

# **CARCLEW** YOUTH ARTS

## **2010 – 2011 ANNUAL REPORT**



**Government  
of South Australia**

**SEPTEMBER 2011**

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## **Carclew Youth Arts 2010-2011**

In May 1981, a Committee was established by the Government to review and recommend on the role of the Youth Performing Arts Council. The Committee noted that 'Youth arts policy and programs have a fundamental role in shaping the quality of life for youth and the contribution which future leaders will have to the community'.

The Committee recommended a new body be set up – 'The South Australian Youth Arts Board' (SAYAB), and its operations arm Carclew Youth Arts Centre. The SAYAB was formed in November 1988 and became responsible for the delivery of high quality youth arts activity and career pathway programs.

In 2009 the Board revised Carclew Youth Arts' constitution and rules and made changes in order to align the name of the Board with that of the whole organisation.

Carclew Youth Arts is classified as a corporate agency under the *Public Sector Act 2009* and is bound by certain sections of that Act. Carclew's Board is a ministerially appointed board of management responsible for the advocacy, funding and sustainability of an active, vibrant and diverse arts and cultural identity for South Australian children and young people.

## **Carclew Youth Arts Directions 2009-13**

### **Vision**

South Australia is known nationally for the exceptional arts and cultural environment and outstanding creative experiences available to children and young people.

### **Mission**

Carclew Youth Arts is responsible for policy, funding and strategic initiatives that nourish the artistic and cultural lives of South Australian children and young people 26 years and under.

*Carclew's Mission is at all times informed by Carclew's Guiding Principles.*

### **Goals**

#### **Goal One: Industry Development**

Support the needs of youth arts in South Australia and promote its pivotal role in the development of the broader arts industry.

Carclew Youth Arts:

- 1.1 Advocates for strong government and non-government support for youth arts
- 1.2 Develops independent young artists and artswomen
- 1.3 Ensures festivals and arts organisations deliver high quality arts experiences for children and young people
- 1.4 Encourages artistic innovation and risk taking

#### **Goal Two: Arts and Education**

Promote and support the arts as both a curriculum area and a learning methodology for South Australian schools and communities.

Carclew Youth Arts:

- 2.1 Advocates the importance of children's and young people's experiences as artists and audience in both their formal education and social development
- 2.2 Initiates strategies for live performance and workshops across all genres of the arts in schools

2.3 Supports training and development for artists and educators

### **Goal Three: Community**

Engage with communities to explore and understand the value of the arts for all young South Australians, ensuring creative pathways and experiences are accessible to all.

Carclew Youth Arts:

- 3.1 Actively involves children and young people in planning, decision making and creative expression
- 3.2 Supports programs that address issues relating to diversity or disadvantage
- 3.3 Creates sustainable partnerships with artists, families, communities and cultural organisations
- 3.4 Promotes and celebrates children and young people's achievements in the arts

### **Goal Four: Governance and Management**

Aspire to manage and govern the business of the organisation to the highest industry standards.

Carclew Youth Arts:

- 4.1 Manages finances well and within budget
- 4.2 Adheres to sound governance practices
- 4.3 Employs effective management practices within the organisation
- 4.4 Models and supports sound operations and governance within the youth arts sector

### **Operations**

Carclew Youth Arts undertakes the following strategies and initiatives:

- Funding programs for youth arts organisations in communities
- Funding for Patch Theatre Company and Come Out Festival
- Grants for arts projects and the development of young artists
- Scholarships and Awards
- Training and professional development initiatives
- Community access initiatives
- Arts and education initiatives
- Communications and advocacy
- Marketing and sponsorship
- Intergovernmental relations

## **Major Achievements for 2010-11**

2010-11 has seen a continuing growth of recognition of South Australia as a leader in the national youth arts sector. This year has seen Carclew Youth Arts focus on quality delivery of ongoing programs and of all new programs introduced.

2010-11 saw a number of major achievements:

- Work undertaken within Carclew's delivery mechanisms over the previous year to refine systems and establish standards of practice has resulted in a number of internal improvements and a strong financial result. This puts Carclew in a strong position to accommodate imposed savings targets in the future.
- The outcomes of the review and restructure of Carclew Youth Arts Board's funding program for youth performing arts companies' Program Grants resulted in four of the funded companies receiving a funding commitment for two years, thus reducing the administrative burden on these very small companies.
- A research project was undertaken in the Southern metropolitan suburbs which informed the establishment of ExpressWay Arts, an 18-month Creative Producer pilot project launched at the commencement of 2011-12. ExpressWay Arts is designed to bring high quality contemporary arts projects to engage young people in this outer metro region with the work of experienced arts professionals.
- Carclew partnered with Murray Bridge North Schools to deliver a Creative Education Partnership project *Big Journal – Big Draw*. In March 2011 the project won an international Drawing Inspiration Award from the Campaign for Drawing (U.K.) and received the highest recognition award over 1500 entries from 21 countries. The *Big Draw* concept and methodology originated in the U.K and Carclew's interpretation of that concept and methodology was acclaimed for its quality and integrity of planning and selection of artists, and excellence of execution.
- South Australia's internationally renowned children's theatre company, Patch Theatre Company continues successfully as resident company in Carclew's performing arts venue the Odeon Theatre, located in Norwood. Patch offers support and assistance to schools, young artists, theatre technicians and work experience students, as well as managing the Odeon as a venue available for hire by schools, performing arts companies and community groups.
- Carclew Youth Arts' partnership with BHP Billiton was renewed in August for a further 3 years for \$450 000 over the period. Exciting new initiatives resulting from the renewed partnership include an inaugural annual Film and New Media Scholarship offering \$12 500 to an outstanding filmmaker or new media practitioner each year.

## **Program Highlights for 2010-11**

### **GOAL 1: INDUSTRY DEVELOPMENT**

#### **Arts Administration Trainee Program**

This program provides young people with a training wage and a 12 month on-the-job work placement in an arts organisation or cultural institution. Successful completion results in a Certificate III in Business Administration (Arts). Of those trainees completing their placement in the reporting period, eight gained employment and two went on to undertake further study.

Carclew Youth Arts was officially advised in December 2010 that salary subsidies provided to government agencies through the CareerStart SA program, delivered by the Department of Further Education, Employment, Science and Technology (DFEEST), will cease from 2010-11. As a result there has been no intake of trainees in 2011. Clear demand exists for the program, with 603 applications received for the 2010 intake, and Carclew is continuing to investigate the options for future delivery. In partnership with BHP Billiton, Carclew offers one Indigenous Arts Administration Traineeship annually.

#### **JUMP National Mentoring Program**

Seven young South Australian artists received mentorships through JUMP, the national mentoring program funded by the Australia Council for the Arts. This round included a mentorship for a young regional artist, supported by BHP Billiton. Carclew is the South Australian partner of this national program supporting career development for young and emerging artists in all artforms.

#### **Project and Development Grants**

During the reporting period, \$99 994 was awarded to 27 applicants in all artforms. The 2011 Youth Arts Workshop Grant of \$15 000 was awarded to the SA Writers' Centre. Professional development consultations were provided to over 100 individual artists in association with this funding program.

#### **Carclew Youth Arts Board Scholarship Program**

The Scholarship program attracted 25 applications, with a total of \$37 500 offered for three scholarships: the Ruth Tuck Scholarship for visual arts, the Dame Ruby Litchfield Scholarship for performing arts and, for the first time, the Colin Thiele Scholarship for creative writing was increased to \$12 500. One-on-one professional development support was offered to 30 young artists through this program and over 100 people attended information sessions provided by Carclew Industry Development staff.

#### **Bands and Touring**

Carclew's Off The Couch contemporary music program supported 24 young South Australians to gain on-the-job experience and professional development as event coordinators, promoters and production crew for live music events. Valuable performance opportunities were offered to 41 individual acts comprising a total of 161 emerging artists. A total audience of approximately 3200 attended throughout the program.

'The Swap', delivered in partnership with Music SA as part of the 2010 Regional Centre for Culture, gave eight young Murray Bridge musicians professional performance opportunities at two events (one regional, one metro) which were programmed, promoted and delivered by a combined metro/regional team.

#### **Carclew Artist in Residence Program**

The Carclew Artist In Residence Program has been established to profile and support the excellent work of South Australia's young and emerging visual artists. It is comprised of two individual programs - the Foyer Gallery Curator and the Artist Studio Residency. The

Foyer Gallery Curator received professional mentoring and presented six exhibitions involving a total of seven artists. The Artist Studio Residency offered free studio space at Carclew and support for 12 months to a visual artist to assist in the development of exhibition-ready work.

### **Animation and Projection Workshops**

Carclew's Animation Workshop Program comprises innovative digital media projects and dynamic public exhibition outcomes that engage new audiences. During the reporting period 20 participants presented eight metropolitan events, including the fifth year of animated Christmas decorations for the City of Norwood, Payneham and St Peters.

The Projector Bike, Carclew's unique mobile projection unit, was primarily used by young and emerging artists at six events in the reporting period, including a third appearance at the Street Dreams Festival as part of the popular Street Art Walking Tour. The Projector Bike provides projection art-making experience as part of the opportunities for public art and ephemeral street art skills development offered by Carclew.

### **Public Art Program**

Carclew's Public Art Program is the only public art training and employment program in South Australia for emerging artists. The program brings together talented young artists and highly skilled professionals of national and international reputation to create collaborative public artworks. During the reporting period, 16 emerging arts practitioners were engaged in a series of workshops, creative development opportunities and masterclasses in support of five cross-artform public and street art projects, including a masking tape installation at Adelaide's Central Markets led by artist Buff Diss.

### **Lowdown Online**

Carclew was formally advised by the Australia Council in November 2010 that initiative funding for Lowdown Online would not be extended beyond December 2010. In March 2011, following a review of the program, the Carclew Youth Arts Board decided that without national funding assistance Lowdown Online no longer fitted the organisation's core business.

Carclew Youth Arts is in negotiation to find the project another home from the commencement of 2011-12. In the meantime Lowdown Online continued to service its subscribers and clients as usual and attracted over 38 000 site visits.

## **GOAL 2: ARTS & EDUCATION**

### **Artists working in Schools**

Short term artists in schools projects were funded in nine schools, with five of these classified in Categories 1–4 of the DECS Index of Disadvantage. Two projects took place in regional schools (Penola, Coomandook). Projects included a dance residency at the Adelaide Secondary School of English. Two emerging artists were provided with project experience and mentoring as part of artists in schools.

The Big Journal – Big Draw artist in residence initiative was conducted with Murray Bridge North Schools between April and October 2010 and funded by the Australia Council through Arts SA as a Creative Education Partnership. In March 2011 the project was announced as the overall winner of the international Campaign for Drawing 'Drawing Inspiration Award', selected from 1500 projects worldwide. This project was part of Carclew's contribution to the 2010 Regional Centre for Culture.

Cargo – *A Regional Artists in Schools Initiative* is delivered in partnership with BHP Billiton in the Upper Spencer Gulf and Roxby Downs regions. Cargo broadens the arts experiences of middle year school students with quality arts-rich learning opportunities

and engagement with professional artists across a range of art forms. During the reporting period, Cargo visited 11 schools in Whyalla, Roxby Downs, Port Germein, Napperby, Crystal Brook, Port Pirie, and Port Augusta with 1030 students involved in workshops.

### **Arts Blast**

Arts Blast offers workshops designed and facilitated by a team of professional artists skilled in working with school students. Ninety-one year 5-6 students participated in *Home is Where the Art Is* visual arts workshops at Carclew during Come Out 2011. Inspired by the Come Out theme of *Belonging*, students created dioramas which were exhibited at the DECS Centre Gallery, Franklin Street, Adelaide, during the festival.

### **Playfull – Live Performance and Workshops for Schools**

Playfull's website and Expo has continued to support schools in their selection of suitable high-quality performances and workshops for students in years K-13, promoting the work of 38 registered artists and companies.

### **Odeon Theatre**

Since January 2010 the Odeon Theatre has been the home of internationally renowned South Australian company Patch Theatre Company. Patch offers the venue for community and school hires, work experience for students and theatre techs and reduced hire costs and technical support for young and emerging artists. Patch's own program of acclaimed performances for 4-8 year olds attracts audiences from DECS and other schools and the general public.

## **GOAL 3: COMMUNITY**

### **APY Lands Mentor and Leadership Program**

The aim of this project is to deliver specific artistic and culturally based programs to children and young people between the ages of 15 and 30 years who live on the Anangu Pitjantjatjara Yankunytjatjara Lands, together with their community, key partners and elders.

During the reporting period, programs focussed on music production, live performance, touring opportunities, photography and workshops with elders. Highlights from the project include support for development of two bands, the Sunlight Band and the Iwantja Band, through festival performance, touring and recording opportunities. Young and emerging artists from the APY Lands performed to an estimated combined audience of 37 000 at events including the Dreaming Festival (QLD), the Woodford Folk Festival (QLD), The Bush Bands Bash (NT) and the 2010 Sand Tracks Tour (SA & WA). Carclew staff provided band management, touring support and advice and mentoring on stage craft and performance.

### **Blak Nite**

Presented by Carclew Youth Arts in partnership with Kurruru Youth Performing Arts and in association with the Come Out Festival, Blak Nite is a free all-ages event that showcases the artistic and cultural talents of young Indigenous South Australians aged between 5 and 27 years from metro, regional and remote areas. In 2011 this biennial event was hosted at Carclew making full use of the grounds and building, was attended by approximately 2000 people and involved 12 professional artists and 117 emerging artists.

### **Workshops**

The School Holiday Program is an exceptional series of artistic workshops, incorporating a broad range of culturally diverse and inclusive activities held each school holiday; autumn, winter, spring and summer. During the reporting period, 921 children and young people took part in 85 workshops as part of the School Holiday Program. The Holiday



Program also works with Carclew's Industry Development team to provide pathways for emerging artists and workshop assistants.

Approximately 940 participants attended 75 culturally diverse arts and craft workshops delivered by Carclew within the KidZone area as part of the WOMADelaide Festival in March 2011.

### **Companies Supported by Carclew Youth Arts Board Annual Program Funding**

The Carclew Youth Arts Board is responsible for a funding program which supports the development of young artists and audiences by funding the operations of South Australian performing arts companies that make performances with, or for, children and young people. The Carclew Youth Arts *Directions 2009-13* statement clearly indicates the expectations of the funded companies program.

Carclew Youth Arts Board's operations grants funded \$962 000 to 8 companies in 2010-11. Two of these companies, Patch Theatre and Come Out (Australian Festival for Young People), create and present professional performance work to audiences state-wide. Both companies are also accommodated in Carclew Youth Arts venues. The Come Out Festival took place in March 2011 and was a resounding success under the artistic leadership of Andy Packer. Musica Viva in Schools is contracted to deliver their high-quality music education program with professional musicians in South Australian primary and secondary schools providing music education for students and their teachers.

Six youth performing arts companies received funding to provide 1710 workshops. These companies are Cirkidz, Restless Dance Theatre, Urban Myth Theatre of Youth and Kurruru Youth Performing Arts in metropolitan Adelaide, and D'Faces of Youth Arts (Whyalla) and Riverland Youth Theatre in regional South Australia.

All companies presented a total of 158 performances and professionally managed creative performance experiences for children and young people throughout the state, with in excess of 100 000 tickets issued for these performances. This investment resulted in 52 new Australian works being created or presented.

One of the companies previously funded under the program, Southern Youth Theatre Ensemble (SYTE), was not recommended for funding for 2011 as it did not meet the criteria.

The Carclew Youth Arts Board commissioned a consultative review of youth performing arts needs in the Adelaide's southern suburbs, which took place between October 2010 and February 2011. Respected youth arts practitioner Sally Chance led the review to inform the development of an alternative model of service delivery for the area. Based on review outcomes, Carclew called for expressions of interest for a Creative Producer to drive a coherent vision of contemporary youth performing arts practice through a project-based program of activities developed in close collaboration with community stakeholders. As a result, Carclew will support a pilot project called Expressway Arts, commencing in July 2011.

## **Future Plans**

South Australia continues to lead other states in the provision of infrastructure and funding support for vibrant youth arts practice, career pathways in the arts and the subsequent development of the cultural and creative industries. Carclew's close relationship with various federal, state and local government agencies ensures that its programs and initiatives meet identified need and a productive partnership with the education sector is maintained.

Carclew continually strives to achieve greater efficiency in program delivery in a contemporary context and will continue to seek appropriate delivery partners to support the achievement of its vision, mission and objectives. In recent years Carclew has undergone a process of consolidation in both programming and structure which has allowed a concentrated focus on models of sustainable practice for the sector and excellence in programming. Carclew recognises the impact of the current economic climate and will continue to pursue financially prudent management strategies to achieve the best possible arts experiences and outcomes for South Australian children and young people.

In line with this, Carclew's future plans include:

### *Advocacy and Leadership*

- As part of Carclew's leading role as an inaugural partner in the JUMP National Mentoring Program, Carclew contributes to the steering committee and evaluation of this national program.
- Continued building of Carclew's national profile and networks, including management of the mentoring component of the Splendid public art program, as part of the Splendour in the Grass festival.
- Carclew supports the involvement of senior staff in management, governance and advisory roles to contribute to national and state policy development, strategic initiatives and peer assessment processes.

### *Governance and Management*

- Undertake 360 degree review of programs and delivery to inform new directions.
- In 2011-12 Carclew will commence review of the *Directions 2009-13* document to remain relevant and to support the current contemporary practice of young and emerging artists and the creative experiences of South Australian children and families.
- Support for the Expressway Arts pilot project in Adelaide's southern suburbs to trial a Creative Producer delivery model in place of the traditional incorporated association/company based model.
- Ongoing delivery and review of revised program funding structure by the Carclew Youth Arts Board to ensure highest accountability and quality of programs.
- Targeted and relevant staff development to continue investment in our greatest resource.

### *Projects and Programs*

- Review and re-visioning of well loved and enduring Carclew projects such as the School Holiday Program and Off The Couch Contemporary Music Program to further strengthen available training, development and career pathway opportunities.
- Continue to seek assistance through the Community Education Partnerships program to support a proposed 'musician in residence' project on Kangaroo Island in 2012 and a visual arts project in partnership with Goolwa Primary School as part of the 2012 Regional Centre of Culture.

- Refinement of remote outreach delivery models and continuing roll out of intergenerational leadership and mentoring programs for young Indigenous people in communities in the West Coast and APY Lands regions of South Australia.
- Celebration, in 2012, of 40 years since Carclew's incorporation, including an open-day showcase and digital history project. Celebrating the past and anticipating the future.
- Partnership with the Australian Children's Literature Association to support the national launch, and the South Australian program, of the National Children's Literature Laureate.
- In collaboration with Elders in APY Lands communities, develop and document inma for the creation of learning resources for 0-8 year olds, supported by the federal Closing the Gap initiative.

### **South Australia's Strategic Plan**

Carclew Youth Arts addresses the following SASP targets:

#### **T1.7 Performance in the public sector - customer and client satisfaction with government service:**

Carclew programs and companies in receipt of annual funding through Carclew evaluate projects and programs and collate quantitative and qualitative data. Examples of feedback include:

*The whole staff felt that this [AIS] was very positive experience and provided the students with some wonderful opportunities they wouldn't normally receive. Some of the students involved hadn't experienced a lot of success in their schooling. Some of these students thrived during this project and are proud of what they have achieved.*

School Project Coordinator, Penola Primary School (Artists In Schools Project)

*I applied myself to something I had never done before. I have more confidence to do larger scale artworks personally and in the community. Being a part of the Indigenous Snakes & Ladders project showed me a taste of what I am capable of.*

Mentoree artist, Emily Kapetanakis, Fisk Street Primary School (Cargo Residency)

*Off The Couch was an incredible experience which has opened up several career pathways. The weekly training sessions gave me the essential skills which are needed for working in the music industry. I am now studying at Music SA and volunteering my time at Rip It Up Publishing. Without the assistance of Off the Couch, this would not be possible.*

2011 Team member, Monica Lam (Off The Couch)

*I learned to never give up and keep trying.*

Student, Murray Bridge North Schools (Big Journal, Big Draw Project)

#### **T4.3 Cultural engagement – institution:**

Carclew's regional and remote projects introduce children, families and schools to Carclew staff, resources and opportunities. Many within this target audience have little or no exposure to a South Australian cultural institution of significance, so Carclew goes to them whenever we can.

#### **T5.1 Boards and committees:**

According to the Carclew Youth Arts Constitution and Rules, the members of the Carclew Youth Arts Board must consist of not less 3 females and not less than 3 male members.

#### **T5.2 Chairs of boards and committees:**

The Chair of the Carclew Youth Arts Board is a woman.

**T6.1 Aboriginal wellbeing:**

Carclew programming delivers unique and successful long-term development opportunities for young Indigenous artists in metropolitan, regional and remote communities focussed on developing pride and building future leadership skills. Carclew programs to support remote and regional access to arts projects and professional development opportunities by young Aboriginal artists. In 2010-11 a financial partnership with BHP Billiton has resulted in support for one Indigenous Arts Administration Traineeship offered annually.

**T6.22 People with disabilities:**

No people with disabilities are employed at present at Carclew, however the Carclew Youth Arts Board funds the annual program of Restless Dance Theatre, a youth dance company for young people with disabilities. Carclew is an affiliate of the Companion Card Program to support access for all and requires all companies in receipt of program funding through the Carclew Youth Arts Board to commit to Companion Card requirements.

**T6.23 Women:**

Ninety per cent of Carclew employees are women.

**T6.24 Aboriginal employees:**

Fifteen per cent of Carclew employees are Aboriginal. Carclew has restructured to support its commitment to integrated programming across the organisation and maintains a high level of employment of Aboriginal people in both core (ongoing) and project-based roles.

**Entities of the agency, including any boards, committees and trusts administered by the agency**

The Carclew Youth Arts Board consists of no more than ten persons appointed by the Minister. The Board meets at six weekly intervals.

The Board has a Finance Subcommittee. The Board also auspices numerous peer advisory committees which are established to assist in the following areas:

- Funding programs for youth arts organisations in communities
- Funding for Patch Theatre Company and Come Out Festival
- Grants for arts projects and the development of young artists
- Scholarships and Awards
- Artists In Schools

## Public Sector Act Reporting Requirements

### MANAGEMENT OF HUMAN RESOURCES

The Company employs the following staff at the indicated levels. Staff are engaged under the *South Australian Government Wages Parity (Salaried) Enterprise Agreement 20010* unless on specific contracts.

### EMPLOYEE NUMBERS, GENDER AND STATUS

Total Number of Employees		
Persons	20	
FTEs	16.2	

Gender	% Persons	% FTEs
Male	10%	12.4%
Female	90%	87.7%

Number of Persons During the 10-11 Financial Year	
Separated from the agency	16*
Recruited to the agency	5

\*Nine trainees completed their 12 month placement during the 2010-11 year.

Number of Persons at 30 June 2011	
On Leave without Pay	0

### Number of Employees by Salary Bracket

Salary Bracket	Male	Female	Total
\$0 - \$50 399	0	4	4
\$50 400 - \$64 099	2	6	8
\$64 100 - \$82 099	0	7	7
\$82 100 - \$103 599	0	1	1
\$103 600+	0	0	0
<b>TOTAL</b>	<b>2</b>	<b>18</b>	<b>20</b>

### Status of Employees in Current Position

FTEs	Ongoing	Short-Term Contracts	Long-Term Contracts	Other (Casual)	Total
Male	0.0	0.0	2.0	0.0	2.0
Female	0.4	1.0	12.6	0.2	14.2
<b>TOTAL</b>	<b>0.4</b>	<b>1.0</b>	<b>14.6</b>	<b>0.2</b>	<b>16.2</b>

Persons	Ongoing	Short-Term Contracts	Long-Term Contracts	Other (Casual)	Total
Male	0	0	2	0	2
Female	1	1	15	1	18
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>17</b>	<b>1</b>	<b>20</b>

The Arts Administration Trainee program is currently under review. Carclew Youth Arts therefore employ only one Arts Administration trainee who is included in the Short-Term Contracts.

### Executives by Gender, Classification and Status

Classification	Ongoing		Contract Tenured		Contract Untenured		Other (Casual)		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Chief Executive	0	0	0	0	0	1	0	0	0	0

Carclew Youth Arts Incorporated Constitution and Rules states that the members of the Carclew Youth Arts Board must consist of not less than three females and not less than three male members.

### LEAVE MANAGEMENT

#### Average Days Leave Per Full Time Equivalent Employee

Leave Type	2007-08	2008-09	2009-10	2010-11
Sick Leave	7.2	6.5	10.6 *	9.0
Family Carer's Leave	0.5	0.3	0.6	0.6
Miscellaneous Special Leave	0	0.2	0.5	0.2

\* 2009-10 Average FTE sick leave is higher than usual due to 1 FT staff member requiring 6 weeks leave

### WORKFORCE DIVERSITY

#### Aboriginal and/or Torres Strait Islander Employees

Salary Bracket	Aboriginal staff	Total staff	Percentage Aboriginal	Target*
\$0 - \$50 399	2	4	50%	2%
\$50 400 - \$64 099	0	8	0%	2%
\$64 100 - \$82 099	1	7	14%	2%
\$82 100 - \$103 599	0	1	0%	2%
\$103 600 +	0	0	0%	2%
<b>TOTAL</b>	<b>3</b>	<b>20</b>	<b>15%</b>	<b>2%</b>

\* Target from SASP

### Number of Employees by Age Bracket by Gender

Age Bracket	Male	Female	Total	% of Total	Workforce Benchmark *
15-19	0	0	0	0.0%	6.4%
20-24	0	3	3	15.0%	10.4%
25-29	0	3	3	15.0%	11.0%
30-34	0	2	2	10.0%	10.1%
35-39	0	1	1	5.0%	10.3%
40-44	0	5	5	25.0%	11.0%
45-49	2	0	2	10.0%	11.5%
50-54	0	1	1	5.0%	11.4%
55-59	0	2	2	10.0%	9.4%
60-64	0	1	1	5.0%	5.5%
65+	0	0	0	0.0%	3.0%
<b>TOTAL</b>	<b>2</b>	<b>18</b>	<b>20</b>	<b>100%</b>	<b>100%</b>

\*Source: Australian Bureau of Statistics Australian Demographic Statistics, 6291.0.55.001 Labour Force Status (ST LM8) by sex, age, state, marital status – employed – total from Feb 78 Supertable, South Australia at May 2011.

### Cultural and Linguistic Diversity

	Male	Female	Total	% Agency	SA Community*
Number of employees born overseas	1	4	5	25.0%	20.3%
Number of employees who speak language(s) other than English at home	0	0	0	0%	16.6%

\*Benchmarks from ABS Publication Basic Community Profile (SA) Cat No.2001.1, 2006 census.

**Total Number of Employees with Disabilities  
(According to Commonwealth DDA Definition)**

Male	Female	Total	% of Agency
0	0	0	0%

**Types of Disability (where specified)**

Disability	Male	Female	Total	% of Agency
Disability Requiring Workplace Adaptation	0	0	0%	2%
Physical	0	0	0%	2%
Intellectual	0	0	0%	2%
Sensory	0	0	0%	2%
Psychological/Psychiatric	0	0	0%	2%

**Voluntary Flexible Working Arrangement by Gender**

	Male	Female	Total
Purchased Leave	0	0	0
Flexitime	2	18	20
Compressed Weeks	0	0	0
Part-Time	0	7	7
Job Share	0	0	0
Working from Home	0	0	0

**Documented Review of Individual Performance Management**

Employees with ...	% Total Workforce
A review within the past 12 months	83%
A review older than 12 months	6%
No review	11%

New Achievement Review Policy and Procedures were established during the financial year, and as a result, employees who took part in a review within the past 12 months have increased by 28%.



## LEADERSHIP AND MANAGEMENT DEVELOPMENT

### Leadership and Management Training Expenditure

Training and Development	Total Cost	% of Total Salary Expenditure
Total training and development expenditure	\$43 940	3%
Total leadership and management development expenditure	\$20 470	1.5%

All staff took part in 'Child Safe Environment – Child Abuse and Neglect' training during the year.

Program managers completed a three day course in 'Next Steps in People Management' and nine project staff commenced 'Certificate IV in Project Management For the Arts' a pilot program combining face to face workshops and on-line training.

### Accredited Training Packages by Classification

Classification	Number of Accredited Training Packages
Arts Administration Trainees Certificate III in Arts Administration	11
Productivity Placement Program (Volunteer) Certificate III in Arts Administration	12

## EMPLOYMENT OPPORTUNITY PROGRAMS

Carclew Youth Arts is committed to provide employment in line with the EEO principles and do not discriminate because of race, gender, sexuality, disability, age, marital status or religious belief.

Policies and employment practices have been developed to ensure that no discrimination occurs when recruiting and selecting staff, contractors and volunteers and all workplace practices.

Carclew Youth Arts has an accredited Gold status as an Affiliate Partner of Australia Council's Aboriginal and Torres Strait Island Board (ATSIAB). An Affiliate Partner is a non-indigenous organisation that is accredited on its performance and who has a record of accomplishment of involving Indigenous people in their governance, management, staffing, programs, projects and advisory/ reference committees. Carclew Youth Arts is also a preferred partner in any strategic projects managed by ATSIAB.

## OCCUPATIONAL HEALTH, SAFETY AND INJURY MANAGEMENT

Carclew Youth Arts OHS&W Committee continues to work towards providing a safe and healthy environment for staff, clients and visitors. The Committee meets every quarter to discuss and address any issues as they are identified through internal risk assessments or reports to the Committee.

New staff members are inducted in all Carclew's policies and procedures including OHS&W regulations and responsibilities.

Professional counselling for individual staff was made available.

All projects are reviewed for continuous improvement and project risk assessment matrix is under development.

The following policies and procedures have been updated and endorsed by the Carclew Youth Arts Board:

- Child Safe Environment Policy and Procedures
- Code of Conduct Policy and Procedures
- Grievance Resolution Policy and Procedures
- Police Clearance Policy and Procedures
- Achievement Review Policy and Procedures

#### **OHS Notices and Corrective Action Taken**

Number of notifiable occurrences pursuant to OHS&W Regulations Part 7 Division 6	Nil
Number of notifiable injuries pursuant to OHS&W Regulations Part 7 Division 6	Nil
Number of notices served pursuant to OHS&W Act s35, s39 and s40	Nil

#### **Agency gross workers compensation expenditure for 2010-11 compared with 2009-10**

<b>Expenditure</b>	<b>2010-11 (\$m)</b>	<b>2009-10 (\$m)</b>	<b>Variation (\$m) + (-)</b>	<b>% Change + (-)</b>
Income Maintenance	0	0	0	0
Lump Sum Settlements Redemptions – Sect.42	0	0	0	0
Lump Sum Settlements Permanent Disability – Sect.43	0	0	0	0
Medical/Hospital Costs combined	0	0	0	0
Other	0	0	0	0
<b>Total Claims Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Meeting Safety Performance Targets

	Base: 209-10	Performance: 12 months to end of June 2011			Final Target
	Numbers	Actual	Notional Quarterly Target	Variation	Numbers
1. Workplace Fatalities	0	0	0	0	0
2. New Workplace Injury Claims	0	0	0	0	0
3. New Workplace Injury Claims Frequency Rate	0	0	0	0	0
4. Lost Time Injury Frequency Rate	0	0	0	0	0
5. New Psychological Injury Claims	0	0	0	0	0
6. Rehabilitation and Return to Work:					
6a. Early Assessment within 2 days	0	0	0	0	80% or more
6b. Early Intervention within 5 days	0	0	0	0	80% or more
6c. RTW within 5 business days	0	0	0	0	75% or more
7. Claim Determination:					
7a. Claims determined in 10 business days	0	0	0	0	75% or more
7b. Claims still to be determined after 3 months	0	0	0	0	3% or less
8. Income Maintenance Payment for Recent Injuries:					
2009-10 Injuries (at 24 months development)	0	0	0	0	Below previous 2 years average
2010-11 Injuries (at 12 months development)	0	0	0	0	Below previous 2 years average

## CONTRACTUAL AGREEMENTS

No contractual agreements in excess of \$4 million were entered into during the year.

## ACCOUNT PAYMENT PERFORMANCE

Particulars	Number of accounts paid	Percentage of accounts paid (by number)	Value in \$A of accounts paid	Percentage of accounts paid (by value)
Paid by due date	426	100%	\$2 167 246	100%
Paid late, within 30 days of due date	0	0	0	0%
Paid more than 30 days from due date	0	0	0	0%

Creditors' accounts are generally paid within 30 days of invoice date; artists, arts workers and grant recipients are paid within 7 when possible.

## FRAUD

No incidents of fraud were detected or suspected in the 2010-11 financial year. The Finance Sub-Committee, consisting of two Carclew Youth Arts Board members, the Chief Executive, and the Manager – Finance & Operations, meet regularly to examine and discuss the financial reports before they are presented to the Board. Financial procedures have been reviewed and procedures have been established to minimise the risk of fraud and to ensure compliance with relevant acts and regulations.

## CONSULTANTS

Cost range	Number of Consultants
Below \$10 000	3
\$10 000 - \$50 000	1
<b>Total</b>	<b>4</b>

In the 2010-11 financial year Carclew Youth Arts engaged Sally Chance to examine the artistic and cultural needs of the children and young people in Adelaide's Southern Suburbs (\$10K). Three other minor consultants were engaged to the total value of \$10 162.

## OVERSEAS TRAVEL

Number of Employees	Destinations	Reasons for Travel	Total Cost To Agency
1	Japan	Professional development and project research	\$2 789

## REPORTING AGAINST THE CARERS RECOGNITION ACT

N/A

## DISABILITY ACTION PLAN

Carclew Youth Arts supports the *Government's Disability Policy – Promoting Independence* by ensuring information and access to workshops and events are inclusive of people with disabilities and their carers.

Organisational policies commit to anti-discrimination, duty of care and equal opportunity principles; Carclew's employees, tutors, art workers and volunteers are selected on the basis of merit.

Carclew Youth Arts staff deal with enquiries as they occur. They are supported to provide assistance to individual needs through sourcing additional support, equipment or assistance as required.

Access to information and support is provided to small to medium disability arts organisations through an annual funding program.

Carclew Youth Arts is an affiliate of the South Australian Companion Card Program whereby a person carrying a Companion Card receives free entry for a carer to any ticked event. Carclew Youth Arts funding programs require any recipient of Carclew Youth Arts grants to sign a commitment to the Companion Card Program and provide free entry for any carer accompanying a Companion Card holder.

## ASBESTOS MANAGEMENT

CARCLEW YOUTH ARTS: ANNUAL ASBESTOS MANAGEMENT REPORT 2011				
Category	Number of Sites		Category Description	Interpretation
	At start of year	At end of year		One or more items at these sites...
1			Remove	Should be removed promptly
2			Remove as soon as practicable	Should be scheduled for removal at a practicable time
3	11	11	Use care during maintenance	May need removal during maintenance works
4			Monitor condition	Has asbestos present. Inspect according to legislation
5			No asbestos identified / identified asbestos has been removed	All asbestos identified as per OHS&W Regulations 2010 (Division 2 – Asbestos) has been removed
6			Further information required	These sites not yet categorised or some asbestos items do not have recommended actions

Carclew house has identified areas containing asbestos. All areas are in good order; marked and inspected annually.

## URBAN DESIGN CHARTER

N/A

## FREEDOM OF INFORMATION

No applications were received under the Freedom of Information Act during the year.

Applications under the Freedom of Information Act for the access to documents in the possession of Carclew Youth Arts should be accompanied by a \$21.50 application fee and directed in writing to:

Ms Tricia Walton, Chief Executive  
 Carclew Youth Arts  
 11 Jeffcott Street  
 North Adelaide, SA, 5006.

**WHISTLEBLOWER PROTECTION ACT 1993**

There have been no occasions on which public interest information has been disclosed to a responsible officer of Carclew Youth Arts under the *Whistleblowers Protection Act 1993*

**ENERGY EFFICIENCY ACTION PLAN**

As there are no heating or cooling in the Carclew Ballroom, internal and external blinds have been installed to shade the Western side of the building from the afternoon sun. Portable heaters are used in the winter.

**Performance against Annual Energy Use Targets**

	Energy Use (GJ)	GHG Emissions	Business Measures (m <sup>2</sup> )
<b>Base Year 2006-07</b>			
Carclew Youth Arts	229	75	620
Odeon Theatre	411	92	1430
<b>Total</b>	<b>640</b>	<b>167</b>	<b>2050</b>
<b>Base Year 2006-07</b>		<b>Energy Efficiency (MJ per m<sup>2</sup>)</b>	
Carclew Youth Arts		370	
Odeon Theatre		288	
<b>Total</b>		<b>313</b>	
<b>2010-11</b>			
Carclew Youth Arts	280	67	620
Odeon Theatre	0	0	0
<b>Total</b>	<b>280</b>	<b>67</b>	<b>620</b>
<b>2010-11</b>		<b>Energy Efficiency (MJ per m<sup>2</sup>)</b>	
Carclew Youth Arts		451	
Odeon Theatre		0	
<b>Total</b>		<b>451</b>	
<b>Target</b> (for Year Being Reported)		<b>291 MJ per m<sup>2</sup></b>	
<b>Final Target</b> (for 2014)		<b>275 MJ per m<sup>2</sup></b>	

### **Impacts on Energy Usage**

The target is to improve the energy efficiency of the Carclew House and Odeon Theatre by 12% from 2006-07 levels by 2014.

There have been increases in the energy efficiency measures for the past two years. This is mainly due to the installation of ducted reverse cycle air conditioning in the Carclew house. There has also been a significant increase in the use of the facilities.

The Odeon Theatre was sublet to Patch Theatre Company from 1 January 2010 and is therefore not included in the 2010-11 measures.

### **GREENING OF GOVERNMENT OPERATIONS**

Carclew Youth Arts Board is committed to its Green Policy with priority targets to reduce waste, purchase environmentally preferred products where possible and switch off lighting and electronic equipment when not in use.

The Carclew Youth Arts Green Committee has been re-established and as a priority, will examine ways to reduce waste and energy consumption.

### **Audited Financial Reports 2010-11**

Please see Attachment 1.

### **Statistics – Carclew Youth Arts Programs 2010-11**

Please see Attachment 2.

### **Statistics – Carclew Youth Arts Funded Companies 2010-11**

Please see Attachment 3.