

Footscray Community Arts Handbook

We acknowledge that we work, live and create on the unceded sovereign lands of the Boon Wurrung and Woi Wurrung peoples of the Eastern Kulin Nation. We offer our respects to the Elders of these traditional lands and all Aboriginal and Torres Strait Islander People.



Uncle Larry Walsh, Elder in Residence at Footscray Community Arts. Photo credit Gianna Rizzo

This is a handbook about the services and supports FCAC offers people with disability and access needs. This handbook includes information including:

About Footscray Arts Centre

- About Footscray Community Arts
- About our venue

About Footscray Community Arts and the NDIS

- Footscray Community Arts is a Registered NDIS Provider
- How to use your NDIS plan at Footscray Community Arts
- NDIS Service Agreements
- About Materials Fees in ArtLife

Programs and Initiatives

ArtLife Program

Good to know

- Can I sell my artwork at Footscray Community Arts?
- Media consent

Your Rights

- Your rights at Footscray Community Arts
- About Complaints: it's okay to complain
- About your right to privacy
- About Discrimination

More information to support you

- Services in the West, Melbourne and Australia
- Advocacy Services
- Accessibility Services
- Getting to Footscray Community Arts



About Footscray Community Arts

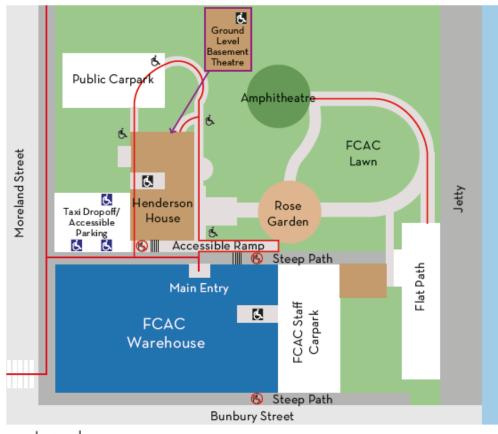
Footscray Community Arts is a nationally and internationally recognised arts precinct grounded in Melbourne's West.

For almost 50 years, Footscray Community Arts has cultivated a reputation for excellence in nurturing, creating and presenting contemporary arts in collaboration with our communities of focus: First Nations, culturally and linguistically diverse, LGBTIQA+ and artists with disability

Footscray Community Arts is a place that artists and community members can create and experience contemporary art.

Through making art with these communities, we are aiming to make art more accessible and diverse.

We aim to make art with community that talks about big ideas facing our society so we can have conversations.



Legend

8

Wheelchair Accessible



Non-Wheelchair Accessible



Accessible Parking



Accessible Toilets

— Accessible Path

Our Venue

Footscray Community Arts has a number of spaces including currently performance spaces, an outdoor amphitheatre, two galleries, artist studios, a digital arts hub and meeting spaces.

It is a busy and vibrant place where people make art, attend events and meet with each other.

Footscray Community Arts aims to make art more accessible and diverse. We will make sure Footscray Community Arts is a place that is accessible, safe and vibrant for community members to come to.

Footscray Community Arts is located close to Footscray Train Station, and has spaces that are physically accessible. Footscray Community Arts Staff can assist if you have access needs.



Footscray Community Arts is a Registered NDIS Provider

- Footscray Community Arts is a Registered NDIS Provider.
- NDIS funds covers the cost of receiving direct support
- NDIS funds **DO** cover costs to attend a **workshops and programs**. You will **receive direct support** from the Footscray Community Arts Facilitator or Engagement Worker
- NDIS funds **DO NOT** cover the cost of an event ticket, show ticket, festival ticket, performance ticket or exhibition ticket. **Tickets must be paid privately using your own money**. An everyday example is, if you go to the movies with a support worker -you need to pay the **movie ticket with your own money** and you can **pay the support worker with your NDIS money**.
- Footscray Community Arts has events that are free and not ticketed.
- NDIS participants can use Core and Capacity Building supports to attend Footscray Community Arts workshops.

How to use your NDIS plan at Footscray Community Arts

Footscray Community Arts uses Core Support and Capacity Building funds.







NDIS Core Support

NDIS Registration Group: Participation in Community

- ArtLife Workshops
- ArtLife Residency
- Creative Workshops Program (Not ArtLife you can also pay privately)
- The Lab

NDIS Capacity Building, Programs and Initiatives

NDIS Registration Group: Innovative Community Participation

- ArtLife Mentorship
- ArtLife Workshops
- ArtLife Residency

NDIS Capacity Building, Programs and Initiatives

NDIS Registration Group: Skills Development And Training

ArtLife Arts Industry Workshop

Privately Paid (not NDIS funded)

- Material fees
- Footscray Community Arts bar and food purchases
- Venue and equipment hire
- Ticketed events, shows, festival

NDIS Service Agreements







Footscray Community Arts is a Registered NDIS Provider. If you have a **NDIS Plan**, Footscray Community Arts will discuss what you would like to do at Footscray Community Arts and give you a service agreement to sign.

Footscray Community Arts Service Agreement Policy (Important)

To attend workshops or programs, you must have a signed service agreement.

If your NDIS plan changes during the year, you must inform Footscray Community Arts as soon as possible so Footscray Community Arts can continue providing workshops for you to attend. You must also tell Footscray Community Arts if you have changed how your NDIS plan is financially managed e.g. plan managed, self-managed, NDIA managed.

What will the Footscray Community Arts service agreement say?

- What Workshops and programs you want to enrol in, events you would like to attend.
- The cost of the workshops
- What Footscray Community Arts will provide to you e.g. workshops, clear communication and respect.
- What you will need to do e.g. be on time for workshops, let us know if you won't be attending a workshop, be respectful to other participating artists and staff.
- The start date and end date of the agreement.





Workshops and programs cost money. This service agreement will say how much NDIS money you will pay to attend workshops. Some costs can be paid with **your NDIS money** e.g attending a workshop. Some costs, you will have to pay with your own money, **not NDIS** money e.g. workshop materials.



Your NDIS money can only pay for direct supports e.g. having a Facilitating Artist who delivers the workshop or an Engagement Worker who can support you during a workshop.

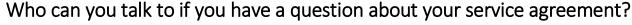




Step 1. Read the agreement

Step 2. Know what the agreement says

Step 3. If you agree with the service agreement, you can sign your name on the page.





Please talk to Amy McMurtrie, they are the ArtLife Program and Inclusion Coordinator and can help you.

You can fins out more information about NDIS service agreements by visiting

www.ndis.gov.au

or calling 1800 800 110

About Materials Fees for ArtLife



- Workshops and programs at Footscray Community Arts may use art materials.
- If you are participating in a workshop or program you may need to pay for art materials and equipment that you will use.
- The fee is not covered by the NDIS and is an extra cost.
- Material fees are charged once per term or once for the duration of the course.
- These fees are made clear to you and are included in the service agreement that you enter with Footscray Community Arts.

About the ArtLife



Are you an artist with a disability or are interested in arts and creativity?

ArtLife is a program for people with disability who have an interest in art and creativity, as well as for emerging and established artists.

Through ArtLife, we facilitate opportunities for people with disability to work towards individual artistic goals, across a range of chosen art forms and art practices.

We offer artistic and industry development opportunities for participating artists, including workshops, talks, networking opportunities, mentoring, and leadership opportunities.

If you are interested, we will encourage you to choose an area of interest in our program and learn about your goals. We are a Registered NDIS provider, and you can access the ArtLife program using their NDIS plans.

ArtLife is part of our Artist and Industry Development Programs. Through these programs we generate sector change by enhancing the visibility of our communities of focus and promote equity and cultural safety in the Australian arts industry.

Workshops

If you are interested in developing artistic skills alongside other artists, then ArtLife Workshops are for you!

These term-based workshops are facilitated by an Artistic Facilitator, who leads the workshop, and an Engagement Worker, who provides support by removing barriers to participation as much as possible.

In the workshops, you will be supported to find your artistic style and voice, and make decisions around what you would like to make art about. You will develop individual goals which are built into the planning of the term. The workshops involve collective planning sessions during the first two weeks of term and an evaluation discussion during the last week of term. This supports you to provide input into the direction and structure of how the workshops are run.

Workshop artforms include:

- Drawing and painting workshops
- Screen/digital arts
- Dance and performance
- Mixed media art making and 3D sculpture

Who is it for?

- You will need to be known to have or identify with having a disability and be 18 years old or over.
- You will be a NDIS participant
- You will need to have passion for the arts and a willingness to make an art goal.
- You will need to be able to take directions, work with others as part of a group and be respectful.
- You will need to respond to other people's ideas and offer your own ideas.

Duration Workshops are term based and run for 8-10 weeks.

How to apply

Places in ArtLife workshops are by application, please complete our EOI form [link] and choose an art form you are interested in.

Arts Industry Workshops

Arts Industry workshops aims to provide you with skills, networks and knowledge to allow you to be ambitious when working and leading the Australian arts industry.

The Art Industry workshop will support you to:

- Attend contemporary arts events with your peers
- Understand your artistic interests
- Develop your networks in your arts community
- Expand your artistic influences
- Develop skills to get information about 'what's on' in the arts sector
- Share arts reviews with your peers
- Learn how to access resources to support your independence
- Develop your own plan about how to enhance your independence and participant in arts and culture

Who is it for?

- You will need to be known to have or identify with having a disability and be 18 years old or over.
- You will be a NDIS participant
- You will have a willingness to try new things and have new experiences
- You want to meet new people
- You want to build new skills for independence and attend art events
- You want to develop leadership skills

Duration Workshops are term based and run for 8-10 week

How to apply

Places in ArtLife workshops are by application, please complete our EOI form [link].

Residency

If you are an artist with a disability, have a dedicated artistic practice and want to work towards ambitious and high-impact public projects, the ArtLife Residency may be a pathway for you. ArtLife Residency artists have a readiness to take their artistic profile to new professional contexts.

The ArtLife's Residency group meets weekly over 24 months and are provided individual creative development support by Artistic Facilitators and Creative Producers. The program requires artists to have demonstrated their dedication to developing a professional arts practice.

Who is it for?

- You will need to be known to have or identify with having a disability and be 18 years old or over.
- You need to be a participant of the ArtLife program who has attended workshops for at least 6 months.
- Have a readiness to create an ambitious art goal and want to present your art as part of an exhibition, event, and/or performance.
- Be committed to your art practice, and want to participate in ArtLife residency for two years (24 months).
- Be professional and respectful when collaborating with other professional artists and staff.

Duration 24 Months

How to apply

You must be already part of the ArtLife program for at least 6-months. Please talk to program staff if you are interested.

Mentorship

An ArtLife Mentorship provides you with an opportunity to connect one-to-one with a professional artist in an area or art form that is most interesting to you. Mentoring can be used to build capacity and skills or to work toward a specific project.

Who is it for?

- You will need to be known to have or identify with having a disability and be 18 years old or over.
- You will be a NDIS participant
- You will have art goals or a specific project or idea you need support with.

Duration Up to 12 months

How to apply

Places in the ArtLife Mentorship are by application to match participants with a suitable Facilitating Artist. If you are interested, please complete our EOI form [link] and explain your art goal, project or idea that you want a mentor to support you to achieve.

ArtLife Goals and NDIS Goals

A goal is something that you work towards. It is something that is important to you. The ArtLife team can help you to achieve your goals.

An ArtLife goal is a goal that is just about your art. You can use workshops to work towards these goals.

An ArtLife goal could be to build a new skill, to have an exhibition or to make some money with your work.

Each term, an ArtLife staff member will ask you about your goals.

They may take photos of you working towards these goals. This is called artistic evidence.

You can tell the NDIS about your goals and how you are achieving them.



The Lab

The Lab is a tech-based program for younger participants (10 - 16 years of age) with High Functioning Autism who enjoy working with computers. The Lab offers mentoring through a group supported model by technology professionals from a range of areas such as programming, 3D, digital design and gaming. If you have a NDIS plan and would like to use your NDIS funds to attend The Lab, please contact Footscray Community Arts reception.

About the Creative Workshops Program



Footscray Community Arts has creative workshops that run during the year.

These creative workshops could be a one off e.g.1 day or a series e.g. 10 sessions.

Creative Workshops are facilitated by artists.

Creative workshops are different to the ArtLife workshops as they are not disability specific programs.

How to find out about current and upcoming creative workshops visit Footscray Community Arts website and click 'What's On'

If you have a NDIS plan and would like to use your NDIS funds to pay for a workshop, please contact FCAC reception and FCAC will organise a service agreement with you

Can I sell my artwork at Footscray Community Arts?



Art Sales

At Footscray Community Arts, you can make money with your art. You can do this by selling a painting in an exhibition at Footscray Community Arts, selling ceramics or cards that you made in a creative workshop through the Footscray Community Arts online shop online and/or displayed in reception area.

Artist Fee

An artist fee is money that you receive for your creative services. You can also be paid money for performing, putting some art in a show outside of Footscray Community Arts or speaking about your art at an event. You can decide if you would like to be involved in an event or not.

Footscray Community Arts Administration Fee

If you make money at Footscray Community Arts, a small portion will be kept by Footscray Community Arts. This is called an administration fee. This is for the work that staff do to help you to make this money. The fee is 25% of the money that you make. We will support you to decide on prices for your art that includes this fee. For example, if you want to make \$200 with a painting, the selling price will be \$250. You will keep \$200, Footscray Community Arts will keep \$50.

You do not have to sell your art.

FOOTSCRAY COMMUNITY ARTS Media Consent



Media consent

During a workshop, program or event, Footscray Community Arts may record, take pictures or video of your artwork, image and/or voice. Footscray Community Arts will advise you if this will happen and you have the right to give or not give media consent. It is okay for you to say no. If you have given your consent, you can always change your mind.

If you give Footscray Community Arts media consent, we may use your artwork, image and/or voice for social media, newspapers or feature on our website. This means your artwork, image and/or voice may be seen in Australia and throughout the world.

Footscray Community Arts will also be released from any legal claims arising from the use of your artwork, image and/or voice. We will follow all laws when using your artwork, image and/or voice.

- Footscray Community Arts is not allowed to change your artwork, image and/or voice without your permission.
- Footscray Community Arts may give your photo, artwork or a recording of your voice to a media outlet such a local newspaper, who may use it if you give permission.
- The media may also take pictures of you and your artwork which will then belong to them if you give permission.

Your Rights



You have the right to:

- Make your own decisions and have a choice in what activities you participate in
- Look at your files
- Make a complaint if you are not happy with the service
- Feel safe with the environment and the people around you.
- Leave a workshop, program and/or event if you want. You can speak to the staff about what makes you unhappy and it is your choice to stay or go.

Footscray Community Arts can help you find other services that may suit your changing interests and needs

Footscray Community Arts will:

- Respect you as an individual
- Respect the right for you to make your own decision and choices
- Respect your right to participate in Footscray Community Arts activities.

Please ask Footscray Community Arts Reception for a copy of the Victorian Human Rights Charter

About Complaints: It's Okay to Complain

This fact sheet is about what a complaint is and how to make a complaint.



You have the right to complain about Footscray Community Arts. It is ok to complain.

When things go wrong, we can learn from our mistakes and make service better.



You can make a complaint in different ways.

- You can tell someone you have a complaint
- You can write a complaint or use a complaint form.
- You can draw a picture of what went wrong



You can use any type of communication that suits you to make a complaint.

People who support you can help you to complain. This means that your family, friends or other people can complain for you



What Footscray Community Arts will do with your complaint?

We will keep your complaint private

Only people who try to fix the problem will be told about your complaint

You will not be in trouble for complaining.



We will not make you feel bad for saying something is wrong with the service you use.



We will be honest and fair.



We will try to fix the problem quickly.



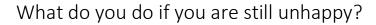
We will not ask you for money for helping you with your complaint



We will tell you what we did to fix your complaint. We will work hard to make our service better.







If you are still unhappy you can tell someone at Footscray Community Arts and ask to talk about your complaint again



If you are still unhappy you can tell the NDIS Commission

Telephone: 1800 035 544.





About Your Right to Privacy

Sometimes we need to collect information about you BUT...



- We only collect information that is necessary
- We do not collect personal information about an individual just because you think that information may come in handy later
- We will always tell you what you are going to do with the personal information we collect
- We keep personal information secure
- We don't keep information we no longer need or are no longer required to retain
- We keep personal information accurate and up to date

For more information visit https://www.oaic.gov.au/privacy/the-privacy-act/

FOOTSCRAY COMMUNITY ARTS Discrimination

Discrimination is when a person treats another person unfairly.

In Victoria there are laws to look after people from

- Discrimination
- Sexual harassment
- Victimisation
- Access to public places
- Racial and religious vilification.



The Disability Discrimination Act says people and the government must treat you fairly.

For more information visit https://humanrights.gov.au/our-work/employers/disability-discrimination



















Employment:

Matchworks Footscray, Phone: 9689 6333 Website: https://www.matchworks.com.au/

APM Employment Services Footscray, Phone: 96891050

Website: https://apm.net.au/

Uniting Disability Employment, Footscray, Phone: 8199 6200 Website: https://www.employmentservices.unitingvictas.org/

Max Employment, Footscray, Phone: 83988900

Website: https://www.maxsolutions.com.au/disability-employment-services

Mental Health:

Grow, Footscray, Phone: 1800 558 268

Website: https://www.grow.org.au/group-locations/footscray-grow-group/

Co-Health Footscray, Phone: 9448 5510

Website: https://www.cohealth.org.au/services/mental-health-outreach-footscray/

Women's Health West, Footscray, Phone: 9689 9588

Website: https://whwest.org.au/health-promotion/wellbeing/

Services in the West

Services in Melbourne and Australia





ARTS PROJECT AUSTRALIA

BACK TO BACK THEATRE

Art Support:

Arts Access Victoria (VIC) Phone: (03) 9699 8299

Email: info@artsaccess.com.au Website: www.artsaccess.com.au

Wild@Heart (Community Arts)

Phone: 9326 9970

Arts Project Australia, Northcote (VIC)

Phone: (03) 9482 4484

Email: info@artsproject.org.au

Website: https://www.artsproject.org.au/

Back to Back Theatre (VIC)

Phone: (03) 5221 2029

Email: info@backtobacktheatre.com

Website: https://backtobacktheatre.com/









DADAA (WA)

Phone: (08) 9430 6616 Email: <u>info@dadaa.org.au</u> Website: <u>www.dadaa.org.au</u>

Belconnen Arts Centre (ACT)

Phone: (02) 6173 3300

Email: info@belconnenartscentre.com.au Website: www.belconnenartscentre.com.au

Access2Arts (SA)

Phone: (08) 8463 1689

Email: hello@access2arts.org.au
Website: www.access2arts.org.au

Disability Services

Arts Access Australia

Email: info@artsaccessaustralia.org
Phone: +61 419 201 338 (voice or text)
Website: https://artsaccessaustralia.org/



Women with Disability Victoria

Phone: (03) 9286 7800

<u>Advocacy Services</u>









VALID (VIC)

Phone: (03) 9416 4003

Email: admin@valid.org.au Website: www.valid.org.au

SARU (VIC)

Phone: (03) 9639 6856

Email: saru@rosshouse.org.au
Website: www.saru.net.au

NDIS Quality and Safeguards Commission

Phone: 1800 035 544

Email:

Website: https://www.ndiscommission.gov.au/

Council for Intellectual Disability

Phone: 1800 424 065 Email: info@cid.org.au

Website: https://cid.org.au/

Accessibility Services









Translating and interpreting

For a free-of-charge translator or interpreter phone 131 450

<u>The National Relay Service</u> (NRS) is a government initiative that allows people who are deaf, hard of hearing and/or have a speech impairment to make and receive phone calls.

Voice Relay number 1300 555 727

Teletypewriter (TTY) number 133 677 SMS relay number 0423 677 767

Resources:

Disability Advocacy Finder

Website: https://disabilityadvocacyfinder.dss.gov.au/disability/ndap/

Choose Art: Australian Accessible Arts Directory

Website: https://chooseart.com.au/

Getting to Footscray Community Arts

Footscray Community Arts is located on the banks of the Maribyrnong River and can be accessed by public transport and car. The Centre is very close to a range of public transport and there is plenty of parking both onsite and in the surrounding streets. Alternatively, you can take a leisurely stroll along the River or get on your bike to check out what's happening at Footscray Community Arts.

If you are travelling by public transport, you can:

- catch a train to Footscray Station (FCAC is a 5-minute walk down Bunbury Street from the station just follow the signs)
- catch a 216 or 402 bus to the corner of Dynon Road and Moreland Street
- catch a 219 or 220 bus to the corner of Footscray Road and Whitehall Street.

If you are driving, you can:

park on-site: limited free parking

• park on the street: bring some coins for the meter: \$1.60 per hour/\$5.80 per day.

45 Moreland Street

Footscray Victoria 3011 Australia

Phone: 03 9362 8888

Fax: 03 9362 8866

Email: reception@footscrayarts.com

Website: www.footscrayarts.com

ABN: 87 005 140 303

Hours of Operation:

Monday - Friday: 9.30am - 5:00pm (Reception)

Tuesday – Thursday: 9.30am – 9pm

Friday: 9.30am – 5pm Saturday: 10am – 4pm



Monday

Being an ArtLife Artist at Footscray Community Arts



This easy-read document will tell you about your rights and responsibilities while you are an artist in the ArtLife program at Footscray Community Arts.

This document will use pictures as well as words to communicate.

As W

Residency
Big Fish Studio

Visual Arts
Visual Arts
Visual Arts
Studio

Digital Arts
Digihub

Dance
JK Room

Culinary
Arts
ArtLife Studio

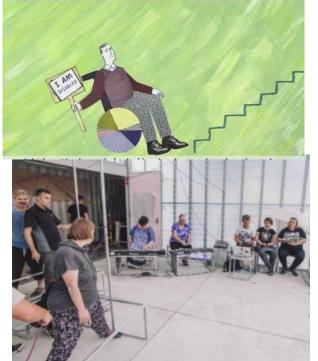
Tuesday

Wednesday

Lunch

As an ArtLife artist, you will make art in workshops, mentoring sessions and residency.





You may be involved in leading or participating in public projects and performances in the community.

At Footscray Community Arts, we are guided by the Social Model of Disability, which means we acknowledge people with disability as who they are.

ArtLife is a community and *participant-led space*. This means that you will make the important decisions involved in what kind of work you make and where you exhibit or perform.





This means you have choice and control over what you do in ArtLife.

You can choose which workshops you want to do. And you can change your mind about what you want to do.

You can also choose your own art materials and digital mediums to work with

As an ArtLife artist, you are an important member of Footscray Community Arts creative community.



Our Values

CULTURAL RIGHTS We champion equality in opportunity, recognition and cultural influence to ensure the creative industries is reflective of artists with disability.

CREATIVITY We embrace artistic risk-taking, and we tackle challenges creatively.

LEADERSHIP We lead the arts sector by championing our spirit of collaboration with Artlife artists, staff, community member, audiences and partners.

ACCESS We listen to each other to achieve genuine accessibility and cultural safety within ArtLife programs

SUSTAINABILITY ArtLife is conscious of environmental and sustainability of the arts.







To be an ArtLife artist, there are some things that you will need to do to get the most out of the program.

We think you will need to have passion for the arts.

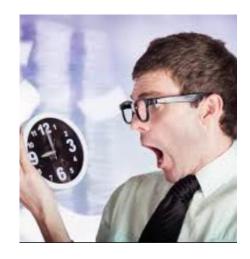
You will also need to be able to take directions and work with others as part of a group.

You will need to respond to other people's ideas and offer your own ideas.

You will need to be known to have or identify with having a disability.



As an ArtLife artist, there are some things that are expected from you to make ArtLife a positive and safe environment for everyone.



It is important to be **professional.** This means being on time.

This also means showing commitment and dedication to your artwork in workshops and group rules agreed upon by all ArtLife artists.



Speaking up is important to let us know how you feel and what you would like to do.



Respecting others is important when we work in shared spaces. Please always respect what other people have to say, their work and their things.





<u>Supporting others</u> is also important for working as part of a team. This means listening to yourself and others.

It means being mindful of the effect that you may have on other people.

We will support you to improve, learn and grow in your arts practice.







Rights

As an ArtLife artist, you have rights. You have the <u>right to make your own decisions</u> about what you do in ArtLife.

You have **the right to provide feedback or complain** if you are unhappy about something.

You have the right to **privacy.**You have the right to look at your file, and other people cannot do this without telling you.

ArtLife will not share any personal information without asking you first.







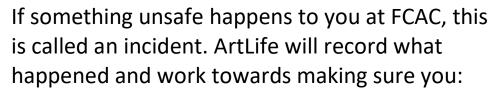
You must not take videos or photos of chat conversations that you have with others without their permission.

You can choose to let a family member, carer or friend know what you are doing at ArtLife.

If ArtLife needs to talk to your family member, carer or friend we ask for your permission first.

You have the right to feel <u>safe</u> at all times in the environment you are in and with the people around you.





- are immediately safe
- receive a quality service from ArtLife
- have your rights protected



You have the right to <u>informed consent</u>, which means that you must give permission for what you would like to do, who your artwork and information is shared with and how your artwork and information is used.

Once you have given consent for something, it is okay to change your mind.





You can ask an ArtLife staff member for support if you are unsure or need help making a decision.

You have the right to have choice and control in your life.

If you have a problem and want to make sure your voice is heard, you can have an independent advocate. This is someone that isn't your family member, carer or ArtLife.

The independent advocate can help you with a matter that is affecting you.

ArtLife has a list of independent advocate services.







You have the right to <u>dignity of risk</u>, which means that you have the rights to do what you want to do in a safe way.

<u>Discrimination</u> is when a person treats another person unfairly.

In Victoria, there are laws to protect people from discrimination, sexual harassment, racial and vilification.

Please let an ArtLife staff member know if you see any offensive or unsafe behaviour in ArtLife, or if you feel unsafe in any way

You also have the right to leave ArtLife if you want to. You can speak to an ArtLife staff member about making a decision to leave. Staff can help you find another service that suits you.