

Data Dictionary

Organisations Fund

How to use the data dictionary

The Arts Queensland's Organisations Fund's Outcome Report asks you to report against a number of measures. To help you report accurately and to help Arts Queensland compare meaningful data across different funds **please read this document *before your reporting period starts*** - this will assist you to capture the relevant data over the course of your funding agreement.

Definitions, counting methods and examples are provided on a section-by-section basis.

If you are unsure about anything in this dictionary, please contact your Arts Queensland client manager to clarify.

Other Useful Resources

Check out the Arts Queensland data tool developed to help you keep track of your data over time.

It can be found on the Arts Queensland Outcome Reports webpage <http://www.arts.qld.gov.au/aq-funding/outcome-reports>.

You can also find other useful information on evaluation and reporting in the **Arts Acumen** section of the Arts Queensland website <http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting>.

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KEY PERFORMANCE OUTCOMES (KPOS)

- Your organisation has a tailored set of KPOs (see Schedule 4 of your funding agreement)
- **Progress Reports** require you to enter year-to-date figures (i.e. start of year to the reporting date)
- **Outcome Reports** require you to enter actuals as at the year end, and audited financials
- You do not need to fill in data against KPOs that are not in your agreement
- Refer to definitions and counting methods in this document to assist you with completing your KPOs unless another definition was agreed at the time of finalising your contract.

TIP: Complete the other sections of the report before you fill in the KPOs. This will help you make sure that data is consistent throughout your report.

FINANCIAL INFORMATION

- **Progress Reports** require you to enter forecast figures to the end of the current financial year
- **Outcome Reports** require you to enter audited figures for the previous financial year
- **Forward Programs** require you to enter financial figures for next year's budget
- Depending on what report you are completing, you will also be required to upload a current balance sheet, current or forecast monthly cash flow and a year-to-date profit and loss
- Refer to the [Data Dictionary Financial Template - Organisations Fund](#) for financial definitions to assist you to complete this information.

REACH: ACTIVITIES, ATTENDEES AND PARTICIPANTS

- Data on your activities, attendees and participants is collected only in Outcome Reports
- You are required to enter actual figures for the previous year of operation
- It is important that you establish a robust and meaningful counting method to minimise double-counting and to provide accurate figures
- To assist you to complete Reach data, refer to your ticketing systems, project/activity records, surveys, registration information and other tracking processes you have put in place.

Number of activities delivered by type

Data	Counting method
<p>Performances</p>	<ul style="list-style-type: none"> • Count live performances that you presented, produced or co-produced • Count each individual performance as 1 activity. <p>EXAMPLES:</p> <ul style="list-style-type: none"> - A theatre season made up of 5 productions with 5 performances each is counted as 25 performances - A classical music concert touring to 4 venues with 2 performances in each venue is counted as 8 performances. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Recordings, broadcasts or digital/online presentations – these are counted as a separate activity below.
<p>Exhibitions</p>	<ul style="list-style-type: none"> • Count each exhibition developed and/or presented • Count each individual exhibition as 1 activity, regardless of how many individual works are included within the exhibition. <p>EXAMPLES:</p> <ul style="list-style-type: none"> - Count an exhibition featuring the work of 3 artists as 1 activity - For a travelling exhibition, count the exhibition as 1 activity regardless of the number of venues that are on the tour. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Displays of permanent collections unless curated as a special exhibition.

Data	Counting method
Publications	<ul style="list-style-type: none"> • Count books, journals, art magazines, literary publications, one-off publications (such as major catalogues or curatorial essays), industry/sector development newsletters, musical scores published physically or digitally • Count each individual publication as 1 activity • For serial publications, count each issue as 1 publication • Count a single issue of a journal or magazine that contains a number of works as 1 activity • Count a single publication that is available as both a physical and digital version as 1 publication. <p>EXAMPLES:</p> <ul style="list-style-type: none"> - A series of 6 issues of a literary journal that contains multiple works is counted as 6 publications - A published book that sells 1,000 copies in hardcopy and 500 as an e-book is counted as 1 publication. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Membership/network newsletters not generally available to the public • Annual reports • Exhibition or theatre programs • Social media and blog posts.
Creative developments	<ul style="list-style-type: none"> • Count each discrete creative period (e.g. concept development for public art work, script development workshop) as 1 creative development • You should count a creative process that includes presentation of work-in-progress here, but do not count a public presentation or performance of a completed work (that is counted in <i>Performances</i>) • Count each overall creative development/process as 1 activity irrespective of whether it results in a finished product • Count a creative development which includes several different components contributing to one overall work as 1 activity. <p>EXAMPLES:</p> <ul style="list-style-type: none"> - A dance company workshops a new performance piece. It has a 2 week period of development in May, and another development for 2 weeks in October. The work is not performed. This would be counted as 1 activity. - A circus company engages in a creative development over 3 months that involves a composer, a lighting designer and a costume designer. There is a showing to staff and industry contacts. This would be counted a 1 activity. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Completed creative developments presented to the public – this is counted as a new work.

Data	Counting method
<p>Conferences, workshops, training or group information sessions delivered by you</p>	<ul style="list-style-type: none"> • Count skills and professional development activities delivered, regardless of whether the target audience is industry or general public • Count each conference, workshop, training or group information session delivered as 1 activity • Count a conference, workshop or training session delivered to one group of people over consecutive days as 1 activity • When a workshop series or training program is delivered over multiple, non-consecutive days, count each individual workshop as 1 activity • Count an information session repeated for different groups of people as separate activities. <p>EXAMPLES:</p> <ul style="list-style-type: none"> - A series of three different workshops was delivered to 1 group of people over two months. This would be counted as 3 activities. - A workshop repeated 3 times for a different group of people each time would be counted as 3 activities. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Professional development activities you attended yourself but did not have a role in delivering • Professional development activities you delivered or organised that were only available to your own staff.
<p>Productions</p>	<ul style="list-style-type: none"> • Count the number of live productions/seasons or broadcasts presented within a single continuous timeframe, regardless of the number of individual performances and locations, or the number of shorter works contained within • Count the overall production as 1 activity • Count a single performance made up of 5 works as 1 activity • Count a performance repeated for 3 nights as 1 activity • Count a production touring to multiple venues as 1 activity • Count a broadcast repeated on several occasions as 1 activity. <p>EXAMPLES:</p> <ul style="list-style-type: none"> - A production which tours to 5 venues over 4 weeks with 2 performances in each venue is counted as 1 activity (a second tour of the same production 6 months later would only be counted as an additional production if it was substantially changed since the first tour e.g. restaged with a new cast) - Three different works by different choreographers are presented together as part of the same ticketed performance and this performance tours to 4 venues. This is counted as 1 activity. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Publications - these are counted in Publications (see above) • Recordings of performances - these are counted in Recordings (see below).

Data	Counting method
New works produced	<ul style="list-style-type: none"> • Count brand new works, or radically new or different interpretations of existing work, created and presented by you • Count each new work as 1 activity • The work must be presented/shown to the general public • Count a new work presented on separate occasions as 1 activity. <p style="margin-left: 20px;">EXAMPLES:</p> <ul style="list-style-type: none"> - A new visual art work included in 2 exhibitions is counted as 1 new work - A new play published and performed at 2 festivals is counted as 1 new work - A concert featuring 1 new composition and an existing work re-scored for voice instead of instruments would count as 2 new works. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Works in development that are not presented to the general public – these are counted in Creative Developments.
Exhibition venues	<ul style="list-style-type: none"> • Count the number of venues where an exhibition is presented • Count each separate venue as 1 venue • Count separate areas within the same venue used by the same exhibition as 1 venue. <p style="margin-left: 20px;">EXAMPLES:</p> <ul style="list-style-type: none"> - Count an exhibition that is held in Brisbane for 6 weeks and then travels to 3 other communities as 4 venues - Count an exhibition that is shown in 2 venues in the same town at the same time as 2 venues.
Tours	<ul style="list-style-type: none"> • Count tours undertaken or delivered by you to present work whether in Queensland, interstate or overseas • Count each tour as 1 activity • Count a performing arts tour, travelling exhibition or other touring event delivered in several locations as 1 activity. <p style="margin-left: 20px;">EXAMPLES:</p> <ul style="list-style-type: none"> - An exhibition travels to 10 locations on a single tour, this is counted as 1 tour. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Touring performances or exhibitions ‘hosted’ by your venue.

Data	Counting method
Tour venues	<ul style="list-style-type: none"> Count each location at which performances were held on tour Count each separate venue as different venues Count separate areas within the same venue used by the same event as 1 tour venue. <p>EXAMPLES:</p> <ul style="list-style-type: none"> A concert touring to 3 different is counted as 3 venues A performance begins in the foyer, then moves to the studio theatre and finishes on the steps of the building - this is counted as 1 venue A play takes place at a church, a community hall, and a park with the audience walking between as part of the performance. The play is performed in 5 different towns on the tour. This is counted as 5 tour venues (that is, 1 'venue' in each town x 5 towns). <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Touring performances 'hosted' in your home venue. Touring exhibition venues, these are counted in Exhibition Venues above
Festivals	<ul style="list-style-type: none"> Count festivals presented, produced or co-produced by you Count each festival as 1 activity Count a festival featuring several artists as 1 activity Count a festival delivered over several days as 1 activity. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Festivals that you performed in or exhibited at that were produced or presented by others.
Recordings	<ul style="list-style-type: none"> Count recordings of 1 or a number of works Count a single recording made up of several tracks as 1 recording Count a recording made for broadcast or download as 1 activity even if it will be repeatedly broadcast or downloaded. <p>EXAMPLES:</p> <ul style="list-style-type: none"> A music ensemble records a concert made up of five pieces from different composers - this is counted as 1 recording A poetry organisation records the poems of 5 different poets for presentation as part of a radio special - this is counted as one recording A performance of the Nutcracker is recorded and broadcast live on TV. The broadcast is then repeated 3 times during the year – this is counted as 1 recording (the live performance of the ballet is counted as 1 activity in Performances and the broadcast is counted as 1 activity in Productions). <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Recordings that are incidental or for promotional or marketing purposes e.g. a snippet for inclusion in a news broadcast, a television or radio advertisement.

Data	Counting method
Individual advice or consultation sessions provided by you to artists or arts and cultural workers	<ul style="list-style-type: none"> Count significant advice or consultation sessions provided to artists or arts and cultural workers in your service delivery/industry development capacity, whether delivered face-to-face, by telephone or by email (e.g. career planning advice for artists, legal and governance support) Count each advice or consultation session as 1 activity. <p>EXAMPLE: A career advice session is delivered to 1 artist on 3 separate occasions – this is counted as 3 activities.</p> <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Contacts that are primarily focused on providing basic information about your own organisation or activity Minor advice or enquiries (a session of 20 minutes or more is considered ‘significant’).
Other (please specify)	<ul style="list-style-type: none"> Count any other significant and externally facing activities you delivered that are not captured in this section Give details of the nature of the activity, and provide the number of the activities delivered. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Internal organisational activities such as strategic planning, administration, board meetings, staff meetings etc.

Number of activities, attendees and participants by region

- This section counts how many attendees or participants were at your activity in a given region, regardless of where they live
- It is preferable to be conservative, rather than to over-estimate attendees, to ensure final data is meaningful
- It is important that you establish a robust and meaningful counting method to minimise double-counting and to provide accurate figures
- Refer also to the fact sheet about counting attendees available on Arts Queensland’s website <http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting>
- Local Government Area maps can be found at <https://www.ecq.qld.gov.au/electoral-boundaries/find-my-electorate/local-government-electoral-maps>.

Data	Counting method	
Region:	Brisbane	<ul style="list-style-type: none"> Brisbane City Council Local Government Area (LGA).
	Regional Queensland	<ul style="list-style-type: none"> Other locations within Queensland, but outside of the Brisbane City Council LGA.
	Interstate	<ul style="list-style-type: none"> Any part of Australia outside Queensland.
	Overseas	<ul style="list-style-type: none"> Any part of the world outside Australia.

Data	Counting method
Activities	<ul style="list-style-type: none"> • Count activities with a focus on public outcomes delivered in the specific regions Attendees • Count the total number of activities undertaken in each region • Only include data from the following activities that you have reported in the <i>Number activities delivered by type</i> section above (this will avoid double-counting): <ul style="list-style-type: none"> – performances – exhibition venues – festivals delivered by you – conferences, workshops, training or group information sessions delivered by you. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Productions, new works, creative developments, number of exhibitions, publications, number of tours, tour venues, individual advice or consultation sessions.
Attendees	<ul style="list-style-type: none"> • Count people who attend activities and events as audience members, e.g. to see an exhibition, watch a performance, listen to a lecture, attend a conference or a group information session • Count the number of attendees in each specified region • For ticketed activities, count each ticket holder as 1 attendee (paid, unpaid or complimentary tickets) • For non-ticketed activities, head-count each person as 1 attendee • For live streaming events, count each person who physically attends the streaming as part of a live audience as 1 attendee (online audiences are counted in <i>Broadcast & Digital</i> below) • If people attend your activity <u>primarily</u> as audience members, but they also have the opportunity to actively participate in an activity as part of their overall experience (e.g. at a festival), count them as attendees (not participants). • If your activity is part of a broader event or festival that you are not delivering yourself, you will need to conduct a head-count of people who attend your specific activity. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Television or radio audiences (see <i>Television, Radio and Publication Reach</i> below) • Publication readership (see <i>Television, Radio and Publication Reach</i> below) • People who watched your streamed event online (see <i>Digital Engagement</i> below) • Participants (see <i>Participants</i> below) • People who are in the general vicinity of your activity but do not purposely attend (e.g. people who walk past an outdoor performance but do not stop for a substantial time to watch)

Data	Counting method
Participants	<ul style="list-style-type: none"> Count people who actively participate in your activities e.g. attend a class to make something, sing in a choir, engage in a training workshop Count the number of participants at the activities taking place in the specific region Count each person participating in activities as 1 participant For single activities delivered over consecutive days with the same group of people, only count each person as 1 participant For different activities delivered as part of a series with the same group of people, count each person for each different activity that makes up the series. <p>EXAMPLES:</p> <ul style="list-style-type: none"> 10 people participating in an art class delivered over a 2 day weekend are counted as 10 participants 15 people participating in a series of 3 different workshops delivered as part of a series are counted as 45 participants – each person is counted once per workshop (15 x 3 = 45). <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Staff and volunteers People who take part in individual advice or consultation sessions. Members of your organisation who do not actively participate in activities, regardless of whether they pay a fee for membership e.g. those who receive newsletters but do not attend any workshops, advice sessions or consultation sessions

Number of new attendees/participants/clients

- To assist you to complete this data, refer to your ticketing system, project/activity records, registration information, client databases and other tracking processes you have put in place
- Customer surveys are also useful – include a survey question in your feedback processes to ascertain whether a person has ever attended/participated/accessed your services in the past
- Refer to [sample surveys](#) on Arts Queensland’s website which contain example questions.

Data	Counting method
Number of new attendees/participants for your organisation	<ul style="list-style-type: none"> Count attendees and participants who have never accessed your services, events or activities in the past (refer to definitions of Attendees and Participants above) For ticketed activities count the number of new contacts/customers who were added to your ticketing database over the reporting period If using survey data, do not extrapolate the percentage of new people to your organisation based on total attendance or participation - only count actual new attendees and participants results from the survey.

Data	Counting method
<p>Number of new clients/members for your organisation</p>	<ul style="list-style-type: none"> Count people who have never accessed your services in the past (e.g. paid members, artists supported through individual consultation and advice, organisations assisted with legal or governance issues etc.) Count the number of new paid members in your membership database Count only unique users. <p>EXAMPLE:</p> <p>A visual arts industry development organisation has a paid membership base of 2,000 people and has provided individual consultation sessions to 200 artists over the past year. Three hundred people on the membership base joined the organisation in the past year, and 40 artists receiving individual consultation sessions had never accessed the organisation’s services in the past – this comes to 340 new clients/members (300 + 40 from a total of 2,200 clients/members).</p> <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Participants in conferences, workshops, training sessions and group information sessions – these are counted in number of new attendees/participants above.

REACH: LOCATIONS

- If your activities took place in more than one location in the Brisbane LGA, please list each location separately.

Locations of your activities

Region	Definition
Brisbane	<ul style="list-style-type: none"> Only Brisbane Local Government Area (LGA).
Regional Queensland	<ul style="list-style-type: none"> Other locations within Queensland, outside of the Brisbane LGA.
Interstate	<ul style="list-style-type: none"> Any part of Australia outside Queensland.
Overseas	<ul style="list-style-type: none"> Any part of the world outside Australia.

REACH: BROADCAST & DIGITAL

Television, radio and publication reach

- Source of information: broadcast records, publication circulation records
- This section may not be relevant to your organisation.

Data	Counting method
<p>Television audience</p>	<ul style="list-style-type: none"> • Count the number of people who watched your television broadcasts or viewed your activity at the cinema • Count the broadcast audience as reported by broadcaster • Only count activities where the broadcast was one of the principal purposes of the activity • Count viewers from the original and repeated broadcasts on television, including web-streamed television (e.g. iview). <p>EXAMPLES:</p> <ul style="list-style-type: none"> - A concert by your orchestra is performed to a live audience and is also broadcast live on television in its entirety. The performance is made available on that channel’s ‘catch-up service”. The broadcaster reports a viewing audience of 400,000 and 20,000 views on its catch up service – this is a television audience of 420,000. - A theatre performance is recorded for distribution via a cinema chain. A news program records part of the performance and includes it in a nightly news segment. The distributor reports ticket sales of 1,000 across the 3 participating cinemas. The broadcaster reports an audience of 1 million for the news program. This would be calculated as 1,000 as only the cinema broadcast should be counted. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Instances where you are interviewed on television, e.g. on the news or as part of a broader arts-focused television program.
<p>Radio audience</p>	<ul style="list-style-type: none"> • Count the number of people who listen to your radio broadcast • Count broadcast audience as reported by broadcaster • Count listeners from the original and repeated broadcasts, including online broadcasts/podcasts. <p>EXAMPLE:</p> <p>A radio play that attracts 5,000 listeners in its first broadcast and a further 2,000 listeners when repeated a week later is counted as an audience of 7,000.</p> <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Instances where you are interviewed on radio e.g. on the news or as part of a broader arts focused radio program.

Data	Counting method
Publication readership	<ul style="list-style-type: none"> Count the number of people who access your publications or recordings in physical form (refer to definition of Publication and Recordings above in the <i>Activity by type</i> section) For a one-off publication that people pay for, count the total number of publications sold For a series of publications that people pay for, count the total number of each issue sold For an album or recordings that people pay for, count the total number of albums or recording sold in a physical form (eg. CDs or DVDs) For one-off publications that are free, count the number of people the publication is distributed to. <p>EXAMPLES:</p> <ul style="list-style-type: none"> A journal consisting of 6 issues is sent to 20,000 subscribers with a further 10,000 individual issues sold to non-subscribers. The readership is 130,000 ((6 x 20,000) + 10,000). A curatorial publication distributed to 500 people at an exhibition is a readership of 500. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Readership of documents not counted in the definition of Publication above in the <i>Activity by type</i> section) – e.g. annual reports, membership/network newsletters, exhibition or theatre programs, social media/blogs, news articles about your work (printed or online).

Digital engagement

- This section may not be relevant to your organisation
- Refer to fact sheet about tracking online data available on Arts Queensland’s website <http://www.arts.qld.gov.au/arts-acumen/resources/evaluation-and-reporting>.

Data	Counting method
Online views of your work	<ul style="list-style-type: none"> Count the number of unique visitors viewing YouTube clips, work on your website, a streamed event, and blogs etc For Vimeo count the number of plays (unless you can access unique visitor data through advanced statistics). <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Number of webpage or website hits Do not count platforms not managed or driven by you (e.g. promoting your event through external event and tourism websites).
Downloads of music/ videos	<ul style="list-style-type: none"> Count the number of downloads or streams of your music and videos from online services.
Downloads of publications	<ul style="list-style-type: none"> Count the number of downloads of your publications over the reporting period. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> Downloads of documents not counted in the definition of Publication above (see <i>Activity by type</i> section) – e.g. annual reports, membership/network newsletters, exhibition or theatre programs, social media/blogs, news articles about your work (printed or online) Downloads of music or videos – these are counted in the preceding section.

Data	Counting method
Other	<ul style="list-style-type: none"> Count any other digital engagement from online platforms that you collect usage statistics for and would like to report on For example: number of unique Twitter followers and Facebook friends, number of re-tweets, number of Facebook likes and shares, number of people commenting on blogs etc. To report on more than one statistic, add details in the comments box.

REACH: DIVERSITY

- Complete this section if your activities specifically targeted any groups listed
- Do not complete if your activities were generally available to all members of the community and were not deliberately targeted
- Activity is considered to target a particular group if you had strategies to engage these groups, and/or address the needs or issues of those particular communities
- This information is collected to help demonstrate how arts and cultural investment contributes to Queensland Government policies where relevant.

Target group	Definitions
Aboriginal people	An Aboriginal person is someone who: <ul style="list-style-type: none"> is of Aboriginal descent identifies as an Aboriginal person is accepted as an Aboriginal person by the community in which he or she lives or have lived.
Torres Strait Islander people	A Torres Strait Islander person is someone who: <ul style="list-style-type: none"> is of Torres Strait Islander descent identifies as a Torres Strait Islander person is accepted as a Torres Strait person by the community in which he or she lives or have lived.
Australian South Sea Islander people	Descendants of South Sea Islanders brought to Australia for labour purposes from the 1860s to just after the turn of the twentieth century.
Regional Queenslanders	Regional Queensland includes all the areas outside of the Brisbane City Council.
Older people	Over 55 years of age.
Youth/young people	People aged 12-25 years.
Children	People aged 0-11 years.
People from Culturally and Linguistically Diverse backgrounds	Communities with diverse language, ethnic background, nationality, dress, traditions, food, societal structures, art and religion characteristics.
People with disability	People with all kinds of impairment from birth or acquired through illness, accident or the ageing process. It includes: physical, intellectual, psychiatric, sensory, neurological, learning disabilities, physical disfigurement and the presence in the body of disease causing organisms.

QUALITY FEEDBACK & IMPACT

- Source of information: Attendee/participant/client surveys, culture counts etc.
- Refer to sample surveys available on Arts Queensland's website which contain required questions www.arts.qld.gov.au/artsacumen/resources/evaluation-and-reporting/arts-queensland/evaluation-tools
- Refer to fact sheet about developing and implementing surveys available on Arts Queensland's website www.arts.qld.gov.au/artsacumen/resources/evaluation-and-reporting

Data	Counting method
Total number of surveys issued	<ul style="list-style-type: none"> • Count the number of physical surveys (including surveys conducted in-person) and digital surveys that were distributed over the reporting period, regardless of how many are returned. <p>EXAMPLE: A paper questionnaire is given to every person in a theatre audience of 100 as they left the performance. 40 surveys are returned. Enter 100 as the number of surveys issued.</p>
Total number of survey respondents	<ul style="list-style-type: none"> • Count the total number of people who completed your survey(s) over the reporting period • Count all respondents across all surveys, irrespective of whether they completed all questions in the survey. <p>EXAMPLE: In the example above, the total number of survey respondents is 40.</p>
Response rate	<ul style="list-style-type: none"> • The percentage of people who completed your survey(s) over the reporting period • To calculate the percentage, divide the Total number of survey respondents, by Total number of surveys issued and multiply by 100. <p>EXAMPLE: In the example above, 100 surveys were distributed and 40 surveys were returned</p> $40 \div 100 = 0.4$ $0.4 \times 100 = 40\%$
Survey respondents as a % of total attendees/participants/clients / members	<ul style="list-style-type: none"> • The percentage of people who completed your survey(s) from your total attendee/ participant/client /member base • To calculate the percentage, divide the Total number of survey respondents by the total number of attendees/participants/ clients/members you engaged with over the reporting period and multiply by 100. <p>EXAMPLE: From the example above, the theatre attracted a total of 1,000 people across the year, but only conducted the one survey. This is calculated as:</p> $40 \div 1,000 = .04$ $.04 \times 100 = 4\%$

EMPLOYMENT & VOLUNTEERING

- Source of Information: Contracts, payroll and financial records, human resources records, work cover calculations, volunteer rosters and records.

Data	Definition / Counting method
FTE	<ul style="list-style-type: none"> • FTE stands for Full Time Equivalent. • Use your organisation's definition of full-time to determine the hours equivalent to a full-time post. If your organisation does not define full time in hours, use the Australian Bureau of Statistics guide of at least 35 hours per week.
Headcount	<ul style="list-style-type: none"> • The number of people employed/engaged, regardless of how many hours they have worked.
Full-time employees	<ul style="list-style-type: none"> • People who are employed on an ongoing basis at your organisation's defined level of full time hours • For Headcount: Count each person employed during the year on an ongoing, full time basis as 1, regardless of when their employment began or finished. • For FTE: For simplicity, AQ recommends counting using the following methodology: <ol style="list-style-type: none"> Calculate the number of weeks each person was employed for e.g. 1 member of staff may have been employed for a full year or 52 weeks, while another may have joined the organisation midway through the year and been employed for 26 weeks. Add these together to get the total number of weeks worked by full-time employees. Divide this total by 52 weeks Round the number to 2 decimal places and enter this figure as the FTE for Full-time staff. <p>EXAMPLE:</p> <p>A visual arts organisation has employed 4 full time members of staff during the course of a year. Persons A and B were employed all of the year. Person C worked for the first 12 weeks in the year. There was a gap of 3 weeks before person D (their replacement), started work. This is calculated as:</p> <p>Headcount = 4 full time staff FTE = 2.94 full time staff</p> <ul style="list-style-type: none"> - Person A and Person B = 52 weeks each - Person C = 12 weeks - Person D = 37 weeks person - Total number of weeks = 153 (52 + 52 + 12 + 37 = 153) - 153 ÷ 52 = 2.94 <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Overtime worked by full time members of staff, whether paid or unpaid • External business providers engaged such as accountants or lawyers who are not your staff members.

Data	Definition / Counting method
Part-time employees	<ul style="list-style-type: none"> • The people who are employed in your organisations on an ongoing basis, but work less than your organisation’s defined level of full time hours. • For Headcount: Count each person employed during the year on an ongoing, part-time basis as 1, regardless of when their employment began or finished. • For FTE: Count using the following methodology: <ol style="list-style-type: none"> a. Calculate the number of hours equivalent to a full-time position for one year, including annual leave entitlements e.g. 8 hours per day, 5 days per week, 52 weeks per year = 2,080 hours per year b. Calculate the total number of paid hours undertaken by each staff member employed on an ongoing part-time basis over the year, and add them together to get total part-time hours c. Divide the total number of paid hours undertaken by the hours equivalent to a full-time position for one year that you calculated in step (a) d. Round this number to 2 decimal places and enter this figure as the FTE for part-time staff. <p>EXAMPLE:</p> <p>A dance organisation employed 6 staff on part-time contracts over the course of a year.</p> <p>Persons A and B were employed all of the year at 4 days or 32 hours per week. Person C worked for the full year but at 20 hours per week. Person D and E were each employed for 6 months (26 weeks) at 2 days (16 hours) per week. Person F was also employed for 6 months at 2 days per week but did paid overtime of 50 hours over the term of her employment.</p> <p>Employment contracts show the organisation’s full-time equivalent is 40 hours per week, coming to 2,080 hours per year (40 x 52). This is calculated as:</p> <p>Headcount = 6 part- time staff</p> <p>FTE = 2.72 part-time staff</p> <ul style="list-style-type: none"> - Person A and Person B = (32 hrs x 52 wks) = 1,664 x 2 = 3,328 - Person C = 20 hrs x 52 weeks = 1,040 - Person D & E = (16 hrs x 26 weeks) = 416 x 2 = 832 - Person F = (16 hrs x 26 weeks) + 50 hours overtime = 466 - Total number of hours = (3,328 + 1,040 + 832 + 466) = 5,666 - 5,666 ÷ 2,080 = 2.72

Data	Definition / Counting method
Contractors, Casual and Short-term employees	<ul style="list-style-type: none"> • Casual employees are people who are employed by your organisation on an ongoing basis, but whose hours may fluctuate on a weekly basis and who have no guaranteed hours of work e.g. retail staff, ushers, technicians or regular bump-in/bump-out labour. • Short-term staff are employed for fixed periods of less than 6 months, regardless of the number of hours they do in a week. • Contractors who are not employees but are individuals engaged by your organisation for a fixed period of time or to deliver a project or artistic service e.g. designers, composers, playwrights, visual artists exhibiting. • For Headcount: <ul style="list-style-type: none"> - Casual employees - Count each person employed during the year, regardless of when their employment began or finished - Short-term staff and contractors - count each individual once for each different project/activity/discrete period they are engaged for. • For FTE: Count using the following methodology: <ul style="list-style-type: none"> a. Calculate the number of hours equivalent to a full-time position for one year, using the method described in the part-time FTE section above. b. Calculate the total number of paid hours undertaken by people employed on casual or short-term basis c. Calculate the number of hours worked by contractors over the course of the projects for which they were engaged (this may be an estimate) d. Add b and c together to get the total number of paid hours e. Divide the total number of paid hours undertaken by the hours that make up one full-time position for one year (see step a) f. Round this number to 2 decimal places and enter this figure as the FTE for casual staff and contractors. <p>TIPS:</p> <ul style="list-style-type: none"> • To calculate hours per week, a good rule of thumb is to look at Industry Awards and guidelines on payments e.g. Live Performance Award. • If contractors are engaged to deliver a specific outcome for a set fee e.g. a lighting design or a new composition, you may need to estimate the number of hours involved.

Data	Definition / Counting method
	<p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • People who have been employed or contracted by external businesses to provide services to your organisation such as caterers or equipment providers. <p>EXAMPLE:</p> <p>A theatre company has 4 regular ushers that work on a casual basis. Payroll records show they have collectively worked 100 hours over the year. The company does one show in the year which involves 4 actors for 4 weeks of rehearsal and 1 week of performance. A lighting designer is paid a set fee to deliver the design. Two technicians are engaged to bump in and run the performances and are paid on an hourly basis - they work 45 hours each. Employment contracts show the organisation's full-time equivalent is 37.5 hours per week, coming to = 1,950 hours per year (37.5 x 52). This is calculated as:</p> <p>Headcount = 11 staff</p> <p>FTE = 0.51 casual, short-term, contractor staff</p> <ul style="list-style-type: none"> - 4 ushers = 100 hours - 4 actors = (4 x 5 wks x 37.5hrs) = 750 - 2 technicians = (45 hrs x 2) = 90 - 1 lighting designer = estimated hours = 50 - Total number of hours = (100 + 750 + 90 + 50) = 990 - 990 ÷ 1,950 = 0.507
Total Queensland Artists	<ul style="list-style-type: none"> • People performing any creative role who are based permanently in Queensland. For example: artistic directors; directors; musical directors; choreographers; designers of lighting, set or costumes; curators; visual artists; authors; illustrators; writers; composers; conductors; librettists; performers; dancers; actors and musicians. • For Headcount: Count the number of individuals receiving payment in an artistic role (irrespective of length of engagement) during the reporting period. For permanent/ongoing staff (fulltime, part-time or casual), count each individual once. For short-term staff and contractors, count each individual once for each different project/activity they are engaged on • For FTE: Use the guidance on calculating FTE's in the above sections. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • People who self-identify as artists but were paid to undertake a non-arts role such as administration • Artists that are not permanently based in Queensland.
Other Artists	<ul style="list-style-type: none"> • Anyone who meets the definition of an artist (above) that is based outside of Queensland • Use the counting methods in the <i>Total Queensland Artists</i> section to calculate Headcount and FTE. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • People who self-identify as artists but were paid to undertake a non-arts role such as administration • Artists who are based permanently in Queensland.

Data	Definition / Counting method
Other Arts and Cultural workers	<ul style="list-style-type: none"> • Anyone performing any of the following types of arts and cultural roles who are based permanently in Queensland: producers, editors, dramaturgs, youth arts and community arts workers and tutors, stage managers, recording engineers, mechanists, production managers, technicians, wardrobe staff, workshop staff, installation and bump in/out labour. • Use the counting methods in the <i>Total Queensland Artists</i> section to calculate Headcount and FTE. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • People who self-identify as arts and cultural workers but were paid to undertake a non-arts role such as administration • People engaged in artistic roles counted in the previous sections • People that are not permanently based in Queensland.
Volunteers	<ul style="list-style-type: none"> • People engaged as volunteers to support the delivery of your activities • Volunteer work is: <ul style="list-style-type: none"> — unpaid (reimbursement of out-of-pocket expenses is not considered payment) — provided in the form of time, service or skills (donation of money or goods not included) — formally agreed. • For Headcount: Count the number of individual volunteers irrespective of the amount of time they contribute • Count each individual once, irrespective of the number of different times they volunteer • For Hours Worked: add the total hours worked by all volunteers over the reporting period. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • Trustees or Board members • Staff who contribute unpaid overtime.

GOVERNANCE

Data	Counting method
Members of your Board or equivalent	<ul style="list-style-type: none"> • Count members of your organisation’s governing body (e.g. Board, Management Committee etc) • Count only members that are on the board as at the reporting date. <p>X DO NOT COUNT:</p> <ul style="list-style-type: none"> • External people who attend meetings of the governing body as observers • Staff who regularly attend meetings of the governing body but that are not a member of the governing body.
Board diversity	<ul style="list-style-type: none"> • Count each member of the current Board (governing body) that identifies as male, female, gender diverse, Aboriginal, Torres Strait Islander, Australian South Sea Islander, otherwise culturally and linguistically diverse.
Board members newly appointed in the past 12 months	<ul style="list-style-type: none"> • Count only Board members who are new appointments, not those who have been reappointed as part of a continuing second or subsequent term.