

TWENTY-FIFTH ANNUAL REPORT

of

THE CARRICK HILL TRUST

2009 – 2010



Government of South Australia

Arts SA



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SEPTEMBER 2010

The Hon. John Hill
Minister assisting the Premier in the Arts

Dear Minister,

The Carrick Hill Trust has pleasure in presenting its Twenty-Fourth Annual Report for the year ended 30 June 2010

Yours faithfully,

GEORGE VAN HOLST
Acting Chair
Carrick Hill Trust
13 January 2011

RICHARD HEATHCOTE
Director
Carrick Hill
13 January 2011

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ROLE, LEGISLATION AND STRUCTURE

The Carrick Hill Trust was established under the Carrick Hill Act of 1985. The Trust is answerable to the Minister for the Arts, and consists of a Chairman and six 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.

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 & other heritage assets
- Preservation & maintenance
- Environment & sustainability
- Strategic alliances & partnerships
- Budget & revenue growth strategies

MEMBERS OF THE CARRICK HILL TRUST

Chair: **Kathie Massey (from 1-5-2008)**

Members: **Ivan Brooks** – Mitcham Council Nominee

Robert Pontifex – Consultant

George van Holst – Consultant

Julie Orchard – Educational Advisor

Brendan Grigg- Lecturer, School of Law, Flinders University

Viv Szekeres – Consultant

 (Director, Migration Museum Retired 15-11-2008)

Garden and Grounds Advisory Sub-Committee

Chairman: Michael Keelan

Members: David Deer

Dianne Hall

Darrell Kraehenbuehl

Trevor Nottle

Sophie Thomson

Hon. Christopher Legoe QC (Retired)

Rev. Andrew Cheesman

Margaret Denton

**Ex-officio: Richard Heathcote, Director
Rob May, Garden Manager**

2009 - 2010 ACHIEVEMENTS AND INITIATIVES

DIRECTION

The three strategic directions for Carrick Hill remained to continue developing a sustainable business, pursuing environmental sustainability and continuing a Family Friendly policy.

ACHIEVEMENTS

Family Friendly Policy: Total Number of Visitors to the site (2009/10): 57,826 (Target 55,000 + 5%); School students - 391; Tertiary – 106 (Flinders, Adelaide & SA Universities).

Community Partnerships: The Rotary Club of Brownhill Creek were involved with three projects at Carrick Hill: The Ladies of Variety Easter Parade an outdoor entertainment event for 1200 children with disabilities and their carers at which the Club provides BBQ food for the whole event; Tree planting program in the grounds and the maintenance of the Max Holbrook Bush Trail through the Grey Box woodland to the summit of Brown Hill. Netherby Kindergarten were involved in trialling new under five programs and Mercedes College began a program of bringing year 9 arts secondary students to sketch in the grounds. Scotch College involved 40 students in community service projects at Carrick Hill. Eighty 3rd Year architecture students from Uni SA were involved for three months in a studio practice to develop concepts for a new Function Centre and multipurpose arts facility. Gastronomy Masters students (10 from Uni of Adelaide) and Tourism students (16) from Flinders used Carrick Hill for project and course work.

School Holiday outdoor theatre programs have continued to be developed attracting audiences of 1925 to spring, summer and Easter seasons. A new initiative with 18 Carrot Productions was the presentation of a new pantomime drama: *Red - an Ungrim Tale* which played for nine evening performances.

Chamber Music venue: After a successful concert with the Australian String Quartet on 14 October in the Great Hall the Carrick Hill Board are partnering the Conservatorium to establish Carrick Hill as a venue as a winter and spring chamber music venue for final year students and teachers.

Marketing Initiatives: The Director continued to give *promotional talks* (10) to community and professional groups. *The Country Style Magazine Reader's Day* was held in conjunction with Australians Studying Abroad on 19 November attended by 38 people. The theme was travel for learning and enjoyment. Carrick Hill *website* was updated to include monthly events and links to other related business interests such as the onsite catering company (Red Jam Catering).

A successful *Wine marketing product* was developed (Exhibition Series) with Galvanised Wines through a mail order format featuring Horace Trenerry McLaren Vale Shiraz and Adelaide Hills Sav Blanc products.

CULTURAL PROGRAM

Carrick Hill continued its policy of presenting an exhibition program that focussed on artists that are represented in the Hayward Bequest Collection and with whom the Haywards had direct connections. In addition to this occasional exhibitions will be mounted that interpret the social history of the Hayward's era and their life style and interests.

Adrian Feint – Cornucopia (August – November 2009)

This Australian artist had strong connections with Adelaide through the Barr Smith family and also through exhibiting at the John Martin's Gallery. He was a house guest at Carrick Hill in the 1940s & 50s and painted the landscape. There are seven of his works in the collection. This exhibition was accompanied by a publication in the Wakefield Press artist monograph series which was under written by a grant from the Gordon Darling Foundation (\$20,000). The exhibition was curated by Richard Heathcote, the Director and later travelled to Geelong Gallery (5 December to 14 February, 2010).

The Home Show (December 2009 – February 2010)

The guest wing rooms restored to their original configuration with fixtures, fittings and furniture from the collection.

Horace Trenergy (3 March – 27 June 2010)

A retrospective exhibition of over fifty works of this important South Australian artist with an accompanying publication from the Beagle Press. Guest curator and author Mr Lou Klepac

Nora Heysen- Light and Life (Visions Australia touring exhibition, guest curator Ms Jane Hylton) the tour concluded at Armidale, NSW in June 2009 and then required loans to be dispersed to lenders as well as final report writing and financial statements. The tour achieved national exposure for the South Australian artist and Carrick Hill's collection with good coverage in the print media.

Adelaide Fringe & SALA: Carrick Hill participated in both these events providing opportunities for Joanna Hammonds (sculptor) and Sheila Whittan (painter) to present their work.

Australia Day Citizenship Ceremony: In partnership with the City of Mitcham Carrick Hill hosted this event on 26 January, 2010.

Choristers, Carols and a Christmas Tale: This family entertainment was held outdoors on Thursday 17 December and the Rotary Club of Brownhill Creek collected donations for overseas aid from the 200 attendees.

Nora Heysen - Light & Life & Post tour Education Project: Visions Australia funded Carrick Hill to undertake a national tour of this important retrospective exhibition of a South Australian female artist, Archibald Prize winner and WWII war artist. After its showing at Carrick Hill was complete in June 2000 the exhibition travelled to Geelong, Sydney and Armidale in NSW. The Riddoch Gallery in Mount Gambier had to withdraw as the final venue owing to a major rebuilding program. Visions have allowed the funds from this leg of the tour to be applied to developing Carrick Hill's website and other activities to further disseminate education resource information on Nora Heysen in 2011, the year that will mark the centenary of her birth.

Modern Collections Management Project:

Jane Hylton continued her work as Collections Adviser preparing the cataloguing records of the Hayward Bequest and Carrick Hill Trust collections for the digitisation and electronic record transfer. Grant submission has been prepared for the National Library of Australia program to apply for funds in 2011 which will facilitate a Significance statement for the collections and enable electronic cataloguing to proceed.

Collection storage advances: Artlab and Carrick Hill have worked together to document and condition check the collection of original building design drawings by Woods Bagot and other architectural documentation. Carrick Hill has arranged with the Architecture Museum at Uni SA to store the collection on a temporary loan basis until proper environmental conditions can be arranged on site.

FUNDRAISING GROUPS & VOLUNTEERS

The Friends of Carrick Hill is a 500 plus membership support group which were supported by the staff in their membership drive and marketing campaign during August and September. Seven special interest groups of 102 volunteers perform a range of duties without which Carrick Hill could not operate effectively (ie. Garden, Fundraising, Bushcare, Gift shop, Guides, Oak Furniture Polishing & Flower Arranging). This internal marketing and sales force were used successfully for network selling and promotion for events and retail sales.

Expanding support for the garden: An ongoing initiative to attract greater visitor numbers for the garden focused on the Heritage Rose Society who awarded Carrick Hill a David Ruston Heritage Grant to install an interpretive sign explaining the significance of the Alister Clark Rose Collection at Carrick Hill. A function to unveil the sign was held on 24 October and the Society continues to visit and contribute to the collection and its upkeep.

Springfield Residents: The annual morning tea for residents, 47 attended, was hosted by the Trust on Sunday 11 April and three Board members and the Director were present. The gathering was able to hear about the program and plans for Carrick Hill as well as viewing the current exhibition in the house: *Adrian Feint – Cornucopia*.

The Carrick Hill Development Foundation Inc: Stage 3 of the Carrick Hill Water Management Plan has been implemented comprising of the construction of a second dam with a capacity of 2.5 mega litres constructed along the line of the creek to the south of the house. This was funded by the Carrick Hill Development Foundation (\$32,000) and was completed in August in time to capture the surface run off from the winter rains.

SOUTH AUSTRALIA STATE STRATEGIC PLAN (SASP)

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

Objective 1- Growing Prosperity: Carrick Hill will contribute to this through T 1.13 Tourism Industry – by attracting tourists and increasing numbers through vigorous marketing of our cultural heritage business presenting the historic house and garden products. Carrick Hill catering and functions business will contribute by attracting conferences and business to it's iconic location.

Objective 2- Improving Wellbeing: 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.

Objective 3- Sustainability: Carrick Hill is committed to achieving self sufficiency in its garden irrigation needs by 2010 through water wise practice and by capturing and storing surface and storm water from its 40 hectares. Public programs are being developed to share these techniques with gardeners and horticulturalists.

Objective 4- Fostering Creativity: Carrick Hill contributes through its exhibition and accompanying public programs involving artists, writers and speakers on its collections. Topics and issues relating to environment, heritage and human achievement are offered and through the support of over one hundred volunteers these programs are organised and presented for the public.

Richard Heathcote
Director

ANNUAL REPORTING
HR / OHS&W REQUIREMENTS

Carrick Hill

June 2010

Management of Human Resources

Details of employment in Carrick Hill as at June 30 2010 are provided in the tables below.

Employee Numbers, Gender and Status

Total Number of Employees		
Persons	22	
FTEs	9.77	

Gender	% Persons	% FTEs
Male	50	68.47
Female	50	31.53

Number of Persons During the 09/10 Financial Year	
Separated from the agency	0
Recruited to the agency	5
Recruited to the agency and who were active/paid at June 2010	2

Number of Persons at 30 June 2010	
On Leave without Pay	0

Number Of Employees By Salary Bracket

Salary Bracket	Male	Female	Total
\$0 - \$47,999	6	5	11
\$48,000 - \$60,999	2	1	3
\$61,000 - \$78,199	0	1	1
\$78,200 - \$98,499	1	0	1
\$98,500+	0	0	0
TOTAL	9	7	16

Status Of Employees In Current Position

FTEs	Ongoing	Short-Term Contract	Long-Term Contract	Other (Casual)	Total
Male	5.3	0	1	0.39	6.69
Female	2.8	0.1	0	0.18	3.08
TOTAL	8.1	0.1	1	0.57	9.77

PERSONS	Ongoing	Short-Term Contract	Long-Term Contract	Other (Casual)	Total
Male	6	0	1	4	11
Female	4	1	0	6	11
TOTAL	10	1	1	10	22

Executives

Number of executives by gender, classification and status in current position

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

Leave management

Average days leave taken per full time equivalent employee

AVERAGE DAYS LEAVE PER FULL TIME EQUIVALENT EMPLOYEE

<i>Leave Type</i>	2006-07	2007-08	2008-09	2009-10
Sick Leave	6.4	32.47	8.7	4.2
Family Carer's Leave	0.98	1	0.7	0.1
Miscellaneous Special Leave	0.38	6	0.4	0.3

Aboriginal and/or Torres Strait Islander Employees

Salary Bracket	Aboriginal Employees	Total Employees	% Aboriginal Employees	Target
\$0 - \$47,999	0	11	0	2%
\$48,000 - \$60,999	0	3	0	2%
\$61,000 - \$78,199	0	1	0	2%
\$78,200 - \$98,499	0	1	0	2%
\$98,500+	0	0	0	2%
TOTAL	0	16	0	2%

Workforce Diversity

Age Profile

Age Bracket	Male	Female	Total	% of Total
15-19			0	0
20-24			0	0
25-29	1	0	1	6.25
30-34			0	0
35-39			0	0
40-44			0	0
45-49	2	0	2	12.5
50-54	2	2	4	25
55-59	1	4	5	31.25
60-64	2	1	3	18.75
65+	1	0	1	6.25
TOTAL	9	7	16	100%

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
Number of employees born overseas	1		1	6.25
Number of employees who speak language(s) other than English at home			0	0

Number Of Employees With Ongoing Disabilities Requiring Workplace Adaptation

Male	Female	Total	% of Agency
		0	0

Number Of Employees using Voluntary Flexible Working Arrangements by Gender

Leave Type	Male	Female	Total
Purchased Leave	0	0	0
Flexi-time	6	3	9
Compressed Weeks	0	0	0
Part-Time 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
% Reviewed within the last 12 months	10%
% Reviewed older than 12 months	Manual system. Information not available at this time.
*% Not Reviewed	50% *10 new staff 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	\$3,673.00	0.5%
Total Leadership and Management Development	\$0.00	0

OCCUPATIONAL HEALTH, SAFETY AND INJURY MANAGEMENT

Carrick Hill is continuing to meet requirements for timely system reporting and addressing issues as they have arisen either through incidents or hazard reporting.

We have been fortunate to have our OH& S support person's funding continued by ARTS SA and this resource is guaranteed for the current financial year.

We have had only one "lost time" injury for the year and that employee has made a full recovery.

Carrick Hill with the help of ARTS SA, successful grant applications and fundraising, has made significant steps in providing a safer environment for employees and visitors by;

- Installation of a hand rail on stairs leading to the staff room
- Installation of stair nosing on the stairs to the staff room
- Replacing staff chairs with current standard equipment
- Replacing Admin. desk with a more ergonomic unit
- Refurbishing Administration Office
- Replacing the access ramp from the house to the western terraces
- Re-laying the brick paving on the Marquee terrace
- Revising storage of wall panels to within the Gallery spaces
- Upgraded fire doors and auto closure system

Further improvements planned in the coming year are for;

- Removal of lead paint from stable iron work
- Refurbishment of the Security Office
- Upgrade cleaning room
- Installation of Ramp and Stairs from the Visitor Car Park
- Upgrading walkways and equipment access in the Attic/roof space

The path from the bollards to house remains an issue for collaborative resolution.

Table 1 OHS Notices and Corrective Action taken

Number of notifiable occurrences pursuant to OHS&W Regulations Division 6.6	0
Number of notifiable injuries pursuant to OHS&W Regulations Division 6.6	0
Number of notices served pursuant to OHS&W Act s35, s39 and s40 (default, improvement and prohibition notices)	0

Comment

Table 2: Agency gross¹ workers compensation expenditure for 2009-10 compared with 2008-09²

EXPENDITURE	2009-10 (\$m)	2008-09 (\$m)	Variation (\$m) + (-)	% Change + (-)
Income Maintenance	\$1565.12			
Lump Sum Settlements Redemptions - Sect.42				
Lump Sum Settlements Permanent Disability – Sect. 43				
Medical/Hospital Costs combined	\$383.44			
Other				
Total Claims Expenditure	\$1948.56	\$907.00	\$1041.56+	53%+

Comment

Table 3 Meeting Safety Performance Targets³

	Base: 2005-06	Performance: 12 months to end of June 2010 *			Final Target
	Number s or %	Actual	Notiona l Quarter ly Target **	Variatio n	Number s or %
1. Workplace Fatalities	0	0	0	0	0
2. New Workplace Injury Claims	0	1	0	1	0
3. New Workplace Injury Claims Frequency Rate	0.00	58			0.00
4. Lost Time Injury Frequency Rate ***	0.00	58			0.00
5. New Psychological Injury Claims	0	0	0	0	0

1 before 3rd party recovery

2 Information available from The Self Insurance Management System (SIMS) (for detailed advice on data extraction contact PSWR)

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

6. Rehabilitation and Return to Work:					
6a. Early Assessment within 2 days	0.00%	0.00%	80.00%	-80.00%	80% or more
6b. Early Intervention within 5 days	0.00%	0.00%	80.00%	-80.00%	80% or more
6c. RTW within 5 business days	0.00%	50.00%	75.00%	-25.00%	75% or more
7. Claim Determination:					
7a. Claims determined in 10 business days	0.00%	0.00%	75.00%	-75.00%	75% or more
7b. Claims still to be determined after 3 months	0.00%	0.00%	3.00%	-3.00%	3% or less
8. Income Maintenance Payments for Recent Injuries:					
2008-09 Injuries (at 24 months development)		\$231.81	\$0.00	\$231.81	Below previous 2 years average
2009-10 Injuries (at 12 months development)		\$1565.12	\$0.00	\$1565.12	Below previous 2 years average
* Except for Target 8, which is YTD. For Targets 5, 6c, 7a and 7b, 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 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):					
$\frac{\text{Number of new cases of lost-time injury/disease for year} \times 1,000,000}{\text{Number of hours worked in the year}}$					

Comment:

EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS

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

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

Nil

FINANCIAL PERFORMANCE

- **Audited Financial Statements**
(see Appendix A)

- **Other Financial Information**

Attendances (including functions)

(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 3 Exhibitions

OTHER MATTERS

Contractual arrangements

Mr John Ingram, was contracted as a short term project manager in the area of Catering Ms Margaret Birtley was contracted to complete a significance grant application to the National Library.

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

Account Payment Performance

Period of Report: 1/07/2009 to 30/06/2010

	Number of Accounts Paid	% of Total Accounts Paid	Value of Accounts Paid	% \$ of Total Accounts Paid
Paid by Due Date*	602	86.4%	\$423,219.25	93.4%
Paid Late & Paid < 30 Days from Due Date	86	12.3%	\$27,504.97	6.1%
Paid Late & Paid > 30 Days from Due Date	9	1.3%	\$2,320.73	0.5%
Total Accounts Paid	697		\$453,044.95	

*The Due Date is defined as per Section 11.2 of the Treasurer's Instruction. Generally, unless there is a discount or written agreement between the public authority and the creditors, payment should be within thirty days of the invoice or claim.

Disability Action Plans

Carrick Hill understands the needs of people with disabilities and we ensure that appropriate assistance is provided wherever possible. Despite the age of the building, we have 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 the building of a separate disabled facility. The Carrick Hill website has complied with the audit undertaken by Department Premier and Cabinet to meet web disability access requirements. The access ramp leading to the Cafe has been redeveloped to provide safer access

Asbestos Management

Carrick Hill: ANNUAL ASBESTOS MANAGEMENT REPORT, 2009/10				
Category	Number of Sites		Category Description	Interpretation One or more item(s) at these sites...
	At start of year	At end of year		
1	0	0	Remove	should be removed promptly.
2	0	0	Remove as soon as practicable	should be scheduled for removal at a practicable time.
3	0	0	Use care during maintenance	may need removal during maintenance works.
4	1	1	Monitor condition	has asbestos present. Inspect according to legislation and policy
5	0	0	No asbestos identified / identified asbestos has been removed	(All asbestos identified as per OHS&W 4.2.10(1) has been removed)
6	0	0	Further information required	(These sites not yet categorised)

Definitions:

Category: The site performance score, determined by the lowest item performance score at each site.

Number of Sites in Category: A count of how many sites have the corresponding site performance score, with separate counts done at the start and the end of each year.

Category Description: Indicates the recommended action corresponding to the lowest item performance score (recorded in the asbestos register by a competent person, as per OHS & W Regulations (SA) 1995, 4.2.10).

Interpretation: A brief real-world example of what each category implies for a site.

Energy Efficiency Action Plan Report

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

Greening of Government Operations Framework (GoGO)

As part of the GoGO Action Plan Carrick Hill has implemented the following in 2009/2010:

- 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
- Installation of drip line irrigation systems
- Replacing sprinklers for irrigation
- Capture and storage of storm water
- Instigate sustainable Water Wise management project
Shandy bore water, mains water and storm water in a state of the art dam which is lined and covered and stores 2 mega litres of water
- Green waste is mulched on site and used on the property
- Installed additional rainwater tanks which collect our roof footprint.

Aboriginal Reconciliation Statement

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

Freedom of Information

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

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

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 \$23.10. The Annual Report is also available free from our website at www.carrickhill.sa.gov.au

Whistleblower 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 possess 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