

SENATE STANDING COMMITTEE ON LEGAL AND CONSTITUTIONAL AFFAIRS  
ATTORNEY-GENERAL'S PORTFOLIO

**Group: 2**

**Program: Other Agency**

**Question No. BE15/079**

**Senator Collins asked the following written question from the 27 and 28 May 2015 hearing:**

1. FIAF Congress (Federation International des Archives du Film)
  - a. Did the NFSA host this conference in April 2015?
  - b. What was the cost to the NFSA's budget?
  - c. What contribution to the cost was made by FIAF?
  - d. How much income was generated by the event? Participant fees? Sponsorships? Other?
  - e. Why was most of the conference held in Sydney, at the National Maritime Museum, and not at the NFSA?
  - f. Did the NFSA pay the Maritime Museum for the use of its facilities? How much?
  - g. Did the NFSA hire an event manager for the Sydney component, even though the NFSA has two event coordination staff on the full time payroll. What was the cost of that event manager?
  - h. What was the cost of the following events? Who paid for them?
    - i. Opening reception event
    - ii. Cocktail Reception and Star Gazing at Mt Stromlo
    - iii. Cocktail reception & Screening Australian Parliament House
    - iv. Closing Night Reception NFSA Canberra
  - i. Was the Archive's exhibition space cleared for the conference reception? Has that space be re-instated for exhibitions?
  - j. What are the longer term plans for this exhibition space? Is it intended to be used for venue hire?

**The answer to the honourable senator's question is as follows:**

- a. Yes. The NFSA hosted the FIAF Congress from 12 – 18 April 2015 preceded by an Executive Committee meeting on 11 April 2015.
- b. The net cost was \$181,168.00.
- c. The FIAF cash contribution was \$32,544.00.
- d. Exhibitor fees – \$12,500.00 (cash revenue)  
Sponsorship National Archives of Australia - \$5000.0 (cash revenue)  
Delegate fees – \$10,150.00 (cash revenue)  
Partners of delegates fees - \$814.00 (cash revenue)  
Sponsorship Australian National Maritime Museum – \$12,900.00 (in-kind sponsorship)

Total cash revenue including FIAF contribution: \$61,008.00

Total in-kind sponsorship: \$12,900.00

- e. The majority of the conference was held in Canberra at the NFSA. The conference commenced with a dinner in Sydney on the evening of 12 April, followed by two days of events in Sydney on 13-14 April. Attendees then travelled to Canberra on 15 April and the conference continued for three days from 16-18 April.

The NFSA is a national organisation with sites (offices) in Acton, Pyrmont and Melbourne, and part of Australia's National Collecting Institutions. Opening the conference in Sydney allowed international visitors to experience the diversity of the Commonwealth of Australia, showcase NFSA's position as part of Australia's National Collecting Institutions and attract attendees from the media, academia and creative industries in Australia's most populous city.

- f. Venue hire was sponsored by the Australian National Maritime Museum (ANMM) via an in-kind sponsorship agreement negotiated between the NFSA and the ANMM.

The NFSA paid for the following services at the ANMM on a cost recovery basis as negotiated between the NFSA and the ANMM:

10 x table and cloth hire - \$472.90

AV operator - \$1,900.00

Function supervisor - \$1,980.00

Administration/ Event management fee - \$440.00

Security (outside of the ANMM opening hours) - \$1,089.00

Audio recording of the event - \$125.00

Wi-fi - \$440.00

Total = \$6,446.90

- g. The NFSA did not hire an event manager for the event. However, an external conference logistics company was contracted following a market approach in 2014 to assist the two NFSA event coordination staff. The external company assisted with the following specific processes and tasks:

- Registration;
- Delegate financial management;
- Accommodation booking and management;
- Speaker management;
- Presentation delivery management;
- Production management;
- Congress website development and management;
- Travel and tour management; and
- Post conference management

Total cost = \$47,395.00

The NFSA Event Coordinator managed:

- Relationship with conference event company;
- Venue;
- Social Program;
- FIAF federation requests;
- Executive Committee Meeting;
- Liaison with NFSA Senior Executives and staff;
- Liaison with external suppliers; and

- Conference accessories

The NFSA Event Assistant was predominantly occupied with Acton onsite venue hire, events and programs prior to and during the FIAF event.

h. Cost of events:

- i. Opening reception event: \$30,331.15
- ii. Cocktail Reception and Star Gazing at Mt Stromlo: \$9,240.50
- iii. Cocktail reception & Screening *Australian Parliament House*: \$7,425.00
- iv. Closing Night Reception *NFSA Canberra*: \$14,118.75

The NFSA paid for all of the above events prior to the event commencement. The NFSA received a contribution from FIAF and sponsorship as detailed in c. and d. above.

- i. The exhibition space was not cleared for the FIAF conference reception. The gallery exhibition which had been on display since 2003 was decommissioned in 2014 and closed in January 2015. The space has been restored to as close as possible to its pre-2003 heritage condition.
- j. Longer term plans for the South Gallery are subject to the development of a comprehensive site strategy for the organisation as articulated in the Strategic Plan 2015-18. The space is currently used for a range of purposes, including functions and venue hires.