



Welcome to the Castlemaine Theatre Company Committee

Castlemaine Theatre Company acknowledges that we make theatre on Djaara Country, the traditional lands of the Dja Dja Wurrung People. We pay respect to elders past and present, and to emerging leaders. We recognise that Culture has been created on this Country for generation upon generation, and we are both proud and humbled to participate in that tradition.

Thank you so much for joining us! We value your time and contribution. This document outlines our Committee Code of Conduct, provides some background to the Company, and provides notes on your legal responsibilities as a Committee Member. It includes an appendix with our some of our current policies and our current Strategic Plan.

This document forms part of a suite of three guiding documents for the CTC Committee. These include:

1. The Model Rules for Incorporated Associations (our Constitution)
2. The Company Code of Conduct
3. Committee Members Welcome Pack (this document)

It's very important that you read through these documents carefully, as you will be invited to sign this document to agree to abide by its principles. We reference these documents regularly, and over time they will become familiar to you.

The CTC Committee is an operational committee, which means we all participate in the labour of producing theatre, and other related activities, including caring for and maintaining our space and assets (e.g. costumes, set and props, lighting equipment). These tasks sit alongside our governance duties as committee members of an Incorporated Association.

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More about the CTC

Castlemaine Theatre Company Inc. (CTC) is a not-for-profit organisation based at 35 Etty Street, Castlemaine, where it rents a rehearsal space, an office, and storage spaces. The company generally produces two plays per year, usually performing at the Phee Broadway Theatre, the Etty St. Studio, or other local venue. Other activities have included “Speakeasy” monologue readings, play readings and workshops. CTC ran a youth theatre group from 2010 until 2014, which broke away and continued as an independent entity until 2020. The youth group was re-established in 2025 as The Youth Theatre Lab.

A brief history of Central Victorian Community Theatre

CTC’s origins stretch back into the mists of time; there are records showing that early amateur dramatics in Castlemaine took place in 1856 and 1857 (as *Castlemaine Amateur Dramatic Club* and the *Odd Fellows Amateur Dramatic Society*).

The Castlemaine Light Opera Company was formed on 15 July 1959, Church of England Hall in Mostyn St, and changed its name to *Castlemaine Musical Theatre Company* at some point before the early 1980s. In 1984 the company merged with *The Castlemaine Drama Group*, which had performed dramatic works through the 1970s.

Castlemaine Theatre Company Inc. was registered with Consumer Affairs, Victoria in 1985 and adopted the *Model Rules for Incorporated Associations* as its constitution.

For more about the company’s history, see here: [History – Castlemaine Theatre Company](#)

Recent Achievements

During Covid in 2021, CTC used its carefully saved nest egg to continue its activities in innovative ways, by recording a radio version of Shakespeare’s [The Tempest](#), aired in instalments on local MainFM. CTC also filmed instruction videos about how production management with CTC (see here: [How to Make a CTC Show! – Castlemaine Theatre Company](#)).

Continuing the safe social-distancing in 2022, the company then gathered a producer, writers and directors to form a series of outdoor short plays: [Walk with Us: Untold Castlemaine – Castlemaine Theatre Company](#). Since then, CTC’s successful productions have included [Peter Panto](#), [Romeo and Juliet](#) and [Under Milk Wood](#). In 2024 we staged our first production at our Etty Street Studio, [The Real Inspector Hound](#), and followed up with [Qubit](#), a new play by local authors featuring an original score by a local composer and choreography by a local dancer. We continue to support local writers.

Funding and Finances

CTC’s income is primarily through ticket sales, with some from refreshments sales during performance runs. It occasionally applies for and receives some funding, for example, Mount Alexander Shire Council provided grant money towards *Walk With Us: Untold Castlemaine* in 2022. A Regional Arts Victoria funded the production management workshop and videos in 2021.

The financial year of Castlemaine Theatre Company is each period of twelve months ending on 31 December.

Membership

To become a member, interested people complete an application using the current CTC Membership Form and pay an annual fee (membership prices are determined at each AGM). CTC membership is payable in Try Booking and covers the twelve months ending 31 December. Cash, Square or bank payments may also be accepted. Any new member who joins after the start of the year must, for that year, pay the full annual subscription.

Committee

The CTC committee is made up of elected *volunteers* with various related skills and experience who meet once a month. For more information about current committee members, see [here](#).

Committee Meetings

The CTC Committee meetings take place on the third Thursday of the month. Meetings are held at the ETTY Street meeting room. Meeting may also take place online, or individuals may join in-person meetings online (although this is not encouraged for reasons of connectivity).

Committee Members are expected to attend all committee meetings (while allowing for illness, unexpected events); however, the Committee may grant a committee member leave of absence for up to three months if it is requested in advance. A person ceases to be a committee member if the person's company membership ends/lapses; or if they fail to attend three consecutive committee meetings without leave of absence.

Who is eligible to join the CTC Committee?

To be a CTC Committee member you must:

- Be a current member of Castlemaine Theatre Company
- Have been a member of CTC for at least 10 business days
- Have paid your membership fee for the current year
- Be over 18 years of age

Committee Member Responsibilities

The CTC committee governs the company and is responsible for oversight, policy making, financial monitoring and compliance.

As outlined in the Constitution, all business of the theatre company must be managed by and under the direction of the CTC Committee, which has **shared** legal duties under the Associations Incorporation Reform Act 2012.

The CTC committee is also an operational team and manages strategic planning, programming, fund-raising, ticket sales, partnerships and recruiting all the additional volunteers (cast, crew and otherwise) who make theatre happen.

The CTC committee is bound by its own rules as set out in its Constitution, which act as a legal contract between CTC and its members and are enforceable. All committee members must read and be familiar with the current CTC Constitution.

The responsibility of ensuring, for example, financial viability or timely reporting to Consumer Affairs Victoria, is shared collectively amongst all committee members.

Legal Structure

Castlemaine Theatre Company is an “Incorporated Association”, which is the name of the legal structure used by not-for-profit groups/clubs in the state of Victoria. It is a legal entity that remains in place even as members come and go over time. The laws that apply to an Incorporated Association can be found in the [Associations Incorporation Reform Act 2012](#) (AIR Act) and information is available through the Department of Consumer Affairs, Victoria. Incorporated associations must have and use the word ‘Incorporated’ or the letters ‘Inc’ after their name.

The legal structure of the organisation is designed to limit the liability of members and committee office-bearers. However, it is an offence under the AIR Act for committee members to fail to comply with any of their statutory duties, and a court may order them to pay a penalty. The Department of Consumer Affairs, VIC has powers to investigate, request compliance or even wind up an Incorporated Association if it believes (perhaps via a report by a member) that there has been a breach of responsibility.

How decisions are made

The committee makes decisions collectively, with the best interests of the organisation in mind, and guided by its stated purpose and values. We seek to reach consensus through discussion, and where that cannot be achieved, decisions are taken to a vote. Voting is enacted through the structure of motions. A committee member will propose a motion, another member who supports the motion will second it, and then everyone will vote. The motion is either carried unanimously, or by majority, or not carried. Motions are required for major decisions, such as the programming of a production.

List of CTC Policies

(Full policy available upon request from the CTC Secretary)

Conflict of Interest Policy (approved 2024)

Hire Policy (last modified 9/08/2014)

CTC Reimbursement Policy (last modified 15/01/2016)

Guidelines for Answering CTC Emails (Last modified 15/03/2020)

Directors Honorarium Policy (Last modified 15/03/2020)

CTC Policy Framework for Payment to Individuals (Last modified 15/03/2020)

Strategic Plan 2024

Use of Assets Policy

Child Safety Policy

CTC Committee Code of Conduct and Ethics

The following section outlines the expectations for Committee conduct during meetings, rehearsals, performances and all other CTC activities. It applies to exchanges including but not limited to: all face-to-face meetings between groups and individuals, phone/video conversations, social media, texts, and emails.

1. Committee Members agree to read the three key documents, Welcome Pack, Code of Conduct, and Constitution, and agree to abide by their principles (Your signature will be required on page 8 of this document)
2. Committee Members agree to uphold the CTC Values:

As outlined on the CTC Website here: (<https://www.castlemainetheatrecompany.com/who-we-are/vision/>) and in our Company Code of Conduct on page 4.

2.1 Be Respectful:

- Listen to and acknowledge all contributions
- Seek to engage with other's ideas, reflecting on different viewpoints before responding
- Communicate peacefully: Consider how your voice-tone, body-language, and written-tone in text-based communications will affect others. Avoid blaming or undermining others.
- Be kind and patient
- Express gratitude and appreciation as appropriate. Engage with formal thank yous such as the post-production Thank You Ceremony and gift-giving.
- Respect each other's boundaries, particularly regarding communications. Individuals may or may not wish to be contacted during particular hours, or on particular platforms. Keep emails to a minimum between meetings. Only use email to make decisions when the matter is urgent.
- Read documentation prepared by and for the Committee in advance of meetings
- Apologise when you have negatively impacted someone, even if it was not intentional.
- Report any breaches of the Company Code of Conduct that are brought to your attention, to the CTC Committee

2.2 Be Supportive:

- Support the wellbeing of Committee Members, including your own.
- Support each other in the learning of CTC culture, policies and protocols
- Support each other to uphold the values of the organisation and responsibilities of the committee.

2.3 Be Inclusive:

- Engage with our practice of Acknowledging Country

- Consider diverse perspectives in programming decisions and related activities
- Seek to engage marginalised and diverse community members where possible
- Use inclusive language, and plain English

2.4 Work Collaboratively:

- Work collaboratively to reach consensus. The CTC Committee reaches decisions through discussion, aiming to reach a consensus where everyone can agree on a course of action. This can require time and effort, and sometimes a little compromise. The effort is worthwhile, as the alternative is that decisions are taken to a vote, which can potentially reinforce disagreement.
- Once a decision has been made by the Committee, all the Committee Members are asked to get behind the decision, and work collaboratively towards the agreed outcome.
- Share the labour of producing theatre equitably as much as possible (taking into account changes in personal circumstances)
- Practice reciprocity in the support of projects championed by other Committee Members.
- Work with the good of the company front and centre

2.5 Think Creatively:

- Be open to trying new things and welcoming new ideas
- Consider approaching challenges from multiple and unusual angles
- Support the creative vision of the production team
- Respect and build on existing knowledge and expertise
- Engage with local artists and new works, and new interpretations of classic texts

3. In addition, Committee Members agree to uphold the Company Code of Conduct which articulates our **zero tolerance** for racism, homophobia, gender-based, ability-based and all other types of bullying and sexual harassment (see Company Code of Conduct page 5). Definitions of bullying and sexual harassment can be found on pages 14-17. Committee Members agree to **take seriously any reports of such incidents** by other CTC members and volunteers. See below for guidelines for dealing with such incidents.

Dealing with reports of breaches of our Code of Conduct by CTC members, volunteers and other stakeholders.

These may be recent, or historical. Treat every report with respect and take it seriously. Definitions of sexual harassment and bullying can be found in our Company Code of Conduct (pages 14-17)

1. **Listen carefully** to the person reporting, and respond with respect and empathy. The person may be emotional, so try to make them as comfortable as possible. They may need to sit and have a drink of water. Gently make sure you understand what has happened. Ask for clarity, but don't interrogate them. You need to find out what happened, where it happened, who was involved, and when the incident took place. If they are emotional, acknowledge their emotions and gently direct them to the facts of the event. Allow them time and space.
2. **Feedback your understanding.** Say what you have heard and ask if that is correct. Reassure them that you take the issue seriously.
3. **Document** the incident as soon as possible, so you have an accurate record of the exchange.
4. Ask for the consent of the reporting person, before **sharing your report** with the rest of the Committee.
5. **Encourage them to deal with the issue directly with the offending person.** They may want to have a third-party present, which could be you, or another Committee Member, or an impartial mediator. In some instances, this may not be appropriate, if the person feels unsafe to confront the other party in person. Respect their wishes in this regard. If they agree to speak directly to the other person, encourage them to use 'I' statements, to remain calm, perhaps rehearse what they will say, ask clearly for the behaviour to stop and ask for an apology.
6. **Next steps.** Should the person feel unable to resolve the matter directly, there may be other organisations that you can refer them to, for example:

The Centre Against Sexual Assault (CASA) <https://www.casahouse.com.au/>

LGBTQI+ peer support and referral <https://qlife.org.au/>

24/7 crisis support for Aboriginal and TSI people 13yarn.org.au

Sexual harassment and/or violence

It's important to be aware that the theatre is a relatively high-risk environment for incidences of sexual harassment. There are dark spaces, people are getting changed in and out of costume, there is a highly-charged atmosphere, and celebratory drinks at various times. As a Committee Member you are in a responsible position, so you need to remain sober while on duty in a production, especially while in the theatre venue or the rehearsal/performance space at Etty Street. Affirmative Consent (<https://www.sasvic.org.au/consent>) is now a legal requirement in Victoria, so it is very important to take any reports of sexual harassment as a serious incident with legal implications.

When a third-party reports on someone else's behalf

Thank the reporting person for their concern, and invite them to encourage the victim to report directly to you or another Committee Member. Provide the reporting person with some support

organisations to give to the victim (see above) If the victim is an adult (16+) it is important that they give consent for matters to be taken further.

Incidents involving children

If the incident involves someone under 16, then you have a responsibility or 'duty of care' to report the incident, including if it was reported by a third party. For more information see <https://www.yacvic.org.au/verp/safety/youth-work-mandatory-reporting/>

Report the incident to the CTC Committee, and to the [Department of Families, Fairness and Housing \(DFFH\) Child Protection](#)

Incidents involving Committee Members

The reported incident may involve a fellow Committee Member. Treat this in the same way you would for any other member or volunteer. Be aware that the offending party may be someone you know, trust, work with regularly, and may consider a friend. If you feel unable to deal with the report, due to your closeness to the offending party, refer it to another Committee Member, (*refer to the CTC Conflict of Interest Policy*).

Consequences

A Committee Member accused of assault or any other crime, will be stood down from the Committee immediately.

Agreement

- I have read and understood the CTC Constitution and agree to abide by its principles
- I have read and understood the CTC Code of Conduct, and CTC Committee Code of Conduct contained in this document, and agree to abide by their principles
- I accept that as a committee member, I share responsibility for ensuring that the CTC fulfils its legal responsibilities as outlined in the Model Rules (Constitution).

Signature	
Print Name	
Date	