



NON-TERTIARY MUSIC EDUCATION GRANTS PROGRAM

GUIDELINES 2020 – 2022

October 2019

CONTENTS

SECTION 1: GRANTS ADMINISTRATION	4
1.1 NSW GOVERNMENT	4
1.1.1 <i>Principles for the funding relationship</i>	4
1.1.2 <i>Principles for the working relationship</i>	4
SECTION 2: STRATEGIC DIRECTION	6
2.1 NSW PREMIER'S STATE PRIORITIES	6
2.2 DEPARTMENT OF EDUCATION STRATEGIC PLAN 2018 – 2022	6
SECTION 3: PURPOSE OF THESE GUIDELINES	7
3.1 CONTACTS	7
SECTION 4: ABOUT THE PROGRAM	8
4.1 AIMS.....	8
4.2 OBJECTIVES.....	8
4.3 OUTCOMES TO BE ACHIEVED BY 2022	8
4.3.1 <i>Key Performance Measures</i>	9
4.4 FUNDING FRAMEWORK	10
4.4.1 <i>Uses of grant funding</i>	10
4.4.2 <i>Funding period</i>	11
4.4.3 <i>Funding allocation</i>	11
4.5 REPORTING FRAMEWORK	12
4.5.1 <i>Triennial funding agreement</i>	12
4.5.2 <i>Plans</i>	12
Long term - Strategic Plan.....	12
Short term - Business Plans.....	13
4.5.3 <i>Program Performance Report (PPR)</i>	14
4.5.4 <i>Annual Report and Annual Financial Statements</i>	14
4.5.5 <i>Declaration and Compliance</i>	14
4.6 PROGRAM EVALUATION	14
4.6.1 <i>Reviews</i>	14
4.6.2 <i>Departmental audit</i>	15
4.6.3 <i>Extraordinary circumstances</i>	15
4.7 INFORMATION MANAGEMENT	15
4.7.1 <i>Privacy of information</i>	15
4.7.2 <i>Government information (public access)</i>	15
4.7.3 <i>Complaints and suggestions</i>	15
4.8 NON-TERTIARY MUSIC EDUCATION ADVISORY GROUP – TERMS OF REFERENCE	16
4.8.1 <i>Role/Purpose</i>	16
4.8.2 <i>Term</i>	16
4.8.3 <i>Membership</i>	16
4.8.4 <i>Roles and Responsibilities</i>	16
SECTION 5: CONSERVATORIUMS ROLES AND RESPONSIBILITIES	18
5.1 DEFINITION OF A NSW NON-TERTIARY CONSERVATORIUM.....	18
5.2 ROLES OF A CONSERVATORIUM	18
5.2.1 <i>Corporate governance</i>	18
5.2.1.1 Management Committee	18
5.2.2 <i>Policies and Procedures</i>	18
5.2.3 <i>Record keeping</i>	19
5.2.4 <i>People and Services</i>	19
5.2.4.1 Conservatoriums as employers.....	19
5.2.4.2 Child Protection (Working with Children).....	19
5.2.4.3 Qualifications and experience of tutors and teachers.....	20
5.2.5 <i>Compliance</i>	20

5.2.6 Acknowledgement of NSW Government Funding	20
SECTION 6: RELATED PROGRAMS	22
6.1 DEPARTMENT OF EDUCATION	22
<i>Arts Unit</i>	22
6.2 REGIONAL ARTS NSW	22
SECTION 7: SCHEDULE OF DOCUMENT AMENDMENTS.....	23
7.1 DEPARTMENT OF EDUCATION	23

SECTION 1: GRANTS ADMINISTRATION

1.1 NSW GOVERNMENT

NSW Government agencies provide grants to a range of non-government, non-profit organisations¹ for the purpose of providing a service to benefit the community².

Government and departmental policy objectives are achieved through collaborative delivery of projects and services funded by the grant.

The following broad principles articulate the basis for a strong funding and working relationship between the Government and all organisations that receive grants funding. These principles are applicable to all agencies and programs funded with public monies³.

1.1.1 PRINCIPLES FOR THE FUNDING RELATIONSHIP

Value for money	Fairness, Integrity and Transparency
Cooperation	Diversity
Consistency	Coordination
Probity	

1.1.2 PRINCIPLES FOR THE WORKING RELATIONSHIP

Evidence-based approach	Outcomes
Accountability	Respect
Communication	Independence
Inclusiveness	

For the purposes of grants administration in NSW, a non-profit organisation is one which is not operating for the direct/indirect profit or gain of its individual members. A non-profit organisation can still make a profit, but this profit must be used to carry out its purposes and must not be distributed to owners, members or other private people⁴.

The University of Sydney and the University of Newcastle have their object and functions set out in Section 5 of their respective Acts. The object and functions of the two universities are similar and do not include the generation or distribution of profit. There are no shareholders or beneficiaries. Both universities are statutory corporations subject to audit by the NSW Auditor-General and are required to report under the Annual Reports (Statutory Bodies) Act.

The Program also supports the engagement of services by the Conservatorium High School a specialist public school that provides specialised enrichment music education for students.

To apply, with limited exceptions, for any type of NSW Government Funding the applicant must be an organisation incorporated in Australia⁵.

¹For the purposes of grants administration in NSW, a non-profit organisation is one which is not operating for the profit or gain of its individual members, whether these gains would have been direct or indirect.

² http://www.dpc.nsw.gov.au/about/publications/grants_administration/policy

³

http://www.dpc.nsw.gov.au/about/publications/grants_administration/principles_for_the_funding_and_working_relationship_between_government_and_grants_recipients

⁴ http://www.dpc.nsw.gov.au/about/publications/grants_administration/definition_of_a_non-profit_organisation

⁵

http://www.dpc.nsw.gov.au/about/publications/grants_administration/categories_of_grants_and_recipients

The University of Sydney and the University of Newcastle are incorporated under their own Acts, the University of Sydney Act (Section 5) and the University of Newcastle Act (Section 5) respectively. The University of Sydney operates the Sydney Conservatorium of Music and the University of Newcastle operates the Newcastle Conservatorium of Music (each the Conservatorium).

- The Department agrees to provide the universities, and the universities agrees to accept funding to implement the Non-Tertiary Music Education Grants Program in accordance with the terms of the funding.
- The Program provides funding to ensure the Conservatorium is able to deliver a range of non-tertiary music education and training activities that are responsive to the Program needs.
- The Conservatorium is an identifiable part of the universities.
- The University of Sydney calls its community music program: The Open Academy.
- Each university is the lead entity, which is prepared to assume responsibility for performance of the Funding Agreement. The Open Academy and the Conservatorium are the end recipients.

SECTION 2: STRATEGIC DIRECTION

The goal of the Non-Tertiary Music Education Grants Program (the Program) is aligned with and contributes to the following strategic directions:

- NSW Premier's State Priorities
- NSW Department of Education Strategic Plan 2018 – 2022.

2.1 NSW PREMIER'S STATE PRIORITIES

Better Services | Increasing Cultural Participation

Increase attendance at cultural venues and events in NSW by 2025

Participation in the arts promotes personal and collective wellbeing, as well as contributing strongly to an innovative and robust local economy. Increasing the attendance at our cultural venues and events will have flow-on benefits for job creation, the visitor economy and education.

This requires strategic partnerships across government, business, education and the creative industries to ensure NSW continues to lead the country in cultural employment, screen production and cultural tourism.

Further information is available at <https://www.nsw.gov.au/making-it-happen>

2.2 DEPARTMENT OF EDUCATION STRATEGIC PLAN 2018 – 2022

The Department's vision is to be Australia's best education system and one of the finest in the world.

The Department's purpose is to prepare young people for rewarding lives as engaged citizens in a complex and dynamic society.

Children and young people are at the centre of all our decision-making. We ensure young children get the best start in life by supporting and regulating the early childhood education and care sector. We are the largest provider of public education in Australia with the responsibility for delivering high-quality public education to two-thirds of the NSW student population. We respect and value Aboriginal people as Australia's First Nation Peoples.

The Department's values incorporate:

Excellence
Equity
Accountability
Trust
Integrity
Service

Further information is available at <https://education.nsw.gov.au/about-us/strategies-and-reports/media/documents/strategies-and-plans/NSW-Department-of-Education-Strategic-Plan-2018-2022.pdf>

SECTION 3: PURPOSE OF THESE GUIDELINES

These Guidelines set out the requirements that the recipients must meet for the implementation of the Program.

The Guidelines support the Program Funding Agreement.

The signed Funding Agreement will prevail over the Guidelines.

The Department will advise recipients of any changes to the Guidelines prior to the execution of their Funding Agreement, and, if during the term of their Funding Agreement, prior to implementation of such changes.

3.1 CONTACTS

Following the completion of the application process and execution of a signed Funding Agreement, funding recipients should contact the following for advice on interpreting these Guidelines:

Conservatorium Officer

M: 0447 456 452

E: Conservatorium@det.nsw.edu.au

SECTION 4: ABOUT THE PROGRAM

4.1 AIMS

The Program offers a wide range of music education, training, performance and engagement opportunities for schools, students, teachers and community members in the Sydney and Newcastle areas by catering for learners, performers and audiences of all interests and abilities from birth onwards.

The University of Sydney Conservatorium of Music and the University Of Newcastle Conservatorium Of Music also deliver tertiary education courses funded from other sources. Universities must not apply the Program grants to these tertiary education programs.

The Non-Tertiary Music Education Grants Program will seek to:

- enhance and empower an inclusive creative musical culture
- provide distinctive, innovative and inclusive music environments
- create and enhance musical opportunities through education, music making, performance and engagement
- contribute to and impact contemporary culture and future creative thinking
- provide access to music education and opportunities for people in metropolitan and regional areas
- provide equitable opportunity and cultivate cultural diversity including embracing Australian Indigenous knowledge and people
- facilitate social and collaborative connections
- foster interaction with relevant industry / stakeholders and other arts communities
- develop and foster musical talent and potential
- nurture a life-long passion for music and develop artistic engagement within the broader community.

4.2 OBJECTIVES

There are seven key outcomes to be delivered by the Non-Tertiary Music Education Grants Program. The Key Performance Measures outlined in Section 4.3.1 are linked to these objectives:

1. Provide life-long music learning opportunities and initiatives to the community.
2. Provide a range of workshops, public performance events and specialised learning resources suitable for all age groups, performance and music educators.
3. Provide a distinctive program to foster and develop musical potential and talent for pre-tertiary and early childhood students.
4. Provide opportunities and increased access to non-tertiary music education within equity target groups (Aboriginal, English as an Additional Language or Dialect, persons with a disability, isolated and remote, high potential and gifted students) both local and regional.
5. Provide a range of musical experiences to strengthen pathways and community exchange throughout regional NSW.
6. Provide professional support and a range of music enrichment services to school-aged students.

4.3 OUTCOMES TO BE ACHIEVED BY 2022

The Conservatoriums have a wide range of educational, cultural, artistic, social and administrative objectives to pursue across various roles in their communities. In return for Program funding and support, these Conservatoriums are required to achieve the following Key Performance Measures (KPM) by 31 December 2022. The Key Performance Measures

directly report the services provided by a Conservatorium using funding provided through the Program.

4.3.1 KEY PERFORMANCE MEASURES

Code	Key Performance Measures - To maintain or increase:
01	The number of participants receiving one-on-one tuition (includes students and community members)
02	The number of workshops providing specialised learning resources for students and community members
03	The number of group-based music learning activities provided to students and community members
04	The number of enrolments in group-based learning activities for students and community members
05	The number of early childhood music education classes
06	The number of students enrolled in early childhood music education courses
07	The number of pre-tertiary students who received or shared music tuition
08	The number of student performance events
09	The number of school-based programs and initiatives
10	The number of student enrolments in school-based programs
11	The number of opportunities provided for access to non-tertiary music education within equity target groups (includes students and community)
	Individualised Key Performance Measures:
	University of Sydney
01	The number of high potential and gifted students receiving specialised music education tuition
02	Provide professional expertise and facilities to support the mission of the Australian Music Examinations Board (AMEB)
	University of Newcastle
01	The number of music technology learning activities
02	The number of interdisciplinary activities

The Key Performance Measures listed above relate directly to all school age students and all community member participants engaged in the Program.

Additional individualised Key Performance Measures will be negotiated to meet specific, measurable, attainable, realistic and timely (SMART) outcomes and targets with each Conservatorium at the commencement of the triennium and in the event of a new program being initiated during the triennium.

All Key Performance Measures are mandatory.

Funding is dependent on the successful delivery of the Key Performance Measures.

Where compliance with the Key Performance Measures is consistently NOT achieved, or KPM performance rates are low, an assessment panel will be convened. The performance will be assessed against the Program requirements and a recommendation made regarding funding.

4. 4 FUNDING FRAMEWORK

Conservatoriums are required to be financially viable and have sustainable funding sources and practices.

Grants are made on the understanding that the money will not cover the full operating costs of the Conservatorium organisation.

Program funds do not support:

- vocational education and training (VET) courses that are eligible for funding from other public sources
- tertiary programs
- full-time study.

4.4.1 USES OF GRANT FUNDING

Program funds may be applied at the discretion of the Conservatorium's governing body to achieve the aims of the Program.

Some of the possible uses of the funds are briefly described below. This list is not intended to be exhaustive. The Program does not require all Conservatoriums to apply their program funds to all items on the list.

Individual Conservatoriums determine which uses of the available grant funds will contribute most to the achievement of the Program aims in their own circumstances.

Such permitted uses include:

- **Salaries**
A proportion of the Conservatorium's Head of Agency's⁶ and other administrative salaries, wages and fees (including on-costs) that cannot be recovered from the business activities of the Conservatorium.
- **Administration**
Contribute to office expenses; financial, staff and student records systems; information and communication technologies; travel and accommodation; catering; marketing and promotion of services, especially to schools and young people.
- **Musical instruments and resources**
Purchase, lease, repair and maintenance of instruments; purchase and hire of other music resources such as sheet music and scores, music stands, amplifiers, leads, accessories and musical furniture and fittings.
- **Scholarships and fee relief**
Support students from targeted equity groups (Aboriginal, language background other than English, disability, low socio-economic status, remote) and high potential and gifted students; costs of administering scholarships and fee relief programs.
- **Music education outreach programs**
Design, coordinate, implement and evaluate instrumental music and vocal tuition and training programs; other work of Conservatoriums with schools, early childhood and school-aged young people, people from equity target groups and bringing fine music to regional communities.
- **Music education professional learning**

⁶ The most senior manager of the Conservatorium responsible for the operations of the organisation. Conservatoriums may variously call this position, dean, director, executive director, chief executive officer, general manager, manager, coordinator and others. Each Conservatorium's Board is required to identify its organisation's Head of Agency.

Programs to improve the professional competencies of music staff at Conservatoriums and in schools and of associates in the wider regional community who support music education in schools.

- **Costs of concerts and professional music performances and activities**
Subsidise the costs of presenting concerts to audiences, take part in festivals and engage professional musicians and key arts organisations to perform.
- **Planning and research**
Gather information on the music education and training needs of communities; develop and evaluate plans and activities related to the objectives of the Program.
- **Facilities and premises**
Undertake routine repairs, maintenance services, installation of fixtures and fittings, minor capital works, hire and rental costs, staging of practical and written examinations.
- **Reporting**
Establish systems to satisfy the accountability and reporting requirements of the Program.

The University of Sydney Conservatorium of Music and the University Of Newcastle Conservatorium Of Music must not apply the Program grants to tertiary education programs.

The Conservatorium High School's funding is for the engagement of enrichment programs for its students.

4.4.2 FUNDING PERIOD

The Department provides the Grant within a three-year funding cycle subject to departmental reviews of the Conservatorium's progress towards the Key Performance Measures.

A Funding Year is Calendar Year from 1 January to 31 December. The funding should be expended during the Calendar Year which is also the reporting period.

The Department's timing of instalments is tied strongly to semester reporting deadlines and annual acquittals of the Grants.

The Program Grants are paid in two instalments per Funding Year. Instalment one (50% of the grant) is paid in January (Calendar Year) of the reporting period. Instalment two is paid in April depending on the satisfactory submission of the previous year's acquittal reports.

The Grant payments are dependent on the Conservatorium meeting all reporting requirements of the Reporting Framework (Section 4.5).

Following are timelines for the Funding Period.

Date	Action
01/11/2019	Applications open
29/11/2019	Applications close
09/12/2019	Applicants notified
13/12/2019	Funding Agreements distributed
24/12/2019	Funding Agreements signed and returned

4.4.3 FUNDING ALLOCATION

The annual funding is subject to the NSW Government's allocation of funds to the Department for the Program.

The division of funding for the 2020 – 2022 triennium is determined by the historical split and the Minister for Education and Early Childhood Learning (Minister).

4.5 REPORTING FRAMEWORK

The Reporting Framework requirements of the Program are additional to any legislative requirements placed on non-government, non-profit organisations.

There are six key elements in the Reporting Framework that Conservatoriums must satisfactorily comply with:

- Funding Agreement
- Plans (long and short term)
- Program Performance Report
- Annual Report
- Audited annual Financial Statements
- Declarations of compliance.

The Department must show transparency with use of public funds and comply with annual reporting regulations. The accountability requirements of the Program ensure that in relation to the Program outcomes and requirements:

- public funds are managed effectively and efficiently
- demonstrate value for money
- Conservatoriums engage with both long and short term planning to develop their services.

4.5.1 TRIENNIAL FUNDING AGREEMENT

Each university sign three-year Funding Agreements with the Department before Grants are provided.

In signing the Funding Agreement, each university agrees to a number of binding conditions outlined in the Guidelines and the Funding Agreement. Each university should read both documents carefully before signing and ensure they understand the terms.

4.5.2 PLANS

Long term - Strategic Plan

Conservatoriums must develop and implement a strategic plan covering the full Funding Period (3 years). Strategic Plans must be endorsed by the Conservatorium's governing body and submitted with the Funding Application. Should the Conservatorium update its strategic plan, the updated strategic plan must be provided to the Department within four weeks of endorsement by the Conservatorium's governing body.

Strategic plans are required to cover:

- Vision or mission statement - encapsulating what the organisation aims to achieve in the time frame of the Strategic Plan.
- Role statement - describing what the organisation does; the purpose of the organisation.
- Environmental scan.
- SWOT Analysis
 - Existing services, service gaps, sources of local support, opportunities for development and challenges to be met.
- Financial assessment / viability.

- Key Result Areas (KRA).
 - KRAs are areas of the Conservatorium's operation in which performance has a critical impact on the achievement of the Vision and/or the achievement of the KPMs.
 - For each KRA, objectives should be identified and goals set for these objectives, to be achieved across the three-year Funding Period.

Short term - Business Plans

Conservatoriums must develop and implement annual business plans covering each year of the triennium. Business plans must be endorsed by the Conservatorium's governing body and submitted with the Funding Application.

Conservatoriums that plan on a Calendar Year basis must submit their annual business plans for January to December to the Department by 31 March of each Funding Year or otherwise annually within 3 months of the commencement of the Conservatorium's operational year.

A template is available from <https://conservatoriums.schools.nsw.gov.au/>.

Source documents are not required to be submitted with the business plan. However, the Department may request the documents for the continuous improvement of the Program.

Business plans should cover the Key Result Areas from the Strategic Plan, giving detail of the activities that will be undertaken to achieve the goals set and how they will achieve the KPMs.

This detail should include reference to:

- responsibility for implementing the activity (Board, management, administration, teaching staff)
- resources/budget allocation required for the activity
- timeframe for the activity
- performance measures
- continuous improvement
- compliance with child protection, work health and safety, risk management.

Refer to the following template:

<https://conservatoriums.schools.nsw.gov.au/programs/regional-conservatorium-grants-program-/forms.html>

4.5.3 PROGRAM PERFORMANCE REPORT (PPR)

The Department requires Conservatoriums to submit a Program Performance Report (PPR) annually, drawing on information about the Conservatoriums' activities for the previous year. The due date for the PPR is 31 March for the previous January to December year.

The Semester PPR will be provided through the NSW Department of Education's (DoE) Ariba Source to Contract system. The report collects statistical and free-response information, including the progress towards the Key Performance Measures. Both quantitative and qualitative information is required from Conservatoriums.

The Semester PPR must be certified as correct by a Management representative of the University or Conservatorium.

The Department uses the information in PPRs as a key input to its monitoring and evaluation of the Program.

4.5.4 ANNUAL REPORT AND ANNUAL FINANCIAL STATEMENTS

The Conservatoriums must provide the Department with a copy of their annual reports as certified by their management. These reports are usually in the form of a general report.

The annual report must specify the outcomes achieved with funding provided by the Program.

Conservatoriums must provide copies of audited financial statements to the Department within three months of the end of the Conservatoriums' financial accounting year.

4.5.5 DECLARATION AND COMPLIANCE

Conservatoriums must provide certified statements, signed by the Conservatoriums' Head of Agency and a representative of their Management Committee or Board, that:

- conditions of the Funding Agreement have been met
- the agreed funded activities have occurred
- progress has been achieved towards the Key Performance Measures
- grant funds were appropriately spent on items consistent with the agreed activities
- the grant funds were spent, committed (approved by the Department) or returned
- the Conservatorium holds the required, up-to-date business insurances.

4.6 PROGRAM EVALUATION

4.6.1 REVIEWS

From time to time, the Department may work with Conservatoriums and external organisations to analyse their programs and services, and plan and negotiate future developments.

The Department and/or Conservatoriums may initiate evaluations of this kind. The initiating party would meet the costs, or costs may be met in an agreed manner for collaborative and jointly-sponsored evaluations.

The Department assesses Program outcomes against the Program's Outcomes Section 4.3.1.

The Department will inform Conservatoriums about the results of program evaluations and may publish the results in various forms including on the Department's website.

4.6.2 DEPARTMENTAL AUDIT

Conservatoriums may be required to participate in financial or program audits and reviews by the Department or other public audit authorities at any time for the purposes of analysis, monitoring, validation and developmental support.

4.6.3 EXTRAORDINARY CIRCUMSTANCES

If an adverse situation arises with a Conservatorium that is considered serious and/or long-term (in the Department's absolute discretion), the Department may decide to initiate one or more of the following actions:

- carry out a special audit or review of funded programs and related activities
- approve funding or payments being made on a more structured timetable over shorter periods of time
- withhold any further funding, and/or
- terminate the Funding Agreement.

4.7 INFORMATION MANAGEMENT

4.7.1 PRIVACY OF INFORMATION

The Department is required to comply with the Privacy and Personal Information Protection Act 1998. The Department collects the minimum personal information to enable it to assess an application for funding and to monitor progress and compliance with these Guidelines and any Funding Agreement.

The Department will publish information including the Conservatorium's name and amount of funding provided by the Department on the Department's website.

Conservatoriums must ensure that people whose personal details are supplied to the Department with an application, in acquittal reports or at the request of the Department, are aware that the Department has been supplied with these details and how this information may be used.

4.7.2 GOVERNMENT INFORMATION (PUBLIC ACCESS)

The provisions of the Government Information (Public Access) Act 2009 apply to all documents in the possession of the Department. In some circumstances, the Department may release a copy of the application forms, performance / acquittal reports and other material supplied by Conservatoriums, subject to consultation with the authors, in response to an application made in accordance with the GIPA Act.

Further details in relation to information access is available at <https://education.nsw.gov.au/about-us/rights-and-accountability/information-access>.

4.7.3 COMPLAINTS AND SUGGESTIONS

Responses to complaints and suggestions will be in accordance with the Department's Complaints Handling Policy and Guidelines <https://education.nsw.gov.au/policy-library/policies/complaints-handling-policy>

The Complaints Handling Policy and Guidelines provide information for handling complaints, including how to make a complaint, how to deal with a complaint and how to support the

people involved. Ideally, most complaints should be resolved informally between the persons involved.

The Department and Conservatorium are to use their best endeavours to resolve any complaint or dispute that arises between them by means such as negotiation, mediation or conciliation before any resort to formal arbitration or litigation.

Conservatoriums should raise any matter of concern, or suggestions regarding the Program, with the Conservatorium Officer, or the Advisory Group and/or the Manager, Arts Unit Operations and Administration.

4.8 NON-TERTIARY MUSIC EDUCATION ADVISORY GROUP – TERMS OF REFERENCE

4.8.1. ROLE/PURPOSE

The role of the Non-Tertiary Music Education Advisory Group is to provide strategic direction and leadership to ensure the continuous improvement of the Program.

4.8.2. TERM

The Terms of Reference are effective from 1 January 2020 and will be ongoing until terminated by agreement between the parties.

4.8.3. MEMBERSHIP

The Partnership Group/Advisory Group will comprise:

- Leader, the Arts Unit (Chair), Department of Education
- Manager, Arts Unit Operations & Administration, Department of Education
- Conservatorium High School
- University of Sydney, Open Academy (2 members)
- University of Newcastle Conservatorium (2 members)
- Conservatorium Officer, Department of Education
- Conservatorium Administrative Support Officer, Department of Education.

4.8.4. ROLES AND RESPONSIBILITIES

The Advisory Group is accountable for:

- fostering collaboration
- removing obstacles to the Partnership's successful delivery, adoption and use
- maintaining at all times the focus of the Partnership on the agreed scope, outcomes and benefits
- monitoring and managing the factors outside the Partnership's control that are critical to its success.
- Guiding Principles
 - Evidence-based approach
 - Accountability
 - Communication
 - Inclusiveness
 - Outcomes
 - Respect
 - Independence.

The membership of the Advisory Group will commit to:

- attend all scheduled Advisory Group meetings
- wholeheartedly champion the Partnership within and outside of work areas
- share all communications and information across all Advisory Group members
- make timely decisions and take action so as to not hold up project(s)

- notify members of the Advisory Group, as soon as practical, if any matter arises which may be deemed to affect the development of the Partnership
- enter into a confidential relationship with respect to the disclosure of certain information.

Members of the Advisory Group will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner
- to be given reasonable time to make key decisions
- to be alerted to potential risks and issues that could impact the project, as they arise
- open and honest discussions, without resort to any misleading assertions
- ongoing 'health checks' to verify the overall status and 'health' of the Partnership.

SECTION 5: CONSERVATORIUMS ROLES AND RESPONSIBILITIES

5.1 DEFINITION OF A NSW NON-TERTIARY CONSERVATORIUM

For the purpose of these Guidelines, a Non-Tertiary Conservatorium is an organisation determined by Part 3, Sections 5 through 9 of the Higher Education (Amalgamation) Act 1989 and approved by the Minister to receive funding. Conservatoriums will undertake the role and support the Department to implement the objectives of the Program.

5.2 ROLES OF A CONSERVATORIUM

A Non-Tertiary Conservatorium's primary purpose must be to provide non-tertiary music education and training for its local community and must have schools and school students as a significant component of its client base.

As a minimum, Non-Tertiary Conservatoriums' will deliver outcomes in all of the following areas.

Music education:

- Vocal – individual and choral tuition
- Theory – in music, composition, skill and aural development
- Instrumental – ensembles, individual, and group programs.

Musical performances:

- Concerts for local community audiences by local performers
- Associated master classes/ workshops by professional musicians
- Participation in community cultural development (for example, festivals, community events, local arts forums).

Music programs:

- Programs for the wider community
- Programs for public and non-government schools and students
- Professional development for public and non-government school teachers of music.

5.2.1 CORPORATE GOVERNANCE

5.2.1.1 Management Committee

Management Committees, Boards or similar governing bodies must include members with a variety of highly skilled experts in education, research and professional services, to ensure the effective management and governance of the organisation.

5.2.2 POLICIES AND PROCEDURES

Conservatoriums must have documented policies and procedures. The policies and procedures are required to be accessible by appropriate staff and must be kept current.

Conservatoriums must have, as a minimum, the following policies and procedures:

- Code of Conduct
- Complaints Handling
- Conflict of Interest
- Records Management
- People and Services
 - WH&S
 - Child Protection
 - Staffing / Employment / Salary.
- Risk Management
 - The Conservatoriums and the Conservatorium High School must ensure appropriate risk assessment processes and have internal controls in place to

manage risks. The [NSW Treasury Risk Management Toolkit](#) may be a useful guide.

These policies should outline the standards of integrity and ethical behaviour that all staff, contractors, volunteers and Management Committee or Board members will adopt to ensure probity, transparency and consistency of actions.

5.2.3 RECORD KEEPING

Conservatoriums are required to maintain records of all activities conducted by the Conservatorium, particularly where Program funding has contributed to these activities.

These records must include financial records, measures of activities, enrolments and teaching hours by student category, and other information that the Conservatorium will need to respond accurately and in a timely fashion to Program Performance Reports, surveys and acquittals of the funding.

All Conservatorium records must be kept in accordance with the NSW *Privacy and Personal Information Protection Act 1998*. Records may be kept in electronic or paper formats. The Conservatorium must provide departmental officers with access to the documentation, if requested.

On request, Conservatoriums must make available to officers of the Department all policies, records, books of account and documents relating to Program funding and the activities it supports.

5.2.4 PEOPLE AND SERVICES

5.2.4.1 Conservatoriums as employers

The Program provides funding that may be applied to administrative costs to assist with employing staff, conducting day-to-day operations and to assist Conservatoriums to achieve the outcomes of the Program.

The university, as an independent legal entity, is required to meet its legal obligations as an employer. These obligations include compliance with child protection legislation, suitable working conditions, satisfactory remuneration, maintaining workers' compensation insurance and having compliant work, health and safety policies and practices.

5.2.4.2 Child Protection (Working with Children)

All staff, contractors and volunteers (including Board or Committee of Management members) in contact with children and young people must have the appropriate Working With Children Checks and must be trained in Child Protection requirements. Please note this requirement is above and beyond legislation requirements.

To assist Conservatoriums, the Department has developed Child Protection Awareness Training for external users. To access the course visit <http://cpat.learnbook.com.au/>. Conservatoriums must be able to guarantee that their employees, contractors and volunteers comply with Child Protection legislation. Working With Children Checks must be finalised before engaging employees, contractors and volunteers.

Conservatoriums should go to the website of the Commission for Children and Young People www.kids.nsw.gov.au to find the latest information on the Working with Children Check.

5.2.4.3 Qualifications and experience of tutors and teachers

Conservatoriums are responsible for ensuring the educational value of instrumental music and vocal tuition and other music training activities. Tuition should be of the highest practicable standard and delivered by staff well-qualified and experienced in music theory and performance and teaching methodologies.

The standard for universities seeking employees (tutors and staff) working with students at the Conservatorium should have:

- qualifications in both music and education or training
- relevant tertiary qualifications, and/or
- relevant music industry qualifications, and/or
- relevant vocational training qualifications, and/or
- a minimum of five years of demonstrated, relevant music industry experience deemed equivalent to the formal qualifications.

Appropriate tertiary qualifications include Bachelor of Music Education, Bachelor of Music, Bachelor of Arts (Music), Graduate Diploma of Education, Graduate Diploma of Pedagogy and post graduate degrees in music and education.

5.2.5 COMPLIANCE

Conservatoriums must comply with the provisions of all relevant regulations, standards and policy statements as notified by the Department from time to time, including but not limited to the following:

- *Anti-Discrimination Act 1977 (NSW)*
- *Associations Incorporation Act 2009 and Associations Incorporation Regulation 2016 (NSW)*
- *Children and Young Persons (Care and Protection) Act 1998 (NSW)*
- *Child Protection (Working With Children) Act 2012 (NSW)*
- *Child Protection (Working With Children) Regulation 2013 (NSW)*
- *Multicultural NSW Act 2000*
- *Fair Work Act 2009 (Cth)*
- *Copyright Act 1968 (Cth)*
- *Corporations Act 2001 (Cth)*
- *Crimes Act 1900 (NSW)*
- *Disability Inclusion Act 2014 (NSW)*
- *Disability Inclusion Regulation 2014 (NSW)*
- *Health Records and Information Privacy Act 2002 (NSW)*
- *Privacy and Personal Information Protection Act 1998 (NSW)*
- *Work Health and Safety Act 2011 (NSW)*
- *Work Health and Safety Regulation 2017 (NSW)*.

5.2.6 ACKNOWLEDGEMENT OF NSW GOVERNMENT FUNDING

The organisation receiving the funding must abide by the following set of principles:

- acknowledge the NSW Government's contribution in any written material in relation to the Program
- use the NSW Government logo in accordance with the Department's Style Guide in any publicity provisions of any kind (including brochures, signage, advertising, and invitations)
- issue an invitation to a government representative to any lunch or public event associated with the funding, and that where they are able to attend, they are acknowledged as official guests. Where practicable, they should be afforded the courtesy of publicly addressing the event.

These requirements in relation to acknowledgement of NSW Government Funding apply to all agency grants, all intergovernmental funding agreements, all dispersals of funds from a Ministerial or Secretary's discretionary fund, and any other dispersal of NSW Government Funding for a Project or Program to be delivered by a third party.

SECTION 6: RELATED PROGRAMS

6.1 DEPARTMENT OF EDUCATION

ARTS UNIT

The Arts Unit is a hub of arts learning opportunities for students and teachers in NSW, developing creative potential and inspiring artistic engagement. The Arts Unit provides programs in dance, drama, music, visual arts, media arts, debating, public speaking and literacy that build on the amazing work that happens in schools.

For more information telephone (02) 8512 1100 or visit www.artsunit.nsw.edu.au

6.2 REGIONAL ARTS NSW

Regional Arts NSW is the peak body and support agency for arts and cultural development in regional NSW working with the NSW network of 14 Regional Arts Development Organisations (RADO).

Conservatoriums are encouraged to work collaboratively with their local RADO.

Regional Arts NSW website www.regionalartsnsw.com.au

6.3 THE ASSOCIATION OF NSW REGIONAL CONSERVATORIUMS

The Association of NSW Regional Conservatoriums (ANSWRC) role is to support music education and performance in regional communities through collaborative leadership, expertise and advocacy.

The NSWRC currently comprises of 17 member organisations. Regional Conservatoriums are self-governing incorporated not-for-profit organisations managed by Community Boards. Regional Conservatoriums are located across the state in locations geographically, climatically, historically and economically diverse.

For further information, please contact:

The Association of NSW Regional Conservatoriums website www.regionalconsnsw.org.au

SECTION 7: SCHEDULE OF DOCUMENT AMENDMENTS

7.1 DEPARTMENT OF EDUCATION

Revision Number	Date	Update Description
0	October 2019	Document Original - first publication
1	November 2019	New work categories – clarification on entities