

**melt venue**

information pack



melt

## about

Melt is an annual open access festival of Queer art and culture, staged across Magandjin/Brisbane.

In 2025, Melt platformed over 2,000 LGBTQIA+ creatives, arts workers and businesses, across the 3 week festival.

Melt 2026 will be held from 21 October to 08 November, this year opening the festival with the iconic River Pride Parade on Saturday 24 October.

Melt invites participation from Queer artists, producers, community groups, venues and sporting clubs to showcase the huge range of LGBTQIA+ excellence the city has to offer.

More info? Head to [melt.org.au](https://melt.org.au)

We acknowledge the Yagarra and Turrbal peoples, the First Nation Traditional Owners of the land on which Melt takes place. We pay respects to all Elders past and present and acknowledge the young leaders who are working beside our Elders in our cultural industries. We recognise all First Nation peoples as the original storytellers of these lands and acknowledge the important role they continue to play in our community.

Brisbane Powerhouse is committed to providing a safe respectful environment. We do not tolerate discrimination against people of diverse sexualities, diverse genders, diverse gender expression and diverse bodies. This includes but is not limited to homophobia, biphobia, bi-erasure and transphobia.

Melt is guided by the [Melt Reference Group](#).



## what's different this year?

Melt is reshaping the open access model this year to better platform diverse, emerging, and experimental work in a more supportive, low risk environment.

The adjustment aims to reduce financial and logistical risk to artists while ensuring venues cover their hard costs.

This new model moves away from the traditional fringe structure and toward a festival-supported approach.

Some key differences being:

- No registration fees for artists or venues
- Clear support structures for participating events
- A more user-friendly application process

We encourage venues to consider supportive deal structures, in-kind contributions, or other practical support that will assist artists to present work as part of Melt.



# how it works

## Step 1

Venues interested in hosting events as part of Melt can submit their Venue EOI online through the [Melt website](#).

To be listed as a participating Melt venue on the Melt website, the Venue Manager must provide current information regarding technical capacity, availability during the festival period, and any support the Venue is able to offer participating artists or promoters.

Support may include (but is not limited to):

- discounted or waived venue hire
- access to in-house technical equipment
- technical staff support
- rehearsal access
- front of house or box office support
- marketing support
- flexible box office or hire arrangements

Some example [deal types](#) can be found below.

## Step 2

Once approved, your venue details and contact information will be featured on the Melt website for event producers to browse and connect with you about hosting opportunities.

Venues will also receive a private link to view events that have applied to be part of the festival. From there, you're welcome to reach out directly to any event you may be interested in hosting.

As producers of Melt Festival, we'll also do some matchmaking along the way — connecting venues and events when we spot a great potential fit.



## can i present my own melt event/program?

Yes! Venues are welcome to host or curate their own program of Melt events independently. Each of these events will need to submit applications through the Event EOI page [linked here](#).

### **melt venues must:**

- Agree to the Melt Terms and Conditions below
- Adhere to Melt's code of conduct below
- Provide Melt with a ticket summary report including post code and opt in data.

## what does melt provide?

- Inclusion of your events in the overall Melt marketing campaign covering:
  - A website listing (269,967 webpage views during and in lead up to festival)
  - A feature in the Melt printed program distributed locally and nationally.
  - Featured in Melt Festival EDMs and social media
  - (Instagram: 977K views + 175K reach, Facebook: 2.1M views +607K reach)
  - Melt branded Marketing collateral, templates and venue dressing
  - Relevant promotional/ media opportunities (e.g. PR, interviews etc. Subject to availability)
- Invitations to select Melt events (this may include launches, celebrations, River Pride Parade, networking, industry nights etc)
- Be available to provide feedback, recommendations, facilitate conversations and advice

## want to become a melt venue?

All that's left to do is jump on the website and fill out the 'Venue Application EOI Form'

Feel free to email [info@melt.org.au](mailto:info@melt.org.au) with any questions you may have!



**melt venue**  
deal types



# example deal types

## **DEAL TYPE 1— EMERGING ARTISTS: LOW RISK, ACCESS-FOCUSED**

Best for small audiences, early-career artists, and experimental work.

Deal Structure: Artist-First Recoup Model

- **No venue hire fee/upfront artist costs**
- First [enter agreed upon amount] in ticket sales goes to the artist
- (potential sliding scale based on capacity)
- Ticket sales then split 50/50 between artist and venue

Why this works:

- Artists are protected from losing money
- Venues still participate in upside
- Encourages access and discovery without financial pressure

## **DEAL TYPE 2 — EMERGING ARTISTS WITH AUDIENCE BASE: SHARED RISK, SHARED RESPONSIBILITY**

Best for artists with some audience traction and venues willing to co-promote.

Deal Structure: Cost-Recoup + Artist-Favour Split

- **No venue hire fee/upfront artist costs**
- Venue recoups [enter agreed operational costs] from ticket sales
- Once recouped, ticket sales split 70/30 (artist / venue)

**OR**

Deal Structure: Guaranteed Minimum + Upside Share

- **No venue hire fee/upfront artist costs**
- Venue guarantees agreed upon artist a minimum fee
- Ticket sales split 50/50 after breakeven

Why this works:

- Artist downside is capped or removed
- Venue costs are protected
- Incentives are aligned around promotion and attendance



# example deal types

## **DEAL TYPE 3 — ESTABLISHED ARTISTS / HIGH-CONFIDENCE EVENTS: CERTAINTY AND SCALE**

Best for strong draw artists or high-capacity venues.

Deal Structure: Buy-Out

- **No venue hire fee/upfront artist costs**
- Venue pays an agreed artist fee
- Venue retains 100% of ticket sales

**OR**

Deal Structure: Zero-Hire Co-Pro

- **No venue hire fee/upfront artist costs**
- Ticket sales split 60/40 or 50/50, depending on promotional contribution

Why this works:

- Clear financial outcomes
- Minimal admin complexity
- Supports higher-scale programming

### **Baseline Support (All Deal Types)**

All participating Melt venues agree to provide, at no cost to artists:

- Event administration and ticketing setup
- Basic PA + mixer, microphone
- Basic lighting rig
- Sound / lighting technician(s)
- At least 1 rehearsal in the space if requested
- FOH and Box Office Staff as required



**melt venue**

terms & conditions



## TERMS AND CONDITIONS – VENUES

1. In order to register a venue for Melt, the open access LGBTQIA+ festival (hereafter referred to as **Melt**), venues are required to agree to the following terms and conditions. These Terms and Conditions form part of the contractual relationship between Brisbane Powerhouse and the individual or company nominated as the Primary Contact in the Melt Online EOI (hereafter referred to as the **Venue Manager**) for the registered venue (hereafter referred to as the **Venue**). Where an event is ultimately presented at the Venue as part of Melt, that event may be viewed by audience members (the **Audience**).

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### 2. General Clauses

2.1 This agreement commences on the date the Venue EOI is completed and submitted through the Melt website and continues, unless terminated earlier, until the Agreement End Date set out in the Schedule.

2.2 The Venue Manager declares that, at the time of entering into this agreement, it has not entered into any other agreement with any person that would prevent it from fulfilling its obligations under this agreement.

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### 3. Online EOI and Venue Listing

3.1 To be listed as a participating Melt venue on the Melt website, the Venue Manager must complete the Online EOI and provide accurate and current information regarding the Venue, including technical capacity, availability during the festival period, and any support the Venue is able to offer participating artists or promoters.

Support may include (but is not limited to):

- discounted or waived venue hire
- access to in-house technical equipment
- technical staff support
- rehearsal access
- front of house or box office support
- marketing support
- flexible box office or hire arrangements

3.2 The Venue Manager acknowledges that Melt is working to reduce financial and logistical barriers for artists participating in the open access program. Any support, in-kind contribution, discount, deal type, commercial arrangement, or operating conditions described in the Online EOI must be represented honestly and in good faith.

3.3 Brisbane Powerhouse may use the information provided in the Online EOI to:

- (a) list the Venue on the Melt website
- (b) share Venue details with artists or promoters seeking a suitable venue;
- (c) facilitate introductions or matchmaking between venues and artists/promoters; and
- (d) assist artists/promoters to better understand the Venue's operating model and potential cost implications.

Brisbane Powerhouse may prioritise or approve venue listings where venues demonstrate a willingness to provide supportive deal structures, in-kind contributions, or other practical support that will assist artists to present work as part of Melt.

3.4 The Venue Manager acknowledges that Brisbane Powerhouse does not guarantee that any artist, promoter or event will be matched with, contracted by, or presented at the Venue. Furthermore, Brisbane Powerhouse reserves the right, at its sole discretion, to decline or remove a venue listing where the venue does not demonstrate reasonable support for participating artists or where the proposed arrangements present excessive financial or operational risk to artists.

3.5 Any agreement for the presentation of an event at the Venue, including any venue hire, box office split, staffing, technical provision, marketing support, or cancellation terms, is to be negotiated directly between the Venue Manager and the relevant artist/promoter unless otherwise agreed in writing.



3.6 If the Venue Manager wishes to change details provided in the Online EOI after submission, and those details affect the Melt website listing or related festival materials, the Venue Manager must notify Brisbane Powerhouse in writing via a Melt Nominated Representative as soon as practicable, specifying the updated details and the date they are to take effect.

3.7 Brisbane Powerhouse cannot guarantee that any requested change will be incorporated into the website, printed material, or other marketing collateral after relevant deadlines have passed.

3.8 The Melt Nominated Representatives may include:

- (a) the Melt Executive Producer;
- (b) the Melt Program Manager;
- (c) the Melt Associate Producer;

3.9 The Venue Manager acknowledges that it is responsible for all material submitted through the Online EOI, including any text, images, links, embedded codes, or content hosted on third-party sites, and is liable in respect of that material.

3.10 Brisbane Powerhouse reserves the right to:

- (a) make minor edits to copy submitted by the Venue Manager for clarity, spelling, grammar, style, accessibility, or formatting;
- (b) decline to publish or remove any copy, image or material that, in Brisbane Powerhouse's reasonable opinion, conflicts with Melt's values, breaches the Code of Conduct, creates reputational risk, or poses an unacceptable legal, safety or operational risk; and
- (c) decline to list or remove a Venue from the Melt website where the information supplied is incomplete, inaccurate, misleading, or inconsistent with the aims of the Melt open access program.

3.11 The Venue Manager acknowledges that it is responsible for all costs and expenses associated with the operation of the Venue and with any agreement it enters into with an artist/promoter.

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#### 4. Ticketing, Box Office and Reporting

4.1 Ticketing for any event presented at the Venue is the responsibility of the Venue Manager and/or the relevant artist/promoter, as agreed between those parties.

4.2 Brisbane Powerhouse is not responsible for:

- (a) ticketing services;
- (b) payment processing;
- (c) refunds;
- (d) seating enquiries;
- (e) box office settlements; or
- (f) any revenue collected through ticket sales, donations or third-party ticketing platforms.

4.3 The Venue Manager must ensure that any ticketing arrangements for Melt events are managed in accordance with applicable laws and any relevant industry codes, including the Live Performance Australia Ticketing Code of Practice where applicable.

4.4 The Venue Manager and/or artist/promoter agrees to provide Brisbane Powerhouse, following the conclusion of the event, with:

- (a) the total number of audience attendees, including ticketed and complimentary attendees; and
- (b) audience postcode data in CSV format, where available.

4.5 The Venue Manager and/or artist/promoter agrees to offer ticket purchasers the option to opt in to receive communications from Brisbane Powerhouse in relation to Melt, where reasonably practicable and permitted by law.



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## 5. Complimentary Tickets

5.1 The Venue Manager acknowledges that Brisbane Powerhouse/Melt may request up to 10 complimentary tickets per event season for use by industry delegates, visiting presenters, festival directors, sponsors, Melt staff and government representatives.

5.2 Any provision of complimentary tickets remains subject to availability and to the final agreement between the Venue Manager and the relevant artist/promoter.

5.3 The Venue Manager is encouraged, where practical, to support access for approved industry guests, artists and Melt representatives, including through rush or door list arrangements where capacity permits.

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## 6. Marketing and Publicity

6.1 All promotional material created and distributed by the Venue Manager in connection with Melt must incorporate the official Melt branding where required and comply with Melt branding guidelines, if provided.

6.2 All promotional activity undertaken by the Venue Manager in connection with Melt must comply with the Melt Code of Conduct.

6.3 The Venue Manager acknowledges that timely delivery of publicity materials is required in order for Brisbane Powerhouse to include events and venues in Melt marketing activity, and that Brisbane Powerhouse cannot guarantee inclusion where materials are submitted after the relevant due dates.

6.4 If posters or printed collateral are supplied to Brisbane Powerhouse for display or distribution, the Venue Manager must ensure such materials comply with all applicable local laws and permit requirements.

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## 7. Licence to Use Venue and Event Materials

7.1 The Venue Manager grants Brisbane Powerhouse/Melt a non-exclusive, royalty-free, worldwide licence for the term of this agreement and for archival purposes thereafter to use any text, images and other promotional materials submitted through the Online EOI for the purposes of:

- (a) promoting the Venue as part of Melt;
- (b) promoting events presented as part of Melt;
- (c) producing print and digital festival materials;
- (d) inclusion in Melt websites, electronic direct mail, social media, and related publicity; and
- (e) meeting the reporting requirements of government, philanthropic and commercial partners.

7.2 This licence only extends to the promotion of Melt, the Venue's participation in Melt, and archival reference to that year's festival. It does not permit Brisbane Powerhouse to use submitted materials to promote Brisbane Powerhouse more broadly outside that context.

7.3 The Venue Manager warrants that it has all necessary rights, permissions and consents to provide the materials submitted through the Online EOI and to grant the licence set out in this clause.

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## 8. Privacy

8.1 By completing the Online EOI, the Venue Manager agrees:

- (a) to provide true, accurate, current and complete information;
- (b) that if the Venue Manager is acting on behalf of a company or other body, it is authorised to provide information about that body and to bind that body to these Terms and Conditions; and
- (c) that it is over 18 years of age and has legal capacity to enter into this agreement.

8.2 Any personal information collected by Brisbane Powerhouse from the Venue Manager will be handled in accordance with the Brisbane Powerhouse Privacy Policy.

8.3 The Venue Manager acknowledges and agrees that it will handle any personal information collected in connection with any Melt event in accordance with the Privacy Act 1988 (Cth) and any other applicable privacy laws.



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## 9. Cancellation and Termination

9.1 The Venue Manager agrees to notify Brisbane Powerhouse as soon as practicable if:

- (a) the Venue withdraws from Melt;
- (b) a proposed Melt event at the Venue is cancelled;
- (c) the Venue becomes unavailable; or
- (d) there is any material change that may affect the Venue's participation in Melt.

9.2 The Venue Manager and any relevant artist/promoter are encouraged to attempt to reschedule a cancelled event where practical and possible.

9.3 Brisbane Powerhouse may, by notice in writing to the Venue Manager, terminate this agreement or remove the Venue from Melt if:

- (a) the Venue Manager fails to comply with these Terms and Conditions;
- (b) the Venue Manager acts in a manner that seriously prejudices the business, reputation or operations of Melt or Brisbane Powerhouse, or jeopardises the welfare of any staff member, customer or stakeholder;
- (c) Brisbane Powerhouse becomes aware of conditions under which the presentation of an event at the Venue could, in the reasonable opinion of Brisbane Powerhouse, jeopardise public safety or order, involve a risk of personal injury or property damage, or constitute a breach of any law or regulation;
- (d) Brisbane Powerhouse becomes aware of conduct or content that contravenes the Melt Code of Conduct and such conduct or content is not adequately addressed within a reasonable timeframe; or
- (e) the Venue Manager provides false, misleading or materially incomplete information in the Online EOI.

9.4 Upon termination or expiry of this agreement, the Venue Manager must immediately cease using the Melt logo and, where practicable, remove Melt branding from future promotional and marketing material.

9.5 Termination of this agreement does not affect any accrued rights or remedies of Brisbane Powerhouse.

9.6 Except as otherwise provided by law, neither party is entitled to claim from the other any loss of profit, loss of goodwill, or indirect or consequential damages arising from the expiry or lawful termination of this agreement.

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## 10. Warranty and Indemnity

10.1 The Venue Manager warrants and represents that:

- (a) the Venue and any events presented at the Venue as part of Melt operate independently of Brisbane Powerhouse, except to the extent expressly agreed in writing;
- (b) the Venue Manager carries all legal, financial and operational responsibility associated with the Venue and the delivery of any event at the Venue, except to the extent otherwise agreed in writing;
- (c) to the best of its knowledge, any material submitted by the Venue Manager does not contain defamatory content;
- (d) any material submitted by the Venue Manager does not infringe the intellectual property rights of any third party; and
- (e) the Venue is not covered by Brisbane Powerhouse's public liability insurance, and the Venue Manager is responsible for maintaining any insurance required by law or reasonably required for its operations and events.

10.2 The Venue Manager indemnifies Brisbane Powerhouse/Melt against any claims, actions, losses, liabilities, damages, costs or expenses suffered or incurred by Brisbane Powerhouse arising directly or indirectly from:

- (a) a breach of these Terms and Conditions by the Venue Manager; or
- (b) any negligent, unlawful or wrongful act or omission of the Venue Manager, its employees, agents or contractors.

10.3 For the avoidance of doubt, Brisbane Powerhouse does not exercise editorial or operational control over events independently presented at registered venues, unless expressly agreed otherwise in writing.



10.4 It is the Venue Manager's responsibility to identify and manage risks associated with the Venue and any event presented at the Venue, including by providing risk management documentation upon request. Such documentation may include a safety plan, child safety plan, cultural protocol plan, ethics and consultation plan, or other relevant risk management materials.

10.5 Any review, request for amendment, or feedback provided by Brisbane Powerhouse in relation to risk documentation does not transfer responsibility or liability from the Venue Manager to Brisbane Powerhouse.

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## 11. Code of Conduct

11.1 The Venue Manager acknowledges that it has read the Melt Code of Conduct, as published in Annexure 1, and agrees to comply with it and to take reasonable steps to ensure that its staff, contractors and representatives also comply with it in connection with Melt-related activity.

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## 12. Child Safety Policy and Procedure

12.1 The Venue Manager acknowledges that if it is working directly with or around children at any time in connection with a Melt event, it must notify Brisbane Powerhouse and provide a Child Safety Plan upon request.

12.2 The Venue Manager further acknowledges that it has read the Melt Child Safety Policy and Procedure in Annexure 2 and agrees to comply with its requirements.

12.3 The Venue Manager agrees that all adults involved in child-related work in connection with a Melt event will hold any required Working with Children Check, including a current Queensland Blue Card where required by law, and Brisbane Powerhouse retains the right to request evidence of same.

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## 13. First Nations Cultural Protocols

13.1 The Venue Manager acknowledges that where it is working directly with First Nations artists or otherwise engaging with First Nations cultural material or content as part of a Melt event, it must do so respectfully and in accordance with relevant cultural protocols.

13.2 The Venue Manager agrees to have regard to the relevant Indigenous Cultural Protocol guides published by Creative Australia, or any successor guidance.

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## 14. Governing Law

14.1 This agreement is governed by the laws of Queensland, Australia, and the parties submit to the jurisdiction of the courts of Queensland.

## SCHEDULE

	Item	Details
1	Venue EOI's open	11 March 2026
2	Publicity Materials Due Date	14 June 2026 pending marketing confirmation
3	Printed Display Materials Due Date	14 June 2026 pending marketing confirmation
4	Program Launch	15 July 2026
5	Venue Manager Survey Response Due Date	14 November 2026
6	Agreement End Date	2 December 2026



## **ANNEXURE 1: MELT CODE OF CONDUCT**

### **MELT – PROGRAM VALUES**

Melt and Brisbane Powerhouse value the expression of diverse perspectives, the exploration of challenging concepts, and the support of artists who push social, political, and creative boundaries. However, ensuring the safety and respect of all individuals participating in Melt events or entering Melt venues is paramount.

This Code of Conduct extends to the presentation of work and performances/projects appearing throughout the Melt program.

Should a work involve content or behaviours in its marketing, advertising, or the performance/project itself, that are, in the opinion of Brisbane Powerhouse, a breach of this Code of Conduct, Brisbane Powerhouse reserves the right to remove any project and/or venue from the Melt program without recourse.

### **MELT – CODE OF CONDUCT**

Brisbane Powerhouse and Melt are committed to fostering an environment where all individuals feel safe, respected and valued across all Melt venues.

The Code of Conduct outlines the expected behaviour for all individuals engaging with Melt and Melt venues. People who engage in any activity at, on or behalf of Brisbane Powerhouse or Melt, must abide by this Code of Conduct. Engagement implies commitment to abide by the Code of Conduct.

This Code of Conduct relates to the behaviour of all persons involved with or associated with Melt.

### **YOUR COMMITMENT**

Brisbane Powerhouse does not tolerate:

- Any form of assault or violence, including domestic and family violence, gender-based violence and sexual assault.
- Discrimination against people of diverse sexualities, diverse genders, diverse gender expression and diverse bodies. This includes but is not limited to homophobia, biphobia, bi-erasure and transphobia.
- Racism, sexism, misogyny, ableism, or any other behaviour that discriminates or stigmatises based on identity, race, or ability.

#### **Respect and Inclusivity**

- Treat everyone with respect.
- Be mindful of your language and actions to avoid offensive, discriminatory or harmful behaviour.
- Embrace diversity and be open to different perspectives, fostering an inclusive and welcoming atmosphere.

#### **Personal Conduct**

- Behave to ensure the safety and comfort of all attendees and participants.
- Refrain from any form of harassment, including verbal, physical, sexual or online harassment, stalking or intimidation.
- Do not engage in disruptive, dangerous, or illegal activities on the premises.
- Follow all instructions given by Brisbane Powerhouse/Melt staff and volunteers for the safety of everyone.

#### **Alcohol and Substance Use**

- Drink alcohol responsibly in compliance with the law and do not serve alcohol to minors.
- Prohibit the consumption and possession of illegal drugs or non-prescribed substances on Brisbane Powerhouse premises.
- Abstain from any form of alcohol, illegal drugs, or non-prescription drugs while on duty; this strict prohibition applies to all staff members.
- Responsible consumption of alcohol is permissible in approved hosting roles for authorised functions.



### **Photography and Recording**

- Seek permission before taking photos or recording videos of other individuals.
- Do not use photography or recordings for commercial purposes without proper authorisation.

### **Respect Property**

- Respect the venue's property, equipment, and facilities and be aware that any deliberate damage will result in appropriate action being taken.

### **Environmental Responsibility**

- Dispose of rubbish and recyclables in designated bins to maintain a clean and environmentally responsible space.
- Respect the natural surroundings of Brisbane Powerhouse and our city.
- Conserve electricity, water and minimise landfill.

### **Communication**

- Promote positive and respectful communication in all interactions.
- Resolve conflicts or disagreements in a constructive manner and, if necessary, seek assistance from Brisbane Powerhouse staff.
- Only authorised personnel may speak on behalf of Brisbane Powerhouse.

### **Compliance with Laws**

- Abide by all applicable local, state, and national laws and regulations.

### **Fraud and Misrepresentation**

- Do not engage in fraudulent or deceptive activities, including misrepresenting identity, credentials or affiliations.
- Do not commit financial fraud, including unauthorised use of credit cards, theft or embezzlement.
- In financial transactions, establish and uphold internal controls that segregate duties, preventing any single individual from exerting full control over a transaction process.

### **Disrepute**

- Do not engage in activities that could bring Brisbane Powerhouse or Melt into disrepute.

### **Confidentiality**

- Safeguard organisational information by ensuring its strict confidentiality.

### **Fraud Detection**

- Promptly address and take action on fraud to minimise financial losses and safeguard our reputation.
- Remain vigilant and report suspicious activities without fear of reprisal.

### **Whistleblower Protection**

- Safeguard individuals who report concerns about unethical or illegal activities within the organisation.
- Guarantee anonymity and prohibit retaliation against whistleblowers.
- Abide by Brisbane Powerhouse's Whistleblower Protection Policy.

### **Privacy**

Adhere to Brisbane Powerhouse's Privacy Policy, including:

- prioritising the safeguard of personal data. Adhering to all relevant privacy regulations and ensuring the data is securely handled;
- gathering personal information only for specific, lawful purposes and ensuring data collection practices are transparent and that individuals understand how their data will be used; and
- maintaining stringent security measures to prevent unauthorised access or disclosure of personal information.



## **CONFLICTS OF INTEREST**

A conflict of interest arises when the personal, professional, or business interests of Brisbane Powerhouse personnel are inconsistent with or deviate from the interests of Brisbane Powerhouse or the responsibilities of its employees and related personnel. This includes both actual and potential conflicts of interest.

### **Conflicts of Interest Disclosures**

Disclose conflicts of interest in writing to the CEO/Artistic Director, Brisbane Powerhouse. The CEO/Artistic Director will review the conflict of interest and determine an appropriate response based on the conflict's specific circumstances and nature. The CEO/Artistic Director must report their conflicts of interest to the Brisbane Powerhouse Chair, while Brisbane Powerhouse Board Directors must disclose their conflicts of interest to the Brisbane Powerhouse Board and/or Brisbane City Council (the shareholder) as appropriate.

In some cases, disclosure will be sufficient to manage the conflict. In other cases, appropriate management may mean that the person with the conflict of interest will:

- abstain from voting on, making or influencing decisions or proposals;
- withdraw from discussions of affected proposals; and
- have their access to information about the conflict of interest restricted.

Brisbane Powerhouse employees will not solicit or accept from any person any remuneration or benefit from the discharge of duties to gain directly or indirectly a financial advantage for themselves or any other person over and above any official remuneration.

Examples of potential conflicts of interest that are endemic to Brisbane Powerhouse and arts workers are:

- working for another arts organisation;
- serving on the board or management committee of another arts organisation;
- producing an independent show that is or is not being held at Brisbane Powerhouse;
- being in a relationship with someone who is engaged with Brisbane Powerhouse in some form - eg a partner of a person who has approached Brisbane Powerhouse about a production or partnership; or
- benefiting financially from any external party engaged with Brisbane Powerhouse.

### **CODE OF CONDUCT – BREACHES**

All breaches of the Code of Conduct must be reported to a Brisbane Powerhouse staff member; or in the case of employees, their direct manager; or in the case of the CEO/Artistic Director or Brisbane Powerhouse Board Directors, the Brisbane Powerhouse Chair; or in the case of the Brisbane Powerhouse Chair, Brisbane City Council (the shareholder). Breaches will be dealt with by following Brisbane Powerhouse's Complaints Handling and Investigations procedure.

Where it is established that there has been a breach of the Code of Conduct, action will be taken commensurate with the breach. This may include disciplinary action, employee or contractor termination or eviction of individuals from Brisbane Powerhouse premises.



## **ANNEXURE 2: MELT CHILD SAFETY POLICY AND PROCEDURE**

### **Introduction**

Brisbane Powerhouse is committed to providing a safe and secure environment for all children who participate in Melt . This Child Safety Policy and Procedure outlines Brisbane Powerhouse's commitment to promoting the welfare and protection of children and young people under the age of 18 years.

### **Scope**

This policy and procedure applies to all individuals associated with Brisbane Powerhouse and Melt , including and not limited to employees, contractors, participants, volunteers, artists/promoters, and anyone engaged by the organisation who may have contact with children during the festival.

### **Purpose**

The purpose of this policy is to:

- ensure the safety, wellbeing, and protection of children participating in Melt events,
- outline the responsibilities of all individuals involved in Melt regarding child safety,
- provide procedures for preventing, identifying, and responding to concerns or incidents of child abuse or neglect.

### **Policy Statements**

#### Child Protection Compliance

- All individuals engaged in child-related work must comply with relevant legislation, including obtaining valid Working with Children Checks where required.
- Melt will adhere to all legal requirements and standards related to child protection.

#### Promotion of Child Safety

- Melt will establish and maintain childsafe environments where children are respected, valued, and protected from harm.
- The organisation will actively promote cultural safety, participation, and empowerment of all children, including those from diverse backgrounds and with disabilities.

### **Procedures**

#### Recruitment and Screening

- All individuals engaged in child-related work must undergo thorough screening processes, including obtaining valid Working with Children Checks where required.

#### Supervision and Monitoring

- Adequate supervision must be provided for all activities involving children.
- Monitoring mechanisms must be in place to ensure compliance with the legal requirements and standards related to child protection.

#### Reporting and Response Protocol

- Any concerns, suspicions, or disclosures of child abuse or neglect must be reported immediately to the relevant authority. If in doubt about the appropriate course of action, individuals should contact the Queensland Police Service for guidance.

#### Confidentiality and Privacy:

- All information related to child safety concerns will be handled confidentially and in accordance with privacy laws.
- Information will only be shared with individuals on a need to know basis and as required by law.



