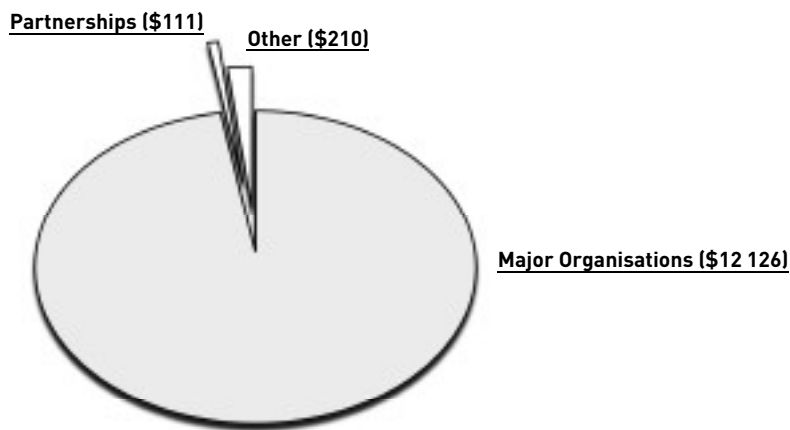


## SUMMARY OF GRANTS PAID BY FUNDS 1998-99 (\$'000)

### MAJOR ORGANISATIONS



**TOTAL \$12 447**

## STAFF STATISTICS

### ESTABLISHMENT PROFILE 30 JUNE 1999

DIVISION	ASO 1	ASO 2	ASO 3	ASO 4	ASO 5	ASO 6	SOG C	SOG B	SOG A	SES 1	GM	TOTAL
Executive Audience					1						1	2
Development		3		2	1	4		1		1		12
Strategy and Policy		1.5	3		2	1	5	2		1		15.5
Arts Funding		13	2	10	4	10	8	7		1		55
Corporate	2	5.5	2	3	3	5	2	1	1	1		25.5
ATSIA		1		1	1	2	2			1		8
<b>Total</b>	<b>2</b>	<b>24</b>	<b>7</b>	<b>16</b>	<b>12</b>	<b>22</b>	<b>17</b>	<b>11</b>	<b>1</b>	<b>5</b>	<b>1</b>	<b>118</b>

#### Key

**ASO** – Administrative Services Officer

**SOG** – Senior Officer Grade

**SES** – Senior Executive Service

**GM** – General Manager

#### Note

The staffing structure was agreed December 1996.

## STAFF STATISTICS

### EQUAL EMPLOYMENT OPPORTUNITY (EEO)

This table shows the representation of the four EEO target groups in the Australia Council. The data is drawn from staff surveys of EEO information which is provided on a purely voluntary basis.

#### Representation of EEO Target Groups within Salary Bands as at 30 June 1999

SALARY						TOTALNUMBER
	NESB1	NESB2	ATSI	PWD	WOMEN	OF STAFF
Below \$27 515 (includes ASO1)	0	0	0	0	0	0
\$28 175-\$31 244 (includes ASO2)	3	2	3	1	22	24
\$33 091-\$34 636 (includes ASO3)	1	2	0	0	7	7
\$35 767-\$38 835 (includes ASO4)	2	1	1	0	15	17
\$39 893-\$42 302 (includes ASO5)	0	2	0	1	9	12
\$43 087-\$49 495 (includes ASO6)	2	3	2	1	6	17
\$55 149-\$59 558 (includes SOGC)	1	3	1	3	9	15
\$63 576-\$74 511 (includes SOGA&B)	2	1	0	0	5	9
\$68 228 & above (includes SES/GM)	1	0	1	1	4	5
<b>Totals</b>	<b>12</b>	<b>14</b>	<b>8</b>	<b>7</b>	<b>77</b>	<b>106</b>
<b>Per cent</b>	<b>11</b>	<b>13</b>	<b>8</b>	<b>7</b>	<b>73</b>	<b>100</b>

#### Key

- NESB1** – Non-English speaking background, first generation
- NESB2** – Non-English speaking background, second generation
- ATSI** – Aboriginal or Torres Strait Islander
- PWD** – People with disabilities
- ASO** – Administrative Services Officer
- SOG** – Senior Officer Grade
- SES** – Senior Executive Service
- GM** – General Manager

#### Note

The figures do not necessarily add up to the totals indicated, as respondents may have identified themselves as belonging to more than one EEO target group.

## **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 OUTSIDE MEMBERSHIP OF COUNCIL, FUNDS/BOARD 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/Funds, arts practitioners and community representatives. The General Manager is a member of the Council *ex officio*. Members of the Council meet four to five 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 eight seven-member Funds - Community Cultural Development, Dance, Literature, Major Organisations, Music, New Media Arts, Theatre and Visual Arts/Craft - and a nine-member Aboriginal and Torres Strait Islander Arts Board. Board/Fund members are appointed for periods of between one and four years, generally three. Board/Funds 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 Board/Funds, within the framework of Council's priorities, policies and budget allocations. The majority of Board/Fund members are practising artists or have practised in the arts. They bring to the Board/Funds first-hand knowledge of the particular requirements of the artform or the specific discipline, as well as a collective national overview. They participate in Fund or Board meetings by providing expert advice on the assessment of grant applications and the development of artform policy. The expertise of

Board/Fund members is augmented by advisers drawn from the Register of Peers. The concept of peer group assessment within the Board/Funds is a principle of Council.

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

- public meetings held in various centres, both metropolitan and regional, generally in conjunction with Council and Board/Fund meetings;
- public meetings held by Board/Fund 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/Fund 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;
- inviting views from the public 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 policies
  - Directions 1999–2001

- National Aboriginal and Torres Strait Islander Arts policy
- Arts for a Multicultural Australia policy
- Staff Operations Manual
- Manual for Members of the Australia Council
- Register of Peers Manual;
- *Grants Handbook* 1998 and *Support for the Arts Handbook* 1999;
- grants application forms;
- research papers;
- terms and conditions of employment;
- minutes and agendas (Council and Funds/Board);
- program reviews.

### 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 General Manager  
Attention: FOI Coordinator  
Australia Council  
PO Box 788  
Strawberry Hills NSW 2012.

The FOI Coordinator is available at the Council offices, located at 181 Lawson Street, Redfern NSW, or by telephone on (02) 9950 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 General Manager 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 General Manager 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 1998—99**

There were 3 requests for information under the *Freedom of Information Act* 1982 during 1998—99.

## **PUBLICATIONS 1998—99**

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, Melbourne (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) 9950 9000 or toll-free (1800) 226 912.

Publications issued by the Australia Council during 1998—99 include:

*Australia Council Annual Report 1997-98*, Redfern: Australia Council, October 1998.

*Australia Council Support of the Arts Handbook 1999*, Redfern: Australia Council, January 1999.

*Calendar of Closing Dates of Australia Council Grants Categories 1999*, Redfern: Australia Council, January 1999.

*Artforce* newsletter of the Australia Council, Redfern: Australia Council, No 99 Winter 1998, No 100 Spring 1998, No 101 Summer 1999, No 102 Autumn 1999.

*Access All Arts: Guideline of marketing the arts to people with disabilities*, Accessible Arts and Arts Access (Neridah Wyatt-Spratt), Edited by ClearCom, Redfern: Australia Council, April 1999.

*Alert Promoting the value of arts and culture* Redfern: Australia Council, Bulletin 1 March 1999, Bulletin 2, June 1999.

*Arts Research in Progress*, Redfern: Australia Council, 16th Edition.

*Arts Yarn Up*: Aboriginal and Torres Strait Islander Arts Board newsletter, Redfern: Australia Council, No 6 December 1998, No 7 June 1999

*Australian Arts Exports: Capturing International Markets*, Redfern: Australia Council, June 1999.

*Craftwise: A guide to ACF support of the crafts*, revised edition, Redfern: Australia Council, May 1999.

*Directions 1999—2001*, Redfern: Australia Council, April 1999.

*Embodying the Imagination* A revised edition, Redfern: Australia Council, April 1999.

*Disability Fact Pack: For arts and cultural organisations*, Redfern: Australia Council with Disability in the Arts, Disadvantage in the Arts (DADAA), Queensland, New South Wales, Australian Capital Territory, Victoria, Tasmania, Northern Territory, Western Australia, July 1998.

*Marketing Strategies for Arts*

*Organisation*, Second edition, Peter Steidl and Robert Hughes, Redfern: Australia Council, March 1999.

*Miles Ahead: Arts marketing strategies in*

*regional Australia*, Su Hodge Enterprises (Su Hodge, Judith James and Amanda Lawson), Redfern: Australia Council, October 1998.

*National Aboriginal and Torres Strait Islander*

*Arts Policy*, Redfern: Australia Council, November 1998.

*Public Attitudes to the Arts Australia*, survey,

Australian Bureau of Statistics and the Australia Council, September 1998.

*Taxation Bulletin*, Redfern: Australia

Council, No 1 May 1999.

*Who's My Market? A guide to researching*

*audiences and visitors in the arts*, Helen Close and Robert Donovan, Redfern: Australia Council, December 1998.

*Youth and the Arts Framework: Discussion*

*paper*, Redfern: Australia Council, August 1998.

*Youth and the Arts Information Sheet*, Redfern:

Australia Council, No 4 August 1998, No 5 September 1998, No 6 January 1999.

## **ARCHIVAL FILMS**

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The Archival Film Program is produced to fulfil an educative function to the wider community. It promotes the arts from a personal perspective and provides an opportunity for the public to become informed about the arts in a very direct manner.

The Australia Council's archival film program commissioned two productions of interviews with significant writers this year.

The Australian Film Institute (AFI), continues to distribute the seven series of selected interviews with Australian artists. These series are: Writers I, II and III; Painters and Sculptors; Dance; On Stage and On Music.

The archive series receives steady interest from the educational audio-visual market for the arts and Australian studies, through schools, universities, local libraries and independent researchers. The series is also attracting increased international interest, as a source of valuable material about significant Australian artists.

The masters of the films and tapes continue to be lodged with the National Film and Sound Archive (NFSA) in Canberra and to date there have been 168 interviews recorded. Copies are available for use as research material, which can be arranged by contacting the NFSA on (02) 9438 1477 or (02) 6248 2000.

The archival film program will undergo a review next year.

For further information about the Australia Council's archival film program, telephone the Library on (02) 9950 9183 or toll-free on (1800) 226 912.

For distribution enquiries, telephone the Australian Film Institute on (03) 9696 1844.