



**Australian Government**

**Department of Infrastructure, Transport,  
Regional Development and Communications**  
Office for the Arts

[Addressee]

Office for the Arts  
Department of Infrastructure, Transport, Regional Development and Communications  
2 Phillip Law Street, New Acton ACT 2601

[Date]

Dear [Name]

### **Letter of Agreement**

The Commonwealth, represented by the Office of the Arts within the Department of Infrastructure, Transport, Regional Development and Communications (ABN 86 267 354 017), wishes to engage you, [insert full name and ABN (if applicable)], as an Industry Representative to provide grant application advisory services (the Services) for the Live Music Australia Program in accordance with the requirements and terms and conditions set out in this letter and the attached Schedule (including the Code of Conduct).

Industry Representatives are selected by the Office for the Arts based on their music industry-related knowledge, experience and skillsets. As an Industry Representative, your music industry experience and knowledge will assist in ensuring funding decisions are equitable and accountable, align with the objectives of the program and deliver sustainable outcomes for the live music industry.

To accept this offer and enter into an agreement with the Commonwealth, please sign the letter and send or email a scanned copy to the address below by [insert date], otherwise this offer will lapse. [Optional: Please also execute the attached Confidentiality Deed.]

This letter and the Schedule(s) will form a legally enforceable agreement in relation to your engagement with the Commonwealth as an Industry Representative once it has been executed by the Commonwealth. You must comply with the requirements, terms and conditions set out in the Schedule (including the Code of Conduct).

Please send or email a scanned copy of the signed letter of Agreement (including the Schedule) to:

[Insert position and name of the Commonwealth entity's representative]

[Insert Commonwealth entity name]

[Insert postal address or email]

Once the Commonwealth has executed the letter Agreement, a copy will be provided to you for your records.

If you have any questions about this offer, please contact [*Name, phone number, email*].

[SIGNATORY BLOCK]

**EXECUTION CLAUSES**

Executed by the parties.

SIGNED for and on behalf of the  
**COMMONWEALTH OF AUSTRALIA**  
represented by and acting through the  
Department of Infrastructure, Transport,  
Regional Development and  
Communications (ABN 86 267 354 017),  
by [**print full name**] on [**insert date**]

.....  
*sign here*

in the presence of:

.....

print name of witness

.....  
*witness sign here*

SIGNED for and on behalf of the [FULL  
name and ABN (if applicable)] on [**insert  
date**]

.....  
*sign here*

in the presence of:

.....

print name and address of witness

.....  
*witness sign here*

# Schedule: Industry Representatives Requirements, Terms and Conditions

## PART 1. PROGRAM OVERVIEW

### Program description

The Live Music Australia program (the Program) is an Australian government initiative led by the Office for the Arts within the Department of Infrastructure, Transport, Regional Development and Communications (the Department). Commencing in 2020-21, the Program aims to provide grant funding of \$20 million over four years to small to medium, professionally-operated venues that stage quality original Australian live music. Successful grant recipients will be determined through an open competitive application process. To ensure the suitability of grant recipients, the Office for the Arts is engaging Industry Representatives to provide expert advice to the Office for the Arts. The first round of applications will commence on [insert date] and there are expected to be two funding rounds each year for the duration of the Program.

The Program contributes to the Australian Government's Arts and Cultural Development Program outcome of supporting participation in, and access to, Australia's arts and culture through developing and supporting cultural expression. The objectives of the Program align with this outcome, and all stages of the assessment process is to be conducted consistently with this outcome. The key objectives of the Program are outlined in the Live Music Australia Guidelines (the Guidelines).

### Assessment Process

#### *What are the Steps in the Assessment Process?*

The Live Music Australia assessment process has four phases. Industry Representatives are involved in Phase Two of the assessment process.

**1. Phase One - Internal Assessment**

Office for the Arts staff will assess eligible applications against the Program's eligibility and assessment criteria, resulting in a longlist.

**2. Phase Two - Industry Advice**

Industry Representatives will be allocated a number of applications to review. Each Industry Representative will work individually in evaluating their allocated applications in accordance with the criteria set out in this Schedule, in particular, the section titled 'Industry Representative Advice'. Following evaluation, the Industry Representative will then advise and comment on the suitability for funding of each application reviewed. As part of Phase Two, applications will also be provided to state and territory arts agencies (from their jurisdiction) and the Australia Council, for comment.

**3. Phase Three - Internal Moderation**

Senior officials from the Office for the Arts will convene a moderation panel to review the applications, including the results of the Phase One and Phase Two assessments, in order to determine the final list of applications to be recommended for funding. This panel will consider elements such as geographic spread, level of co-contribution, variety of activity type, industry gaps and available funding.

**4. Phase Four - Funding Recommendations to the Minister for Communications, Cyber Safety and the Arts (the Minister)**

The Office for the Arts will provide funding recommendations to the Minister as the decision-maker for consideration and approval.

## PART 2. REQUIREMENTS

### Services to be performed by the Industry Representative

The role of an Industry Representative is to provide grant application advisory services (the Services) to the Office of the Arts. This consists of evaluating applications for the Program and providing expert advice as to whether or not an

application is suitable for funding. Industry Representatives will draw on their industry experience and the guidance provided by this agreement when forming their expert advice.

The Agreement commences on [insert date, or “the day the last party executes the letter of Agreement”] and ends on [INSERT], unless earlier terminated. Industry Representatives are expected to provide their Services as required during the term of the Agreement. Applications will be allocated to Industry Representatives on an ad hoc basis, dependent on the Industry Representative’s availability and as the demand under the program requires. It is expected there will be two funding rounds per year, and the number of applications assigned to Industry Representative for each round may vary.

### **Responsibilities of the Industry Representative**

Industry Representatives are responsible for being familiar with the Program Guidelines and having a sound understanding of the Program and its objectives. To ensure adherence to the Australian Government’s requirement for strict probity in the administration of the program, Industry Representatives are required to comply with the relevant ([Commonwealth Grant Rules and Guidelines](#)). This includes declaring any direct or indirect conflict of interest with any applications allocated to them.

Should the Industry Representative discover a potential conflict of interest, the Industry Representative is required to advise the Office for the Arts in writing as soon as the Industry Representative has become aware of the conflict. Declarations must be sent to [music@arts.gov.au](mailto:music@arts.gov.au). Please refer to the Code of Conduct below for further information regarding conflicts of interest.

Industry Representatives will undertake assessments individually. There is no requirement for interaction with other Industry Representatives, and applications should not be discussed.

### **Allocation of Applications**

Following the Phase One assessment completed by staff within the Office for the Arts, the Industry Representative will be allocated applications that have been found eligible and assessed as recommended against the Program criteria. The Industry Representative will be asked to provide input on whether the recommended applications are suitable for funding based on their industry knowledge and expertise.

The Industry Representative will be asked to rate applications as either Suitable or Not suitable and to provide comments indicating why the Industry Representative considers an application to be suitable or not suitable for funding. Rather than a full assessment, comments for each application should be brief and will be limited to 150 words.

It is anticipated up to 50 applications will be allocated to each Industry Representative engaged to provide Services for a particular funding round. Allocations will occur via SmartyGrants (the grant management system used by the Office for the Arts). The Industry Representative will be required to review applications and provide their expert advice within approximately one week. If for any reason, the Industry Representative is unable to complete the review within the timeframe, the Industry Representative must discuss this with the Office for the Arts. The Industry Representative will be notified by email when applications have been assigned to them.

**For guidance using SmartyGrants see *Quick Reference Guide– Getting Started***

### **Industry Representative to provide Advice**

The Industry Representative must have read and become familiar with the Guidelines, in particular the Program’s objectives prior to commencing their first review. When reviewing an application, the Industry Representative should consider the following:

- Does the application demonstrate a commitment to hosting original Australian live music?
- Will the Activity deliver good outcomes for the live music industry and increase performance opportunities for original contemporary music by Australian artists?
- Is the applicant a reputable Australian business with the expertise and capacity required to successfully deliver the Activity?
- Does the proposed Activity demonstrate good value for money?

## **Publishing of Names and Enquiries**

The Industry Representative's private contact details are kept confidential and held securely by the Office for the Arts, and their names will not be published with reference to any applications.

In the event that the Industry Representative is approached by applicants requesting information about their application, the funding round, or any other aspect of the funding process, the Industry Representative must refer the applicant to the Office for the Arts. Please refer to the Code of Conduct below, for further information regarding communicating with applicants.

## **Limitations**

Industry Representatives do not have any Government financial, procurement, contracting or human resource delegations and cannot make any commitments in these areas.

Industry Representatives will be:

- limited to advising whether proposed applications are suitable or not suitable for funding in accordance with the Guidelines; and
- operate in accordance with the [Commonwealth Grant Rules and Guidelines](#).

The Minister and the Office for the Arts are responsible for the strategic direction of the Program.

## **PART 3. OTHER TERMS AND CONDITIONS**

### **Engagement, Rates and Payment**

Based on Phase Two being a validation process rather than a full assessment of applications, the Office for the Arts estimates that Industry Representatives will take an average of 15 minutes to complete their review and provide comments for each application.

Industry Representatives will be paid a fee for the amount of applications reviewed in performing the Services equivalent to the member rate listed at Part 2.11 (1) of the [Remuneration Tribunal \(Remuneration and Allowances for Holders of Part-Time Public Office\) Determination 2020](#). The daily rate is \$418 (plus GST, if applicable). A fee of \$13.00 (plus GST, if applicable) per application has been determined based on the daily fee of \$418 as follows (for the purpose of calculating fees, the Office for the Arts will calculate time spent undertaking reviews as hours worked consecutively):

- the daily rate is \$418 for 8 hours of work (8 hours = 480 minutes)
- 480 minutes divided by 15 minutes (average time per application) = 32 applications per day
- \$418 divided by 32 = \$13.00 per application (plus GST, if applicable).

The rate has been determined based on the nature of the role and is inclusive of payment for work performed incidentally to the review of applications (such as reading of all attachments to an application or independent research). No additional fee is payable.

The Industry Representative is not required as part of their duties to travel or meet with other representatives to discuss applications. As such, there is no travel allowance payable. Reimbursement for other incidental expenses involved in assessment is not payable (for example, electricity / internet connection / childcare costs / teleconferences).

Following the completion of Phase Two of the assessment process, the Office for the Arts will calculate the amount an Industry Representative is eligible to be paid and will notify them of this by email along with a request for an invoice for the amount applications reviewed in performing the Services. On receipt of a correctly rendered invoice, payment of fees will be arranged in accordance with the Commonwealth's [Supplier Pay On-Time or Pay Interest Policy](#).

Subject to the Industry Representative's compliance with this Agreement and submission of a correctly rendered invoice payment(s) will be made into the following bank account:

Account Name: \_\_\_\_\_  
Account Number: \_\_\_\_\_  
BSB Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_

### **Compliance**

In all dealings related to the Agreement, the Industry Representative agrees to comply with all reasonable directions and procedures relating to work health and safety, record-keeping and security whether specifically informed or as might reasonably be inferred from the circumstances.

### **Notices**

A notice under this Agreement is deemed to be effected:

- (a) if delivered by hand - upon delivery to the relevant address;
- (b) if sent by registered post - upon delivery to the relevant address; or
- (c) if transmitted electronically - upon actual delivery as evidenced by an acknowledgement of receipt from the recipient's system by any means (including by means of delivery receipt).

A notice received after 5.00 pm, or on a day that is not a working day in the place of receipt, is deemed to be effected on the next working day in that place.

### **Assignment and subcontracting**

The Industry Representative must not assign any rights under the Agreement without the Commonwealth's prior written consent. No part of the Services may be subcontracted.

### **Termination**

The Commonwealth may, at its discretion, terminate the engagement of the Industry Representative (and this Agreement) with immediate effect by written notice for no cause. The Commonwealth may also terminate the engagement of the Industry Representative (and this Agreement) if the Industry Representative does not perform the Services as specified in the Agreement. If the Commonwealth issues a termination notice, the Industry Representative must stop work associated with the Program in accordance with the notice and comply with any reasonable directions given by the Commonwealth.

An Industry Representative may also terminate this Agreement by giving the Commonwealth 14calendar days' prior written notice. The Industry Representative must not undertake any further work associated with the Services after giving notification of the termination of their engagement.

No monies will be paid to the Industry Representative following the termination of the engagement (and this Agreement) other than monies owed for Services completed prior to the termination and appropriately invoiced.

The Office for the Arts does not provide advice on taxation issues. Advice from a qualified professional or the Australian Taxation Office [www.ato.gov.au](http://www.ato.gov.au) should be sought, as required.

### **Governing law**

This Agreement (comprising the letter and this Schedule in its entirety) is governed by the laws of the Australian Capital Territory.

### **Dispute resolution**

For any dispute arising under the Agreement, both the Industry Representative and the Commonwealth will seek to settle the dispute by direct negotiation. Despite the existence of a dispute, the Industry Representative will (unless requested in writing by the Commonwealth not to do so) continue their performance under the Agreement.

### **Survival**

Items 4, 5, 12, 13 and 16 of the Code of Conduct survive termination or expiry of the Agreement.

## Entire Agreement

This Agreement represents the parties' entire agreement in relation to the subject matter, at the time this Agreement was entered. No agreement or understanding varying or extending the Agreement will be legally binding upon either party unless in writing and agreed by both parties.

## PART 4. CODE OF CONDUCT

In order to maintain the integrity of the assessment process, Industry Representatives must at all times when performing the Services comply with the following requirements:

1. The Industry Representative must perform the Services impartially and fairly, uninfluenced by fear or favour.
2. In undertaking the Services under the Program, the Industry Representative must comply with all applicable Commonwealth laws in force from time to time. When dealing with Personal Information (as defined in the *Privacy Act 1988*) in carrying out the Services, the Industry Representative agrees not to do anything which, if done by the Commonwealth, would be a breach of the *Privacy Act 1988*.
3. The Industry Representative must be frank and honest in official dealings with Office for the Arts staff.
4. All material provided by the Commonwealth (including third party material) remains the property of the Commonwealth (except where the material is owned by a third party). The Industry Representative must treat all materials associated with applications with the utmost care and confidentiality. All reports and materials produced by the Industry Representative in performing the Services vest in the Commonwealth immediately upon creation.
5. A funding application is deemed to be a confidential document, as it:
  - (a) contains information about the applicant personal affairs or an organisation's business;
  - (b) may contain confidential references, and
  - (c) contains ideas that are the intellectual property of an applicant under the Program.
6. The Industry Representative must take all reasonable measures to ensure that the materials provided in relation to applications are protected against loss, unauthorised access, modification, disclosure, copying, distribution, or other misuse. Failure to comply with this requirement constitutes a breach of this Code of Conduct.
7. The Industry Representative must avoid situations in which their private interest, whether monetary or otherwise, interferes or might reasonably be thought to interfere with the proper discharge of their duties. Any actual or potential conflicts should immediately be disclosed as per paragraph 8 below.
8. The Industry Representative cannot take part in the assessment of an application where they are the applicant themselves, or a beneficiary of an application.
9. When the Industry Representative possesses, directly or indirectly, an interest which conflicts or might reasonably be thought to conflict, in a matter being considered or about to be considered, the Industry Representative must, as soon as the relevant facts have come to their knowledge, disclose verbally and in writing the nature of the interest to the the relevant Director within the Office for the Arts. Should circumstances change after an initial disclosure has been made, so that new or additional facts become material, the Industry Representative shall disclose the further information.
10. The Industry Representative must immediately withdraw from providing advice on any application if they have an actual conflict of interest.
11. In instances where there is a perceived or potential conflict of interest, or the conflict is deemed minor, the relevant Director within the Office for the Arts will determine on a case-by-case basis if the Industry Representative concerned must withdraw from discussion and decision making in relation to the round.

12. When the interests of members of their immediate family are involved, the Industry Representative must disclose those interests to the extent that they are known to them. Members of the immediate family will ordinarily comprise only the Industry Representative's spouse (or partner) and dependent children, but may include other members of their household or family when their interests are closely connected with them.
13. The Industry Representative must not use information obtained in the course of official duties to gain directly or indirectly a monetary advantage for themselves or for any other person. In particular, the Industry Representative must scrupulously avoid investments or other transactions about which he/she has, or might reasonably be thought to have, early or confidential information which might confer on them an unfair or improper advantage over other persons.
14. The Industry Representative must not:
  - (a) solicit or accept from any person any remuneration or benefit for the discharge of the duties or their office over and above the official remuneration;
  - (b) solicit or accept any benefit, advantage or promise of future advantage whether for themselves or their immediate family or any business concern or trust with which he/she is associated from persons who are in, or seek to be in, any contractual or special relationship with government; and
  - (c) except as may be permitted under the rules applicable to his/her office, accept any gift, hospitality or concessional travel offered in connection with the discharge of the duties of their office.The impression must be avoided that any person can improperly influence the Industry Representative or unduly enjoy their favour.
15. The Industry Representative must not enter into any communication with an applicant regarding their application. If approached by an applicant, an Industry Representative must state they are unable to discuss the application, refer the applicant to the relevant Director within the Office for the Arts, and advise the Office for the Arts.
16. The Industry Representative is not an officer, employee, agent or representative of the Office for the Arts, the Department or the Australian Government and is not authorised to speak on behalf of, or bind, them. An Industry Representative must not make any public comment concerning their duties and must direct all enquiries for information regarding all relevant policies, programs or procedures to the relevant Director within the Office for the Arts.