

**ONEHERO SOCIETY OF PERFORMING ARTS INC.  
(OSPA)**

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# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## ACCESS TO POLICIES DOCUMENT

**PURPOSE:** The purpose of this policy is to ensure that OSPA committee members and others who contribute to the running of the organisation in any way, e.g. database and website manager(s), directors and producers, are made aware of these policies in order to maintain the standards set for the organisation. It will also ensure continuity of information and knowledge by having all policies in one location.

The following policy came into effect on 26 April 2018.

- OSPA policies will be stored on the Society's website under the ABOUT heading so that they can be easily found and read by anyone wishing to read them \*
- Producers and Directors of shows will be advised by the Secretary of the location of the policies document and asked to familiarise themselves with its contents
- As and when necessary, further policies can be added to this document

# ONEWHERO SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## ALCOHOL and DRUGS POLICY

**PURPOSE:** The purpose of the policy is to ensure that every person engaged in activities at the OSPA Theatre handles the provision and consumption of alcohol in such a manner as to ensure their safety and that of guests/patrons and in accordance with the terms and conditions of liquor licences. It is also to set a standard that bans the use of recreational drugs, the use of which may affect a person's ability to carry out a task to the highest possible safety standards, whether this is prior to or during a production and during the breaking down of sets/cleaning of the theatre in its entirety at the end of a production and/or working bees.

The following policy came into effect on 26 April 2018.

- Bar managers will ensure that supplies of non-alcoholic beverages are available for sale at the bar on all occasions for which a liquor licence has been obtained.
- The cast and crew shall be entitled to one complimentary drink per performance, at the conclusion of the show.
- Bar managers will maintain a list of cast and crew for each production, marking against each person's name when they have been served their complimentary drink for that show. This is intended to help the Bar Managers maintain control, particularly when there is a large audience.
- No alcohol from the bar shall be taken backstage.
- Cast and crew shall not be permitted in the bar until after the end of each performance and are required to change into their own clothes beforehand.
- Bearing in mind Health & Safety requirements and the importance of maintaining OSPA's reputation for delivering high quality performances, cast and crew shall be required to exercise the utmost discretion if partaking of any alcoholic drink prior to the commencement of a performance.
- Should the cast and crew wish to celebrate the successful conclusion of a show, this must take place in areas designated for OSPA's exclusive use, i.e. in the theatre or backstage. Food must always be made available and the sound system turned off. A reasonable end time must be adhered to so that neighbours are not disturbed by voices, singing or departing vehicles.
- The Director shall have the power to stand down any crew or cast member during any set-up or rehearsal if they deem that person is not capable of performing their duties in an acceptable manner due to the consumption of alcohol or recreational drugs.

# ONEWHERO SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## ANNUAL GENERAL MEETING

**PURPOSE:** The purpose of this policy is to ensure that all statutory requirements are met following OSPA's Annual General Meetings, and to ensure a thorough hand-over process from incumbent office holders to their successors.

The following policy came into effect on 26 April 2018.

Statutory requirements:

- The Secretary shall submit to the Registrar of Incorporated Societies via their website – [www.societies.govt.nz](http://www.societies.govt.nz) – a copy of the annual accounts as approved by members at the AGM
- In the event that changes to OSPA's constitution/rules have been approved by members at the AGM, the Secretary shall submit to the Registrar of Incorporated Societies a copy of the newly adopted constitution. This copy is required to show the changes that have been adopted
- Since OSPA is a registered charity, in addition to being an incorporated society, the Treasurer shall prepare and submit the required annual return to the Charities Commission

Operational requirements:

- The Secretary shall organise the changing of bank signatories (if necessary), including the removal of old signatories and the transfer of Fastnet tokens that enable payments to be approved online.
- The outgoing office holders (President, Secretary, Treasurer) shall meet with their successor as soon as possible after the AGM to brief them on duties and hand over relevant files, e.g. minutes of the previous AGM and meetings that have taken place during the preceding 12 months, copies of insurance policies, copy of OSPA policies, details of work in progress and grants that have been applied for

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## APPLYING FOR GRANTS

**PURPOSE:** The purpose of this policy is to ensure avenues of funding are sought for major projects and, where applicable, for the promotion of OSPA productions in order to retain sufficient working capital for OSPA and a level of security in having some funds invested.

The following policy came into effect on 26 April 2018.

- Should a donation or sponsorship be likely, this avenue should be explored in the first instance. Suitable recognition must be included in any application for sponsorship, e.g. signage at theatre, logo and link to website on OSPA website, articles/photographs in local media.
- Whenever capital works are to be carried out, e.g. new roof, replacement of projector etc. approval will be sought from the OSPA committee to explore funding avenues from organisations such as Lotteries Commission, Pub Charities, Creative Communities, Trust Waikato, Waikato District Council, Onewhero-Tuakau Community Board etc.
- Applications for funding are to be recorded in detail in the minutes of the committee meeting at which approval was given to proceed, e.g. "The President was authorised to apply for funding to the value of \$XXX from XYZ organisation for the purpose of <detail>." Some funders will not consider applications without sighting such a resolution recorded in the minutes.

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## ARCHIVES

**PURPOSE:** The purpose of this policy is to ensure that records pertaining to the affairs of OSPA are retained in a location and in formats that are easily accessible by authorised persons who wish/need to review them.

The following policy came into effect on 26 April 2018.

- Paper-based records (minutes, correspondence etc.) shall be stored in a designated area within the props cupboard at the OSPA theatre, with folders clearly marked to indicate the period covered, e.g. 1 April 2017 – 31 March 2018
- Any document that replaces an earlier version shall be clearly dated and marked to the effect that it replaces all previous versions
- Should it be deemed useful to make documents available for members to view, a closed access Facebook page, or similar, will be set up for this purpose

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## DATABASE MANAGEMENT

**PURPOSE:** The purpose of this policy is to ensure that all personal data entrusted to OSPA is handled in accordance with the requirements of The Privacy Act 1993, and to ensure that only authorised persons may access the data.

The following policy came into effect on 26 April 2018.

- At every point of collecting personal information (name, address, telephone numbers, email address etc.) a clearly worded privacy statement will be made available
- Only persons authorised by the OSPA committee shall have administrator access to the database for the purpose of adding, amending or removing records and/or for accounting purposes. These authorised persons shall normally be the database developer, database/website administrator and the Treasurer
- All data will be managed in a manner that ensures compliance with The Privacy Act 1993 and the Unsolicited Electronic Messages Act 2007

# ONEWHERO SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## FLOATS – RECONCILIATION and BANKING

**PURPOSE:** The purpose of this policy is to ensure that sufficient float monies are available for each show for ticket sales, bar and raffles. It is also to ensure transparency for all concerned and for ease of reconciliation by the Treasurer.

The following policy came into effect on 26 April 2018.

Cash (float money and takings) are to be placed in the safe by a designated person at the end of each show. Office holders (President, Vice President, Secretary and Treasurer) and bar managers only shall be given the access code for the safe.

Designated persons – Office holders – must ensure at least one is in attendance at each performance

In the event of a one-night show, money is to be banked by a designated officer – preferably within 24 hours but within 48 hours maximum. Treasurer to be informed of total banked, including float monies, i.e. no money will be held in the safe between one production and the next.

**Floats:** The Treasurer shall make available float monies for front-of-house ticket sales, bar and raffle(s) for each show, together with reconciliation slips to be completed by the person(s) managing each of the above three areas at the end of each show.

NB: Ticket sales must be accounted for as a separate entity in order to report to rights holders. Bar and ticket sales are subject to GST and must be accounted for separately from raffle ticket or any other form of income which are not subject to GST.

# ONEWHERO SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## HEALTH and SAFETY

**PURPOSE:** The purpose of this policy is to demonstrate OSPA's commitment to providing and maintaining a safe and healthy environment for all members and visitors, and to providing the information, training and supervision needed to achieve this.

OSPA, as a registered charity wholly managed by volunteers, is not considered a PCBU under the Health and Safety at Work Act 2015 (HSWA). Nevertheless, OSPA committee will take responsibility for health and safety procedures; however, members and visitors need to be made aware of their responsibilities and comply with the health and safety policy.

The following policy came into effect on 26 April 2018.

## MAINTAINING A SAFE AND HEALTH ENVIRONMENT

Each member, performer, production assistant, front-of-house assistant, and visitor is encouraged to play a vital and responsible role in maintaining a safe and healthy environment through:

- Taking reasonable care for their own health and safety, including limiting their intake of alcohol to within the legal limit and/or designating a sober driver
- Taking reasonable care that others are not harmed by something they do, or do not do \*
- Being involved in the health and safety system
- Following instructions and procedures
- Wearing protective clothing and equipment if, and when, required
- Not working on the construction of sets and/or rigging without someone else being present
- Ensuring all accidents and incidents are reported to the committee
- Helping new members and visitors to understand the right safety procedures and why they exist
- Telling a member of the committee immediately of any health and safety concerns
- Keeping the theatre tidy to minimise the risk of any trips and falls

\* OSPA will be legally responsible if we cause someone harm and are found to have not taken reasonable care.

.....First Aid/Emergency Exit Plan

## **FIRST AID**

OSPA is fortunate in having several members of the volunteer Fire Force in attendance at most performances or living nearby. Nevertheless, first aid supplies should always be available to deal promptly with minor accidents.

- First Aid kits will be stored in suitably marked locations in the backstage kitchen and lounge kitchen.
- Accidents or other incidents requiring first aid treatment are to be recorded in notebooks contained within each first aid kit, together with details of supplies used
- First Aid kits will be checked 6-monthly and depleted stocks replaced

## **EMERGENCY EXIT PLAN**

In the event of an emergency (fire or other) while a performance is taking place, the theatre Exit doors will be opened by committee members present. Patrons will be ushered to a marshalling point outside the Onewhero Community Hall until such time as the building has been declared safe to re-enter.

Any patron in a wheelchair shall be assisted to exit the building by a committee member after other patrons have departed. This is to ensure that the wheelchair does not block a doorway.

All interior doors shall be closed, but not locked. Appliances in the kitchen shall be switched off and the bar fridge locked.

An Emergency Exit plan, including directions to the safe marshalling point, shall be displayed in several locations, including the kitchen and lounge, inside the single door from the deck and in the corridor opposite the toilets. The plan shall also show the location of fire extinguishers.

The Stage Manager has control of the theatre at the beginning of each show. Voice-over should include direction to the audience to take care descending the stairs in the event of a power outage or other reason to evacuate the theatre.

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## INSURANCE COVER

**PURPOSE:** The purpose of this policy is to ensure that the OSPA Theatre, its contents and people utilising the building are adequate and kept up to date.

The following policy came into effect on 26 April 2018.

- Copies of insurance policies are to be kept on file by the President and Treasurer and made available to incoming holders of these positions when new persons are elected
- Insurance premiums shall be paid promptly upon receipt of invoices to ensure ongoing cover
- The level of insurance cover shall be reviewed annually.

**Public Liability and Statutory Liability** – These are insured through Aon New Zealand, agents for MTNZ, of which OSPA is a member. (see below)

The annual premium for all this cover combined is currently \$315.00 plus GST for a 12-month period which is 1 September each year. The scheme is administrated via Kate Ghent in the MTNZ Wellington office. [This advice received 4 September 2017]

Contact is :

Ashley McDonald, Regional Manager

Aon New Zealand | Hastings

313 Karamu Road North, Hastings 4122

t +64 7 873 0430 | dd +64 7 873 0439 | m +64 27 485 0975

E [ashley.mcdonald@aon.com](mailto:ashley.mcdonald@aon.com) | [www.aon.com](http://www.aon.com)

**Contents** – The contents of the Theatre building and workshop are insured through Aon New Zealand (see Public Liability and Statutory Liability above)

**Building** – The OSPA Theatre and workshop are insured by Waikato District Council since they are located on Domain Board land administered by Council. Council contact is Samantha Frederick – [Samantha.frederick@waidc.govt.nz](mailto:Samantha.frederick@waidc.govt.nz)

Sum Insured : \$1,156,100.00

Annual Premium : \$1,144.27

Excess per claim : \$10,000.00

Policy adopted 8 March 2018

Public Liability : This policy provides a \$5,000,000 sum insured and covers the legal liability to your organisation from property damage or personal injury to a Third Party – e.g. One of your members manages to burn down the hired theatre premises.

Statutory Liability : This policy provides a \$500,000 sum insured and is designed to cover your legal defence costs and court ordered reparations arising from a breach of an Act of Parliament (e.g. Health & Safety in Employment Act). In some instances the insurance policy will also pay the fines and penalties imposed (e.g. Resource Management Act, Building Act)

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## **KEYS and ALARM**

**PURPOSE:** The purpose of this policy is to enable the committee to maintain oversight of access to the theatre by authorised persons to ensure the security of the building and its contents is protected at all times.

The following policy came into effect on 26 April 2018.

**Keys:** Keys to the theatre shall be held by persons designated at the first meeting of the committee following the Annual General Meeting. Keys must be safeguarded and any loss reported to the committee immediately. The Director of each show shall hold a set of keys for the duration of the production in which they are involved, after which they must be returned to the Theatre Manager.

**Alarm:** The alarm code and procedure for setting/unsetting the alarm shall be made known to holders of keys. Any malfunction of the alarm shall be reported to the Theatre Manager as soon as possible so that it can be re-set/remedied.

The Theatre Manager is Terry Beatson – ph. 929 8763.

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## MAINTENANCE OF FACILITIES & EQUIPMENT

**PURPOSE:** The purpose of this policy is to ensure that all facilities, including the theatre building in its entirety, the workshop, and all equipment are maintained to a standard to ensure the health and safety of all who enter the building, and to ensure that anything identified as requiring repair or replacement is dealt with as promptly as possible.

The following policy came into effect on 26 April 2018.

**Exterior of buildings:** An inspection of the exterior of the theatre complex shall be carried out by the Theatre Manager and nominated others at least once per calendar year. This inspection shall include decks, ramps, steps, carpark, water tank and the workshop to ensure these are in good condition. Any repairs needed shall be notified to the committee, together with recommendations of how best to effect repairs, i.e. OSPA volunteers or professional contractors.

**Interior of buildings:** Annual reviews of the building's fitness for purpose shall be carried out by the relevant regulatory bodies, e.g. council building inspectors, fire extinguisher certifiers (Wormald) etc.

Electrical appliances (heaters, stove, fridges, microwave, sound/lighting desks etc.) shall be inspected and tested annually by a qualified electrician and, where required, tagged to indicate that they are fit for use.

The estimated cost of all such regulatory inspections shall be conveyed to the Treasurer for inclusion in an Annual budget, to be presented at the Annual General Meeting.

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## PURCHASING ON BEHALF OF OSPA

**PURPOSE:** The purpose of this policy is to enable the committee to maintain oversight of expenditure and delegate purchasing rights to specified persons.

The following policy came into effect on 26 April 2018.

**Pak'n'Save Supermarket:** Account cards shall be held by the President, Vice President, Secretary, Front-of-House Manager and Bar Manager(s).

On ceasing to hold one of the above offices, card-holders shall relinquish their account card to the Treasurer, unless otherwise agreed by OSPA's committee. New account cards shall be authorised by the committee prior to applying to Pak'n'Save for extra cards.

 <b>Pukekohe</b> Name: Onewhero Society of Performing Arts A/c no. 4005356  xx.xx.20xx Date of Issue	 <b>Pukekohe</b> Name: Onewhero Society of Performing Arts A/c no. 4005356  xx.xx.20xx Date of Issue
Signature	Signature

Additional or replacement cards can be obtained by dating and signing the cards above. Present these to the information desk at Pak'n'Save where they will be laminated. Note: Allow two or three weeks before collecting new cards.

**Purchasing for productions/shows:** A budget for productions/shows shall be presented to the committee for approval. Spending up to the amounts detailed in the budget may be spent without further need for discussion by the committee. Permission must be sought from the committee to obtain additional budget, if required, e.g. for props, costumes, set etc. A close estimate of the extra amount needed must be given at the time of making such a request.

**Photocopying:** OSPA holds a BizRewards account at Warehouse Stationery in Pukekohe which can be used for show-related printing/photocopying such as tickets, programmes, thank-you cards for cast and crew etc. The credit limit has been set at \$400 per month.

The account card(s) shall be held by the President and made available to a show's Producer or other designated person to enable printing to be done.

OSPA's BizRewards membership number is B000096128.

**Cleaning supplies:** Cleaning supplies are purchased on account from Counties Cleaning Supplies, 6 Nelson Street, Pukekohe. The Theatre Manager – or other designated person – shall be responsible for maintaining the supply of all cleaning products.

**Purchasing when no account is held:** If a purchase needs to be made from a supplier where no OSPA account is held, all receipts must be presented to the Treasurer for reimbursement. Such receipts should specify the purpose of the purchase, e.g. replenishment of First Aid supplies.

**Regular / ongoing payments:** Payments for regular outgoings such as power, insurance etc. shall be shall be paid by direct debit from OSPA's account.

**Receipts for donations:** The Treasurer shall provide a receipt for donations for which a tax exemption is available (over \$5).

# **ONEWHERO SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES**

## **REPRESENTING OSPA AT ZONE MEETINGS, CONFERENCES and ZONY AWARDS**

**PURPOSE:** The purpose of this policy is to detail costs that will be met by OSPA when sending representatives to MTNZ Zone 2 meetings and/or conferences, and

The following policy came into effect on 26 April 2018.

- Zone 2 meetings: Representatives shall, as far as is possible and practical, travel to Zone meetings in one vehicle. A \$20 petrol voucher shall be offered to the owner/driver of the vehicle in recognition of real costs incurred in travelling to the meeting's location.
- MTNZ/Zone 2 conferences: The registration fee shall be paid by OSPA for their representative to conference. Travel and accommodation costs shall be met by the representative.
- Zony Awards: OSPA shall pay for one Zony Award ticket per production chosen as a finalist in each year's Awards. This ticket shall be allocated either through discussion by those nominated in such a production or by a random ballot. Others wishing to attend the Zony Awards event shall be required to pay for their own tickets.

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## REVIEW OF POLICIES

**PURPOSE:** The purpose of this policy is to maintain a schedule for reviewing policies that includes the frequency of reviews and how these will be updated, added to, or deleted in the event that they are no longer applicable.

The following policy came into effect on 26 April 2018.

- Policies shall be reviewed annually by OSPA committee members, within six months of the Annual General Meeting
- Proposed amendments of any kind must be approved by the full committee prior to taking effect
- Once approved, the new date upon which the new or amended policy came into effect will be added to the policy document
- A footnote will be added to the collective policy document noting the date on which the review took place
- The hand-over pack presented to any new President, Secretary and Treasurer shall contain a copy of the current version of OSPA policies and the procedure to follow to update these

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## THIRD PARTY USE OF FACILITIES

**PURPOSE:** The purpose of this policy is to set guidelines for enabling outside organisations to hire the OSPA theatre/lounge for fundraising purposes. It is intended to set a fair rate for both parties so that OSPA is guaranteed a percentage of the ticket sales to cover the performance rights and sales for which they would otherwise have been the sole recipient, and to enable the other organisation to generate worthwhile funds for their cause. It is also intended to make the facilities available to music teachers (or similar) on a per-term basis and to make them available to Onewhero Area School should they require additional facilities for exams etc. A nominal fee shall be charged for this type of use.

The following policy came into effect on 26 April 2018.

For members – e.g. music teachers – wishing to hire the facilities for teaching purposes, a fee of \$60 shall be charged.

Onewhero Area School – a fee of \$10 per day shall be charged when facilities are used for exams.

Bookings for either of these are to be made through the Theatre Manager and listed on the calendar displayed in the kitchen area of the shared OSPA/Bowling Club lounge.

Whole of theatre hire by community groups for their own performance – a fee of \$100 shall apply to cover the cost of outgoings, including power, cleaning etc.

Whole of theatre 'sale', e.g. local parish – the cost of the rights for one performance plus a per ticket percentage shall be paid to OSPA. The total ticket price shall be determined by the purchaser who will be responsible for selling the tickets for their designated performance. Note: OSPA applies for liquor licences for entire the season of shows therefor the proceeds from liquor sales shall be OSPA's. Raffle(s) and catering shall be the responsibility of the organisation purchasing the performance.

Per ticket 'sale' – in the event that an organisation, e.g. Play Centre, Pony Club, St John wishes to purchase, say, 50 tickets for one performance as a fundraising activity, a rate per ticket shall be negotiated that enables the organisation to make sufficient income to meet their objective(s) and encourages their efforts to sell tickets at a price that is set by them. Proceeds from bar sales shall remain OSPA's, but if the organisation wishes to run a raffle the proceeds will be theirs. Note: the raffle would only be available at the specified performance so that OSPA could run its own fundraising raffle throughout the remainder of the production's season.

Two months' notice must be given to OSPA by any organisation wishing to arrange either whole theatre or per seat purchases so that publicity can reflect the arrangement. Consideration will need to be given to publicity via the OSPA website, social media, newsletters, newspapers, posters etc. to ensure clarity of messaging.

In each instance of sales to outside organisations, payment to OSPA is required prior to the performance date.

Written confirmation of the theatre hire agreement, in whatever form it takes, shall be provided by OSPA to the organisation hiring the theatre or purchasing a specified number of tickets. This agreement shall be signed by the other organisation to signify acceptance of the terms and conditions. The agreement shall specify the costs involved, liquor licensing/bar sales, opportunities to run raffles and provide catering etc. as appropriate.

Off-premise productions, e.g. retirement homes, suitable cafe: In the event that a production is deemed suitable to be performed in venues other than the OSPA Theatre, all details of the agreement reached with the alternative venue are to be in writing and signed by both parties as acceptance of the terms and conditions that have been negotiated.

# ONEWHERE SOCIETY OF PERFORMING ARTS INC. (OSPA) POLICIES

## TICKET PRICING/COMPLIMENTARY TICKETS

**PURPOSE:** The purpose of this policy is to set ticket prices that reflect the quality of productions staged by OSPA, and to set standard pricing to ensure consistency.

The following policy came into effect on 26 April 2018.

**Ticket pricing:** The committee shall set standard pricing for tickets that includes consideration of the duration of the performance, family tickets for productions that involve children, seniors etc.

Ticket pricing for touring shows shall be determined, taking into consideration the fee payable to the performers, to ensure that OSPA's costs are covered.

**Complimentary tickets:** Two tickets per show (OSPA and touring shows) shall be made available to the retail outlet selling tickets. These shall be marked "Complimentary".

Sponsors shall also be provided with the number of complimentary tickets specified in any sponsorship proposal, e.g. \$200 = two tickets; \$100 = one ticket. The committee, together with the Producer of the relevant show, shall decide which performance tickets will be allocated for.

Zony Award judges: several judges will attend across the duration of a production that has been nominated for consideration. The number of judges and the particular show they will attend will be advised to OSPA's Zony Award representative – Sylvia Devlin – prior to the commencement of the show's season commencing.

Life Members shall be entitled to a complimentary ticket to all shows. As at 2017, Life Members are June McCoubrie, Richard Gemmell, Leonard Irving, Gladys Hedley, Kathleen Solomon, Mike Carter.