

## STAFF STATISTICS

ESTABLISHMENT PROFILE 30 JUNE 2001

| DIVISION           | AS01     | AS02      | AS03       | AS04      | AS05        | AS06      | SOGC      | SOGB      | SOGA | SES1     | CEO      | TOTAL      |
|--------------------|----------|-----------|------------|-----------|-------------|-----------|-----------|-----------|------|----------|----------|------------|
| Executive          |          |           | 1          |           | 1           | 1         |           |           |      |          | 1        | 4          |
| AMD                |          | 3         |            | 2         | 1           | 4         | 1         | 1         |      | 1        |          | 13         |
| PCP                |          | 1         | 2.5        |           | 5           | 1         | 5         | 2         |      | 1        |          | 17.5       |
| Arts Development   |          | 13        | 1          | 11        | 5.5         | 11        | 7         | 7         |      | 1        |          | 56.5       |
| Finance & Services | 1        | 6         | 1          | 2         | 1           | 2         |           |           |      | 1        |          | 14         |
| ATZIA              |          | 2         |            | 1         | 1           | 2         | 2         |           |      | 1        |          | 9          |
| MPAB               |          | 1         | 1          |           |             | 2         |           | 1         |      | 1        |          | 6          |
| <b>Total</b>       | <b>1</b> | <b>26</b> | <b>6.5</b> | <b>16</b> | <b>14.5</b> | <b>23</b> | <b>15</b> | <b>11</b> |      | <b>6</b> | <b>1</b> | <b>120</b> |

### Classification & Salary Range for 2000-2001

|             |                     |
|-------------|---------------------|
| <b>AS01</b> | \$25,648 - \$30,047 |
| <b>AS02</b> | \$29,026 - \$34,118 |
| <b>AS03</b> | \$33,060 - \$37,823 |
| <b>AS04</b> | \$36,848 - \$42,407 |
| <b>AS05</b> | \$41,098 - \$46,195 |
| <b>AS06</b> | \$44,388 - \$54,049 |
| <b>SOGC</b> | \$56,814 - \$65,038 |
| <b>SOGB</b> | \$65,496 - \$78,729 |
| <b>SOGA</b> | \$76,761 - \$81,367 |

### KEY

|              |  |
|--------------|--|
| <b>ASO</b>   | Administrative Services Officer            |
| <b>SOG</b>   | Senior Officer Grade                       |
| <b>SES</b>   | Senior Executive Service                   |
| <b>CEO</b>   | Chief Executive Officer                    |
| <b>AMD</b>   | Audience and Market Development            |
| <b>PCP</b>   | Policy, Communications and Planning        |
| <b>ATZIA</b> | Aboriginal and Torres Strait Islander Arts |
| <b>MPAB</b>  | Major Performing Arts Board                |

Staff of the Australia Council are employed under the *Australia Council Act 1975*. Council's established staffing level for 2000-2001 was 120. Permanent staff turnover for the 2000-2001 financial year was 20%.

Temporary positions have been established to support initiatives such as Youth Arts and Promoting the Value of the Arts.

### WORKPLACE RELATIONS

The Australia Council Workplace Consultative Forum meets eight times each year and comprises equivalent representatives from both staff and management. The forum provides a mechanism for consultation between management, staff and their representatives and promotes effective

communication and good employment relations.

During 2000-2001 the Australia Council successfully negotiated a new Certified Agreement, which is current from 2001-2003. During the past year Council reviewed its Determination with the intention of streamlining and removing outdated Public Service references. In November 2000, Determination No 1 of 2000 (Terms and Conditions of Employment, Australia Council) was endorsed.

Council also underwent award simplification combining arranged employment conditions into a consolidated Australia Council Award.

#### AUSTRALIAN WORKPLACE AGREEMENTS

Council currently has no Australian Workplace Agreements.

#### STAFF DEVELOPMENT AND TRAINING

Council has shown a continuing commitment to the professional and personal development of staff through training courses, seminars and the studies assistance and bursary schemes.

Learning and development courses conducted this year included Cross Cultural Awareness Training, Financial Skills Workshops, Nugget training (Council's computerised grant management and record-keeping system), Delivering Training Job Evaluation, and Manager and Executive Team development.

Council also undertakes a comprehensive induction training program for all new staff.

In 2001 Council has agreed to assist eight staff members to pursue tertiary studies through providing financial assistance, approved study leave and workers compensation coverage whilst attending lectures and tutorials. Eight staff members received financial assistance through Council's Bursary Allocation Scheme.

#### WORKPLACE DIVERSITY

The Workplace Diversity Committee comprises representatives from management, the union, a multicultural representative and a representative from amongst Council's Aboriginal and Torres Strait Islander staff.

In 2000-2001 Council again had strong representation of staff from EEO targeted groups across all levels.

- Women comprise 74% of Council staff;
- 57% of executive staff are women;
- 22% of staff identified as having a non-English speaking background;
- 6% of staff identified as being Aboriginal or Torres Strait Islanders;
- 2% of staff identified as having a disability.

Council has a commitment to family-friendly practices and provides for conditions that cater to the needs of our diverse workforce. It places strong emphasis on flexible work

practices, including flexible working hours, part-time work and a purchased leave scheme that assists staff to balance their home, family and work commitments. During 2000-2001 one staff member utilised the provisions of the home-based work policy, six worked part-time and three staff purchased leave.

#### OCCUPATIONAL HEALTH AND SAFETY (OHS)

Council's Occupational Health and Safety Commitment is evident in its proactive approach which includes providing eyesight testing, ergonomic assessments of workstations, safety audits, yoga classes and training. Council also engages the services of an independent, confidential counselling service to assist staff in dealing with both personal and professional issues.

Council's Occupational Health and Safety Committee comprises staff and management representatives and meets on a quarterly basis.

Staff members undertook training in First Aid with 11 staff members receiving Senior First Aid accreditation, Fire Safety and Prevention, and Safety in the Workplace, including ergonomic training.

#### PERFORMANCE DEVELOPMENT

Performance pay was paid for Senior Executive staff during the year for the performance cycle 1999-2000. A total of five staff were eligible for performance pay and an aggregate amount of \$40,938 was paid.

#### COMMONWEALTH DISABILITY STRATEGY

##### PROVIDING ACCESS TO PEOPLE WITH DISABILITIES

The Australia Council plays four roles under the Commonwealth Disability Strategy: policy advisor, purchaser, provider and employer.

##### Policy Adviser

The Australia Council plays a Policy Adviser role. Council seeks to reflect the current and changing needs of people with disabilities in the arts sector. It does so by actively engaging with the national Disability in the Arts

Disadvantage in the Arts Australia (DADAA) network. Council makes available its annual program of support for the arts in accessible formats as close as possible to the time this information becomes generally available. This year this was within one week.

In developing new or revised proposals/programs the Council's management team strives to assess the impact on the lives of people with disabilities prior to the decision. The input of DADAA and other representatives are part of the consultation and other input which shapes the Council's annual suite of programs.

Council has identified that people with disabilities are potential clients (also known as 'customers' or 'stakeholders') in all Council programs. The Council has maintained a relationship with DADAA members to involve people with disabilities in consultation about policies and programs.

The Public Affairs section has set in place a process to translate documents into accessible formats.

##### Purchaser

The Australia Council is perhaps best known for its funding (that is, purchasing) role. The Council funds artists, public, private and not-for-profit organisations to enrich the cultural life of all Australians. This year the Policy, Communications and Planning Division began a trial of ensuring that purchase specifications and funding contracts require providers to do everything reasonably possible to comply with the *Disability Discrimination Act (DDA)*.

This year the Council's complaints and grievance mechanisms were monitored and reviewed.

##### Provider

The Australia Council's service charter continued to be a standing item for the management of the Council. This year a new mechanism for tracking responses to complaints was trialled to get a better cross-organisation monitoring of performance.

##### Employer

The Australia Council is also an employer. It strives to ensure that its recruitment, employment and professional development policies and procedures comply with the *DDA*.

In the new year Council will establish baseline data against which future performance can be compared across all these areas.

#### FREEDOM OF INFORMATION SECTION 8 STATEMENT

##### PARTICULARS OF ORGANISATION

Information required to be published in the annual report by Section 8 of the *Freedom of Information Act 1982* (the *FOI Act*) is contained in the body of this report as well as in this appendix.

##### POWERS

Under Section 6 of the *Australia Council Act 1975*, the Council has the power to do all things that are necessary or convenient to be done in connection with the performance of its functions and, in particular, has power:

- (a) to enter into contracts;
- (b) to erect buildings;
- (c) to occupy, use and control any land or building owned or held under lease by Australia and made available for the purposes of the Council;
- (d) to acquire, hold and dispose of real or personal property;
- (e) to accept gifts, devises and bequests made to the Council, whether on trust or otherwise, and to act as trustee of moneys or other property vested in the Council upon trust;
- (f) to make grants or loans of money, and to provide scholarships or other benefits, on such conditions as it thinks fit;
- (g) to cooperate with the States and local governing bodies and with other persons and organisations concerned with the arts; and
- (h) to do anything incidental to any of its powers.

#### ARRANGEMENTS FOR MEMBERSHIP OF COUNCIL, BOARDS AND COMMITTEES

The Chair of Council is appointed by the Governor-General on recommendation of the Minister for Communications, Information Technology and the Arts. All other Councillors are appointed by the Minister. The Council consists of up to 14 part-time members, including the Chair and Deputy Chair, Chairs of each Board, arts practitioners and community representatives. The Chief Executive Officer is a member of the Council *ex officio*. Members of the Council meet five to six times per year. Meetings are also held by teleconference as the need arises. The Act allows for the appointment of either a full-time or part-time Chair.

There are seven seven-member Boards: Community Cultural Development, Dance, Literature, Music, New Media Arts, Theatre and Visual Arts/Craft; an eight-member Major Performing Arts Board; and a nine-member Aboriginal and Torres Strait Islander Arts Board. Board members are appointed for periods of between one and four years – generally three. Boards usually meet between two and four times per year.

Under Section 7 of the *Australia Council Act*, the Council has delegated the power to make grants to the relevant Boards, within the framework of Council's priorities, policies and budget allocations. The majority of Board members are practising artists or have practised in the arts. They bring to the Boards first-hand knowledge of the particular requirements of the artform or the specific discipline, as well as a collective national overview. They participate in Board meetings by providing expert advice on the assessment of grant applications and the development of artform policy. The expertise of Board members is augmented by advisers drawn from the Register of Peers. The concept of peer group assessment within the Boards is a principle of Council.

Other procedures for public consultation are used at different times by the Boards and Council. For example:

- public meetings to be held in various

centres, both metropolitan and regional, generally in conjunction with Council and Board meetings;

- public meetings to be held by Board managers and other senior members of staff, either independently or in association with other arts organisations;
- discussion groups or seminars to be held with invited members of the public;
- draft discussion papers circulated for comment;
- 'open interviews' to be held where Board staff are interstate and available to meet current and prospective clients;
- regular meetings to be held between senior Australia Council officers and officers of State/Territory arts authorities;
- continuing liaison to take place between government departments and authorities (Commonwealth, State/Territory and local), as well as overseas agencies;
- views from the public to be invited when submissions are being prepared on topics of particular interest to the arts community.

#### CATEGORIES OF DOCUMENTS

The Council used the following documents and manuals in making decisions and recommendations:

- *Australia Council Act 1975*;
- relevant Commonwealth legislation;
- Australia Council Strategic Plan *Directions 1999-2001*;
- Australia Council policies:
  - National Aboriginal and Torres Strait Islander Arts policy;
  - Arts in a Multicultural Australia 2000 policy;
  - Regional Arts Development policy;
- *Staff Operations Manual*;
- *Manual for Members of the Australia Council*;
- *Register of Peers Manual*;
- *Support for the Arts Handbook 2000* and *Support for the Arts Handbook 2001*;
- grant application forms;
- research papers;
- terms and conditions of employment;
- minutes and agendas (Council and Boards);
- program reviews; and
- program guidelines (Audience and Market Development).

#### FREEDOM OF INFORMATION PROCEDURES

Applicants seeking access under the *Freedom of Information (FOI) Act* to documents in the possession of the Council should forward a \$30 application fee and apply in writing to:

The Chief Executive Officer  
Attention: FOI Coordinator  
Australia Council  
PO Box 788  
Strawberry Hills NSW 2012

The FOI Coordinator is available at the Council offices, located at 372 Elizabeth Street, Surry Hills NSW, or by telephone on (02) 9215 9000 or 1800 226 912 toll-free, during normal business hours. The offices are wheelchair accessible.

In accordance with Section 54 of the *FOI Act*, an applicant may, within 30 days of receiving notification of a decision to refuse a request under the Act, apply to the Chief Executive Officer seeking an internal review of that decision. This application should be accompanied by a \$40 application fee as provided for in the *FOI Act*. An officer of Council, who is at least one level above that of the initial decision-maker will conduct the review.

#### FACILITIES FOR ACCESS

If it approves access, and after it has received payment of any charges which apply, the Council will provide copies of the documents concerned.

Alternatively, applicants may arrange to inspect documents at the Council offices, at the above address. For applicants living outside of New South Wales, arrangements may be made to view the documents at the nearest regional office of the Australian Archives (in Melbourne, Brisbane, Townsville, Perth, Adelaide, Hobart, Darwin or Canberra).

The application fees and charges applying to FOI are as determined in Schedules to the FOI (Fees and Charges) Regulations. The Chief Executive Officer may remit the charges upon request. A decision not to remit the charges needs to be made within 30 days of a request being made.

#### FREEDOM OF INFORMATION 2000-2001

There was one request for information under the *Freedom of Information Act 1982*, during 2000-2001.

#### SERVICE CHARTER

The Australia Council's Client Service Charter, released 1 July 1998, outlines how the organisation will deliver its services. The Charter continued to be provided to Council's constituents through the *Support for the Arts Handbook 2001*, web site, public newsletter, *Artforce*, and other interaction with the field.

#### PUBLICATIONS 2000-2001

The Australia Council produces a number of publications and audiovisual resources each year to meet the increasing demand for information on the arts industry from researchers, students, arts workers, politicians, the media and members of the public.

#### PUBLICATIONS

Reports, research papers, newsletters, handbooks, brochures and special-interest titles on the arts generated by Council are generally available from its Library.

Several Council publications are distributed commercially by DW Thorpe Pty Ltd, telephone (03) 9245 7370, while others, including older titles now out of print, can be borrowed on inter-library loan. A series of books on *The Art of Self-Promotion*, commissioned by the Australia Council, are published by Allen & Unwin.

A bibliography of all Australia Council publications is held in the Council's Library, and a list of publications in print is available on request, telephone (02) 9215 9000 or toll-free 1800 226 912; and is available on Council's web site [www.ozco.gov.au/resources/publications](http://www.ozco.gov.au/resources/publications).

**Publications issued by the Australia Council during 2000–2001 include:**

*Artforce*: quarterly newsletter of the Australia Council, Surry Hills, Australia Council, No 106 2000, No 107 2000, No 108 2001

*Arts in a Multicultural Australia (AMA) Policy*, Surry Hills, Australia Council, November 2000

*Arts Yarn Up*: Aboriginal and Torres Strait Islander Arts Board newsletter, Surry Hills, Australia Council, No 11 Spring 2000, No 12 Summer 2001, No 13 Autumn/Winter 2001

*Australia Council Annual Report 1999-2000*, Surry Hills, Australia Council, October 2000

*Australia Council News*: quarterly newsletter, Surry Hills, Australia Council, October 2000, December 2000, February 2001, June 2001

*Australia Council Support for the Arts Handbook 2001*, Surry Hills, Australia Council, January 2001

*Books Alive!*: quarterly update, Surry Hills, Australia Council, No 1 June 2001

*Indigenous Writer's Survey*, Surry Hills, Australia Council, June 2001

*In Repertoire: A guide to Australian contemporary performance*, Strawberry Hills, Australia Council, May 2001

*In Repertoire: Australia's Indigenous Arts*, Strawberry Hills, Australia Council, May 2000 (released October 2000)

*Leadership Program for Multicultural Arts Workers*, Surry Hills, Australia Council, March 2001

*Planning for the Future Discussion Paper*, Surry Hills, Australia Council, February 2001

*Professional Development for Multicultural Arts Workers: Critical issues for action*, Surry Hills, Australia Council, March 2001

*The Arts Economy 1968-98: Three decades of growth in Australia*, Surry Hills, Australia Council, August 2000

*The Arts Economy Overview: A companion to Hans Guldberg's 'The Arts Economy 1968-98'*, Surry Hills, Australia Council, August 2000

*The Taxi Driver, The Cook and the Greengrocer*, Surry Hills, Australia Council, November 2000

**Publications issued in association with the Australia Council during 2000–2001 include:**

*Young Australian's Reading*, Melbourne, Australian Centre for Youth Literature - State Library Victoria, April 2001

## ADVERTISING AND MARKET RESEARCH

Council's use of paid advertising is limited to the print media - for the notification of closing dates, the introduction of new programs, and the invitations to potential clients to meet with the Boards and staff at forums. The use of mailing houses is limited to the distribution to clients, the media and the public of newsletters, publications and other information on Council programs and events. Public Affairs advertising expenditure for 2000-2001 was approximately \$118,361.

## ECOLOGICALLY SUSTAINABLE DEVELOPMENT

Council has made efforts to minimise the impact of its activities on the environment.

During the year in review, the Council implemented the following initiatives that have had significant environmental and financial benefits:

- Workflow, an electronic communication management tool, enabling significant reduction in paper usage across Council; and
- the TRIM records management system, enabling central storage of documents in

electronic format - the implementation of this system has reduced the need for printing and physical storage of hard copy documentation, as well as facilitating information exchange electronically across the organisation.

To reduce energy consumption:

- air conditioning is only activated half an hour before staff enter the building, generally operating between 7.30am and 6.00pm; and
- building lighting is switched off at night except for emergency lighting.

Other initiatives include:

- recycling of paper across Council;
- electronic communication tools such as email reduce paper consumption;
- web site and intranet to disseminate information electronically for a wider audience;
- archival boxes used in our Records Section are made from recycled materials;
- reuse of envelopes for internal purposes with consideration given to privacy issues; and
- web site backups are burnt to CD rather than maintaining paper copies.

Council has also trialled the following initiatives:

- use of recycled paper and paper manufactured from sugarcane stock; and
- recycling bins for aluminum cans and plastics.

Council intends to purchase scanning equipment to facilitate the distribution of high-frequency communication such as daily press clippings and weekly financial reports. It is intended that these be distributed electronically rather than in hard copy, and that they will also be accessible through the TRIM record-management system.

Council will be reviewing its commitment to the principles of ecologically sustainable development and intends to devise a more comprehensive plan to address environmental issues.

## GLOSSARY

### LIST OF ACRONYMS:

- ABS**  
Australian Bureau of Statistics
- ACMAC**  
Australia Council Multicultural Advisory Committee
- AICC**  
Australian International Cultural Council
- AIR**  
Australian Independent Records
- AMA**  
Arts for a Multicultural Australia
- AMD**  
Audience and Market Development
- ANAT**  
Australian Network for Art and Technology
- ANU**  
Australian National University
- APAM**  
Australian Performing Arts Market
- ARI**  
Artist-Run-Initiative
- ATSIAB**  
Aboriginal and Torres Strait Islander Arts Board
- ATSIC**  
Aboriginal and Torres Strait Islander Commission
- BAM**  
Brooklyn Academy of Music
- BIAP**  
Book Industry Assistance Plan
- BMAC**  
Broome Musicians Aboriginal Corporation
- CAS**  
Cultural Awards Scheme
- CCDB**  
Community Cultural Development Board
- CICP**  
Commission for International Cultural Promotion
- DADAA**  
Disability in the Arts Disadvantage in the Arts Australia
- DFAT**  
Department of Foreign Affairs and Trade