

(Updated: 13 October 2024)

On behalf of the Management Committee of the Galleon Theatre Group (**GTG**), welcome to the team! To make your 'Galleon experience' even more enjoyable, we'd like to take this opportunity to give you an overview of how we like to go about things.

- **You need to become a financial member of GTG.** As soon as possible, please fill out a membership form and pay the prescribed fee, preferably by EFT (\$20 for a full year, or \$10 for the duration of production).
  - The form can be downloaded from our website on the "**About**" page at <https://www.galleon.org.au/html/about.html>.
  - Give your completed form (and fee if relevant) to the Executive Producer.
  - You can pay by EFT: BSB: 325185, Acc No 02243974 Acc name: Galleon Theatre Group Inc. If you'd like to pay by credit card, or cash, that can be arranged. Just let the Executive Producer know.
- **GTG is a legally constituted body** and operates in accordance with a legally binding constitution, which is also available on our "About" page.
- At GTG we expect that everyone involved in our activities will be treated with **respect** and be able to **flourish in a hassle-free environment**. However, we live in an imperfect world and so we have a range of policies and procedures – available for download on the "About" page – that provide us all with pointers and reminders about good practice. Key amongst these are:
  - **Child safety** (applicable in those instances where young people under the age of 18 years are involved in our activities)
  - A **Code of Conduct** that guides our commitment to health & well-being, integrity, and respect.
  - Our commitment to **Diversity & Inclusion**
  - Procedures to help you address any **problems, complaints and disputes** that may arise
  - Our shared and mutual obligations regarding **Work, Health & Safety**.
- GTG also has a **COVID19 Policy** that guides our activities to safeguard the health of cast and crew, and the viability of the production. The Policy is available on the "About" page. The basic message is respect everyone on the team, use common sense, and follow any government rules and regulations.
- On the "About" page there is also a useful "**Information for Members**" document designed to answer most of your questions, including about such things as how to book tickets! It also provides some interesting history about Galleon.

Again, welcome to Galleon and we sincerely hope you enjoy your time with us and will want to repeat the experience!

Best wishes

**Kym Clayton**

PRESIDENT, Galleon Theatre Group Inc., for and on behalf of the Management Committee