

ANNUAL REPORT OF THE CARRICK HILL TRUST

2013 - 2014



Celebration of a Motor Car
A world class exhibition of rare and exotic cars at Carrick Hill 27 April 2014

TWENTY-NINTH ANNUAL REPORT

of

THE CARRICK HILL TRUST

2013 – 2014



Government of South Australia

Arts SA



CARRICK HILL

46 CARRICK HILL DRIVE

SPRINGFIELD

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The Hon. Jack Snelling M.P.
Minister for the Arts
9th Floor,
Citi Centre Building
11 Hindmarsh Square,
Adelaide SA 5000

Dear Minister,

Re: Carrick Hill Trust Act 1985, Section 17

The Carrick Hill Trust has pleasure in presenting its Twenty-Ninth Annual Report and Audited Financial Statements for the year ended 30 June 2014. Due to a delay in audit procedures, Carrick Hill was unable to provide the Annual Report by 30 September 2014.

Yours faithfully,

Peter Kennedy
Chair
Carrick Hill Trust
24 November 2014

Richard Heathcote
Director
Carrick Hill
24 November 2014

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ROLE, LEGISLATION AND STRUCTURE

The Carrick Hill Trust was established under the *Carrick Hill Trust Act 1985*. The Trust is answerable to the Minister for the Arts, and consists of a Chairman and seven other members all appointed by the Governor with one of the members being from the council of the City of Mitcham. Carrick Hill forms a division of Arts SA, Department of the Premier and Cabinet. (Note: Transferred on 1 July 2014, to Department of State Development)

The heritage building, internationally significant collections and extensive land comprising Carrick Hill were a bequest to the people of South Australia from Sir Edward and Lady [Ursula] Hayward. The South Australian government accepted the bequest in 1983 and Carrick Hill was opened to the public in 1986.

As set out in the Act the Trust administers, develops and maintains Carrick Hill as

- a gallery of works of art,
- a museum, and
- a botanic garden.

The Trust promotes and encourages the interest of the public in Carrick Hill as a historic house and garden with major art collections and in its other services and amenities.

VISION

Inspiring and Diverse Experiences

MISSION

To increase attendances at Carrick Hill through the provision of a range of attractions and the enhancement of the mansion, garden and grounds, in order to secure Carrick Hill's sustainability both as a business and environmentally.

ENABLING STRATEGIES

- Products and Services
- Marketing
- Visitor Services
- Collections and other heritage assets
- Preservation and maintenance
- Environment and sustainability
- Strategic alliances and partnerships
- Budget and revenue growth strategies

MEMBERS OF THE CARRICK HILL TRUST

Chair: Peter Kennedy

Current Members: Michael Picton - Mitcham Council Nominee

Robert Pontifex – Consultant

Julie Orchard – Educational Advisor

Brendan Grigg – Senior Lecturer, School of Law, Flinders University

Kylie Kerrigan – Stakeholder Manager, SA Power Networks

Ken Lloyd AM – Consultant

Susan McCormick – Director, Office for the Southern Suburbs

Completed Term: Kathie Massey - Chair
(Expiry of term 14/5/2014)

Viv Szekeres - Consultant
(Expiry of term 14/5/2014)

Garden and Grounds Advisory Sub-Committee

Chairman: Michael Keelan

Members: Dianne Hall

Rebecca Kennedy

Trevor Nottle

Sophie Thomson

Hon. Christopher Legoe QC (Retired)

Rev. Andrew Cheesman

Ex-officio: Richard Heathcote, Director

2013 - 2014 ACHIEVEMENTS AND INITIATIVES

DIRECTION

Carrick Hill continued to pursue its three strategic policy directions: developing a sustainable business, pursuing environmental sustainability and implementing its Family Friendly policy for audience development.

In 2013, Carrick Hill embarked on a master planning process with the assistance of Walter Brooke & Associates, Oxigen and BDO Organisation Development. Part of the master planning process included stakeholder and community consultation, where perceptions were gathered through online and hard copy surveys. Overall, respondents agreed with the principals of the Master Plan, were overwhelmingly positive about Carrick Hill with a strong theme through feedback that the community members love the site and consider it to be a valuable and important part of South Australian history. In May 2014, the Carrick Hill Trust accepted the Master Plan as a framework and guide for future developments at Carrick Hill.

ACHIEVEMENTS

Roof restoration project: Additional work to the major capital program of stonework restoration and window refurbishment was funded by the Department of Planning, Transport and Infrastructure and carried out on the roof ridge capping and other areas of roof flashing. The project required scaffolding to partially cover two facades of the building and was finished by the end of June completing the external weather proofing of the historic building. The Carrick Hill Conservation project (Urban Category) received a Highly Commended award from the Australian Civic Trust.

Visitation to Carrick Hill: The total number of visitors to the site fell by 7 % to 56,801 (over a five year average) in the eleven months that Carrick Hill was open to the public (ie. 267 Days) from 1 August 2013 to 29 June 2014. The public opening hours remained 10am to 4.30pm Wednesday to Sunday except when a public holiday falls on a Monday or Tuesday when the property opens to the public. Carrick Hill is closed on Christmas day and Good Friday and for the winter month of July for an annual program of repairs and maintenance. Conservation cleaning and an inventory check of the collection are also carried out.

Catering Licence: The Food Business completed its second year of successfully operating the licensed café and functions business.

Australia Day Citizenship Ceremony & Community Breakfast (26 January 2014):

Carrick Hill provides the location and site management for 785 visitors attending this event that included 70 candidates for citizenship and their families from 15 countries. The event is organised in conjunction with the Mitcham City Council and supported by the Rotary Clubs of Mitcham & Brownhill Creek.

Community partnerships: Urrbrae *TAFE horticulture* students worked on their practical garden skills in the rose garden and orchard. *Maxima* training also brought two Certificate 2 groups of students to be based at Carrick Hill for a ten week professional training period during the year to receive a range of experiences including chainsaw handling, scissor lift operating and general gardening. Members of the *Charles Sturt Volunteer program* were provided tuition on rose and fruit pruning by the Carrick Hill gardening team. *The Brownhill Creek Rotary Club* supported a number of activities including the maintenance of the Max Holbrook Walking Trail and fencing the kitchen garden patch.

School visits: Seven schools visited bringing 379 students for self-guided use of the Children's Story Book Trail and grounds.

Easter Parade Event (1 April 2014): A Carrick Hill community partnership project with Variety SA for an annual event for 1200 disadvantaged children and those with disabilities and their carers. Organised by the Ladies of Variety it provides entertainment and catering supported by a wide range of sponsors. The event also involves over ninety volunteers including Yr 10 students from three local schools, the Rotary Club of Brownhill Creek and Variety Club members.

Interns: Three interns were involved in research projects from the following universities: Flinders Uni (Cultural Tourism – Interpretation project), Adelaide Uni (MA in Museum Studies & Curatorship – Research project on collection), Uni SA (Library & Media studies assisted website development).

Bushwalking: It is estimated that over six thousand walkers pass through Carrick Hill along the Yurrebilla Trail or up the Max Holbrook Trail to the summit of Brown Hill. This recreational use of the amenity is increasing but most of these visitors are not captured on the vehicle recording equipment at the entrance/exit that provides the measure of attendance at the site.

Artlab Australia: assisted Carrick Hill with its environmental monitoring program throughout the year and the conservation program focussed on works on paper in the Collection particularly the works of Alexandre Iacovleff. The painting conservators continued their research and treatment of the oil painting entitled *Grand Canal Venice* purported to be by the English 19th century artist JWM Turner. Full cleaning of the paint surface will commence next year.

Garden & Grounds Conservation and plant collections: Research and preparations were carried out for the refurbishment of areas of the formal garden including the Sundial garden and the Tier garden beds at the front of the house in the next two years. In the grounds, the safety road connecting the works area with the public area was graded and surfaced to guarantee safe vehicle access and egress for the Celebration of the Motorcar and wedding events to take place safely in case of inclement weather.

CULTURAL PROGRAM

The Carrick Hill Trust continued its policy of presenting a public program linked to exhibitions that focussed on artists that are represented in the Hayward Bequest Collection or subjects that have direct association with the Hayward's interests and social history. To capitalise on the completion of the digital cataloguing of the Hayward Bequest and Carrick Hill Trust collections that revealed much new information, a special public program was presented entitled: *The Year of Stories*. It was sponsored by the Friends of Carrick Hill and held in the Story Room. The spring public program *Looking Glorious* was devised and implemented to attract more visitors who visit the gardens only to enter the house and enjoy the world class painting collection. The nine interpretive panels linking specific paintings to their respective plants in the garden are permanent signs and funded by the Alfred James & Sons and SA Water sponsorships.

Are you sitting comfortably?: 1 August 2013 – 24 November 2013.

Sponsored by the Friends of Carrick Hill

This exhibition, drawn exclusively from Carrick Hill's furniture collection, was opened by special guest Mr Brian Parkes, CEO of the Jam Factory, which this year is enjoying its 40th anniversary. This was Carrick Hill's first ever exhibition about the chairs in the Hayward furniture collection and presented three hundred years of history in the development and design of English furniture.

Looking Glorious – a spring program linking the garden to the art collection: 1 September 2013 – 24 November 2013.

Sponsored by Alfred James & Sons

Looking Glorious presented a group of still-life paintings, linking these with the gardens outside and Ursula Hayward's passionate love of flowers, on show both outside and indoors. The aim was to awaken the curiosity of those visitors to Carrick Hill who do not enter the house and to encourage them to discover more about what can be found indoors. The exhibition was opened on 1 September 2013 by Ms Sophie Thomson, Gardening Australia's presenter in South Australia. The Water Wise Demonstration Day (3 November 2013) gardening program featuring Trevor Nottle was sponsored by SA Water.

Carrick Hill Home Show: 4 December 2013 – 23 February 2014

Over the Christmas period and until February, the *Carrick Hill Home Show* was in place, which reinstated an important collection of guest wing rooms and their interiors (temporarily converted into the exhibitions gallery) in the house, including the large guest bedroom, linen room and the guest bathroom.

The Story Room: 1 August 2013 – 29 June 2014

Sponsored by the Friends of Carrick Hill

Visitors were able to view displays based on ongoing research from which stories are being developed. This research is being carried out by staff and volunteers, including Carrick Hill Guides and University interns. The stories focussed displays include material from the collection on subjects as diverse as: travel memorabilia, furniture, ceramics, garden tools, flower arranging paraphernalia, cattle breeding, war decorations and Fire! The story of the disastrous blaze of June 1958 which extensively damaged internal fittings in the house, and destroyed and damaged parts of the Haywards' valuable art collection and library of books.

Art & Travel: Bring me back a souvenir: 3 April 2014 – 29 June 2014

Sponsored by the Carrick Hill Development Foundation, Australian Studying Abroad and Mr William Hayward OAM.

This exhibition opened by the French Ambassador (9 April), linked together some of the individual stories that, when woven together, make up the very essence of Carrick Hill. It offered a unique opportunity to view drawings and illustrations by the famous Russian-born French artist Alexandre Iacovleff who, in 1924-1925 and 1931-1932, accompanied two epic journeys across Africa and Asia, organised by the French vehicle manufacturer Citroen. From the hundreds of drawings and sketches he had made while travelling, Iacovleff developed two large – and now rare – limited edition illustrated folios, of which the Hayward's owned copies. When both folios were burnt in the disastrous fire in 1958 as many of the damaged plates as they could were salvaged. These damaged images (60) were on display along with original drawings from the collections of Carrick Hill, the Art Gallery of South Australia and the Art Gallery of New South Wales and support material about the journeys.

Australians Studying Abroad sponsored the public program for the exhibition which featured four public talks by interstate speakers on travel along the Silk Route, the Citroen expeditions in Africa and cultural life in Paris between the wars.

Celebration of the Motorcar: 27 April 2014

Sponsored and organised by The Rotary Club of Adelaide

A world class exhibition of exotic and prestige cars held in the beautiful grounds of Carrick Hill, *Celebration of a Motor Car* showcased 130 of the crème de la crème of collectable cars. The event was partnered with the Rotary Club of Adelaide and the National Motor Museum Birdwood and attracted over 2000 visitors to the site. The event was a fundraising project for the Rotary Club of Adelaide to support three charities: Huntington's disease, Meals on Wheels SA and the Trojan Trek.

Christmas Carols with St Peter's Cathedral choristers and Adelaide Youth Orchestra:

19 December 2013

An outdoor event organised for the Carrick Hill Volunteers as their Christmas Party. This appreciation event was attended by 90 volunteers and the Carrick Hill Trust Board and staff who provided the food and drink service.

School holiday programs and theatre productions:

The following programs for ticketed audiences took place in the spring (*Fairies and Pirates*: 153 attendees), Christmas (*Red – a panto*: 263 attendees) and Easter school holidays (*Alice's Wonderland*: 724 attendees).

FUNDRAISING GROUPS & VOLUNTEERS

Friends of Carrick Hill Inc: The Friends have over five hundred members and donated funds from its annual fundraising efforts to support the garden, house and collection projects nominated by the Director and approved by the Carrick Hill Trust. The Friends ran a public program of six evening Oaken Table talks with guest speakers attracting an average of 52 people per talk and five daytime talks attracting an average of 61 people. It also publishes a Friends Newsletter four times per year and realised the second impression of its book entitled *Heyday of the Haywards 1940-1970* for which it won a State Government 2012 Heritage Heroes Award (Certificate of Recognition). The book retails at \$25 and is sold in the Gift Shop at Carrick Hill and at local bookshops.

Volunteer activity at Carrick Hill: Volunteer guides provided two tours a day for visitors to the house and its collection. A total of 1743 visitors participated in these tours from August 2013 to July 2014. The guides also serviced the 26 pre booked groups and coach tours which comprised 1053 visitors. There are seven activity groups for volunteers that assist the operation of Carrick Hill including: fundraising, flower arranging, gardening, oak polishing, bush care, gift shop and house guiding.

Carrick Hill Development Foundation: Chairman, Hon Robert Lawson QC and the Foundation committee continued a program of fundraising activities including its annual appeal. The Foundation donated funds to Carrick Hill which contributed to the success of the *Art & Travel: Bring me back a souvenir* exhibition, the development of a Stanley Spencer exhibition for 2016 (30th anniversary year), the redevelopment of the Carrick Hill website and improvements to the paths around the Story Book Trail and grounds.

SOUTH AUSTRALIA STATE STRATEGIC PLAN (SASP)

Carrick Hill Trust has included in its business plan a commitment to support the SASP and its strategic priorities in the following areas:

Priority 1- Creating a vibrant city: The Board and management of Carrick Hill see it as contributing to Adelaide's vibrancy through offering a variety of activities and environments just 15 minutes from the city centre. One of our goals is to encourage CBD-based activities and organisations, such as the Adelaide Festival, Adelaide Fringe and the Art Gallery of South Australia, to take advantage of Carrick Hill's proximity to the city to extend their reach.

Priority 2- An affordable place to live: Free entry to garden and grounds has been implemented to provide all South Australians, as well as other visitors, with access to the environmental experience of the Hills Face Bushland trails and historic formal gardens for recreation and leisure activities. The Children's Storybook Trail has also been installed as a family facility to encourage children to explore and experience the natural world.

Priority 3- Every chance for every child: Carrick Hill has a strong commitment to promoting opportunities for children and their families to engage in educational activities that are fun, accessible and promote development in a relaxed and enjoyable environment. Activities for children include the Children's Storybook Trail, school holiday programs, children's activities in the recently refurbished Stables, the annual Ladies of Variety Easter party for children who are disabled or disadvantaged.

Priority 4- Safe communities, healthy neighbourhoods: Since taking the entry fee off the gate at Carrick Hill, enabling the public to access the grounds free of charge, Carrick Hill's amenities - including the formal gardens, Children's Storybook Trail and extensive bushlands - have been utilised by greatly increased numbers of visitors for various forms of recreation in a safe environment.

Richard Heathcote
Director

ANNUAL REPORTING
HR / WHS REQUIREMENTS

Carrick Hill

June 2014

Management of Human Resources

Details of employment in Carrick Hill as at 30 June 2014 are provided in the tables below.

Employee Numbers, Gender and Status

Total Number of Employees		
Persons	13	
FTEs	9.4	

Gender	% Persons	% FTEs
Male	61.54	62.76
Female	38.46	37.24

Number of Persons During the 2013-14 Financial Year	
Separated from the agency	2
Recruited to the agency	5

Number of Persons at 30 June 2014	
On Leave without Pay	0

Number of Employees by Salary Bracket

Salary Bracket	Male	Female	Total
\$0 - \$54,799	6	3	9
\$54,800 - \$69,699	1	1	2
\$69,700 - \$89,199	0	1	1
\$89,200- \$112,599	1	0	1
\$112,600+	0	0	0
TOTAL	8	5	13

Status of Employees in Current Position

FTEs	Ongoing	Short-Term Contract	Long-Term Contract	Other (Casual)	Total
Male	5.5	0	0	0.4	5.9
Female	2.5	0	1	0	3.5
TOTAL	8	0	1	0.4	9.4

PERSONS	Ongoing	Short-Term Contract	Long-Term Contract	Other (Casual)	Total
Male	6	0	0	2	8
Female	4	0	1	0	5
TOTAL	10	0	1	2	13

Executives by Gender, Classification and Status

Classification	Ongoing		Contract Tenured		Contract Untenured		Total	
	Male	Female	Male	Female	Male	Female	Male	Female
No Executives								
Total	0	0	0	0	0	0	0	0

Average Days Leave Per Full Time Equivalent Employee

Leave Type	2010-11	2011-12	2012-13	2013-14
Sick Leave	2.87	1.72	5.7	13.4
Family Carer's Leave	0.87	1	1.3	0.63
Miscellaneous Special Leave	0	5	2	0.96

Aboriginal and/or Torres Strait Islander Employees

Salary Bracket	Aboriginal Employees	Total Employees	% Aboriginal Employees	Target*
\$0 - \$54,799	0	9	0	2%
\$54,800 - \$69,699	0	2	0	2%
\$69,700 - \$89,199	0	1	0	2%
\$89,200- \$112,599	0	1	0	2%
\$112,600+	0	0	0	2%
TOTAL	0	13	0	2%

**Target from SASP*

Workforce Diversity: Age Profile

Number of Employees By Age Bracket By Gender.

Age Bracket	Male	Female	Total	% of Total	2014 Workforce Benchmark*
15-19	0	0	0	0	5.5%
20-24	0	0	0	0	9.7%
25-29	0	0	0	0	11.2%
30-34	2	1	3	23.10%	10.7%
35-39	0	0	0	0	9.6%
40-44	0	0	0	0	11.4%
45-49	0	0	0	0	11.1%
50-54	1	1	2	15.30%	11.4%
55-59	1	2	3	23.10%	9.1%
60-64	1	1	2	15.40%	6.7%
65+	3	0	3	23.10%	3.6%
TOTAL	8	5	13	100%	100%

**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 November 2013*

Note: Provision of the information reported in the following three tables is voluntary; therefore the figures provided may not fully reflect the diversity of our workforce.

Cultural and Linguistic Diversity

	Male	Female	Total	% Agency	SA Community*
Number of employees born overseas	1	1	2	15.38%	22.1%
Number of employees who speak language(s) other than English at home	0	1	1	7.69%	14.4%

**Benchmarks from ABS Publication Basic Community Profile (SA) Cat No.2001.0, 2011census*

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	0
Physical	0	0	0	0
Intellectual	0	0	0	0
Sensory	0	0	0	0
Psychological/ Psychiatric	0	0	0	0

Flexible Working Arrangements by Gender

Leave Type	Male	Female	Total
Purchased Leave	0	0	0
Flexi-time	7	2	9
Compressed Weeks	0	0	0
Part-Time	1	3	4
Job Share	0	0	0
Working from Home	0	0	0

Documented Review of Individual Performance Management

Documented Review Of Individual Performance Management	% Total Workforce
A review within the past 12 months	72.73%
A review older than 12 months	0
No Review	27.27% *8 new staff casual members not scheduled for review in this FY

Leadership and Management Training Expenditure

Training and Development	Total Cost	% of Total Salary Expenditure
Total Training and development expenditure	\$1 515	0.19%
Total leadership and management development expenditure	\$2 300	0.29%

Accredited Training Packages by Classification

<i>Classification</i>	Number of Accredited Training Packages
0	0

EQUAL OPPORTUNITY PROGRAMS

The government guidelines for EEO were adhered to in the appointment of full-time, casual and part-time appointments.

WORKPLACE, HEALTH, SAFETY AND INJURY MANAGEMENT

Carrick Hill's Safety Management and Compliance System is monitored by the Department of Premier and Cabinet, Safety and Wellbeing team.

Carrick Hill has fulfilled requirements for system reporting and addressing issues as they have arisen, either through incidents, hazard reporting or by risk assessments for planned purchases and events. There were no lost time injuries for staff during the year.

Carrick Hill has made further steps in continuous improvement, providing a safer environment for employees and visitors by:

- Re-profile and surface upgrade to part of Story Book Trail path
- Completion of the Roof Restoration project
- Removal of storm damaged and diseased trees
- Upgrade of the western service road/path
- Installation of a safety fence around the pump switchboard in the grounds
- Installation of service walkways in the attic space
- Officer awareness training for new Carrick Hill Trust Board Members.

Table 1 Work Health and Safety Prosecutions, Notices and Corrective Action taken

Number of notifiable incidents pursuant to WHS Act Part 3	0
Number of notices served pursuant to WHS Act Section 90, Section 191 and Section 195 (Provisional improvement, improvement and prohibition notices)	0

Table 2: Agency gross workers compensation expenditure¹ for 2013-14 compared with 2012-13²

EXPENDITURE	2013-14 (\$m)	2012-13 (\$m)	Variation (\$m) + (-)	% Change + (-)
Income Maintenance	\$0.00	\$0.00		
Lump Sum Settlements Redemptions - Sect.42	\$0.00	\$0.00		
Lump Sum Settlements Permanent Disability – Sect. 43	\$0.00	\$0.00		
Medical/Hospital Costs combined	\$0.00	\$0.00		
Other				
Total Claims Expenditure	\$0.00	\$0.00		

Table 3- Meeting Safety Performance Targets³

	Base: 2009-10	Performance: 12 months to end of June 2014 *			Final Target
	Number s or %	Actual	Notional Quarterl y Target **	Variati on	Number s or %
1. Workplace Fatalities	0	0	0	0	0
2. New Workplace Injury Claims	1	0	0	-1	1
3. New Workplace Injury Claims Frequency Rate	0	0.00	0.00	0	0
4. Lost Time Injury Frequency Rate ***	0	0.00	0.00		
5. New Psychological Injury Claims Frequency Rate	0.00	0.00	0.00	0.00	0.00

¹ before 3rd party recovery

² Information available from the Self Insurance Management System (SIMS)

³ Information available from the Self Insurance System (SIMS) (SIPS target report)

6. Rehabilitation and Return to Work:					
6a. Early Assessment within 2 days	0.00%	0.00%	00.00%	00.00%	80%
6b. Early Intervention within 5 days	0.00%	0.00%	00.00%	00.00%	90%
6c. LTI have 10 business days or less lost time	100.00%	00.00%	00.00%	00.00%	60%
7. Claim Determination:					
7a New claims not yet determined assessed for provisional liability in 7 calendar days	0.00%	0.00%	00.00%	00.00%	100%
7b. Claims determined in 10 business days	0.00%	0.00%	00.00%	00.00%	75%
7c. Claims still to be determined after 3 months	0.00%	0.00%	0.00%	0.00%	3%
8. Income Maintenance Payments for Recent Injuries:					
2012-13 Injuries (at 24 months development)	0.00%	\$0.00	\$0.00	\$0.00	Below previous 2 years average
2013-14 Injuries (at 12 months development)	0.00%	\$0.00	\$0.00	\$0.00	Below previous 2 years average
* Except for Target 8, which is YTD. For Targets 5, 6c, 7b and 7c, performance is measured up to the previous quarter to allow reporting lag.					
** Based on cumulative reduction from base at a constant quarterly figure.					
***Lost Time Injury Frequency Rate Injury Frequency Rate is the frequency rate for new lost-time injury/disease for each one million hours worked. This frequency rate is calculated for benchmarking and is used by the WorkCover Corporation. Formula for Lost Time Injury frequency rate (new claims): $\frac{\text{Number of new cases of lost-time injury/disease for year} \times 1,000,000}{\text{Number of hours worked in the year}}$					

FINANCIAL PERFORMANCE REQUIREMENTS

- **Audited Financial Statements**

(see Appendix A)

- **Other Financial Information**

Gross Attendance Figures:

(2013-2014)	56,801
(2012-2013)	65,159
(2011-2012)	61,212
(2010 - 2011)	62,931
(2009 - 2010)	57,826
(2008 - 2009)	59,458
(2007 - 2008)	61,655
(2006 - 2007)	56,173
(2005 - 2006)	44,832
(2004 - 2005)	31,031
(2003 – 2004)	24,994

Exhibitions

Hosted three Exhibitions

Contractual Arrangements

Ms Jane Hylton was contracted to assist with grant applications, submissions for the Cultural Gifts Program and the Collections Management Project.

Ms Caroline Berlyn was contracted to lead a team of volunteers and interns to catalogue works of arts and objects in the Carrick Hill collection as part of the Copland Foundation Grant and conduct further research on the social history of the Haywards.

There were no contractual arrangements for contracts that exceed \$4 Million.

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*	584	99.3%	\$585 302	99.86%
Paid late, but paid within 30 days of due date	2	0.3%	\$251	0.04%
Paid more than 30 days from due date	2	0.3%	\$559	0.10%

**Note: The due date is defined under section 11.7 of Treasurer's Instruction 11 Payment of Creditors' Accounts.*

Fraud

There were no instances of fraud detected. The Carrick Hill Trust maintains a comprehensive system of checks and balances to control and prevent fraud under the advice of the Auditor-General's Department.

Consultants

Consultant	Purpose of Consultancy	Number	Total \$
Value above \$50 000			
Walter Brooke & Associates	Develop Carrick Hill Master Plan	1	\$69 500
Total		1	\$69 500

Overseas Travel

Number of Employees	Destination/s	Reason for Travel	Total cost to Agency
0			\$0

FURTHER MANDATORY REQUIREMENTS

Disability Access and Inclusion Plan

Carrick Hill understands the needs of people with disabilities and endeavours to provide appropriate assistance wherever possible. Visitors who are mobility impaired have use of the 'service entrance' which enables them to conveniently alight adjacent to the House in inclement weather. A disability access ramp is in place for ease of access from the car park to the gardens and House, and to overcome the difficulties of the hillside site to the House. Despite the age of the building, Carrick Hill has procedures in place for people who are mobility impaired to use an appropriate entrance, which enables convenient access to the House.

Every effort is made to ensure that all paths provide safe access for people walking around the estate, whether aided or unaided, and also for wheelchair use. The public conveniences include a separate disabled facility. The Carrick Hill website has complied with the audit undertaken by the Department of the Premier and Cabinet to meet web disability access requirements.

Asbestos Management in Government Buildings

Carrick Hill has contributed to the production of the annual across government asbestos management report by providing Department of Planning, Transport and Infrastructure with the relevant data as at 30 June 201.

Freedom of Information – Information Statement

There is no fee charged for copies of the annual report, however formal requests under the *Freedom of Information Act 1991* will attract the set application fee of \$30.50. The Annual Report is also available free from our website at www.carrickhill.sa.gov.au

Any *Freedom of Information* requests can be forwarded to:

The Director, Carrick Hill
46 Carrick Hill Drive
Springfield SA 5062

Whistleblowers Protection Act 1993

Richard Heathcote, Director of Carrick Hill, is designated as a responsible officer for the agency for the purposes of the *Whistleblowers Protection Act 1993*.

Richard Heathcote meets the Commissioner for Public Sector Employment qualification of a responsible officer for the purposes of the Whistleblowers Act 1993, and possesses the following attributes and qualities:

- Knowledge of the content and operation of the *Whistleblowers Protection Act 1993* and other relevant legislation and policies;
- Appropriate seniority and standing within the agency and with recognised status and reputation; and
- Tact, discretion and sophisticated communication skills.

Energy Efficiency Action Plan Report

Carrick Hill has continued to apply procedures to ensure efficient practices are adhered to. Refer to Department of the Premier and Cabinet for Carrick Hill data.

Greening of Government Operations (GoGO) Report

As part of the GoGO Action Plan Carrick Hill has implemented the following in 2013-14:

- Recycle bins are used for the removal of relevant waste generated from the Catering Function and the day to day operations of Carrick Hill.
- All toner cartridges are sent to a collection centre.
- Mulching of plant beds in the garden is undertaken.
- The irrigation system has been upgraded with more efficient sprinklers, drippers and controllers that allow a more efficient delivery of water.
- Rain water is captured and stored, including the use of erosion control covers.

- A sustainable Water Wise management project has been instigated, which includes shandyng bore water, mains water and rain water in a state of the art dam which is lined and covered and stores a mega litre of water.
- Green waste is mulched on site and used on the property.
- A second dam has been constructed to assist with irrigation of the gardens.
- A large area of olive has been cleared along the northern, joined boundary between Carrick Hill and the Waite Institute. This work was undertaken in conjunction with the Waite Institute.
- A nursery has been established to allow for the propagation of plants on site. Benefits include a saving on the purchase of plants from commercial nurseries, the re-use of plastic pots and the provision of useful positive activities for volunteers.
- A chipper has been purchased to reduce the amount of green waste that has to be burnt. The wood chip is turned into compost or used as garden mulch.
- All scrap metals are now recycled, including old gates, fencing, concrete reinforcing mesh and drink cans and bottles
- Long term monitoring of water usage (weekly measurements) to identify periods of high/low usage, allowing staff to better assess and identify possible wastage.

Reconciliation Statement

The Department of the Premier and Cabinet (DPC) has produced an overarching reconciliation statement and reconciliation action plan. Carrick Hill followed the guidelines as set by the DPC.