success of our endeavours.

THE ABOVE AND BEYOND AWARDS

Appreciating our Performing Arts Community and

Acknowledging Outstanding Volunteers.

Affiliate and full member companies may participate in the Gold Coast Theatre Alliance Award programme.

There are 5 major award types within the Alliance Award structure. They are:

1. **Life Membership https://www.goldcoasttheatre.com.au/awards**
2. **The DISTINGUISHED SERVICE AWARDS – THE HERO AWARD.**
3. **The NEWCOMER AWARD.**
4. **The YOUTH and EAGLE AWARD.**
5. **The RED HAT AWARD.**

All awards are presented at the prestigious bi-annual Gold Coast Theatre Alliance Awards Event and recognise the major contribution of VOLUNTEERS in our community performing arts sector.

Member companies nominate and submit their nominees to the GCTAI executive, accompanied by a maximum 200-word citation,including email address for the nominee, and a headshot.All nominees are to be made aware of the GCTAI Social Media Policy, in The Information Pack on our website, in relation to sharing of photographs.

Nominations are given by member companies to those who display the values outlined, through their volunteering. The GCTAI executive ratifies and confirms the authenticity of the nominations before conferring the Award to a nominee. Awardees are presented with Award badges and certificates – during Volunteers Week in May. **Nominations are usually submitted by March 1st of each alternate calendar year**.

The DISTINGUISHED SERVICE AWARDS (DSA) – THE HERO AWARD.

The DSA - Hero Awards were established by the Gold Coast Theatre Alliance in 2014 for those volunteers in our Community Arts sector who have given exceptional service over many years.

The NEWCOMER AWARD.

The Newcomer Award acknowledges the contributions of individuals who have served for 2 years or more with a Member company of the Gold Coast Theatre Alliance Inc. This award was established in 2026.

THE DISTINGUISHED SERVICE AWARD NOMINEES AND THE NEWCOMER AWARD NOMINEES are:

Individuals who display:

- **enthusiasm, consistency, commitment and inclusiveness within all their activities.**
- **innovative ideas and solutions and are proactive participants.**
- **openness to fill any needs or positions.**

They also:

- **demonstrate a selfless and generous public spirit.**
- **are supportive to other team members.**
- **promote the Performing Arts within the wider community.**

Both DSA and Newcomer Awardees photographs are added to their respective HONOUR Wall found at www.goldcoasttheeatre.com.au.

Criteria for GCTAI Distinguished Service Awards and The Newcomer Award.

AIM: To acknowledge those who are extraordinary volunteers within the Performing Arts on the Gold Coast and Surrounding regions.

SERVICE YEARS	It is expected that a DSA nominee will have given **years of service** to their community organization. Many of our previous DSA awardees have served over **10** years in a volunteer capacity. The number of years of service should be clearly stated in the nomination. Those who have given service over **2** years or more are eligible for the Newcomer Award and years of service should be clearly stated in the nomination.
CONTRIBUTION	The contribution should always be **voluntary** and should be viewed as **extraordinary.** This involves having given service beyond that as seen as a normal contribution by a community volunteer
SERVICE TYPE	Both awards are for the **workers** - unsung heroes. The emphasis should be on their voluntary work behind the scenes.. Nomination consideration should be given to the following volunteers: administrators, front of house staff, stage managers, stage crew, technicians including lighting and sound operators and designers, set builders, prop creators, directors, choreographers, musical directors, musicians, make-up artists, costume creators, wardrobe personnel, publicity officers and maintenance crews of theatres etc. Performers and musicians who **also** contribute consistently to the above, are also eligible.
NOMINATION	The written nomination should be a maximum **of 200 words**. The nomination must **detail the contribution** of the volunteer and the **years of service**. It must also state why the **contribution has been extraordinary.** A head shot of all nominees is required along with their email address.

YOUTH AWARDS & THE EAGLE AWARD

Youth Awards commenced in 2016 and were further expanded in 2019. Member companies are invited to nominate **anyone 25 and under** from within their company who has made an **outstanding** contribution to the Community Arts in that year.

The recommendation is made in a maximum 200 word citation and is accompanied by a head shot of the nominee and their email address.All nominees are to be made aware of the GCTAI Social Media Policy, in The Information Pack on our website, in relation to sharing of photographs.

The GCTAI executive ratifies the authenticity of the nominations before conferring the Youth Award.

The GCTAI Executive after careful consideration of the nominees will choose a youth who has made the **most outstanding** contribution to the Arts Community in that year. This nominee is then given the **EAGLE AWARD**

Criteria for YOUTH AWARDS

FOCUS & VISION	They have great focus and clarity of vision
COMMITMENT	They soar to great heights because they have taken up the challenge tenaciously with a lively joyous spirit and enjoyment of the action
ACCEPTING CHALLENGES	They are fearless and commit fully to artistic endeavor.
DECISION MAKING	They can think, make informed decisions and take actions
SEEK KNOWLEDGE	They love learning and can reenergize through self-awareness and flexibility.
POSITIVITY	They Nurture their own talent and enhance others through positive actions.

VALUES	They reflect honesty and truthful principles

THE RED HAT AWARD - Our Ultimate Award.

Every year we see outstanding creative talent in our Performing Arts arena. It is often that we admire great work that consistently shows outstanding volunteer spirit and wonderful service to the Performing Arts Community. Often this inspiring person works behind the scenes but their efforts enhance our live performance industry at every level.

In honour of a member who has given extraordinary service to our community we have created in 2019 the ultimate award – the Red Hat Award.

Mr. Theatre – Joel Beskin always wears his distinctive red hat to opening nights and the red hat has become an iconic symbol in our community. This has also come to represent the spirit of the volunteer whose unstinting efforts have become legendary. Therefore, in honour of years of voluntary service by Joel Beskin we have introduced the RED HAT AWARD.

THE RED HAT AWARD is to be given by the Gold Coast Theatre Alliance Executive to an individual - who is part of any production or administrative team that has enhanced our Live Performance World by creating something tangible of high value.

However, demonstrable **INDUSTRY, DEDICATION, RELIABILITY** and **COMMITMENT** highlights their creation – the idea has become a reality.

Everyone can have great ideas but the things that set our nominee apart is having the drive to make it happen in a positive, honest and transparent manner.

CRITERIA FOR THE RED HAT AWARD

VOLUNTEER	The contribution must be one of recognized **COMMUNITY SERVICE** as a volunteer.

CREATIVE ARTIST **WITH** **UNIQUE TALENTS**	The definition of an artist is based purely on creativity in action – the artist may be a writer, an actor, a musician, a singer, a carpenter, a set designer, a photographer, a committee member, an administrator, a director, a costumier etc. They create **ART** – They colour outside the lines to give us a new picture, a picture that we may not have seen previously. They can **IMAGINE** and they can open our eyes to a new perspective or a new world. They have **VISION** and can see and connect details that others may not. They are **INTELLIGENT** and create through their **INSIGHT** something wonderful. They enhance the Performing Arts for all ages and walks of life.

MEETINGS

All Member companies representative/s under Incorporation obligations are invited to attend General Member meetings (3) per year and read all documents associated with Alliance Business. The executive is required to attend executive meetings and general Member meetings. If unable to attend an apology must be emailed to the Secretary of Business. A leave of absence may be sought in special circumstances when a delegate is unable to attend several meetings. All meeting dates and venues are advertised on https://www.goldcoasttheatre.com.au/meetings Enquiries: text 0400 518 057 or by email to gctaisecretary@outlook.com

MEMBER COMPANIES 2026-2027

Alessandra Theatre

www.alessandratheatrecopany.com

Ballina Players

www.ballinaplayers.com.au

Coolamon Singers Inc

www.coolamonsingers.org

Gold Coast City Choir

www.goldcoastcitychoir.com

Gold Coast Little Theatre

www.gclt.com.au

Gold Coast Philharmonic Orchestra

www.goldcoastphilharmonic.com

Gold Coast Youth Orchestra

www.goldcoastyouthorchestra.com.au

Harmony in Paradise

www.harmonyinparadise.com

Javeenbah Theatre Company

www.javeenbah.org.au

Murwillumbah Theatre Company

www.murwillumbahtheatrecompany.com.au

Spotlight Theatre Company

www.spotlighttheatre.com.au

Tamborine Mountain Little Theatre

www.tmltlittletheatre.com.au

The Drama Merchant

www.thedramamerchant.com.au

Tugun Theatre Company Inc

www.tuguntheatre.org

Tweed Theatre Company

www.tweedtheatre.com.au

Vocalescence

www.vocalescence.com/

MEMBERSHIP

There are 6 membership types.

LIFE MEMBERS; PATRONS; FULL MEMBERSHIP; CORPORATE MEMBERSHIP; AFFILIATE MEMBERSHIP; INDEPENDENT PROJECTS.

FULL MEMBERSHIP (Currently $130.00 pa)

Companies that create community performance events – theatre companies, choral companies, musical theatre companies, orchestral companies, puppetry companies, and educational bodies are eligible to make application to join the Gold Coast Theatre Alliance Inc. Full Membership and new member companies are requested to attend 3 General Member meetings per calendar year. Each application must have attached a proven company performance history that demonstrates viability and a performance record.The application will be assessed by the executive and placed before a general meeting for ratification. *The application form must be filled out and submitted to the Secretary Of Business accompanied by one year's membership payment.

CORPORATE MEMBERSHIP: ($500 annual fee) Corporate companies that support the Arts are invited to become members of the GCTAI. This membership will allow corporates to advertise on the GCTAI website www.goldcoasttheatre.com.au – all material to be submitted by the corporate body; The GCTAI will selectively share Social Media posts of these corporate members; Corporate members will be entitled to advertise the same block ad in the GCTAI professionally printed and distributed directory twice per year in each six monthly directory produced (Value: $500). Corporates will be non-voting members with optional meeting attendance. *The application form must be filled out and submitted to the Secretary of Business accompanied by one year's membership payment.

AFFILIATE MEMBERSHIP: ($110 annual fee) Affiliate membership is available to regional and special performance companies upon application and subject to executive approval. Affiliates must appoint a representative who will be the GCTAI official contact. They will be entitled to all advertising programmes produced by the Alliance – free and paid but will be non-voting members with optional meeting attendance. *The application form must be filled out and submitted to the Secretary of Business and accompanied by one year's membership payment.

INDEPENDENT PROJECTS: ($200.00 annual fee). To be eligible the group must do a public performance, with a season comprising of no more than 6 performances within a 14-day period. These members will receive 4 weeks website, Blog, and Facebook promotion. These are non voting members and Meeting attendance is optional. If a regular event is planned this may be promoted in the Directory and charged the additional fees required.

2026

MEMBERSHIP FORM

PO BOX 341 ABN 1121754067

SOUTHPORT QLD 4215 ESTABLISHED 1997

APPLICATION FOR MEMBERSHIP. **PAGE 1.** **Please circle membership type requested*

FULL: $130 annual fee per Financial Year Meeting & voting rights by company appointed delegates. All advertising rights. Eligible for executive roles. Meeting attendance required.	**AFFILIATE: $110 annual fee per Financial Year** Regional and or special members. Subject to Executive approval. All advertising rights. Non-voting member. Meeting attendance optional.	**INDEPENDENT PROJECTS: $200 annual fee , 1 year from Membership acceptance** to be eligible the group must do a public performance, with a season comprising no more than 6 performances within a 14-day period.Four weeks website, blog and FB promotions. Directory entries accepted within usual terms, conditions and charges,

COMPANY NAME	
POSTAL ADDRESS	
EMAIL	
PHONE	
COMPANY WEBSITE	

We, _____ (name of company) do hereby apply to become a member of the GCTAI. We agree to abide by the rules and conditions of the GCTAI constitution.

Signature of President/Company Representative: _____

*The annual fee is enclosed or paid by direct debit to: Gold Coast Theatre Alliance Inc. Bendigo Bank. BSB 633000 a/c 129542072. *NB Full members must appoint up to two (2) financial members of their company to the GCTAI board to attend meetings per year. * Each full member company is entitled to one vote. *Please attach a brief Company Performance History to full membership application

EXECUTIVE OFFICERS OF YOUR COMPANY

PRESIDENT	**EMAIL**	**PH:**
SECRETARY/CONTACT REPRESENTATIVE	**EMAIL:**	**PH:**
TREASURER	**EMAIL**	**PH:**

FULL MEMBERSHIP ONLY are required to appoint 2 representatives on the GCTAI Board.

Representative NAME	**EMAIL**	**PHONE**
1.		
2		

FOR OFFICE USE ONLY

COMPANY NAME	Gold Coast Theatre Alliance Inc		
Admitted to Membership	Date:	Type of Membership:	President:
Membership End	Date:	Type of membership:	President:

Contact details, the Information Pack and the Constitution of the GCTAI are available on **www.goldcoasttheatre.com.au**

CORPORATE MEMBERSHIP IS AVAILABLE UPON REQUEST. $500 ANNUAL FEE. Please contact gctaisecretary@outlook.com for further Corporate Membership details.

PLEASE SEND YOUR APPLICATIONS TO: gctaisecretary@outlook.com. Or by post to the above PO Box.

Alliance volunteers are insured by Limited Liability & Volunteer Insurance during GCTAI activities.

FULL MEMBERSHIP & AFFILIATE MEMBERSHIP ENTITLEMENTS

M. TYPE	ENTITLEMENTS
FULL	VOTING rights and DELEGATE participation in the decision making process
FULL	DELEGATE REPRESENTATION Companies are requested to appoint two delegates to the Alliance who can express points of view, discuss and network. All Committee members or any Representative present at General Members meetings may speak but each company has only one vote per resolution. There are 3 Members meetings per year. Attendance is regarded as crucial for full engagement by companies. Executive meetings (6 per year) are open to all members.

FULL	EXECUTIVE REPRESENTATION members are entitled to stand for executive positions on the Alliance Board
AFFILIATE	CONTACT Delegate representation and communication; non-voting & voluntary attendance
ALL	ADVERTISING of all shows, events and auditions on website and social media outlets www.goldcoasttheatre.com.au, and www.facebook.com/GoldCoastTheatreAlliance, this including “What to see on the GC” blogs.
ALL	HISTORY OF EVENTS www.goldcoasttheatre.com.au
ALL	COMPANY LISTING: Website, Theatre Directory, Information Booklet, Location maps www.goldcoasttheatre.com.au/companies www.goldcoasttheatre.com.au/map

ALL	BOOK ONLINE – advertise shows on event listing with direct links to try booking. www.goldcoasttheatre.com.au/book-online and booking links directly to company websites.
ALL	PAID ADVERTISING in our LIVE PERFORMANCE DIRECTORIES distributed to NORTHERN NSW & GOLD COAST & ENVIRONS, QLD ~~. Currently 40,000 per year~~Thousands are printed and professionally distributed to theatres, libraries and tourisms outlets. Currently the cost per entry per event is $90 and we print The Directory annually.. Fees change depending on costs of printing and distribution. These directories advertise your show, dates, venue, website and booking details. Directories can also be downloaded from the website: www.goldcoasttheatre.com.au/directory
ALL	“WHAT TO SEE ON THE GC” BLOGS.
ALL	DATA BASE OF EVENTS
ALL	AWARDS – participation in the Alliance Award System www.goldcoasttheatre.com.au/hero-wall-of-honour

ALL	WORKSHOP ACCESS
ALL	INFORMATION COMMUNICATION Members have access to the constitution, information pack, donations and requests through our online portal. Information that may be helpful is circulated through the Alliance email system. eg Regulatory Notifications, Grant Opportunities; Legal webinars. www.goldcoasttheatre.com.au/members www.goldcoasttheatre.com.au/join-the-alliance
ALL	INSURANCE the Gold Coast Theatre Alliance Inc has limited Liability Insurance and Volunteer insurance for Alliance events.
ALL	NETWORKING Members have access to a variety of networking events including the annual Distinguished Service and Youth Awards Celebrations. www.goldcoasttheatre.com.au/meetings

ALL	SHARING – resources. The Gold Coast Theatre Alliance will share material, photographs and videos that are published on public Social Media pages. Photographs from public Social Media pages may also be shared on www.goldcoasttheatre.com.au especially on the History section of the website which lists shows from 1997 through to the current year. Photographs/videos/podcasts taken by the Alliance will be shared on our web site, on our public social media pages, in our monthly Theatre Guide and through other media outlets.
ALL	ENGAGEMENT WITH COMMUNITY - all activities
ALL	LETTERS OF SUPPORT
ALL	SUCCESSFUL GRANTS

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GENERAL RESPONSIBILITIES OF FULL/AFFILIATE MEMBERSHIP

TYPE	RESPONSIBILITIES
DUTY OF CARE	All members must comply with Duty of Care and the Code of Conduct policies of the GCTAI. Members are responsible for reading all policies and being aware of policy procedures.
FEES	Membership dues must be paid within 14 days on receipt of an invoice by our Treasurer Membership Invoices are sent out in July each year. The membership year runs from July to July. Any bill incurred by members must be paid within 14 days of invoice receipt.
MEETINGS	General Members meetings (3 per year) occur quarterly plus the Annual General Meeting usually in November and are listed at www.goldcoasttheatre.com.au/meetings The Executive also attend General Member Meetings. Meeting attendance is part of the Duty of Care commitments of appointed executive and delegate members. If unable to attend a meeting a formal apology should be sent to the Secretary of Business. Affiliate members are not required to attend meetings and do not vote on resolutions but must appoint a delegate for contact

DELEGATE/REPRESENTAT-IVE APPOINTMENT	Full members must appoint representative delegates or committee member to the Gold Coast Theatre Alliance Inc as it is an incorporated organization with compliance to Duty of Care responsibilities **Meeting attendances is expected by at least one representative.** Notification of Delegate appointments should occur immediately after changes occur.

SHOW SUBMISSION	Show and audition information plus graphics are submitted by deadlines to the Secretary of Business. Graphics must be high resolution and submitted as attached jpegs. Show details submission must be in word with full details. Templates are available to assist with these needs through gctaisecretary@outlook.com. Please submit details in the **same format as the following sample:** **JAVEENBAH THEATRE** September 16 - October 1 September 16, 17, 23, 24, 29, 30, October 1 at 7.30pm September 18, 25 at 2pm **NEXT TO NORMAL** Book and Lyrics by Brian Yorkey Music by Tom Kitt Directed by Nathan French, Musical Director Taylor Holmes. Licensed exclusively by Music Theatre International (Australasia) All performance materials supplied by Hal Leonard Australia **SYNOPSIS:** Dad's an architect; Mom rushes to pack lunches and pour cereal; their daughter and son are bright, wise-cracking teens, appearing to be a typical American family. And yet their lives are anything but normal because the mother has been battling manic depression for 16 years. **VENUE**: Javeenbah Theatre Company

	Cnr Stevens & Ferry Street, Nerang www.javeenbah.org.au PH: 0417 004 466 BOOK ONLINE **AUDITION**: Shows for a 12 monthly period are submitted by November 1st of each year or earlier if possible and released online. Shows for the Alliance Data base may be submitted at other times and will be advertised as quickly as possible through alliance free outlets. All changes are also published as soon as possible on submission by companies.
GRAPHICS	MEMBERS are encouraged to engage with their publicity officers to help in the sharing of high-resolution photographs and videos of shows for publicity by the Alliance. These should be emailed to gctaimedia@outlook.com as attached jpegs.
REPORTING	Delegates/Representatives are required to report Alliance discussions and relevant matters back to their management committee. Delegates also report feedback and updates to the Alliance meetings. All Alliance information will be sent to delegates.

CHECKING	Delegates/Representatives are responsible for checking all Alliance draft documents especially those for publication and should immediately send any change suggestions and corrections to the Secretary of Business. It is the responsibility of delegates to keep the Alliance up to date on all performance and audition dates and of any changes to their performance programmes.
DIRECTORY SUBMISSION	All company names and websites are listed in the Live Theatre Arts Performance Directory for free. Shows submitted by November 1st are added to the Alliance data base and all shows are added to the Directory show listings unless non-inclusion is notified by companies. All show entries in the Directory incur a fee which is currently $90 per entry. Normal FINAL submission dates for the directory are **November 1**. Directories run from January to December each year. Fees vary for inclusion of shows in the Live Theatre Arts Performance Gold Coast Directory depending on the printing and distribution cost. Currently 40,000 directories are printed and distributed to Northern NSW and to the Gold Coast & environs. Inclusion in this directory is not compulsory, however highly recommended.

CHANGES TO MANAGEMENT	**Lodge changes to Management Committees immediately** after the Company AGM with the full contact details of the newly elected committee. Also, at the same time, lodge the names of your two delegates/representatives, their address, email and phone numbers. Your company is entitled to one vote.
LOGO SHARING	MEMBERS should ensure that the **Alliance logo is shared on their company webpages with an embedded link to www.goldcoasttheatre.com.au.** The Alliance in return will place links to your company websites on all of your shows listed with us and also your company will be included on our LINKS and COMPANY pages Company websites will be publicised in our Theatre Arts Performance Directory for all members free of charge.
EXECUTIVE MEETINGS	Executive Meetings (6 per year) occur bimonthly and all members are welcome. Meetings are advertised at www.goldcoasttheatre.com.au/meetings

REGULATORY POLICY

INCOPORATION

CONSTITUTION www.goldcoasttheatre.com.au/members

CODE OF CONDUCT GCTAI

CODE OF CONTACT – WORKING WITH CHILDREN AND YOUNG PEOPLE

MANAGEMENT RISK STRATEGIC PLAN

WHS DOCUMENTS

SOCIAL MEDIA POLICY

LIABILITY INSURANCE POLICY,

VOLUNTEER ACCIDENTAL INSURANCE POLICY

EXTERNAL AUDIT DOCUMENTS

CHILD PROTECTION POLICY

GCTAI COMPLAINT REGISTER

INCIDENT/ACCIDENT REPORT DOCUMENT

EXTERNAL AUDIT DOCUMENT

INFORMATION PACK www.goldcoasttheatre.com.au/join-the-alliance

CODE OF CONDUCT

The Gold Coast Theatre Alliance Inc promotes, engages and supports the diverse regional Performance Arts Community on the Gold Coast , the Hinterland and Northern NSW, Australia and endeavours to:

- Raise the profile of Live Performance arts activities on the Gold Coast and Surrounding Regions.
- Pursue Marketing opportunities.

- Formulate ideas and initiatives, the outcomes of which would benefit all member theatre Companies to increase audiences, improve the artistic product and improve facilities and resources.
- Follow all Legal requirements in the use of AI, and ensure final checks are done personally.

The GCTAI Code of Conduct outlines the standards of behaviour and obligations for the volunteers of the incorporated organization as they support the pursuance of the above objectives.

As a member of an incorporated body volunteers have the following 5 main legal duties of care:

- Duty to obey the Law
- Duty to Act in good faith in the best interests of the company and for a proper purpose
- Duty to Act with reasonable care, skill and diligence (including the duty to prevent insolvent trading)
- Duty to not improperly use information and position and
- Duty to disclose and manage conflicts of interest.

Volunteers must take their roles seriously and make appropriate use of skills and experience for the benefit of the organisation ensuring that sufficient time, thought and energy is given to any tasks undertaken and to any decisions made. Members must monitor the affairs, strategic direction and financial position of the organisation to ensure responsible financial management and to be aware of the duty to prevent insolvent trading. Improper use of information may not be used to gain an advantage for any person or organisation or cause detriment to the incorporated organization. Information discussed in confidence should never be revealed. Any conflicts of interest must be disclosed and decisions must always be in the best interests of the company.

As a volunteer member of the GCTAI members are expected to:

- Act fairly and independently with integrity and impartiality and treat everyone equitably and with dignity.
- Diligently undertake relevant and appropriate duties.
- Perform duties in a timely manner.
- Represent the company in a professional manner and always be courteous and appropriate in behaviour.
- Work cooperatively and respectfully as a team member.
- Take reasonable care to work in a safe environment by complying with health and safety regulations to ensure the health and safety of others.
- Respect confidential and sensitive information.
- Respect and follow the rules and policies instituted by the GCTAI.
- Be accountable and provide transparency in decision making.
- Communicate effectively in a consultative manner with all members and the community.
- Promote the GCTA in a positive and ethical manner.

CHILD PROTECTION POLICY – SAFE, HAPPY CHILDREN AND YOUNG PEOPLE

The Gold Coast Theatre Alliance Inc is a Community based organisation promoting live performances on the Gold Coast, Qld and Northern NSW. The Risk Management Child Protection Policy is designed so that the company can meet its obligation to create, safe, friendly environments for children and young people who may work within the Alliance framework from time to time. The policy includes the following:

- Statement of Commitment to the safety and wellbeing of young people and the protection of children from harm
- The Code of Conduct for working with children and young people in events of the Gold Coast Theatre Alliance Inc
- The Code of Conduct for the Gold Coast Theatre Alliance Inc

- Policies and procedures for handling disclosures or suspicions of harm, including reporting guidelines
- Strategies for communication and support
- This Policy will be evaluated and reviewed at least annually.

STATEMENT OF COMMITMENT:

The Gold Coast Theatre Alliance Inc is committed to the safety and holistic wellbeing of all children and young people involved in our events. To ensure that children and young people are kept safe from harm, our volunteers are required to possess a current blue card and agree to adhere to a code of conduct when working with children and young people. The GCTAI. takes child protection and safety seriously and consequently has policies and procedures in place to ensure that children and young people have the best possible experience with us.

CODE OF CONDUCT OF GCTAI

1. A safe, and enjoyable environment for all members where they can work in the Performing Arts in carefully planned events and in a positive environment that encourages respect for all individuals, particularly children and young people.

2. Selection supervision and management of volunteers is guided by the criteria compliant with The Commission of Children and Young People Act, including screening obligations, that ensure the best interests of all members, particularly children and young people. Blue Cards in Qld and Working with Children checks in NSW.

3. A culture that creates awareness for adults and young people of protective behaviours, the use of appropriate language, an awareness of abusive behaviours and the protection of personal safety together with appropriate communication and support strategies and compliance with Public health orders.

4. An environment where children and young people have a voice.

4. A discrimination free environment.

5. An illicit drug free environment.

6. An alcohol free environment for all children and young people.

7. An environment where Duty of Care responsibilities are of paramount importance and a Management Risk Strategic Plan identifies risks and measures are taken to minimize these risks.

8. A reporting system where Complaints and alleged or suspected incidents of harm, or any illegal activity, must be recorded and must be dealt with by reporting such incidents to the police or relevant authorities immediately when required.

8. Supervised activities where unaccompanied or unobserved activities, including discussions and interviews with children and young people are avoided.

9. Recognize that physical, sexual or verbal abuse, bullying, tormenting or ridiculing and any inappropriate physical contact with others is unacceptable and may cause harm.

10. A culture that creates awareness of the training and discipline required when working with children and young people.

OPERATIONAL RULES WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE

1. All children and young people will have their best interests considered and upheld.
2. The Management team will have a clear knowledge of the aims of the company, the Codes of Conduct and relevant policies and the implementation of these policies.
3. Workplace health and safety matters will be managed by those who are appropriately trained personnel.
4. Parents and children and young people will be made aware of workplace health and safety issues and the Codes of Conduct of the organisation. Rules are set in place to ensure harm minimization. Parents and children will be provided with schedules, Codes of Conduct and rules and regulations instituted to avoid harm.
5. Avenues of communication and support will be outlined to all accompanied by relevant permission forms.

The Gold Coast Theatre Alliance Inc promotes, engages and supports the diverse regional Performance Arts Community on the Gold Coast and Northern NSW, Australia and endeavours to:

- Raise the profile of Live Performance arts activities on the Gold Coast and Neighbouring Regional Areas.
- Pursue Marketing opportunities.
- Formulate ideas and initiatives, the outcomes of which would benefit all member theatre Companies to increase audiences, improve the artistic product and improve facilities and resources.

The GCTAI Code of Conduct outlines the standards of behaviour and obligations for the volunteers of the incorporated organization as they support the pursuance of the above objectives.

As a member of an incorporated body volunteers have the following 5 main legal duties of care:

- Duty to obey the Law.
- Duty to Act in good faith in the best interests of the company and for a proper purpose
- Duty to Act with reasonable care, skill and diligence (including the duty to prevent insolvent trading)
- Duty to not improperly use information and position and
- Duty to disclose and manage conflicts of interest.

Volunteers must take their roles seriously and make appropriate use of skills and experience for the benefit of the organisation ensuring that sufficient time, thought and energy is given to any tasks undertaken and to any decisions made. Members must monitor the affairs, strategic direction and financial position of the organisation to ensure responsible financial management and to be aware of the duty to prevent insolvent trading. Improper use of information may not be used to gain an advantage for any person or organisation or cause detriment to the incorporated organization. Information discussed in confidence should never be revealed. Any conflicts of interest must be disclosed, and decisions must always be in the best interests of the company.

As a volunteer member of the GCTAI members are expected to:

- Act fairly and independently with integrity and impartiality and treat everyone equitably and with dignity.
- Diligently undertake relevant and appropriate duties.
- Perform duties in a timely manner.
- Represent the company in a professional manner and always be courteous and appropriate in behaviour.
- Work cooperatively and respectfully as a team member.
- Take reasonable care to work in a safe environment by complying with health and safety regulations and child protection policies to ensure the health and safety of others.
- Respect confidential and sensitive information.
- Be accountable and provide transparency in decision making.
- Communicate effectively in a consultative manner with all members and the community.
- Promote the GCTA in a positive and ethical manner and show awareness that inappropriate personal beliefs, behaviours and practises may not be compatible with company policy.
- Abide by the policies of the GCTAI and the law.

RESPONSIBILITIES: PROCEDURES FOR NONCOMPLIANCE WITH POLICY

Rules are set in place to create a safe environment and must be adhered to for safety reasons. A register will be set in place to record all complaints/ breaches of policy and alleged incidents of harm, and accidental injury. Complaints must be lodged with the Secretary of the company

in writing. Members of the company must be informed that this is the avenue for complaints. Some sensitive disclosures may be made and must be dealt with in an appropriate and confidential manner, with a written record being made after the event. These matters will be dealt with by the appropriate body and not investigated by the company. All reports will be treated with total confidentiality by the Management team. This register will be held in a confidential and secure place by the secretary of the company. All details must be recorded immediately after the event in a confidential manner, signed and dated. A proforma for recording details must be available at events. There will be a proforma for Complaints, Alleged incidents of harm and Medical Injuries. Decisions regarding these reports will be made at Management Level. Telephone Numbers: Dept of Child Safety **1800 177 135**, Queensland Police Service **000;** Kids Help Line **1800 55 1800**

When a child is in danger of harm a report must be immediately made to the police.

WHS BLANK SHEETS FOR YOUR USE below.-

RISK MANAGEMENT REGISTER

RISKS IDENTIFICATION	ASSESSMENT	PROCEDURAL ACTION

SUPERVISION	LOW MED HIGH	Codes of Conduct Blue Card Planning
DUTY OF CARE Physical Psychological	LOW MED HIGH	Schedules Policies Communication
REHEARSAL	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations
PERFORMANCE	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations
EQUIPMENT	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations
PROPS	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations
SETS	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations

STAGE	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations
DRESSING ROOMS	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations
INAPPROPRIATE Language Touching Relationships Bullying Harassment	LOW MED HIGH LOW MED HIGH LOW MED HIGH LOW MED HIGH LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations
VOICE	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations
PROPERTY	LOW MED HIGH	Codes of Conduct WHS Policy Rules & regulations

PRIVACY	LOW / MED / HIGH	Codes of Conduct WHS Policy Rules & regulations
FRONT OF HOUSE	LOW / MED / HIGH	Codes of Conduct WHS Policy Rules & regulations

PERMISSION AND APPROVALS for children and young people

FORM	
	ATTENDANCE
	PARENTAL SET DOWN/PICK UP
	PHOTOGRAPHY
	CODE OF CONDUCT
	REHEARSAL SCHEDULES

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SOCIAL MEDIA POLICY

Photographs/videos taken by official alliance photographers/videographers may be published on our website, social media and in other official outlets This applies particularly to promotional material of our award presentations, winners of awards and our DSA Wall of Honour and other promotional events. Photos and Headshots, provided to the CGTAI are included.

Photographs of our Executive and Delegates and historical photographs will also be published on our media outlets. Photographs will be requested from the executive and delegates or historical photos previously published in the public domain will be used.

This policy refers to the diverse types of internet applications and multidirectional exchanges of information now operating including the Alliance website, Alliance emails, the Alliance blog, the social media sites of Facebook, Podcasts, Google groups and Photo and Video sharing on You Tube and other outlets.

The use of AI is acknowledged as a tool to enhance efficiency within the GCTAI Executive and is overseen for accuracy, privacy, cyber security, compliance, legal risks and bias by the Executive team members on a regular basis.It is not used to replace original creative works written by our Members. Members are aware that they must disclose the use of AI to all their team members and supporters.

All posts must accurately reflect and comply with the Alliance Rules of Conduct and any Alliance output must be accompanied by a clear and honest identification of the company.

All Posts should be accurate, informative, brief, professional, respectful and discrete and be based on the Alliance database of shows currently available to officers reporting on any media.

Alliance representatives should refrain from personal negative comments referring to the Alliance and its activities and maintain professional behaviour on social media.

Any errors in content should be corrected, if possible, in a timely manner. Inappropriate comments should be deleted where possible and sites should be monitored to prevent possible inflammatory debate or defamation.

All exchanges of information in relation to the GCTAI should respect their audience and refrain from controversial or potentially inflammatory subjects and personal attacks or hostile communication.

Confidential information should not be circulated unless authorised and respecting privacy should be paramount.

As the Alliance supports numerous performance companies in a promotional capacity the sharing of information, videos and photographs submitted to the Alliance or publicly shared in any forum may be used by the Alliance officers engaged in media promotion.

Copyright laws regarding photography and shared information must be respected. Any information or photography/graphics/logos submitted to the Alliance by companies must not infringe the copyright of that information/graphics/logos.

All shows submitted to the Alliance must be accompanied by full details of the name of show, dates of performance, authors, place of performance, an original synopsis and the details of a permission to perform with the company issuing the performing rights clearly acknowledged.

Only officers designated may promote the Alliance on official alliance media outlets. Member companies are also requested to share the Alliance logo and official information on their sites.

All online communications should be pursued with respect to online security.

WORKPLACE HEALTH AND SAFETY CODE

AIM: to do what is “reasonably practicable” to eliminate or minimize health and safety risks in our NFP organization – Gold Coast Theatre Alliance Inc – within a **CONSULTATIVE PROCESS that is cooperative and coordinated.**

FOUR STEP PROCESS TO MEET DUTY OF CARE in both PHYSICAL and PSYCHOLOGICAL RISKS.

1. IDENTIFY HAZARDS
2. ASSESS RISKS
3. CONTROL RISKS
4. REVIEW CONTROL MEASURES

IDENTIFY HAZARDS **DATE:**

HAZARDS	VENUE	ACTION	ASSESS RISK LEVEL
MEETING HAZARDS			LOW | MED | HIGH

GENERAL HEALTH SLIP COFFEE/TEA MEDICAL ELECTRICAL FOOD STRESS	PRIVATE HOME	CLEAN CLEAR SPACE POLICIES e.g., Covid CLEAN/DRY FLOORS DUTY OF CARE FIRST AID KIT DUTY OF CARE SAFE PRACTICES CODE OF CONDUCT	

GENERAL HEALTH SLIP COFFEE/TEA MEDICAL LIFTING CHAIRS/TABLES ELECTRICAL FOOD STRESS	COUNCIL VENUE	WHS VENUE POLICY CLEAN CLEAR SPACE POLICIES e.g., Covid CLEAN/DRY FLOORS SAFE PRACTICES FIRST AID KIT SAFE PRACTICES VENUE CONTROL VENUE CONTROL SAFE PRACTICES CODE OF CONDUCT	LOW MED HIGH

GENERAL HEALTH SLIP/STAIRS/LIGHTING COFFEE/TEA MEDICAL LIFTING CHAIRS/TABLES ELECTRICAL FOOD STRESS	THEATRE VENUE	WHS VENUE POLICY CLEAN CLEAR SPACE POLICIES e.g., Covid CLEAN FLOORS/POLICY/ HANDRAILS/ACCESS SAFE PRACTICES FIRST AID KIT SAFE PRACTICES SAFE PRACTICES SAFE PRACTICES VENUE CONTROL SAFE PRACTICES CODE OF CONDUCT	LOW MED HIGH
HAZARDS	VENUE	ACTION	ASSESS RISK LEVEL
EVENT HAZARDS			LOW MED HIGH

GENERAL	HIRED VENUE	WHS POLICY VENUE.	
HEALTH/COVID		POLICY	
FOOD		POLICY	
STAGE/STEPS		FAMILIARIZATION	
ELECTRICAL		VENUE	
DRESSING ROOMS		VENUE	
OPERATIONAL		VENUE	
		CODE OF CONDUCT	
		INSURANCE	

CONTROL MEASURES

ACTIONS	
AWARENESS	Check space for hazards; Remove hazards; Regulatory updates followed & instituted.
CONSULTATION	Consult with volunteers on safe practices; Consult with professional practitioners.

DUTY OF CARE	Comply with Duty of Care.
TRAINING	Trained/Experienced volunteers work in required areas
CODE OF CONDUCT	Comply with Code
INSURANCE	Limited Liability/Volunteer Insurance
POLICIES	Comply with and introduce policies when necessary, e.g., Covid 19
WHS Officer	Appoint WHS officer/s to check venues/Institute training

REVIEW CONTROL MEASURES

RISK	DATE	DATE	DATE
MEETINGS			

HIRED VENUES			
EVENTS			
OTHER			

ACTIONS TAKEN ON REVIEW:

ACTION	REASON	DATE

RISK MANAGEMENT REGISTER

1. Risks are identified – RISK REGISTER

2. Measures determined to minimize these risks.

RISK CATEGORIES

STRATEGIC – Competitor, Political, Environmental.

IMPACT – Stakeholder Participation, Efficiency, Drop Off, Execution, Endurance.

FINANCIAL – Funding, Accounting, Reporting, Fraud.

OPERATIONAL- Talent Retention, Process, Event related, Health/Safety, Supply Chain.

COMPLIANCE & REGULATORY – Non-Compliance, Privacy, Conflict of Interest, Professional Liability, Regulatory Change, Use of AI.

REPUTATIONAL – Conduct, Human Rights, Connecting to Community.

TECHNOLOGY – Social Media, Information Security, Use of AI controls in your organisations ,

Data Base Security and storage.

RISK REGISTER charts check through 1- 4 in each category to determine risk. 1 being the lowest and 4 the highest risk.

RISK REGISTER					

STRATEGIC	**COMPETITOR** **Security** **Privacy** **Planning** **Sharing** **Connecting** **1** **4**	**POLITICAL** **Instability** **Funding available** **Laws** **Protection Policies** **1** **4**	**ENVIRONMENTAL** **Flood/Storm/Cyclone** **Fire** **Pandemic** **Noise** **Hazards** **Insurance** **1** **4**		
IMPACT	**STAKEHOLDER PARTICIPATION** **Participation** **Satisfaction** **Contribution** **Connection** **1** **4**	**EFFICIENCY** **Meetings** **Communication** **Referral System** **Time-lines** **1** **4**	**DROP OFF** **Volunteers** **Ageing** **Disinterest** **Cost** **1** **4**	**EXECUTION** **Efficiency** **Timelines** **Planning** **Data Bases** **1** **4**	**ENDURANCE** **Fatigue** **Sustainability** **Financial viability** **1** **4**

FINANCIAL	**FUNDING** **Income** **Grants** **Sponsorship** **Donations** 1 4	**ACCOUNTING** **Records** **Up to date** **Security** **Audit** 1 4	**REPORTING** **Timely** **Transparency** **Member Awareness** 1 4	**FRAUD** **Audit** **Reporting** **Regulations** 1 4	
OPERATIONAL	**TALENT RET** **Duty of Care** **Volunteer Policies** **Policies of inclusion** **Policies of Diversity** **Communication** **Connecting with Community** 1 4	**PROCESS** **Meetings** **Minutes** **Correspondence** **Treasury Reports** **Promotional** **Mentorship** **Grant applications** 1 4	**EVENT RELATED** **Event reports** **Complaints Register** **Reports to authorities** 1 4	**HEALTH/SAFETY** **Health/Safety Officer** **Checks** **Codes** **Policies** **Health & wellbeing** **Housekeeping** 1 4	**SUPPLY CHAIN** **Adverse Weather** **Pandemic** **War** **Climate Crisis** **Energy** 1 4 6

COMPLIANCE & REGULATORY	**NON COMPLIANCE** **Mission Statement** **Awareness NFP rules** **Constitution** **By Laws** **Aims** 1 4	**PRIVACY** **Security** **Data Bases** **Mailing Lists** **Social media** **Photography** 1 4	**CONFLICT INTEREST** **Self-Reporting** **Honesty** 1 4	**PROFESSIONAL LIABILITY** **Insurance** **Risk Assessment** **Code of Conduct** **Policies** 1 4	**REGULATORY CHANGE** **Pandemic** **Policy Updates** **Legal Responsibilities** 1 4 6
REPUTATIONAL	**CONDUCT** **Code of Conduct** **Policies** **Insurance** 1 4	**WORKPLACE** **Workplace Health & Safety** **Duty of Care** 1 4	**HUMAN RIGHTS** **Equal Opportunities** **Child rights** **Discrimination** **Harassment** 1 4	**POLITICAL ACTIVISM** **Political Environment** 1 4	

TECHNOLOGY and Use of AI.	**SOCIAL MEDIA** **Privacy** **Policy** **Protection Policies** **Contributor Liability** **1 4**	**DATA SECURITY** **Secure Data Bases** **Passwords** **Records future use** **1 4**	**DATA STORAGE** **Secure** **Passwords** **Accessibility** **1 4**	**INFORMATION SECURITY** **Records Online/Offline** **Website** **1 4**	

MEASURES DETERMINED TO MINIMIZE THESE RISKS - RISK MINIMIZATION CHARTS

STRATEGIC

SECURITY	POLITICAL	ENVIRONMENTAL
Secured Domain name www.goldcosttheatre.com.au	Stated objectives promotes, engages and supports the diverse Regional Live Performing Arts	Public Liability Insurance:

	Community on the Gold Coast Queensland and Northern NSW Australia	
Registered ABN	Follow Update aims: https://www.goldcoasttheatre.com.au/alliance-news	Volunteer Insurance:
Incorporated organisation registration since 4/12/1998 Constitution	Stated policies in support of greater diversity, inclusivity, gender equity and overall support of the health and wellbeing of Community Performance.	Government Updates
Secure website /Secure passwords	Awareness of Human Rights	Policies created as required eg Covid 19 implemented
Liaison Officer/Confidential Contact List	Awareness of discrimination	
Insurance	Awareness of Child protection through policy frameworks	
Stable membership	A policy of collaboration with all members	

IMPACT

STAKEHOLDER PARTICIPATION	**EFFICIENCY**	**DROP OFF**	**EXECUTION**	**F N I U F**

legates/Representatives on Alliance Board	Prompt delivery of Minutes/Information	Retain interest and enthusiasm	Clear delineation of Executive Responsibilities	Continuity of shop floor production online/o

				the r 1 9 9 7 - 2 0 2 2
Consultation through regular Meetings	Detailed Correspondence	Maintain collaboration and consensus	Uphold Constitution	T e l l i n g c u r s t o r y t h r o u g h c

				copyandgraphics
Attendance Register/Contact List	F Bk and Webpage	Seek new members	Agendas/Meetings/Records	Recordingahistoryofsho

				vs1997-2022
Event bi annually to celebrate successes	Up to date Social Media	Reward success	Engage professionals eg printers, distributors, venues	Updating brand ing and pro

				notional services
Updating and Sharing of information and opportunities to all.	Production and distribution of yearly directory	Appoint Officers	Detailed completion of tasks	Extended educational

				activities
Networking	Clear Forward planning		Timely completion of tasks	Maintaining financial viabilli

				t y

FINANCIAL

FUNDING	ACCOUNTING	REPORTING	FRAUD
Membership Fees	Treasurers Report Monthly – including bank statements	Treasurers Report Monthly – including bank statements	Awareness of financial situation
Grants	Online/Paper Records	Treasurers report to AGM	Reviewing financial situation monthly
Fund Raising/Grant application	Yearly external Audit	Member awareness of financial viability	Reviewing expenditure per event
Forward Planning/Increase membership	Internal audit of events	Forward Expenditure Budgets	Review of invoices and receipts in Audit
Budgets	Second signature on all transactions	Event expenditure budgets	
Increase income/Source Sponsorships	Transactions reviewed monthly		

OPERATIONAL

TALENT RETENTION	PROCESS	EVENT RELATED	HEALTH/SAFETY	SUPPLY CHAIN
Duty of Care Policies	Duty of Care Policies	Review of Operational procedures of the executive	Regular Review of Health & Safety procedures for: Meetings Events	Awareness of increasing costs of supply of crucial elements.
Positive Reinforcement	Encouragement	Appointment of volunteer officers	Volunteer Insurance	Budgeting for increases
Appreciation of Volunteer contributions	Reward system	Future planning	Limited Liability Insurance	Clean Energy Alternatives
Appreciation of Volunteer talents Value and Respect	Private & Public Recognition of talent/service/contribution	Volunteer engagement	Fatigue Management	Volunteer financial contributions
Public recognition	Flexibility	Emphasize volunteer nature of organisation	Investment in Technology & Innovation	

COMPLIANCE & REGULATORY

NON-COMPLIANCE	PRIVACY	CONFLICT OF INTEREST	PROFESSIONAL LIABILITY	REGULATORY CHANGE
Accessible Policies & Practises; Duty of Care.	Code of Conduct	Code of Conduct	Knowledge of rules and regulations of the company	Update policies regularly re governmental changes
Code of conduct Policy reviews Meeting attendance	Respect confidentiality	Personal Disclosure	Personal responsibility to ensure that professional ethics are not breached	
Constitution	Supportive team environment	Honesty	Possible future insurance if finances permit	
Alliance Information Pack	Respect the individual's right to privacy	Removal if actions are harmful to the organization and the code of conduct is breached		

REPUTATIONAL

CONDUCT	HUMAN RIGHTS	COMMUNITY CONNECTIVITY

Code of Conduct	Support the rights of all for the equal opportunity of engagement in Community Performance.	Communicating with Community
Compliance with the constitution	Personal research into the Human Rights Act and information relating to Australia.	Meeting with Community
Compliance with the AIMS of the Alliance	Protection Policies	Engaging with Community
Compliance with the rules of Incorporation	Future Educational work on diversity, inclusivity and protection policies for all.	Sharing the story of Community
Compliance with legal Duty of Care	Appointment of Officers	Sharing information with community
Compliance with Policy	Grievance Policy	Recording the history of Community Performance
	Action Plans	Supporting Community Performance

TECHNOLOGY

SOCIAL MEDIA	**INFORMATION SECURITY**	**DATA BASE SECURITY AND STORAGE**

Social Media Policy	Secure website	Secure storage online/offline
	Secure Paper record storage	Password protection
	Securely stored computer records /back up hard drive	Anti-Virus protection
Use of AI to protect Members from negative impacts	All use must be checked by a person before use and be legally permitted.	Alarm protected premises
		Property Security

GOLD COAST THEATRE ALLIANCE INC COMPLAINT REGISTER

DATE	TIME	CONTACT MODE	COMPLAINANT	COMPLAINT	ACTION TAKEN

GOLD COAST THEATRE ALLIANCE INC INCIDENT/ACCIDENT REGISTER

In the event of an incident or accident:

Place the incident report and medical attention required on the register of incidents and include a detailed description of how this occurred.

Take photographs of where any injury or incident occurred or any property damage.

Get witness statements from anyone who saw the incident or accident.

Make any obvious or necessary changes to avoid such an incident or accident happening again.

Tell your insurer and Work safe where required and seek legal advice if you are concerned about legal issues.

The board should be notified of the incident and act.

DATE	TIME	PLACE	PERSON/S INVOLVED	INCIDENT/ACCIDENT DETAILS	ACTION TAKEN

LEAVING THE ALLIANCE

A formal letter by the member company to The Secretary, Gold Coast Theatre Alliance Inc, PO BOX 341 Southport, 4215, Queensland is required if a member wishes to resign from the Gold Coast Theatre Alliance Inc. Membership fees are not refundable. Also, if a member of the Gold Coast Theatre Alliance Inc does not wish to renew their membership a formal letter from the Company to the above address would be appreciated. This will save the time of volunteers.

Non - payment of membership fees may lead to the removal of a member company from the Alliance.

Repeated non – attendance of a delegate at meetings may lead to the removal of a company from the Alliance. Breach of Duty to the Alliance may also result in removal of the company member.