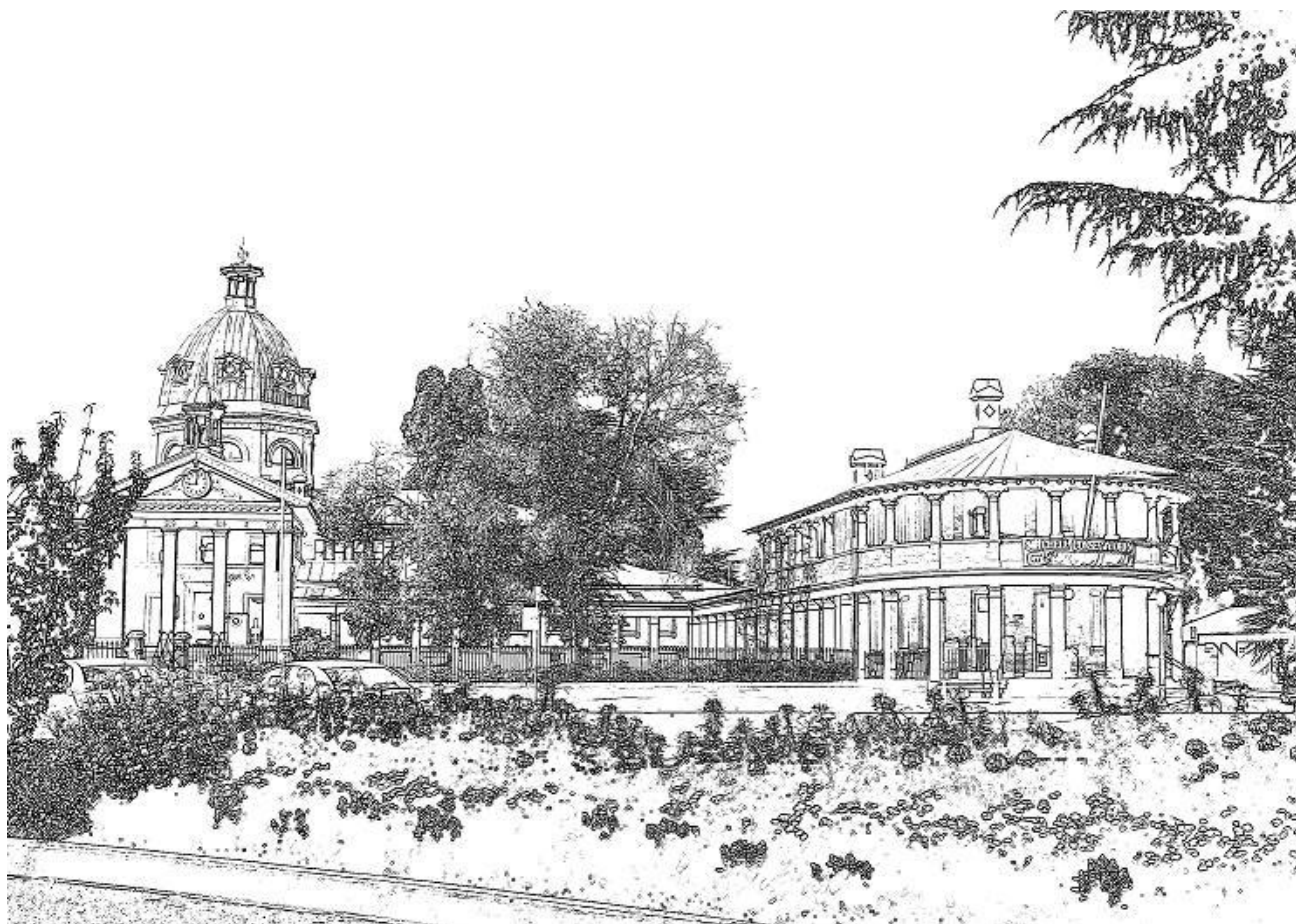


MITCHELL CONSERVATORIUM INC

ABOUT US



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CHARLES STURT
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Member of the Association of NSW Regional Conservatoriums

NEW SOUTH WALES
DEPARTMENT
OF EDUCATION
AND TRAINING



Contents

- 1 Overview of the Regional Conservatorium Program**
- 2 Overview of Mitchell Conservatorium**
- 3 Teaching Programs and Teaching Staff**
- 4 Essential Policies and Procedures**
 - 4.1 Child Protection & Duty of Care
 - 4.2 Code of Conduct
 - 4.3 Equal Employment Opportunity
 - 4.4 Access, Equity & Client Service
 - 4.5 Fees & Refund Policies
- 5 Grievance Policy & Procedures**
 - 5.1 Conservatorium Policy
 - 5.2 Procedures
- 6 General Information**
 - 6.1 Instruments for Hire
 - 6.2 Examinations, Reports
 - 6.3 Board of Management
 - 6.4 Friends of the Conservatorium
 - 6.5 Scholarships & Bursaries
 - 6.6 Performances, Workshops & Music Camps
- 7 Finale**

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Welcome to Mitchell Conservatorium and the world of making music. We hope that you will find the background information about the Conservatorium, the operation and administration of our music programs and the relevant key policies, of benefit. Please do not hesitate to ask the Administration staff about any issue concerning the Conservatorium's policies and operations.

1 OVERVIEW OF THE REGIONAL CONSERVATORIUM PROGRAM

Regional conservatoriums are located at Albury, Armidale, Bathurst, Coffs Harbour, Dubbo, Gosford, Goulburn, Grafton, Lismore, Muswellbrook, Orange, Tamworth, Wagga Wagga, Wollongong and Young. Two small music centres are located at Deniliquin and Gunnedah.

Regional conservatoriums are independent, community-owned and managed non-profit organizations.

Regional conservatoriums receive NSW Government grants that are administered by External Programs, Specialist Units Directorate, NSW Department of Education and Training.

This funding is made available to support quality music education, training and performances that are accessible and responsive to community needs in rural and regional NSW.

Core funding grants are provided for:

- Salaries and administration
- Properties maintenance
- Musical instrument purchase
- Scholarships and bursaries

A process of competitive bid funding complements the core funding grants for

- Teaching/education programs
- Further activities in the core grant areas
- Special community-based projects

More than 17,000 students are supported through the provision of these grants in programs for babies and young children; school students (including HSC students), mature age community members; and professional musicians.

Regional Conservatoriums are represented by the Association of NSW Regional Conservatoriums. Further information is available on our website www.mitchellconservatorium.edu.au

2 OVERVIEW OF MITCHELL CONSERVATORIUM

HISTORY

“Let’s grasp the baton” was the community call for the establishment of the State’s first regional, community-based, pre-Tertiary and non-profit Music Centre in Bathurst and Orange, which became a reality in May, 1978. The move to the West Wing of Bathurst Court House in 1980 was far-sighted and positive. Lithgow and Forbes Divisions (and for nine and a half-years, Wentworth Falls) subsequently joined under our umbrella. In 1995, Mitchell Conservatorium became Incorporated and one year later, the Orange Regional Conservatorium became independent. We celebrated our Silver Anniversary in 2003 and our 30th Anniversary in 2008, to great acclaim in the community.

STRATEGIC PLAN

The Strategic Plan (2006/09) was completed in October 2006 and states our vision and lays out our strategic direction for the next three years. Our Vision and Objectives as set out in the Strategic Plan:

VISION

To bring musical participation, achievement and enjoyment into the lives of children and adults of all ages in the Region served by the three divisions of Mitchell Conservatorium.

OBJECTIVES

- To provide a centre of excellence for musical education and performance opportunities for students of all ages and mainstream genres
- To promote the leisure, entertainment and the enjoyment values of music to local communities, thereby making a significant and lasting contribution to musical life in the Region served by the three divisions of Mitchell Conservatorium
- To display a prudent and disciplined approach to organization management to ensure the long term financial strength and viability of Mitchell Conservatorium

OUR STRATEGY

People - our strategy will be to:

- (i) Provide competitive engagement and support services
- (ii) Maintain effective and safe facilities for music education and event performance
- (iii) Deliver a growing and loyal source of students and community interest
- (iv) Provide a collegiate environment with transparent and open communication relating to individual and team performance, and excellence

Students/Parents – our strategy will be to:

- (i) Increase the level of interaction and involvement parents have with their child's music learning experience
- (ii) Establish a strong community profile for successful student musicians
- (iii) Re-position Mitchell Conservatorium as an 'inclusive and welcoming learning centre' for all mainstream musical genres (i.e. not just classical)

Business and community – our strategy will be to:

- (i) Raise the profile of Mitchell Conservatorium throughout the Region and improve the perception of the Conservatorium as an 'inclusive and welcoming learning centre'
- (ii) Increase the level of community participation and attendance at Mitchell Conservatorium events and performances
- (iii) Provide valuable opportunities for local businesses to establish commercial partnerships/sponsorships that complement Mitchell Conservatorium objectives

Financial and operations – our strategy will be to:

- (i) Deliver a healthy operating surplus in each of the next three years
- (ii) Introduce a range of financial management and operating procedures to ensure a disciplined and prudent approach to managing the day to day operations and to improve the long term financial security of Mitchell Conservatorium

3 TEACHING PROGRAMS AND TEACHING STAFF

Conservatorium teachers aim to provide graded, sequential music curricula suited to the varied developmental levels, interests and abilities of students. Students will benefit from the individual attention provided by qualified and committed teachers, in a desirable musical environment. For the young beginner or mature adult, the music-for-leisure devotee or group players, our Conservatorium offers various opportunities for students to show their musical progress and talent.

The teaching programs cater for a wide range of instrumentalists, singers and composition students, in a variety of music genres and media. An excellent music program for toddlers and young children is available, combining listening, moving, singing and playing instruments. Students with physical and learning impairments have access to a qualified Music Therapist. The Alexander Technique is available in Bathurst fortnightly.

The following teachers and subjects are available:

TEACHING STAFF – BATHURST DIVISION

BRASS

Oliver Harris – Trumpet, Trombone, Tuba
Paul Terracini - Trumpet, Trombone, Tuba
Phil Snitch - Trumpet, Trombone

EARLY CHILDHOOD MUSIC CLASSES

Anna Ossig-Bonanno
Grazyna Swansborough
Tory Roth

GUITAR

Graeme Hunt - Acoustic, Bass, Electric
Aaron Hopper - Acoustic, Electric
Mark McLaughlin - Acoustic, Bass, Electric
Michael Walker – Acoustic, Bass, Electric
Rob Shannon – Acoustic, Bass, Electric
Taylor Dean – Acoustic, Bass, Electric
Georg Mertens - Classical
Anna Ossig-Bonanno – Classical

MUSIC THERAPY

Kerrie Davies
Graeme Hunt

MUSICIANSHIP/MUSIC CRAFT/THEORY

David McKay
Julia Romano
Rosemary Fogarty

PERCUSSION

Jamie Briton – Drums, Tuned Percussion
Aaron Hollier – Drums
Rob Shannon – Drums
Peter Armstrong - Drums

PIANO

Elena Day-Hakker
David McKay
Michelle Griffin
Cindy Fox
Tory Roth
Gareth Bullock

JAZZ ENSEMBLE

Greg Gibson

STRINGS

Nicholas Newell - Violin, Viola
Emily Calder - Violin, Viola
David Matthews – Violin, Viola
Fiona Thompson -Viola
Georg Mertens - Cello
Bronwyn Stone – Cello
Sarah Matthews – Cello

WOODWIND

Colin Catlin – Clarinet, Saxophone
Glen Wholohan – Clarinet, Saxophone
Greg Gibson – Clarinet, Saxophone Flute
Hollie Campbell – Clarinet, Saxophone, Flute
Philip Braithwaite – Flute, Piccolo
Helen Mulligan – Flute, Clarinet, Bassoon
Prem Love – Flute

RECORDER

Lucinda Wells

RECORDER ENSEMBLE

Anna Ossig-Bonanno

CELTIC HARP

Gwenda Davies

VOCAL

Julia Romano
Phil Snitch
James Giddens
Michelle Griffin
Tory Roth
Jonathan Lewis
Gareth Bullock
Rosemary Fogarty
Marisa Mariani-Starr

BAND

Colin Catlin
Glen Wholohan
Hollie Campbell

ALEXANDER TECHNIQUE

Greg Holdaway

TEACHING STAFF – LACHLAN (FORBES) DIVISION

BAND

Catherine Arthurson

PIANO

Jenelle Coady

Alison Dixon

Micheile Blunt

Kerrieann Hood

Martin Lee

VOCAL

Jenelle Coady

MUSIC THERAPY

Jenelle Coady

EARLY CHILDHOOD MUSIC

Micheile Blunt

WOODWIND / WOODWIND OUTREACH

Catherine Arthurson / Mitchell Richards

MUSICIANSHIP / MUSIC CRAFT / THEORY

Jenelle Coady

Micheile Blunt

GUITAR

Robin Yeatman

Doug Richards

Jenelle Coady

BRASS

Mitchell Richards

STRINGS

Martin Lee

DRUMS

Doug Richards

JAZZ ENSEMBLE

Doug Richards

TEACHING STAFF – LITHGOW DIVISION

BAND

Annie Burbank

BRASS

Campbell Barnes – French Horn, Trumpet,

Trombone

EARLY CHILDHOOD MUSIC

Anna Ossig-Bonanno

GUITAR

Graeme Hunt – Acoustic, Bass, Electric

Anna Ossig-Bonanno – Classical

MUSICIANSHIP

Annie Burbank

MUSIC THERAPY

Graeme Hunt

Helen Williams

PERCUSSION

Jamie Briton

PIANO

Annie Burbank

Judy Kinnear

Maureen Newell

Helen Williams

STRINGS

David Matthews – Violin, Viola

Peter Avery

VOCAL

Judy Kinnear

Helen Williams

WOODWIND

Annie Burbank

Samantha Schoeler-Jones – Flute

ADMINISTRATION STAFF

Bathurst Division

Fiona Thompson - Executive Director

Gareth Bullock - Assistant Director

Jennifer DeMaere - Business Administrator

Vivienne Galvin - Administration Assistant

Janette Collins - Clerical Assistant

Yolanda Faulkner - Clerical Assistant

Sarah Matthews - Promotions & Publicity

Lachlan Division

Margaret Willmott – Director

Mitchell Richards – Clerical Assistant

Lithgow Division

Annette Milroy - Director

4 ESSENTIAL POLICIES AND PROCEDURES

4.1 CHILD PROTECTION

All staff members have a special duty of care to the students enrolled at the Conservatorium. In particular, teachers and other staff are aware that their interaction with students creates a special, trusting relationship. This special relationship and trust means that teachers and staff do not engage in any behaviour that would breach this relationship or trust.

To demonstrate basic principles of instrumental or vocal breathing technique, correct posture and tone production, it may be necessary for a teacher to place his/her hand on the student's rib-cage, diaphragm or face. Our teachers are requested to ask the student for permission to do so. If students feel uncomfortable with this practice, they should inform the teacher. All staff are screened by the Dept of Education & Training, Employment Screening Unit as part of the Child Protection Act, 1998.

Staff must ensure, as part of their Duty of Care, that infants and children do not leave the Conservatorium building until a parent or person designated by the parent comes to collect them. Parents are requested to ensure that their infant or child is aware that they must not leave until their parent or person designated by the parent comes to collect them.

In particular, parents of Early Childhood Music students must ensure that their child understands the importance of the reasons why they must remain in the Studio until they are collected.

It is essential that parents/guardians of students under 18yrs complete the authorized persons form on the reverse of the annual Enrolment and Media Consent form. This ensures that Conservatorium staff are able to carry out their duty of care regarding the safety and supervision of students entering and leaving Conservatorium buildings.

4.2 CODE OF CONDUCT

All staff at the Mitchell Conservatorium are expected to perform their duties with efficiency, fairness, impartiality, integrity, honesty and compassion. This code aims to clarify for all staff conduct expected in the performance of their duties and to provide them with a guide to solving ethical issues.

4.3 EQUAL EMPLOYMENT OPPORTUNITY

Equal Employment Opportunity (EEO) is about making sure that workplaces are free from all forms of unlawful discrimination and harassment.

4.4 ACCESS, EQUITY AND CLIENT SERVICE

As a Registered Training Organisation currently linked to Northern Rivers Conservatorium, Mitchell Conservatorium has agreed to operate within the Principles and Standards of the Australian Quality Training Framework (AQTF).

4.5 FEES AND REFUND POLICIES

Information concerning fees and refunds is contained in the **ENROLMENT INFORMATION** brochure available from the office and on our website www.mitchellconservatorium.edu.au . This brochure forms an important part of the Terms and Conditions of enrolment with Mitchell Conservatorium. The Enrolment Information brochure also lists a schedule of basic fees and charges.

5 GRIEVANCE POLICY and PROCEDURES

5.1 CONSERVATORIUM POLICY

In all disputes, the person aggrieved is encouraged to discuss the grievance with the other party or parties prior to taking any other action. However it is acknowledged that this may not always be reasonable. Students and staff are encouraged to discuss a grievance with the Teacher, Staff Representative on the Board of Management or the Director, before pursuing the formal stages of the grievance procedure.

A teaching or administrative staff member may play a mediatory role, where both parties to the dispute agree to this person mediating.

Aggrieved parties are entitled to be accompanied by another staff member or any other person.

5.2 FORMAL GRIEVANCE PROCEDURES

Where a student, staff member, or volunteer has a grievance the following steps should be followed:

- The person must record the grievance in writing
- The person should raise the grievance with the Director who, only if necessary, will bring it to the attention of the Board
- The Director will attempt to resolve the complaint promptly, but at least within seven calendar days
- The other party must record in writing their response to the grievance as well as any other relevant issues

Resolution with the assistance of an external mediator

If both the aggrieved parties consent, a mediation conference will be arranged with an independent and properly qualified external mediator.

- The mediation conference will be arranged to suit both parties.
- If the parties cannot agree on a suitable time, the Chairman of Mitchell Conservatorium's Board will arrange a consultation with each party.
- The independent mediator will attempt to resolve the matter.
- The independent mediator will provide a written report for the Director including any recommendations and time lines.
- The Director will oversee compliance with the recommendations and timelines.

6 GENERAL INFORMATION

6.1 INSTRUMENTS FOR HIRE

A limited number of good quality, standard instruments are available for hire to students who may wish to “try out” an instrument for a year. Purchase is then suggested. Enquiries should be made at each Division’s Office.

6.2 EXAMINATIONS & REPORTS

Students may choose to enter public examination set by the various Australian and Overseas Music Examination Boards. A teacher has the final decision to enter a student for an examination or an Eisteddfod provided:

- a. that the student and parents/guardian agree
- b. that the student, in a teacher’s opinion, has attained an acceptable level of proficiency in all areas of the syllabus or Eisteddfod section, **by the entry date.**

Students will receive a written assessment of their progress each Semester in performance, musicianship, aural and reading skills and attendance. Parents may wish to briefly discuss the progress of their child (ren) with the teacher at the beginning or end of a lesson or at another mutually agreeable time.

6.3 BOARD OF MANAGEMENT

Mitchell Conservatorium has a Board of Management, which consists of representatives from each Division’s administration, the legal, educational and musical community, and teaching staff. The Board is answerable to Specialist Units Directorate, a division of the State Government’s Department of Education and Training. The Board meets four times a year to discuss key issues of policy, management, administration, strategic planning, funding and music education.

Parents and mature age students are welcome to discuss musical, educational and organisational issues with teachers, Divisional directors and Board members. We appreciate feedback in written form, when for example a Quality Survey of Administration and Teaching is forwarded to parents/care-givers.

6.4 FRIENDS OF THE CONSERVATORIUM

Equivalent to a school P&C, the Friends committee comprises parents of students and interested community members, who generously assist students by actively supporting each Division’s music teaching, administration, performances and workshop programs. They consider the expenditure of family levy funds for example through offering Scholarship and Bursaries. Everyone is welcome and encouraged to join their local Friends group. Contact:

Bathurst: Secretary, PO Box 1387, Bathurst 2795

Lachlan: Secretary, PO Box 550, Forbes 2871

Lithgow: Secretary, PO Box 21 Lithgow 2790

6.5 SCHOLARSHIPS AND BURSARIES

Each year, the NSW Department of Education, local Service clubs, community Business houses and Friends of the Conservatorium generously donate funds to assist students pay for lessons. The **Scholarship** program rewards students who consistently show above average musical talent or high potential. Auditions are held annually before an invited adjudicator and Divisional Director.

Bursaries are awarded by the Department of Education and Training to assist those families experiencing continual and genuine financial hardship. Applications, references and a personal interview may be arranged confidentially through your Divisional Office.

6.6 PERFORMANCES, WORKSHOPS AND MUSIC CAMPS

Music students are given opportunities to perform solo, or in small ensemble and large group music compositions at studio, joint-studio and public concerts, recitals and workshops. Some of these events may be recorded for later broadcasting. Permission is sought for these broadcasts.

At times of key celebratory dates for the Conservatorium, a major opera, oratorio or children's music theatre production may involve the participation of all students and Affiliated ensembles. Further practical music experiences may be gained and enjoyed in civic, community and private functions, which contribute to students' social, emotional and musical development.

The Conservatorium also arranges visits by distinguished music educators and performers, for example from Sydney Conservatorium, and offers its own excellent teachers presenting Workshops for the local and surrounding communities. We aim to keep necessary fees to a minimum and strongly advise students to attend and participate in these valuable Workshops.

Music Camps are plentiful in capital cities and regional areas, mainly throughout school holiday periods. A number of students have been successful in attending or being selected for Music Camps, which may lead to selection in for example the NSW State Wind Band, National Music Camp Orchestra, the SBS Orchestra and the Sydney Youth Orchestra. These bands and orchestras have all travelled nationally and internationally. Information about these Music Camps is regularly displayed on Notice Boards.

Some local Music Camps are arranged by a Division during holidays with visiting and staff musicians, which are particularly stimulating for beginning musicians and challenging for more advanced performers.

7 FINALE

We look forward to meeting you and wish you the enjoyment, stimulation and values which are discovered, practised and refined, through music learning, performing and composing music.

A handwritten signature in black ink that reads "Fiona Thompson". The signature is written in a cursive, flowing style.

Fiona Thompson
Executive Director