



**CRANBOURNE
COMMUNITY THEATRE**

Cranbourne Secondary College
ABN 13 318 228 752
Stawell Street
Cranbourne 3977
Telephone: (03) 5996 3544
Email: cranbourne.sc@education.vic.gov.au



Cranbourne Secondary College – Community Theatre Service Providers & Contractors

Cranbourne Secondary College invites Expressions of Interest from individuals, companies, and community partners who wish to provide services, technical support, operational staffing, or program delivery within the College Community Theatre. This EOI will help the College determine suitability, compliance, and alignment with school expectations and Department policies.

1. Applicant / Organisation Information

Full Name / Organisation:

ABN (if applicable): _____

Primary Contact Name:

Phone: _____

Email: _____

Address:

2. Area(s) of Service or Expertise

- Technical Operations (sound, lighting, vision)
- Theatre Technician / Production Crew
- Stage Management
- Front of House staff
- Security or Event Supervision
- Equipment Hire / Specialist Services
- Teaching / Workshops / Community Programs
- Other: _____

3. Summary of What You Can Offer

Describe the specific skills, services, or contributions you can provide:

REQUIRED COMPLIANCE INFORMATION

4. Occupational Health & Safety (OHS)

Please outline your understanding of, and commitment to, OHS requirements when working on a school site:

- OHS policies or procedures in place:

- Approach to managing risk, equipment safety, and venue hazards:

- Any OHS training or certifications your staff hold:

5. Theatre Improvements & Professional Input

Please list any improvements, enhancements, or specialised knowledge you could offer to help develop or operate the theatre space:

6. Security & Supervision Capability

If your role involves supervising the venue, equipment, or community users, outline your capability:

- Experience managing public spaces / events:

- Security procedures followed:

- Staff overseeing events and patrons:

7. Induction Capability

All contractors and service providers must complete induction training.

- Are you able to complete CSC and Department-mandated site inductions?
 Yes No
- Do you provide your own staff induction processes?
 Yes No

If yes, please describe:

8. Rates & Fees

Please list your standard rates for the service(s) you would provide:

- Hourly rate: _____
- Day rate (if applicable): _____
- Additional equipment or labour fees: _____

Attach a price schedule if needed.

9. Contribution to the School & Wider Community

Describe how your work, expertise, or presence could positively support:

- CSC students
- CSC staff
- The Cranbourne community
- Local groups or community theatre programs

MANDATORY DOCUMENTATION

10. Public Liability Insurance

Please confirm:

I hold current Public Liability Insurance (minimum \$10 million).

Insurance provider: _____

Policy number: _____

Expiry date: _____

(Attach certificate of currency.)

11. Working With Children Check (WWCC)

All staff engaged at the College must hold a valid WWCC.

I hold a current WWCC

WWCC number: _____

Expiry date: _____

Additional staff will work at CSC as part of this service

(List all names and WWCC numbers below or attach a list.)

12. Evidence of Staff Qualifications / Suitability

Please provide confirmation that all personnel working at CSC:

Have valid WWCC

Are trained/qualified for their technical or operational duties

Have completed or will complete CSC inductions

Are covered by your organisation's insurance and employment obligations

Attach supporting documents where applicable.

13. Additional Information

Is there anything else the College should consider?

14. Declaration

I declare that the information provided in this EOI is true and correct. I understand that this form is an expression of interest only and does not guarantee approval or employment.

Name: _____

Signature: _____

Date: _____