

Protocols for working with Australian First Nations artists and communities

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1. Purpose

Metro Arts as an organisation accepts the invitation of the Uluru Statement from the Heart and supports a First Nations Voice to Parliament enshrined in the Australian Constitution.

Metro Arts and the Board and team of Metro Arts acknowledge the Jagera and Turrbal peoples, as the custodians of the land we work on, recognising their connection to land, waters and community. We honour the story-telling and art-making at the heart of First Nations' cultures, and the enrichment it gives to the lives of all Australians.

Metro Arts frequently works with Australian First Nations artists and understands that a respect and understanding of First Nations artists and their living heritage is crucial to provide a safe, inclusive and flexible environment free from all forms of discrimination and harassment.

All Metro Arts workers are required to treat others with dignity, courtesy and respect.

By implementing this policy, Metro Arts reinforces its values as an organisation and instructs staff regarding acceptable protocols when working with First Nations artists, communities and with cultural material.

2. Who this policy applies to

This policy applies to all workers engaged by Metro Arts, which includes, but is not limited to:

- Company owners and board members;
- Leadership and management personnel (e.g. producers, promoters, CEOs, executive directors, artistic directors, general managers, company managers, heads of department, human resources managers, managers, supervisors);
- Production and venue personnel (e.g. actors, dancers, directors, choreographers, writers, stage management, chaperones, technical crew, front of house);
- Full-time, part-time, seasonal and casual employees;
- Job candidates, including people auditioning for roles;

- Student placements, apprentices, work experience students/interns;
- Contractors, sub-contractors and secondees (e.g. casting, talent and freelance agents who have been contracted or sub-contracted for a specific purpose); and
- Volunteers and anyone working in an unpaid capacity.

All workers must comply with this policy as amended from time to time. While every worker is required to comply with this policy, this policy is not incorporated as a term of any employment contract or contract for services and does not create any rights enforceable by a worker against Metro Arts.

This policy extends to every associated entity of Metro Arts within the meaning of Section 50AAA of the *Corporations Act 2001* (Cth).

3. When this policy applies

This policy applies while the worker is at work. It also extends to work-related functions and to conduct outside of work where there is a sufficient connection to the workplace, including, but not limited to, the following circumstances:

- The way in which Metro Arts provides services to clients and interacts with members of the public;
- All aspects of employment; recruitment and selection; conditions and benefits; training and promotion; task allocation; shifts; hours; leave arrangements; workload; equipment and transport;
- On-site, off-site or after-hours work; work-related social functions (such as opening nights, after parties, award nights and industry events); rehearsals, tours, work-related travel, client functions, promotional activities, conferences, seminars or training sessions – wherever and whenever workers may be as a result of their Metro Arts duties;
- Use of social media and other electronic communication (e.g. emails); and
- Workers' treatment of other workers, clients, visitors and members of the public encountered in the course of undertaking their duties for Metro Arts.

4. Related documents

- This policy refers all Metro Arts team-members to the following Protocol documents adopted by the organisation:

Protocols for producing Indigenous Australian media arts, Australia Council for the Arts, 2007
Protocols for producing Indigenous Australian performing arts, Australia Council for the Arts, 2007

Protocols for producing Indigenous Australian visual arts, Australia Council for the Arts, 2007
Protocols for using First Nationals Cultural and Intellectual Property in the Arts, Dr Terri Janke & Company, Australia Council for the Arts, 2019.

- This policy recognises Metro Arts' commitment as an organisation to the Uluru Statement from the Heart. Individual team-members are directed here <https://ulurustatement.org/> and towards the document for further information. Individuals are encouraged to accept the invitation and to add the email signature text as outlined on page 8 of the document.

The Uluru Statement from the Heart Supporter Kit.

- This policy also refers all Metro Arts team-members to the following documents which are in-progress:

Reconciliation Action Plan, 2021

5. Roles and responsibilities of leadership and management positions

In addition to the responsibilities of workers, personnel in leadership and management positions must also:

- Model appropriate standards of behaviour;
- Take steps to educate and make workers aware of their obligations under this policy.

Furthermore, personnel in senior leadership positions (e.g. producers, promoters, CEOs, executive directors, artistic directors, general managers, company managers, human resource managers, board members), including owners must also:

- Monitor the effectiveness of this policy and other related policies;
- Review and update the information within the policy, and other related policies so that it remains relevant;
- Provide training or guidance to workers for specific cultural competency and working with First Nations artists and communities.
- Provide training or guidance to managers on this policy, the Code of Conduct, the complaints process and other related policies and mechanisms to support workers to make a complaint or take bystander action; and
- Promote this policy, and other related policies throughout Metro Arts.

6. Additional Information, support and advice

If you have a query about this policy or need more information, please contact CEO and Creative Director, Jo Thomas.

7. Review details

This policy was adopted by Metro Arts April 2021.

This policy was last updated on [2 July 2021](#).