

Mackay Musical Comedy Players Inc



MMCP Policy Manual

MMCP Committee

The Manual contains policy that informs the operations of MMCP Inc

Table of Contents

ACQUISITION AND DISPLAY OF IMAGES AND LIVE FOOTAGE POLICY	3
SAFEGUARDING CHILDREN POLICY	6
CODE OF CONDUCT	8
HEALTH AND SAFETY POLICY	10
PRIVACY POLICY	11
PREGNANCY POLICY	13
CASTING POLICY	14
COMMUNICATION POLICY	15
FINANCIAL MANAGEMENT POLICY	16
MEMBERSHIP POLICY	17
COMPLAINTS POLICY	18
GRIEVANCE POLICY	19
CONFLICT OF INTEREST POLICY	20

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
MMCP Policy Manual	10.10.2018	v_1.0	Compilation and Update logo	MMCP Committee	1 year	10.10.2019
	13.09.2019	v_2.0	Legislation, Process Layout, Version Control adjustments	MMCP Committee	1 years	13.09.2020
	20.10.2020	v_3.0	Policies Added: Pregnancy, Finance, Membership.	MMCP Committee	1 year	20.10.2021
	01.11.2022	v_4.0	Policies Added: Conflict of Interest, Grievance, Complaint	MMCP Committee	1 year	01.11.2023
	01.07.2025	V_5.0	Updated Policies	MMCP Committee	2 years	01.07.2027

Acquisition and Display of Images and Live Footage Policy

Rationale

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on club web sites and other publications. Evidence in Australia indicates that information posted on an Internet site or published in a magazine or newspaper can be used to target children, to locate them, and then to condition or groom them. Additionally images can be used or adapted for inappropriate use. The end result is that in spite of the best intentions on the part of the publisher, children can end up being victims of abuse.

Operating Principles

Acquiring Images

- Permission needs to be obtained from the child's parent/guardian prior to taking the image. Ensure that they are aware of the way in which the image may be used. Consent is sought for such photographs and/or video footage being reproduced for the following purposes:
 1. to publicise a particular production in the media (including display on the club's website) ,
 2. to be included in programmes for the production,
 3. to be retained for archival records of the Mackay Musical Comedy Players (including display on the club's website),
 4. to enable copies to be made available to other members of Mackay Musical Comedy Players as mementos of the production.
- Request that professional photographers have written permission from MMCP Management Committee to take images of underage performers
- Clearly outline with professional photographers that all images taken will remain the property of MMCP, and cannot be used or sold for any other purpose. Clearly outline that all negatives/proofs etc. need to be destroyed or given to the club at the conclusion of the photo opportunity.
- Clearly outline and publicise what is considered appropriate behaviour and content to those taking photographic/video images.
- Do not allow unsupervised or individual access to performers.
- Do not approve photo/video sessions outside the event venue or at a performer's home.
- MMCP allows members to take personal memento photographs of MMCP rehearsals, productions, events or activities provided that only use appropriate images of performers and volunteers, relevant to the activity, and suitably clothed.
- If you have a concern or complaint of inappropriate photographic behaviour or content, please contact a MMCP Management Committee Member.

Displaying Images

- All members should be aware that it is an offence to publish an image of a child under 18 years of age without the written consent of a parent or guardian.
- Permission needs to be obtained from the performer's parent/guardian prior to using their image. Ensure that they are aware of the way in which the image is to be used and how long the image will be displayed when used on a website. Consent is sought for such photographs and/or video footage being reproduced for the following purposes:
 1. to publicise a particular production in the media (including display on the club's website)

2. to be included in programmes for the production,
 3. to be retained for archival records of the Mackay Musical Comedy Players (including display on the club's website),
 4. to enable copies to be made available to other members of Mackay Musical Comedy Players as mementos of the production.
- If the performer is named, avoid using their image.
 - If an image is used, avoid naming the performer. If this is not possible avoid using both a first name and surname.
 - Do not display personal information such as residential address, email address or telephone numbers without gaining consent from a parent/guardian first.
 - Do not display information about hobbies, likes/dislikes, school etc. as these can be used as grooming tools by paedophiles or other persons.
 - Only use appropriate images of the performer, relevant to the activity, and suitably clothed. Images of performers in an activity that involves minimal clothing or unusual body positions/poses, which could potentially be misused, should focus on the activity not on a particular child and avoid full face and body shots.
 - Reduce the ability for the direct copying of pictures from a website to another source (i.e. disable the 'right mouse click' function).
 - Members should not publish images of a child under 18 years of age, taken during any MMCP rehearsal, production, event or activity unless they have the written consent of the child's parent or guardian. Photographs of other members taken as personal mementos will not breach this guideline unless copies are supplied by the member to a third party.
 - The making of video / live footage of any MMCP production including recordings on mobile phones or digital cameras is not permitted without the written consent of MMCP Management Committee. Unauthorised recordings of MMCP productions may breach MMCP's licensing agreements with the persons or organizations holding royalty or copyright entitlements. Breaches of licensing agreements may expose MMCP to financial or legal consequences. Any loss suffered by MMCP as a direct breach of this policy may be recovered from the member or parent/guardian of any member under the age of 18 years who is responsible for the said breach.
 - Members are not permitted to display official MMCP photographs or images or live footage on any social media platforms including (but not limited to) Facebook, Instagram, Snapchat and others.
 - Members may publish personal photographs of other adult members or of members under 18 years for whom they have written parental/guardian consent provided that members shall not use the name Mackay Musical Comedy Players, or the acronym MMCP, or the logo of Mackay Musical Comedy Players in association with that publication, unless the member has the written consent of MMCP Management Committee.
 - Before being provided with official MMCP photographs, footage or images, members or parent/guardians of members under 18 will be required to sign an acknowledgement that they will comply with the above policies. MMCP will maintain a Register of such acknowledgements.

If you have a concern or complaint of inappropriate photographic behaviour or content, please contact a MMCP Management Committee Member.

This policy is will be reviewed every three years to ensure its continuing relevance. This policy will be communicated to all MMCP members upon joining our club and upon annual review. The policy will be displayed in a prominent location at the Lamb Street Workshop; on the organisation's website (www.mmcp.org.au); and is available to members, volunteers, employees or contractors on request.

The MMCP Management Committee is responsible for monitoring this policy and ensuring compliance. Breaches shall be dealt with as outlined in MMCP's *Child Protection Risk Management Strategy* by the MMCP Management Committee and may result in suspension or cancellation of membership.

Illegal activities shall be dealt with by the relevant authorities.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Acquisition and Display of Images and Live Footage _	24.08.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Update logo	M. Duncan	3 years	10.10.2018
	10.10.2018	v_1.2	Legislation, Process Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021
	10.06.2025	v_1.3	Removed ref to MySpace and updated naming conventions	MMCP Committee	3 years	10.06.2028

Safeguarding Children Policy

Rationale

Mackay Musical Comedy Players Inc (MMCP) is committed to the safety and wellbeing of all of the members of the club, especially children and young people. MMCP will treat children and young people with respect and understanding at all times.

Children and young people have a right to enjoy our club in a safe environment. Adult members of our club have a duty of care to protect children and young people from any foreseeable risks of harm. As such, all members must comply with this policy at all times whilst on MMCP premises and / or whilst representing MMCP. We are aware of the 10 Child Safe Standards (October 2025) in line with the Child Safe Organisations Act (2024).

Operating Principles

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub committees;
- Employees and volunteers;
- Support personnel (e.g. off-stage workers and crews);
- Directing teams;
- Members: including Life Members; Ordinary Members and Associate Members;
- Children and young people
- Parents, Guardians, spectators and sponsors to the full extent that is possible.
-

It is the responsibility of the person or persons carrying out a task on behalf of MMCP to ensure that the correct procedures are employed. The overall responsibility for ensuring correct procedures are followed rests with the Management Committee of the organisation.

To ensure children and young people are kept safe from harm whilst under our care, we will:

- Ensure all MMCP members are informed about where the Membership Handbook is located (and how they can access a copy of this) upon joining the club which outlines the club's policies, procedures and expectations.
- Ensure any volunteers, employees or engaged contractors involved in working with children or young people on behalf of MMCP are informed where the Code of Conduct is located. Additionally they are provided with information about the location and availability of the club's policies and procedures.
- Ensure all MMCP Management Committee Members, volunteers, employees or engaged contractors involved in working with children or young people on behalf of MMCP, hold a current Blue Card or are supervised at all times by a Management Committee Member holding a Blue Card.
- Ensure that at NO time a child or young person under the age of 18 years is left alone with an adult(s), unless permission has been given by the child's parent / guardian (e.g. an adult member has arranged to give a child a lift home).
- Ensure that all children and young people under 18 years of age submit written permission to be collected from MMCP's care by any person other than that nominated upon joining the club.
- Ensure all members, volunteers, employees or contractors sign the Sign-On Register when entering the Lamb Street Workshop and Sign-Out Register when leaving. Parents or guardians must sign the Sign In and Out Register
- When collecting their child or young person unless they have provided written authority for a third party to collect the child (in which case such third party must sign the Register), or the parents or guardians have provided written consent for the child to sign the Sign-Out Register.

- Implement and maintain a *Child Protection Risk Management Strategy*, as required by the Working with Children (Risk Management and Screening) Act 2000. The *Child Protection Risk Management Strategy* shall be:
 - ✓ Reviewed every 3 years (unless earlier review is advised due to legislation changes); and
 - ✓ Is communicated to all MMCP members upon joining our club and upon review.
- Implement and maintain a *Risk Management Procedure* so that risks to our members can be identified, assessed and controlled effectively.
- Implement and maintain an *Incident Management Procedure* which will provide guidelines for handling disclosures or suspicions of harm, including reporting guidelines.
- Respond appropriately to allegations of breaches to this policy, which may include notifying the Police and other relevant authorities.
- Ensure all MMCP members, volunteers, employees and contractors abide by MMCP's Code of Conduct.
- This policy will be reviewed every three years to ensure its continuing relevance. This policy will be communicated to all MMCP members upon joining our club and upon annual review. The policy will be displayed in the folder at the entrance to the Lamb Street Workshop; on the organisation's website www.mackaymusicalcomedyplayers.com and is available to members, volunteers, employees or contractors on request.
- The MMCP Management Committee is responsible for monitoring this policy and ensuring compliance. Breaches shall be dealt with as outlined in MMCP's *Child Protection Risk Management Strategy* by the MMCP Management Committee and may result in suspension or cancellation of membership.
- **Illegal activities shall be dealt with by the relevant authorities.**

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Safeguarding Children Policy (Formerly Child Protection Policy – name changed 01.07.2025)	01.02.2009	DRAFT	First Issue	M. Duncan	3 years	01.02.2012
	10.10.2017	v_1.1	Update as per Legislation	T. Beckmann	1 year	10.10.2018
	10.10.2018	v_1.2	Legislation, Process Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021
	1.7.2025	V_1.3	Reviewed and updated re new 10 Child Safe Standards (October 2025) and renamed to Safeguarding Children (from Child Protection Policy)	MMCP Committee	3 years	1.7.2028

Code of Conduct

Rationale

Mackay Musical Comedy Players Inc (MMCP) is committed to providing a safe and healthy environment for all members, volunteers, employees and contractors. As such, MMCP members are required to abide by the following rules when on MMCP premises and / or whilst representing MMCP.

Operating Principles

Adult members, volunteers, employees and contractors will:

- foster mutual respect between themselves and children and young people regardless of cultural identity and cultural practices/behaviour
- be aware that the needs of children and young people will vary according to their ages, stages of development, special circumstances and special needs
- use language which is age/stage appropriate, clear, non-threatening and non-sexual
- use physical contact only where it is completely necessary during the course of business-related duties and where permission from the child and the child's parent/carer has been gained in that instance
- willingly listen to a child or young person's concerns/issues
- willingly use a variety of methods to motivate a child or young person
- openly listen to parent/child suggestions, feedback and complaints, and
- employ corrective practices which are not punitive, humiliating or aggressive.
- Follow MMCP's Guidelines for Transporting Young People (See attached guidelines)

Children and young people also have responsibilities. They will demonstrate:

- willingness to learn, listen and receive instructions
- respect for other children, young people and adults who may be participating
- respect the property of the organisation and other members, volunteers, employees or contractors
- safe and appropriate behaviour while waiting for and/or during rehearsals and performances, and
- responsibility for appropriate behaviour and reporting inappropriate behaviour and unsafe situations or harm.

Parents and caregivers should:

- raise any issues or concerns with MMCP's Management Committee
- drop off and pick up child in a timely fashion and in compliance with MMCP's *Procedures – Drop off and pick up of participants by parents / guardians* (See guidelines)
- provide the necessary resources/materials relevant to the activity as requested
- advise MMCP of any medical allergies / conditions that may affect the child's participation in any MMCP activities
- alert MMCP's Management Committee to any concerns as soon as they arise when possible
- give constructive feedback on MMCP's policies and procedures
- be aware that personal information will be treated confidentially and privacy will be respected.
- MMCP requires all members, volunteers, employees, contractors and visitors to abide by MMCP Policies at all times. Adult members must pay particular attention to the *Child Protection Policy* and *Child Protection Risk Management Strategy*.
- Not harass any other person in relation to an individual's race, colour, sex, religion, national origin, citizenship status, age or disability.
- Not possess pornographic material at any MMCP venue.
- Not engage in inappropriate physical contact.
- Not be effected by or have in their possession any illicit substance at any time whilst attending an MMCP event.



- Not consume alcohol before or during any MMCP performance or rehearsal involving children.
- Not be adversely affected by alcohol at any MMCP event.
- Only smoke tobacco in accordance with relevant legislation, i.e. No smoking inside the Lamb Street Workshop or within four (4) metres of entryways.
- Wear enclosed footwear at the Lamb Street Workshop, and as otherwise instructed.
- NOT chew gum in or around rehearsal and performance venues.
- Respect other people's property at all times. Any person caught stealing shall be referred to the Police.
- Treat all rehearsal and performance venues with respect.
- Place all rubbish in the bins provided.
- NOT enter areas that are marked as 'NO ENTRY' or "AUTHORIZED ENTRY ONLY".
- Report all hazards and incidents to MMCP Management Committee Member e.g. injuries, breakages and unsafe conditions.

In addition, MMCP has deemed the following behaviour UNACCEPTABLE by adult members in the presence of children and young persons under the age of 18 years:

- Offensive language, including offensive jokes and offensive prints on clothing.
- Adults must not place themselves in a situation where they are ALONE with a member who is under the age of 18 years old, unless permission has been granted by the child's parent / guardian (e.g. an adult member has arranged to give a child a lift home).
- **Breaches to this Code of Conduct shall be dealt with by the MMCP Management Committee and may result in suspension or cancellation of membership. Illegal activities shall be dealt with by the relevant authorities.**
- This *Code of Conduct* will be reviewed every three years to ensure its continuing relevance. The MMCP Management Committee is responsible for monitoring this *Code of Conduct* and ensuring compliance.
- This policy's location will be communicated to all MMCP members upon joining our club and upon review. The policy will be displayed in the folder by the entrance at the Lamb Street Workshop; on the organisation's website www.mackaymusicalcomedyplayers.com.au and is available to members, volunteers, employees or contractors on request.

Version Control:

Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Code of Conduct	24.08.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Major Review and Update	T. Beckmann	1 years	10.10.2018
	10.10.2018	v_1.2	Logo, Version control, spelling and grammar	MMCP Committee	3 years	10.10.2021
	1.7.2025	v_1.3	Updated wording and review	MMCP Committee	3 years	1.7.2028

Health and Safety Policy

Rationale

Mackay Musical Comedy Players Inc (MMCP) is committed to providing a safe and healthy environment for all members and visitors.

Operating Principles

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub committees;
- Employees and volunteers;
- Support personnel (e.g. off-stage workers and crews);
- Directing teams;
- Members: including Life Members; Ordinary Members and Associate Members;
- Children and young people
- Parents, Guardians, audience and sponsors to the full extent that is possible.

To achieve and maintain a safe and healthy environment, we will:

- Prioritise health and safety in all decisions made.
- Integrate occupational health and safety into all aspects of our operations.
- Involve MMCP club members in processes designed to reduce workspace or environmental risks to an acceptable level.
- Establish and implement a *Risk Management Procedure*.
- Establish and implement an *Incident Management Procedure*.
- Identify the direct causes of incidents and take necessary steps to prevent recurrence.
- Comply with applicable legislation, codes of practice and standards.
- Ensure all members and visitors are made aware of and abide by our Procedures, Policies and Code of Conduct.
- Ensure all persons rehearsing at the Lamb Street Workshop wear enclosed footwear.
- Ensure all persons performing set construction must wear the Personal Protective Equipment provided.

Any incidents affecting the health or safety of any individual attending at an MMCP venue, or any individual involved in an MMCP production at an external venue should be reported to a committee member using the Health & Safety Incident Report form, or the venue supervisor of any external venue.

This policy will be reviewed every three years. This policy's location will be communicated to all MMCP members upon joining our club and upon review. The policy will be displayed in the folder at the entrance to the Lamb Street shed.

The MMCP Management Committee is responsible for monitoring this policy and ensuring compliance.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Health and Safety Policy	24.08.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Update logo	M. Duncan	3 years	10.10.2018
	10.10.2018	v_1.2	Legislation, Process Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021
	26.8.2025	v_1.3	Updated wording and general review	MMCP Committee	3 years	26.08.2028

Privacy Policy

Rationale

Protecting your privacy is important to MMCP. Whenever we collect and otherwise deal with your personal information, we are governed by the National Privacy Principles (NPPs) which are contained in the Privacy Act 1988. In addition, on 29 November 2024, Parliament passed the Privacy and Other Legislation Amendment Act (2024). Also there are the Privacy Regulations (2013) .

Under the Privacy Act 1988 (as amended) Mackay Musical Comedy Players Inc (MMCP) is obliged to comply with requirements effective from 21 December 2001. The following policy statement provides an overview of how we are meeting these privacy compliance obligations.

Operating Principles

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub committees;
- Employees and volunteers;
- Support personnel (e.g. off-stage workers and crews);
- Directing teams;
- Members: including Life Members; Ordinary Members and Associate Members;
- Children and young people
- Parents, Guardians, spectators and sponsors to the full extent that is possible.
-

This policy requires

- collecting and dealing with information such as a name, address, email address or phone number and any sensitive information such as health information, we will be bound by the NPPs.
- collecting personal information every reasonable attempt is made to inform members why we are collecting your information, to whom we will disclose that information and the purposes for which we intend to use that information. In general, the purposes for which we collect your personal information include:
 - to process an application to become a member of our organisation
 - for administration purposes to maintain contact details in relation to productions
 - to process a donation, sponsorship or other financial support
 - to process your membership to our organization
 - to allow us to review and improve our programs
 - to keep you informed of MMCP developments and future opportunities
- information will be stored, processed and handled in a manner that complies with the NPPs.
- that at all times, great care will be taken to ensure that personal information is protected and treated confidentially and in accordance with the Privacy Act.

If a member believes that we have not dealt with personal information in a manner that complies with the Privacy Act or wishes to access personal information that is held about you, members may write to or email MMCP's Secretary requesting a form on which to document the matter which you wish to discuss or the information that you would like to access.

All correspondence should be directed to: The Secretary or
MMCP Inc.
mmcp_inc@yahoo.com.au

The Secretary
MMCP Inc. Jack Sturgeon Theatre
Workshop, 44 Lamb Street, Mackay. 4740

The MMCP Management Committee is responsible for monitoring this policy and ensuring compliance. Breaches to this policy shall be dealt with by the MMCP Management Committee and may result in suspension or cancellation of membership.

Illegal activities shall be dealt with by the relevant authorities.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Privacy Policy	01.02.2009	DRAFT	First Issue	M. Duncan	3 years	24.08.2012
	10.10.2017	v_1.1	Major Review and Update	T. Beckmann	1 years	10.10.2018
	10.10.2018	v_1.2	Legislation, Process Layout, Version Control adjustments	MMCP Committee	3 years	10.10.2021
	26.8.2025	v_1.3	Additional legislation and general review	MMCP Committee	3 years	26.8.2028

Pregnancy Policy

Rationale

MMCP are keen to welcome all their members to participate in shows. We know that many women choose to stay involved in performing arts throughout their pregnancy. However, because every pregnancy is different and responses to exercise can vary depending on fitness levels before pregnancy, existing medical conditions, or pregnancy-related complications, all pregnant members are encouraged to seek personalised medical advice before taking part.

Objectives

To provide a safe and enjoyable environment for all its members, including pregnant participants.
To encourage all pregnant participants to discuss their decision to continue participating in a production during their pregnancy with their medical practitioner.
To respect the Privacy of the pregnant participant.

Operating Principles

- The ultimate decision to participate in production will always remain with the pregnant performer, whilst having regard to all the circumstances.
- The Pregnant Participant is encouraged to be aware of their own health and the wellbeing of her unborn child.
- The Pregnant Participant is to be guided by the medical advice of her doctor
- The Risk Management Plan of the production will be reviewed upon receiving advice of a change in conditions.
- Provision of an opportunity (with permission of the participant) for the participant to advise of their pregnancy.
- Due regard be paid to Commonwealth, State and anti-discrimination legislation and its application in the performing arts.
- Professional advice (legal and/or medical) will be obtained if a situation arises where it is not clear what steps should be taken in a given circumstance.
- Ensuring the organisation's insurance (including public liability and performer injury insurance) is up to date and that it provides appropriate cover.
- Directors, Assistant Directors, Choreographers, Musical Directors, Costumers and others who give pregnant participants advice on how to perform during their pregnancy must be very careful that they are not placing themselves in the position of medical experts. They should not speak outside their scope of knowledge as they could face legal action for negligent advice. A consultative approach between participant, directing team and medical expert is recommended.

Conclusion

Production Teams are required to be in compliance with this Policy where applicable and relevant.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Pregnancy	04.12.2018	v_1.0	First Issue	MMCP Committee	10 months	01.10.2019
Pregnancy Policy	2.12.2025	v_1.1	Amended duration and opening paragraph	MMCP Committee	3 years	2.12.2028

Casting Policy

Rationale

Mackay Musical Comedy Players Inc (MMCP) values the participation of all peoples in its productions. All auditionees are to be treated with respect and dignity in all auditions.

A successful production requires that the right people are cast in the roles as interpreted by the director working with the production team.

Objectives

To cast productions with performers that best represent the artistic intent of the author or writer as interpreted by the directing team lead by the appointed director.

To adhere to the intent of the following MMCP policies (as appropriate) in the final casting decision

- Safeguarding Children Policy
- Membership
- Pregnancy
- Privacy
- Health and Safety

Operating Principles

- Performers cast in MMCP productions must apply for membership of MMCP Inc.
- The ethnicity of the characters will be respected in the final casting decision.
- Performers in Theatre Restaurants must be 18 years of age or older.
- The Casting/Audition process will be managed by the director working with the directing team.
- Casting performers under the age of 18 must be cognisant of the

a) Content of the Production (e.g. adult themes, sexual themes, violence and horror)

b) Maturity of the young person

c) Consent of the young person's parent/guardian

- Members of the Production Team must declare conflicts of interest in casting decisions and abstain from the final decision.
- Cast announcements and subsequent vacancies will be managed by the Production Team.
- Performers living in the Mackay Local Area will be given preference.
- Understudies and/or double casting is at the discretion of the directing team and contingent on the Production.

Conclusion

The final cast will represent a combination of the skills, talent and performance qualities of individuals as interpreted by the Production Team.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Casting	01.02.2019	v_1.0	First Issue	MMCP Committee	3 months	01.11.2019
Casting Policy	2.12.2025	v_1.1	Amended Review duration to 3 years	MMCP Committee	3 years	2.12.2028

Communication Policy

Rationale

Mackay Musical Comedy Players Inc (MMCP) values the participation of all people in its operations and productions. MMCP believes that its decision making, interactions, discussions and successful productions are facilitated when there is effective exchange, sharing and dissemination of information to club members, cast, sponsors, audience and the Mackay Community. All forms of communication (traditional and emerging) can be used in communicating with a diverse audience.

Objectives

- To communicate decisions, actions and information in an efficient, timely and authentic manner.
- To adhere to the intent of the MMCP Privacy Policy.
- To respect the law with regard to the social media platforms used with Members under the age of 18.
- To be technologically inclusive in forms of communication used.
- To promote two way communication technologies.

Operating Principles

- The Secretary will be the point of contact with respect to communicating the operations of the club.
- The language of communication will be inclusive, respectful and courteous.
- The Management Committee will appoint an 'Administrator' for each digital channel of communication.
- The MMCP Email address (mmcp_inc@yahoo.com.au) will be the first email address for the receipt and sending of communication related to MMCP business.
- The Secretary will forward all correspondence (MMCP email or post) to all interested parties (e.g.director, producer, treasurer) as appropriate.
- Private email addresses or Postal Addresses are excluded as primary first points of contact.
- Choice of media for communication will be inclusive.

Conclusion

MMCP is committed to inclusive and respectful principles of communication.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Communication	04.07.2019	v_1.0	First Issue	MMCP Committee	12 months	01.07.2020
Communication	27.01.2026	V_1.1	Wording amended	MMCP Committee	3 years	27.1.2029

Financial Management Policy

Rationale

Mackay Musical Comedy Players believes that all income generated by the Club's operations is held in trust to fund the operating costs and musical productions undertaken for the current and future benefit of the club's members. Prudent financial management, cost effective banking and accounting are integral to the club's ability to maintain trust and meet its obligations.

A transparent process of budgeting can i) establish the funds available; ii) oversee the allocation of funds to priorities and iii) see that all commitments are met.

Goal

To manage the allocation of Club funds to meet the strategic and operational needs of the club and of its members.

Objectives

To monitor the budget process.

To be transparent in the levying of fees and charges payable.

To identify and estimate the likely income of the club.

To plan and develop budgets for presentation to the membership.

To consider proposals for expenditure.

To monitor and amend the budget as necessary.

To be aware of the Strategic Development Goals and the use of funds.

To manage the Financial risks to the organisation and its members.

Operating Principles

1. The Treasurer will be the chief financial officer appointed by due process as laid out in the MMCP Rules
2. Financial Reports tabled at Management Committee Meetings must be accompanied by Bank Statements.
3. Income from products, services and fees authorised or approved by the Management committee shall be deposited in Club Bank Accounts.
4. A Financial Instruments Register shall be maintained by the Treasurer.
5. Committee reviews its operation.

Conclusion

The treasurer, in overseeing the club's budget and expenditure, assists the club in fulfilling its financial obligations.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Financial Management	02.07.2019	v_1.0	First Issue	MMCP Committee	12 months	01.07.2020
Financial Management	27.1.2026	V_1.1	Some wording amended	MMCP Committee	3 years	27.1.2029

Membership Policy

Rationale

Mackay Musical Comedy Players Inc is a group of like-minded individuals who promote the amateur production of musical stage presentations. The freely given application of the talents and skills of individuals is integral to the operations and achievements of the Association.

The qualities of cooperation, respect and inclusiveness are regarded as essential to the association and its members in pursuit of the club's objects. Membership is a service which a member participates in the club activities and presentations.

The levy of a fee for membership is regarded as an opportunity and commitment to be involved in the management of the Association in pursuit of its objects as defined in the Club's Rules.

Objectives

To facilitate an enjoyable, safe and rewarding club membership experience.

To acknowledge the continuous, outstanding service and approach of members.

To establish and maintain a variety of 'membership classes' for active membership participation.

To provide benefits only available to members.

To develop the skills and talents of members.

To articulate the benefits of membership and cultivate a spirit of ownership.

Operating Principles

1. Membership classes and eligibility are defined in the Club's Rules.
2. All Members are volunteers.
3. Membership fees at a minimum cover Volunteer Accident and Public Liability Insurances.
4. Membership is inclusive.
5. All Members have a duty of care to all members.
6. Role descriptions and statements will be provided to all members who provide a production role to the club.
7. All members are entitled to a fair and impartial process in matters relating to termination, grievances, disputes, and appeals concerning club membership.
8. The Secretary is the keeper of Membership Register.

Conclusion

A vibrant, committed membership will result in an Association that thrives into the future.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Membership	03.03.2020	V_1.0	First Issue	MMCP Committee	12 months	03.03.2021
Membership	03.03.2026	V_1.1	Renumbering and wording amended.	MMCP Committee	3 years	03.03.2029

Complaints Policy

Rationale

Mackay Musical Comedy Players Inc (MMCP) provides a service to all classes of membership and the general public.

This policy defines a complaint as a concern with an MMCP Operational decision or action that is

- unfair
- discriminatory
- violates a membership right, or
- Poor service (e.g. ticketing)

Objectives

To deal with complaints seriously, impartially, quickly and fairly.

To acknowledge and receive issues in a timely manner (48hrs) so complaints can be managed in a constructive way.

To observe confidentiality, as much as is practical, in handling the resolution of the issue.

To apply procedural fairness to all parties.

Operating Principles

1. Informal approach: Complaints may be lodged and resolved by raising an issue with a Committee Member.
2. Unresolved informal approaches must be escalated to a Formal Approach.
3. Formal approach: Complaints may be lodged formally, within a reasonable time, via email, phone or in person to the secretary or delegate,
4. Supporting Documentation must record dates, times, names, places and circumstances of the issue.
5. Investigation will be conducted by the delegated Management Committee Member.
6. Resolution may be achieved via
 - a) Negotiated outcome (resolved between complainant and the Management Committee)
 - b) Mediated outcome (where an independent mediator helps parties arrive at their own agreement if necessary.)
7. Review (feedback and acknowledgement) will be provided as soon as is feasible but within 5 working days.

Conclusion

The diligent execution of this policy will facilitate the good reputation of MMCP Inc.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Review:
Complaint	01.11.2022	v_1.0	First Issue	MMCP Committee	12 months	TBA
Complaints	03.03.2026	V_1.1	Amended wording	MMCP Committee	3 years	03.03.2029

Grievance Policy

Rationale

Mackay Musical Comedy Players Inc (MMCP) is committed to a respectful, fair and equitable approach to maintaining relationships between members. The qualities of cooperation, respect and inclusiveness are regarded as essential to the association and its participants in pursuit of the club's objects.

This policy defines a grievance as the personal dissatisfaction with an interaction between the aggrieved and another member/s, guardian/s and volunteer/s that can include:

- Bullying and harassment
- Discrimination
- Sexual harassment
- Behaviour that is unfair, or
- Offends the dignity of a member

Matters with respect to personal safety in interactions with members, cast and volunteers should be referred to the Director or Equity Officer.

Objectives

To provide the aggrieved person with an opportunity to be heard and to discuss the issue.

To acknowledge and receive issues in a timely manner (48hrs) so grievances can be managed in a constructive way.

To investigate and identify a resolution.

To observe confidentiality, as much as is practical, in handling the resolution of the issue.

To apply the principles of natural justice.

Operating Principles

1. Informal approach: Grievances may be lodged and resolved by raising an issue with a Management Committee member.
2. Unresolved informal approaches must be escalated to a Formal Approach.
3. Formal approach: Grievances may be lodged formally, within a reasonable time, via email, phone or in person to a Management Committee member.
4. Supporting Documentation must record dates, times, names, places and circumstances of the incident.
5. Investigation will be conducted by a delegated Management Committee Member.
6. The detail of the desired resolution will be recorded.
7. Resolution may be achieved via
 - a) Negotiated outcome (resolved between complainant and the Management Committee).
 - b) Mediated outcome (where an independent mediator helps parties arrive at their own agreement – if necessary.)
8. Review (feedback and acknowledgement) will be provided as soon as is feasible but within 5 working days.

Conclusion

The thoughtful and caring application of this policy will reassure all that they are valued and respected.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Review:
Grievance	01.11.2022	v_1.0	First Issue	MMCP Committee	12 months	TBA
Grievance Policy	31.3.2026	v_1.1	Amended wording	MMCP Committee	3 years	31.3.2029

Conflict Of Interest Policy

Rationale

The purpose of this policy is to help Management Committee (MC) members of Mackay Musical Comedy Players (MMCP) to effectively identify, disclose and manage any actual, potential or perceived conflicts of interest in order to protect the integrity of MMCP and manage risk. This Policy defines a conflict of interest occurring when a person's personal interests conflict with their responsibility to act in the best interests of the MMCP.

Personal interests include direct interests, as well as those of family, friends, or other organisations a person may be involved with or have an interest in (for example, as a shareholder). It also includes a conflict between a Management Committee member's duty to MMCP and another duty that the Management Committee member has (for example, to another organisation). A conflict of interest may be actual, potential or perceived and may be financial or non-financial.

Objective

MMCP management committee aims to ensure that Management Committee members are aware of their obligation to disclose any conflicts of interest that they may have, and to comply with this policy to ensure they effectively manage those conflicts of interest as representatives of MMCP.

Operating Principles

1. This policy applies to the members of MMCP.
2. Management Committee and members avoid conflicts of interest where possible.
3. Management Committee and members identify and disclose conflicts of interest.
4. Establishing a system for identifying, disclosing and managing conflicts of interest.
5. The Secretary will maintain a 'Register of Interests' of Management Committee members to be reviewed annually.
6. Confidentiality of disclosures will mean access to the Register is restricted to the President and Secretary.
7. The Management Committee (excluding the MC member who has made the disclosure, as well as any other conflicted Management Committee member) must decide whether or not those conflicted MC members should:
 - a) vote on the matter (this is a minimum),
 - b) participate in any debate, or
 - c) be present in the room during the debate and the voting.
 - d) In exceptional circumstances, such as where a conflict is very significant or likely to prevent a MC member from regularly participating in discussions, it may be worth the MC member considering if it is appropriate for the person conflicted to resign from the MC.
8. The action and result of the voting will be recorded in the minutes of the meeting and in the register of interests.

Conclusion

Conflict of interest are common, and they do not need to present a problem to MMCP as long as they are openly and effectively managed.

Version Control:						
Title:	Date Effective:	Version	Amendments:	Approved By:	Review	Planned Review:
Conflict of Interest	TBA	v_1.0	First Issue	MMCP Committee	12 months	TBA
Conflict of Interest	31.3.2026	v_1.1		MMCP Committee	3 years	31.3.2029