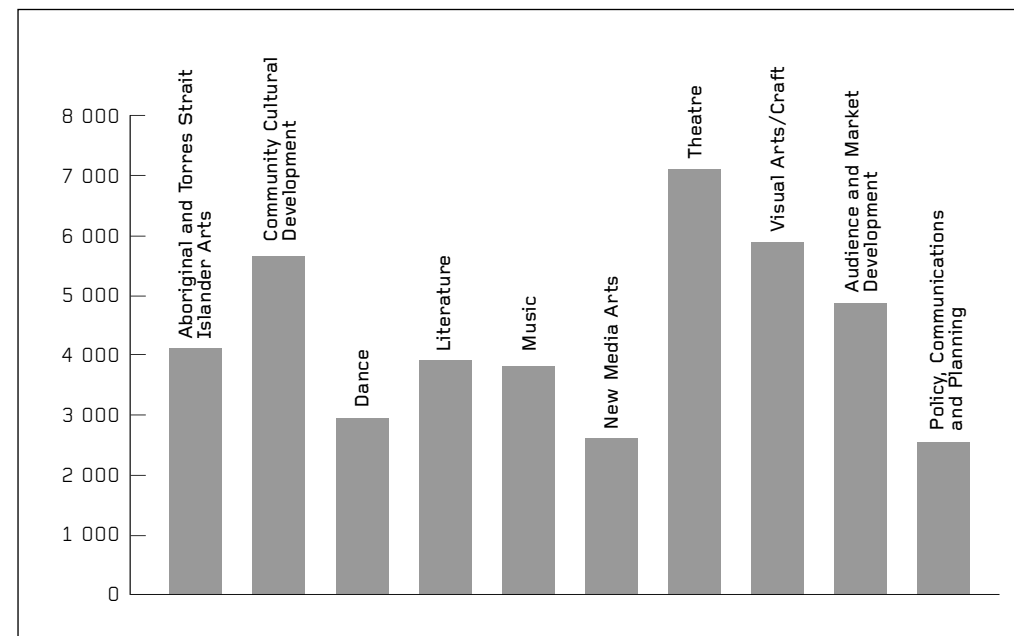




## SOME KEY INDICATORS

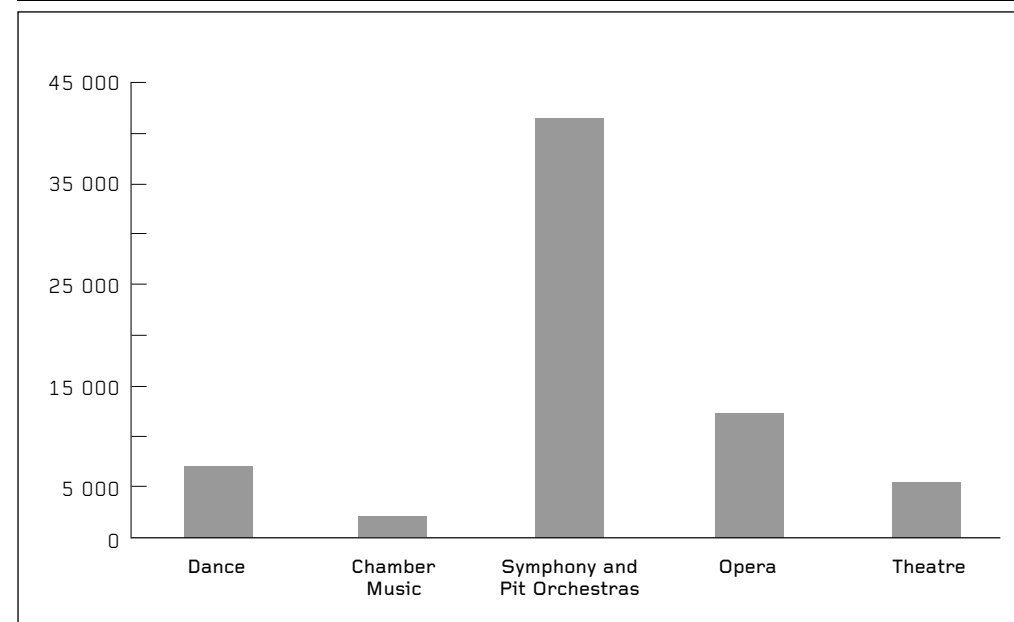
|                 |  |
|-----------------|--|
| \$ 7 billion    | Total size of arts and related cultural sector   |
| 255,000         | Number of people employed in the cultural sector   |
| 20%             | Five-year increase in the number of people employed in the cultural sector   |
| 900,000         | Number of people who have some paid work in arts and cultural activities   |
| \$1,138 million | Commonwealth government spending on arts and related activities and broadcasting   |
| \$296 million   | State and Territory spending on the arts and related activities and services   |
| \$265 million   | Local government spending on the arts and related activities and services  |
| \$131 million   | Australia Council's budget appropriation   |
| 4,674           | Number of applications received this year  |
| 1,687           | Number of grants made this year  |
| 1,213           | Number of grants to organisations and groups   |
| 474             | Number of grants paid directly to individual artists (excluding grants to individual artists via grants paid to organisations) |
| \$16,203        | Average size of grant to individual artists  |
| 7.49 million    | Number of adult Australians attending the performing arts each year  |
| 3.16 million    | Number of adult Australians visiting an art gallery  |
| \$6.68          | Average cost of the Australia Council per Australian per year  |
| 2 cents         | Average cost of the Australia Council per Australian per day   |
| 25%             | Council expenditure that benefits regional arts. This is equivalent to the Australian regional population.                     |
| \$1,065,000     | Total paid under the Young and Emerging Artists Initiative   |
| 0.9%            | Proportion of total value of grants paid under the Young and Emerging Artists Initiative                                       |

## SUMMARY OF GRANTS PAID BY BOARDS AND DIVISIONS 2001-02\* (\$'000)



\* Major Performing Arts Board, Arts Development and Government Initiatives not shown.

## SUMMARY OF BASE GRANT FUNDING BY THE MAJOR PERFORMING ARTS BOARD 2001-02\* (\$'000)

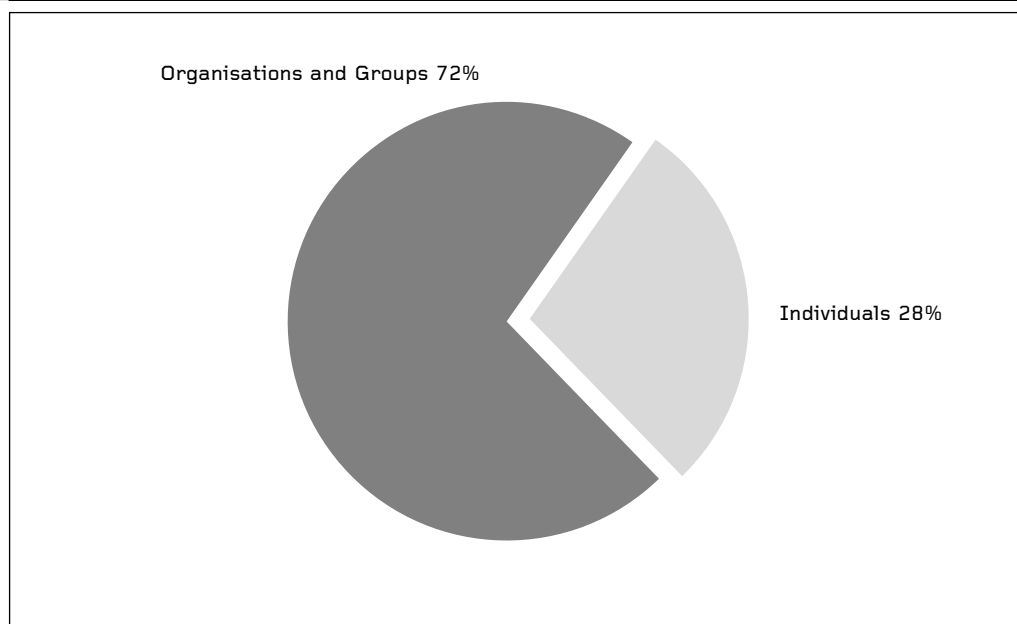


\* Note: MPAB companies' turnover in 2001 was \$256 million, with MPAB base grant funding representing an average of 26 per cent of the companies' turnover

## ANALYSIS OF GRANTS PAID TO INDIVIDUALS AND ORGANISATIONS/GROUPS 2001-02

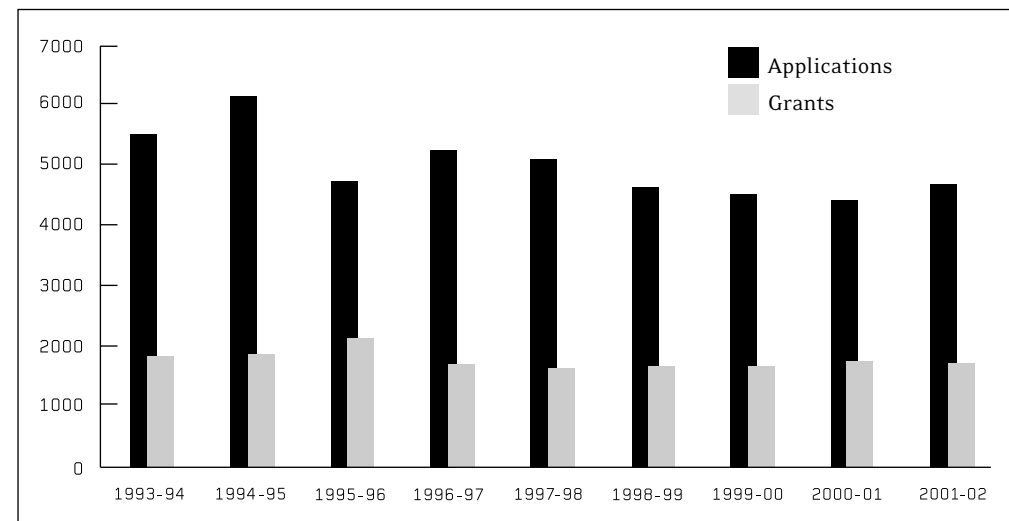
| COUNCIL PROGRAM AREA                       | INDIVIDUALS      |            | ORGANISATIONS/<br>GROUPS |              | TOTAL              |              |
|--|------------------|------------|--------------------------|--------------|--------------------|--------------|
|  | \$               | NO         | \$                       | NO           | \$                 | NO           |
| Aboriginal and Torres Strait Islander Arts | 833 175          | 40         | 3 285 219                | 106          | 4 118 394          | 146          |
| Community Cultural Development             | 540 080          | 21         | 5 105 947                | 139          | 5 646 027          | 160          |
| Dance                                      | 433 845          | 14         | 2 489 717                | 33           | 2 923 562          | 47           |
| Literature                                 | 1 918 059        | 101        | 1 980 871                | 120          | 3 898 930          | 221          |
| Major Performing Arts                      | 0                | 0          | 68 921 939               | 73           | 68 921 939         | 73           |
| Music                                      | 669 418          | 73         | 3 160 229                | 167          | 3 829 647          | 240          |
| New Media Arts                             | 618 299          | 31         | 1 990 270                | 45           | 2 608 569          | 76           |
| Theatre                                    | 423 867          | 24         | 6 662 335                | 111          | 7 086 202          | 135          |
| Visual Arts/Craft                          | 1 727 847        | 115        | 4 160 695                | 83           | 5 888 542          | 198          |
| Arts Development                           | 0                | 0          | 388 978                  | 6            | 388 978            | 6            |
| Audience and Market Development            | 103 459          | 9          | 4 759 712                | 132          | 4 863 171          | 141          |
| Policy, Communications and Planning        | 29 845           | 3          | 2 533 985                | 58           | 2 563 830          | 61           |
| Government Initiatives                     | 382 501          | 43         | 4 515 647                | 140          | 4 898 148          | 183          |
| <b>Total</b>                               | <b>7 680 395</b> | <b>474</b> | <b>109 955 544</b>       | <b>1 213</b> | <b>117 635 939</b> | <b>1 687</b> |
| <b>Average</b>                             | <b>\$16 203</b>  |            | <b>\$90 648</b>          |              | <b>\$69 731</b>    |              |

## NUMBER OF GRANTS PAID TO INDIVIDUALS AND ORGANISATIONS/GROUPS 2001-02



This graph shows the value of grants paid directly to these recipients. In addition to the funds paid directly to individuals as shown here, individual artists receive funds via the grants paid to organisations and groups.

## NUMBER OF APPLICATIONS AND GRANTS PAID 1993-1994 TO 2001-2002



|                        | 1993-94 | 1994-95 | 1995-96 | 1996-97 | 1997-98 | 1998-99 | 1999-00 | 2000-01 | 2001-02 |
|------------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| Number of Applications | 5 495   | 6 124   | 4 705   | 5 225   | 5 104   | 4 606   | 4 486   | 4 369   | 4 674   |
| Number of Grants       | 1 810   | 1 852   | 2 105   | 1 678   | 1 618   | 1 646   | 1 642   | 1 721   | 1 687   |

## INDIVIDUALS AND ORGANISATIONS/GROUPS CASE STUDY

Organisations funded by the Australia Council contribute to the vitality and viability of the sector offering communities Australia-wide opportunities to engage with and participate in the arts, and providing significant employment for artists and creative personnel.

### FOR EXAMPLE:

The 15 full-time staff employed by The Bell Shakespeare Company generate employment for more than 100 actors, directors, designers and theatre workers who will travel more than 100,000 km presenting over 600 performances to an estimated 180,000 audience members in approximately 280 venues across Australia. The company's income share is 58% box office income, 22% corporate investment, 8% private philanthropy, 12% government.

**ANALYSIS OF GRANTS PAID BY LOCATION OF ACTIVITY\* 2001-02**

| Council Program Area                          | NSW                       | VIC                       | QLD                       | SA                        |
|---|---------------------------|---------------------------|---------------------------|---------------------------|
|   | \$<br>Number              | \$<br>Number              | \$<br>Number              | \$<br>Number              |
| Aboriginal and Torres Strait<br>Islander Arts | 1 208 401<br>42           | 204 305<br>9              | 785 729<br>21             | 279 500<br>14             |
| Community Cultural Development                | 985 432<br>31             | 1 348 963<br>35           | 1 080 909<br>32           | 822 530<br>23             |
| Dance   | 326 223<br>9              | 531 843<br>8              | 405 128<br>6              | 623 948<br>8              |
| Literature                                    | 1 118 531<br>56           | 781 838<br>40             | 214 700<br>12             | 190 900<br>11             |
| Music   | 669 745<br>50             | 647 805<br>43             | 307 500<br>21             | 153 670<br>11             |
| New Media Arts                                | 752 323<br>18             | 308 091<br>11             | 143 588<br>5              | 232 453<br>6              |
| Theatre                                       | 2 030 683<br>37           | 1 445 803<br>26           | 443 538<br>8              | 833 763<br>14             |
| Visual Arts/Craft                             | 2 196 438<br>56           | 915 485<br>48             | 313 435<br>10             | 515 860<br>17             |
| Arts Development                              | 0<br>0                    | 0<br>0                    | 0<br>0                    | 50 000<br>1               |
| Audience and Market Development               | 264 492<br>8              | 114 768<br>6              | 84 375<br>5               | 53 000<br>2               |
| Policy, Communications and Planning           | 0<br>0                    | 0<br>0                    | 0<br>0                    | 0<br>0                    |
| Government Initiatives                        | 147 901<br>26             | 196 889<br>18             | 95 431<br>11              | 92 810<br>5               |
| <b>Sub-total</b>                              | <b>9 700 169<br/>333</b>  | <b>6 495 790<br/>244</b>  | <b>3 874 333<br/>131</b>  | <b>3 848 434<br/>112</b>  |
| Major Performing Arts                         | 13 652 527<br>6           | 9 197 581<br>4            | 6 645 637<br>9            | 6 572 467<br>10           |
| <b>Total</b>                                  | <b>23 352 696<br/>339</b> | <b>15 693 371<br/>248</b> | <b>10 519 970<br/>140</b> | <b>10 420 901<br/>122</b> |

\* This table shows the distribution of grants according to a classification by principal location of activity, plus those grants coded for activities across multiple States/Territories or nationally (listed as [Nat]) and overseas. Table subject to rounding.

| WA                       | TAS                     | NT                      | ACT                   | Multi-state/<br>National  | Overseas                 | TOTAL                          |
|--------------------------|-------------------------|-------------------------|-----------------------|---------------------------|--------------------------|--------------------------------|
| \$<br>Number             | \$<br>Number            | \$<br>Number            | \$<br>Number          | \$<br>Number              | \$<br>Number             | \$<br>Number                   |
| 435 450<br>15            | 63 007<br>4             | 624 423<br>24           | 90 000<br>2           | 357 738<br>9              | 69 841<br>6              | 4 118 394<br>146               |
| 514 625<br>12            | 278 867<br>6            | 339 680<br>8            | 0<br>0                | 248 575<br>8              | 26 446<br>5              | 5 646 027<br>160               |
| 202 190<br>2             | 68 766<br>2             | 180 000<br>2            | 120 000<br>1          | 309 364<br>4              | 156 100<br>5             | 2 923 562<br>47                |
| 241 500<br>12            | 153 000<br>8            | 64 000<br>4             | 122 700<br>6          | 693 595<br>34             | 318 166<br>38            | 3 898 930<br>221               |
| 219 800<br>19            | 158 000<br>10           | 46 000<br>5             | 85 850<br>8           | 997 403<br>16             | 543 875<br>57            | 3 829 647<br>240               |
| 236 916<br>10            | 40 000<br>1             | 25 700<br>1             | 60 000<br>2           | 579 787<br>9              | 229 712<br>13            | 2 608 569<br>76                |
| 677 000<br>9             | 355 800<br>3            | 108 000<br>2            | 76 900<br>3           | 817 746<br>13             | 296 969<br>20            | 7 086 202<br>135               |
| 490 365<br>20            | 260 000<br>10           | 164 160<br>5            | 227 633<br>12         | 182 783<br>7              | 622 384<br>13            | 5 888 542<br>198               |
| 0<br>0                   | 0<br>0                  | 0<br>0                  | 0<br>0                | 173 978<br>4              | 165 000<br>1             | 388 978<br>6                   |
| 139 750<br>3             | 62 308<br>2             | 217 803<br>3            | 160 000<br>2          | 1 392 790<br>29           | 2 373 884<br>81          | 4 863 171<br>141               |
| 0<br>0                   | 0<br>0                  | 0<br>0                  | 0<br>0                | 2 563 830<br>61           | 0<br>0                   | 2 563 830<br>61                |
| 95 871<br>12             | 67 329<br>7             | 110 945<br>7            | 17 250<br>3           | 3 204 365<br>34           | 869 357<br>60            | 4 898 148<br>183               |
| <b>3 253 467<br/>114</b> | <b>1 507 077<br/>53</b> | <b>1 880 711<br/>61</b> | <b>960 333<br/>39</b> | <b>11 521 953<br/>228</b> | <b>5 671 734<br/>299</b> | <b>48 714 000<br/>1 614</b>    |
| 5 976 270<br>9           | 0<br>0                  | 0<br>0                  | 0<br>0                | 26 877 456<br>35          | 0<br>0                   | 68 921 939<br>73               |
| <b>9 229 737<br/>123</b> | <b>1 507 077<br/>53</b> | <b>1 880 711<br/>61</b> | <b>960 333<br/>39</b> | <b>38 399 409<br/>263</b> | <b>5 671 734<br/>299</b> | <b>**117 635 939<br/>1 687</b> |

\*\* Excluding grants accrued in the 2001-2002 financial statements.

## STAFF STATISTICS

ESTABLISHMENT PROFILE 30 JUNE 2002

| DIVISION           | AS01 | AS02      | AS03     | AS04      | AS05        | AS06      | SOGC      | SOGB      | SOGA | SES1     | CEO      | TOTAL        |
|--------------------|------|-----------|----------|-----------|-------------|-----------|-----------|-----------|------|----------|----------|--------------|
| AMD                |      | 2         | 1        | 2         |             | 5         | 1         | 1         |      | 1        |          | 13           |
| ATSIA              |      | 2         |          | 1         | 1           | 2         | 2         |           |      | 1        |          | 9            |
| PCP                |      | 1         | 2        |           | 4.5         |           | 5         | 2         |      | 1        |          | 15.5         |
| Corporate Affairs  |      |           | 2        |           | 2           | 1         | 2         | 1         |      | 1        | 1        | 10           |
| Finance & Services |      | 4         | 2        | 1         | 3           | 2         |           | 1         |      | 1        |          | 14           |
| MPAB               |      | 1         |          | 1         |             | 2         |           | 1         |      | 1        |          | 6            |
| Arts Development   |      | 12        | 1        | 12        | 5.6         | 11        | 7         | 7         |      | 1        |          | 56.6         |
| <b>Total</b>       |      | <b>22</b> | <b>8</b> | <b>17</b> | <b>16.1</b> | <b>23</b> | <b>17</b> | <b>13</b> |      | <b>7</b> | <b>1</b> | <b>124.1</b> |

### Classification & Salary Range for 2001-2002

|      |                     |
|------|---------------------|
| AS01 | \$28,002 - \$30,948 |
| AS02 | \$31,691 - \$35,142 |
| AS03 | \$36,095 - \$38,958 |
| AS04 | \$40,231 - \$43,680 |
| AS05 | \$44,871 - \$47,581 |
| AS06 | \$48,463 - \$55,671 |
| SOGC | \$62,030 - \$66,990 |
| SOGB | \$71,509 - \$81,091 |
| SOGA | \$83,808            |

### Key

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

Over the course of a year our 124 permanent staff:

- handle over 150,000 incoming phone calls
- make 233,000 phone calls
- receive over 160,000 external emails
- receive 12,000 faxes
- send 44,000 faxes
- post 128,000 mail items
- answer over 9,000 face-to-face enquiries
- manage almost 200 Board and Council meeting days
- manage over 200 Panel, Committee and Advisory Committee meeting days
- distribute over 20,000 copies of Council publications
- accept requests for over 5,000 application forms
- receive 4,369 grant applications
- conduct 5,963 client briefings around the country.

Staff also attend arts events inside and outside working hours and enjoy their own personal arts involvement. Australia Council staff numbers have not varied significantly since 1973.

### WORKING CONDITIONS

Staff of the Australia Council are employed under the *Australia Council Act 1975*. Council's established staffing level for 2001-02 was 124. Permanent staff turnover for the 2001-02 financial year was 12 percent, which included 17 retirements, redundancies and resignations.

### WORKPLACE RELATIONS

The Australia Council Workplace Consultative Forum meets eight times each year and

comprises 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 2001-02 the Complete Human Resource System (known internally as 'CHRIS') was implemented, replacing the bureau service used previously. Accessible to date are an in-house HR/payroll system (computerised personal records, including leave) as well as learning and development and recruitment modules. The system will enable Council to provide a more strategic approach to Human Resources.

### STAFF DEVELOPMENT AND TRAINING

Council has maintained its ongoing commitment to the professional and personal development of staff through training courses and seminars, as well as studies assistance and bursary schemes.

During the financial year, \$110,000 was spent on organisational learning and development courses, including Performance Management, Project Management, Financial Skills and Cross-Cultural Awareness. In addition, a number of employees took advantage of computer skills training in Word, Excel and Powerpoint.

Council conducted two comprehensive induction programs for new employees during the year.

Council also agreed to assist eight staff members to pursue tertiary studies through offering financial assistance, approved study leave and workers compensation coverage while attending lectures and tutorials. Seven employees received financial assistance through Council's Bursary Allocation Scheme.

### WORKPLACE DIVERSITY

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

In 2001-02 Council again had strong representation of staff from Equal Employment Opportunity (EEO) targeted groups across all levels:

- Women comprise 73 percent of Council staff.
- Seventy-one percent of executive staff are women.
- Seventeen percent of staff are identified as having a non-English speaking background.
- Seven percent of staff identified as being Aboriginal or Torres Strait Islanders.
- Two percent of staff identified as having a disability.

Council also 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 2001-02 one staff member utilised the provisions of the home-based work policy, six worked part-time and one employee purchased leave.

### OCCUPATIONAL HEALTH AND SAFETY (OHS)

Council's commitment to Occupational Health and Safety is evident in its proactive approach, which includes the provision of eyesight testing, ergonomic assessment of workstations and safety audits. In addition, the Fit for Work Scheme was introduced in July 2001 in recognition of the premise that fit and healthy employees are more likely to be productive. Twenty-seven employees accessed this program at a total cost of \$2,377.

Council's OHS Committee comprises staff and management representatives and meets on a quarterly basis. One employee representative participated in Commonwealth OHS Representative training, while a number of staff undertook training in Ergonomics and Supervisors/Managers Responsibility.

### PERFORMANCE DEVELOPMENT

During the year a performance management scheme was developed and introduced to Council. Known as the People, Development

and Performance Framework, it is designed to formally recognise performance excellence in the workplace, as well as creating a focused learning and development environment for all staff.

## COMMONWEALTH DISABILITY STRATEGY

### PROVIDING ACCESS TO PEOPLE WITH DISABILITIES

The Australia Council plays four roles under the Commonwealth Disability Strategy: policy adviser, purchaser, provider and employer. The Council is committed to improving performance in all four roles.

#### Policy adviser

In the role of Policy Adviser, the 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.

In developing new or revised proposals and 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 that shapes 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, and has maintained a relationship with DADAA members to involve people with disabilities in consultation about policies and programs.

The *Australia Council Support for the Arts Handbook* is made available in accessible formats as close as possible to the time of publication.

#### Purchaser

The Australia Council is perhaps best known for its funding (that is, purchasing) role. Council funds artists, as well as public, private and not-for-profit organisations, to enrich the

cultural life of all Australians. Where possible, Council ensures that purchase specifications and funding contracts require providers to do everything reasonably possible to comply with the *Disability Discrimination Act* (DDA).

#### Provider

The Council's service charter is a standing item for management. This year the Council's website design has undergone a systematic reworking bringing it into compliance with Priority One accessibility ratings.

#### Employer

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

During the current year Council began collecting baseline data against which future performance may be compared across all these areas.

## FREEDOM OF INFORMATION SECTION 8 STATEMENT

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

#### POWERS

Under Section 6 of the *Australia Council Act 1975*, 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. All other Councillors are appointed by the Minister for the Arts. 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 a 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.

The various Boards administer Council's arts funding role and are Council's main source of advice on the development of arts policy and grant programs.

The Boards are established by the Minister under the *Australia Council Act*. They function within the framework of the Council's Corporate Plan 2001-2004 and related policies and budget allocations. Under the Act, the Boards must consist of a Chair and not fewer than four, nor more than eight, other members. Currently, most Boards have seven members, including a Chair. The Aboriginal and Torres Strait Islander Arts Board has nine members, including a Chair, as well as a nine-member Grants Committee (four of whom are Board members). The Major Performing Arts Board has eight members including a Chair. Members may be appointed for four years but, in general, appointments are for no more than three years. Board Chairs, under the Act, are members of Council.

Under Section 7 of the Act, the Council has delegated to the relevant Boards the power to

make grants, within the framework of Council's priorities, policies and budget allocations. The majority of Board members are people who practise the arts or are otherwise associated with 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 held in various centres, both metropolitan and regional, generally in conjunction with Council and Board meetings
- public meetings held by Board managers and other senior members of staff, either independently or in association with other arts organisations
- discussion groups or seminars held with invited members of the public
- draft discussion papers circulated for comment
- 'open interviews' held where Board staff are interstate and available to meet current and prospective clients
- regular meetings held between senior Australia Council officers and officers of State/Territory arts authorities
- continuing liaison between government departments and authorities (Commonwealth, State/Territory and local), as well as overseas agencies
- views from the public 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 during the year:

- *Australia Council Act 1975*
- Relevant Commonwealth legislation

- Australia Council Corporate Plan 2001-04
- 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 2001* and *Support for the Arts Handbook 2002*
- Grant application forms
- Research papers
- Terms and conditions of employment
- Minutes and agendas (Council and Boards)
- Program reviews
- Program guidelines (Audience and Market Development).

#### FREEDOM OF INFORMATION PROCEDURES

Applicants seeking access under the *Freedom of Information 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 that 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 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 2001-02

There were no requests for information under the *Freedom of Information Act 1982* during 2001-02.

#### JUDICIAL DECISIONS AND REVIEW BY OUTSIDE BODIES

##### 2002 Federal Magistrates Court Hearing

An applicant requested an order for review of a decision of the Literature Board under Section 5 of the *Administrative Decisions (Judicial Review) Act 1977* (AD [JR]) in the Federal Court. The matter was transferred to the Federal Magistrates Court as a cheaper and more expeditious option, particularly as the applicant was representing himself. The applicant was given leave to file and serve an amended application to the court.

The applicant claimed that the Australia Council had acted illegally in rejecting a New Work application; that Council had not followed a previous decision of the Federal Court; that the Literature Board had destroyed all deliberative material and provided no reasons for the decision; and that a Section 13 statement of reasons provided did not comply with the AD (JR).

The applicant failed to appear at the hearing. The court found that although the applicant had not made a proper request for a Section 13 statement and consequently was not entitled to receive one, in any case the statement that had been provided to the applicant by Council satisfied all the requirements of the AD (JR).

The court dismissed the order for review sought and awarded costs to Council.

#### 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 2002*, website, public newsletter, *Artforce*, and other interaction with the field.

#### PUBLICATIONS

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, artists, politicians, the media and members of the public. Many of these resources are now delivered online.

#### PUBLICATIONS 2001-02

Publications issued by the Australia Council during 2001-02 include:

*Artforce*: quarterly newsletter of the Australia Council, Surry Hills, Australia Council, No 109 2001.

*Arts Yarn Up*: Aboriginal and Torres Strait Islander Arts Board newsletter, Surry Hills, Australia Council, No 14 Summer 2001/2002, No 15 Winter 2002.

*Australia Council Annual Report 2000-2001*, Surry Hills, Australia Council, October 2001

*Australia Council News*: Quarterly newsletter, Surry Hills, Australia Council, October 2001, December 2001, February 2002, June 2002

*Australia Council Support for the Arts Handbook 2002*, Surry Hills, Australia Council, January 2002.

*hands ON! Practices and Projects Supported by the Community Cultural Development Board*, Surry Hills, Australia Council, March 2002.

Reports, research papers, newsletters, handbooks, brochures and special interest titles on the arts generated by Council are generally available from its Library. 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; it is also available on Council's website:

[www.ozco.gov.au/resources/publications](http://www.ozco.gov.au/resources/publications)

Several Council publications are distributed commercially by D W 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. Also available from Allen & Unwin is the Council commissioned compendium of case studies, *Innovative Arts Marketing*.

#### 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 2001-02 was approximately \$113,436.

## ECOLOGICALLY SUSTAINABLE DEVELOPMENT

The Australia Council makes a continual effort to minimise the impact of its activities on the environment.

An important Council strategy in this regard is to progress from paper management to electronic records management, which will in turn lead to better knowledge sharing and superior management of corporate records, faster access to information and cost savings in paper and storage.

In working towards achieving this goal, during the year Council has:

- increased usage of the TRIM records management system by 20 percent, resulting in an increased number of records being stored electronically
- captured Council's website in electronic document format in the TRIM system, and
- introduced scanning to capture business documents and store them in electronic format.

Council has also purchased four new digital photocopiers, which are more energy efficient and use less paper due to the reduction in paper jams and inferior copies. Further savings on paper have been achieved by emailing originals of documents direct to the print room, instead of making hard copies.

Paper continues to be recycled across Council offices.

To reduce energy consumption, staff have been encouraged to use lighting only in occupied areas on weekends and public holidays. To this end, all light panels have been labelled.

## GLOSSARY

### ACMAC

Australia Council Multicultural Advisory Committee

### AD (JR) Act

Administrative Decisions (Judicial Review) Act 1977

### AIR

Association of Independent Record Labels

### AMA

Arts for a Multicultural Australia

### AMD

Audience and Market Development

### ARI

Artist-Run-Initiative

### ASO

Administrative Services Officer

### ATSIA

Aboriginal and Torres Strait Islander Arts

### ATSIAB

Aboriginal and Torres Strait Islander Arts Board

### ATSIC

Aboriginal and Torres Strait Islander Commission

### BAM

Brooklyn Academy of Music

### CCDB

Community Cultural Development Board

### CMC

Cultural Ministers Council

### DADAA

Disability in the Arts Disadvantage in the Arts Australia

### DCITA

Department of Communications, Information Technology and the Arts

### DDA

Disability Discrimination Act

### DEST

Department of Education, Science and Training

### DFAT

Department of Foreign Affairs and Trade

### EEO

Equal Employment Opportunity

### FOI Act

Freedom of Information Act 1982

### GST

Goods and services tax

### MFI

Major Festivals Initiative

### MPAI

Major Performing Arts Inquiry

### MPAB

Major Performing Arts Board

### NATSIAP

National Aboriginal and Torres Strait Islander Arts Policy

### NATSIVAC

National Aboriginal and Torres Strait Islander Visual Arts Conference

### NESB

Non-English speaking background

### NIDA

National Institute of Dramatic Art

### NMA

New Media Arts

### PCP

Policy, Communications and Planning

### PVA

Promoting the Value of the Arts

### RMIT

Royal Melbourne Institute of Technology

### SES

Senior Executive Service

### SOG

Senior Officer Grade

### VACB

Visual Arts/Craft Board

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