

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 13

Topic: Staffing – Recruitment FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. See table below.

Ongoing Staff Recruited	
Classification	No. of Staff
APS Level 4	2
APS Level 5	1
EL 2	1
Total	4

2. Non-ongoing positions created for the reporting period 1 October 2012 to 31 January 2013:

Non-ongoing Staff Recruited	
Classification	No. of Staff
APS Level 3	1
Executive Level 2	1
Total	2

3. Nil Contractors have commenced during this period.

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NATIONAL ARCHIVES OF AUSTRALIA

1. The number of ongoing staff recruited 1 July 2012 to 31 January 2013 was 22. The classification of those staff was:

Classification	No. of Staff
APS1	1
APS2	-
APS3	1
APS4	4
APS5	6
APS6	5
EL1	5
EL2	-
Total	22

2. The number of non-ongoing positions as at 31 January 2013 was 76. The classification of those staff was:

Classification	No. of Staff
APS1	12
APS2	10
APS3	8
APS4	17
APS5	8
APS6	12
EL1	6
EL2	3
Total	76

3. The number of employees employed on contract from 1 July 2012 to 31 January 2013 was 7.

Length of service ranged from 6 to 141 days.

NATIONAL FILM AND SOUND ARCHIVE

1. 8 ongoing staff have been recruited during the period 1/10/12 to 31/1/13. 1 x APS2, 1 x APS3, 1 x APS4, 2 x APS5, 2 x APS6, 1 x EL2.

2. During the same period the NFSA have 35 non-ongoing positions. The classification levels are: 9 x APS2, 17 x APS3, 4 x APS4, 2 x APS5, 2 x APS6, 1 x EL1

3. Five employees commenced on contract during the period 1/10/12 to 31/1/13. All other contracts commenced prior to this date.

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NATIONAL GALLERY OF AUSTRALIA

1. 2 staff: 1x NGA 4, 1x NGA 2.
2. 10 staff: 1xEL2, 2x NGA5, 1x NGA4, 2x NGA3, 1x NGA2, 3x NGA1
3. Nil.

NATIONAL LIBRARY OF AUSTRALIA

1. 7 ongoing staff were recruited between 1 October 2012 and 31 January 2013 as follows:
1 x APS2, 1 x APS3, 1 x APS4, 1 x APS5, 2 x APS6, 1 x EL2
2. It would require an unreasonable diversion of resources to provide details as requested.
3. 9 new contractors were engaged between 1 October 2012 and 31 January 2013. The average length of engagement was 157 days.

NATIONAL MUSEUM OF AUSTRALIA

1. Ongoing staff recruited this financial year

Classification	No. of Staff
SES	0
Executive Level 2	0
Executive Level 1	4
APS6	1
APS5	1
APS4	2
APS3	2
APS2	0
Total	10

2. Non-ongoing positions created this financial year

Classification	No. of Staff
SES	0
Executive Level 2	1
Executive Level 1	1
APS6	3
APS5	4
APS4	8
APS3	3
APS2	3
Total	23

3. 12 contract employees have been employed during the year. The average length of employment is 10.5 weeks.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Four – 2 x EL1, 1 x APS6, 1 x APS 3
2. Nine – 1 x APS 6, 2 x APS 4, 6 x APS3
3. N/A.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. 1 staff member AFTRS 7 (EL1 equivalent)
2. 54 positions

No.	AFTRS Classification	APS Equivalent
2	SES2	SES2
4	SES1	SES1
16	Academic 3	EL2
6	AFTRS 8	EL2
22	Academic 2	EL1
3	AFTRS6	APS6
1	AFTRS4	APS4

3. Casuals: 304 headcount (7 days average contract)
Staff: 11 headcount (25 months average contract)

AUSTRALIA COUNCIL

Australia Council staff are not employed under the *Australian Public Services Act*. Australia Council staff are employed either under the *Australia Council Act 1975* and through the Australia Council Enterprise Agreement or Individual Employment Agreements. Under these arrangements, non-ongoing positions refer to those with fixed term contracts and ongoing positions are those without a fixed term. The term 'employed on contract' is not applicable to Australia Council staff classifications.

1. Two
2. Ninety-nine non-ongoing positions exist:
 - 2 x Australia Council Band 1
 - 11 x Australia Council Band 2
 - 25 x Australia Council Band 3
 - 16 x Australia Council Band 4

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- 18 x Australia Council Band 5
- 4 x Australia Council Band 6
- 23 x Australia Council Band Individual Employment Agreements (Leadership)

3. N/A.

CREATIVE PARTNERSHIPS AUSTRALIA

During the reporting dates – 1 October 2012 to 31 January 2013:

1. One Creative Partnerships Australia (CPA) staff member was employed on an ongoing basis (1 FTE)
2. One CPA staff member was employed on a non-ongoing basis (1 FTE)
3. Three CPA staff members were employed on a contract basis for an average of two years each (2.8 FTE).

Australia Business Arts Foundation/CPA staff are not employed under the *Australian Public Service Act 1999*.

SCREEN AUSTRALIA

1. Two ongoing staff employed under the Screen Australia Act 2008: SA5 and SAEL1.
2. None. Not applicable.
3. Eight. 14 months.

BUNDANON TRUST

1. Four ongoing staff have been recruited this financial year to date: these are an Administration Officer, a Housekeeper, a Chief Programs Officer and an Arts Program Officer. Bundanon staff are not engaged according to Commonwealth Public Service Classifications. Internal classifications are listed.
2. Nil.
3. Four employees have been employed on three year contracts.

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Question: 14

Topic: Staffing - Separations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 6

1. How many ongoing staff left the department/agency this financial year to date? What classification were these staff?
2. How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?
3. How many contract staff left department/agency in the year this financial year to date? What classification were these staff?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1.

Classification	No. of Staff
APS Level 3	1
APS Level 5	1
APS Level 6	1
Executive Level 1	2
Total	5

2.

Classification	No. of Staff
APS Level 4	1
APS Level 5	1
APS Level 6	1
Total	3

3. Nil

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NATIONAL ARCHIVES OF AUSTRALIA

1. The number of ongoing staff who left the Archives between 1 July 2012 to 31 January 2013 was 17. The classification of those staff was:

Classification	No. of Staff
APS1	-
APS2	-
APS3	2
APS4	2
APS5	3
APS6	1
EL1	7
EL2	2
Total	17

2. The number of non-ongoing staff who left the Archives between 1 July 2012 to 31 January 2013 was 24. The classification of those staff was:

Classification	No. of Staff
APS1	4
APS2	6
APS3	2
APS4	4
APS5	2
APS6	4
EL1	-
EL2	2
Total	24

3. The number of contract staff who left the Archives between 1 July 2012 to 31 January 2013 was eight. The classification of those contractors was:

Classification	No. of Staff
APS1	3
APS2	1
APS3	-
APS4	2
APS5	2
APS6	-
EL1	-
EL2	-
Total	8

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NATIONAL FILM AND SOUND ARCHIVE

1. 10 ongoing staff left the National Film and Sound Archive during the reporting period 1 July 2012 to 31 January 2013.
1 x APS 2, 1 x APS3, 1 x APS4, 2 x APS5, 2 x APS6, 2 x EL1, 1 x EL2.
2. 14 non ongoing staff left the National Film and Sound Archive during the same period.
2 x APS2, 4 x APS3, 3 x APS4, 2 x APS5, 1 x APS6, 2 x EL1.
3. All National Film and Sound Archive non ongoing staff are on contracts, therefore 14 staff as per question.

NATIONAL GALLERY OF AUSTRALIA

1. 5 staff: 1 x EL1, 2 x NGA5, 1 x NGA4, 1 x NGA2.
2. 29 staff: 2 x EL1, 3 x NGA5, 2 x NGA4, 5 x NGA3, 15 x NGA2, 2 x NGA1.
3. Nil.

NATIONAL LIBRARY OF AUSTRALIA

1. 18 staff: 1 x cadet, 4 x APS3, 2 x APS4, 4 x APS5, 4 x APS6, 2 x EL1, 1 x EL2.
2. 28 staff: 7 x APS2, 4 x APS3, 5 x APS4, 7 x APS5, 2 x APS6, 3 x EL1.
3. 1 staff: APS2.

NATIONAL MUSEUM OF AUSTRALIA

1. Ongoing staff who left the Museum in 2012-13

Classification	No. of Staff
SES	0
Executive Level 2	1
Executive Level 1	2
APS6	2
APS5	3
APS4	1
APS3	1
APS2	4
Total	14

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2. Non-ongoing staff who left the Museum in 2012-13

classification	No. of Staff
SES	0
Executive Level 2	0
Executive Level 1	0
APS6	3
APS5	5
APS4	9
APS3	2
APS2	2
Total	21

3. Four contract staff have left the Museum. Contract staff are engaged through employment agencies and details of levels are not available.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Six – 3 x EL1, 1 x APS6, 2 x APS3.

2. Eight – 1 x EL1, 2 x APS4, 5 x APS3.

3. N/A.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Nil

2. 16

No.	AFTRS Classification	APS Equivalent
1	SES1	SES1
4	Academic 3	EL2
9	Academic 2	EL1
1	AFTRS5	APS5
1	AFTRS4	APS4

3. 299 contract staff

Classification - casual

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AUSTRALIA COUNCIL

Australia Council staff are not employed under the *Australian Public Services Act*. Australia Council staff are employed either under the *Australia Council Act 1975* and through the Australia Council Enterprise Agreement or Individual Employment Agreements. Under these arrangements, non-ongoing positions refer to those with fixed term contracts and ongoing positions are those without a fixed term. The term 'employed on contract' is not applicable to Australia Council staff classifications.

It should be noted that nine of the staff positions cited below relate to Artsupport Australia: (1x Band 4; 7x Band 6; 1x Individual Employment Agreement). All of the Artsupport Australia's staff and resources were transferred to the new organisation Creative Partnerships Australia.

1. 5:

- 2 x Australia Council Band 2
- 2 x Australia Council Band 3
- 1 x Australia Council Band 4

2. 24:

- 2 x Australia Council Band 2
- 2 x Australia Council Band 3
- 5 x Australia Council Band 4
- 1 x Australia Council Band 5
- 10 x Australia Council Band 6
- 4 x Australia Council Band Individual Employment Agreement (Leadership)

3. Not Applicable.

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CREATIVE PARTNERSHIPS AUSTRALIA

1. Six ongoing staff left the Australia Business Arts Foundation (AbaF)/Creative Partnerships Australia (CPA)
2. Three non-ongoing staff left AbaF/CPA
3. No contract staff left AbaF/CPA.

AbaF/CPA staff are not employed under the Australian Public Service Act 1999.

SCREEN AUSTRALIA

1. Eight.

SA3	1
SA4	1
SA5	2
SAEL1	2
SAEL2	2

2. None. Not applicable.
3. Five. SA4x1; SAEL1x1; SAEL2x3.

BUNDANON TRUST

1. 2 staff were recruited as Administration Officer and Housekeeper.
2. 1 staff, a Casual Housekeeper, left the agency.
3. Staff are not engaged according to Commonwealth Public Service Classifications. Internal classifications are listed. Two staff were recruited to roles as Administration Officer and as Housekeeper.

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Question: 15

Topic: Staffing - Reductions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. Are there any plans for staff reduction? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
2. If there are plans for staff reductions, please give the reason why these are happening.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Phase 2 of the Australian National Maritime Museum's restructure is currently being developed. The Australian National Maritime Museum is currently not in a position to advise on possible reduction targets.
2. ANMM is currently not in a position provide this information.

NATIONAL ARCHIVES OF AUSTRALIA

1. The National Archives of Australia does not have any plans for staff reductions in 2012-13.
2. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. The National Film and Sound Archive examines its FTE base on a yearly basis through the internal budgeting process. Currently there are no plans for staff reductions.
2. Not applicable.

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NATIONAL GALLERY OF AUSTRALIA

1. No. While challenges in future years remain, the National Gallery of Australia expects to operate within its budgeted staffing level in 2012-13.
2. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. No.
2. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. The National Museum of Australia does not currently have any plans to reduce staff levels.
2. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Not for 2013-14 period.
2. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. No.
2. Not applicable.

AUSTRALIA COUNCIL

1. No.
2. No.

CREATIVE PARTNERSHIPS AUSTRALIA

1. No.
2. No.

SCREEN AUSTRALIA

1. Not applicable.
2. Not applicable.

BUNDANON TRUST

1. No.
2. Not applicable.

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Question: 16

Topic: Making the Public Service More Efficient

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 3

1. Please provide an update of the savings achieved through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 http://www.financeminister.gov.au/media/2012/mr_1982012.html).

In addition, please provide the following detail:

2. Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?
3. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
4. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how? What are the estimated savings for each year over the forward estimates?
5. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
6. Has the department/agency reduced its printing costs? If no, why not? Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1-6. Not applicable.

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NATIONAL ARCHIVES OF AUSTRALIA

1-6. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1-6. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1-6. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1-6. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1-6. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1-6. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1-6. Not applicable.

AUSTRALIA COUNCIL

1-6. Not applicable.

CREATIVE PARTNERSHIPS AUSTRALIA

1-6. Not applicable.

SCREEN AUSTRALIA

1. Screen Australia has reduced its overheads from \$32 million when it was formed, to \$19.5 million in 2011-12 and \$20 million in 2012-13. It continues to implement savings where possible.
2. Screen Australia encourages the use of teleconferencing, and has a standing link between its Sydney and Melbourne offices.
3. Screen Australia's travel policy and agreement with its travel agent encourage the use of the lowest-priced fares. To provide an estimate in the reduction of business flights would represent an unreasonable diversion of resources.

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4. Yes. Screen Australia's major IT project is expected to be completed in 2012-13, which should reduce expenditure on consultants. There should be no negative impact on operations. It is not possible to estimate the annual savings.
5. Recruitment advertising aims to attract the best candidates to the jobs. Depending on the position, some advertising may also be in print. It is not possible to estimate the annual savings by moving recruitment advertising online.
6. Yes. One reason for the decrease is the replacement of the printed annual drama report with an online PDF and summary DL flyer. The costs for printing international market publications remains roughly the same, but freight cost has greatly reduced by printing overseas. Documents produced by Screen Australia will be progressively printed in smaller numbers, and some will be available only as PDFs. In the 2011 financial year, \$8147 was spent on printing non-international market publications. In the 2012 financial year, this figure was \$4756. Savings in excess of 5 per cent have been achieved. It is not possible to estimate the annual savings.

BUNDANON TRUST

- 1-6. Not applicable.

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Question: 17

Topic: Printing Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 4

1. How many documents (include the amount of copies) have been printed this financial year to date?
 - a. How many of these printed documents were also published online?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. 10 documents; 215,500 copies.
 - a. 60 per cent.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives printed a wide variety of documents such as booklets, bookmarks, brochures, fact sheets, cabinet releases and guides for Archival services and exhibitions, the National Archives of Australia Annual Report and a number of internal and external committee and advisory service papers. The number of copies of these documents are not readily available and would require considerable agency administrative effort to ascertain.
 - a. Dependant on the subject, composition and/or content of documents that are printed, the Archives endeavours to publish documents online wherever possible and practical to do so. The number of printed documents that were published online during 2011-12 is not readily available and would require considerable agency administrative effort to ascertain.

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NATIONAL FILM AND SOUND ARCHIVE

1.

Printing	Amount	Published online
Corporate brochures	2,000	Partial
NFSA building brochure	3,000	Partial
Christmas cards	100	No
NFSA Fact Sheet	1,000	Partial
Arc calendar Sep/Oct 2012	7,500	Yes
Arc Calendar Nov/Dec 2012	7,500	Yes
Arc Calendar Jan/ Feb 2013	7,500	Yes
Ken G Hall Award program	350	Partial
Big Screen Menindee, Broken Hill & Wilcannia NSW program	8,000	Yes

- a. Four were fully published online and selections of four were also published online (see above).

NATIONAL GALLERY OF AUSTRALIA

1. 2 corporate documents were printed to a total of 2,600 copies.

- a. Both documents are available online.

NATIONAL LIBRARY OF AUSTRALIA

1. The Library has very diverse printing arrangements ranging from routine business needs to public program activity including commercial publications. The information sought is not kept in a manner that is readily available and it would require an unreasonable diversion of resources to provide the requested detail.

NATIONAL MUSEUM OF AUSTRALIA

1. Two documents printed of 500 copies (Annual Report) and 10,000 copies (NMA magazine).

- a. A full version of one document published online, a partial version of the other document published online.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1.

- In house magazine (spring) 130,000
- In house magazine (summer) 100,000
- Prime Faces Masthead 50,000
- MoAD Map Brochure 10,000
- Behind the Lines Bookmark 15,000
- Behind the Lines Activity Sheet 10,000
- Behind the Lines Brochures 10,000
- Great Badge Swap Card 150
- Beyond Reasonable Drought Postcard 7,000
- Art is a Weapon Postcard 2,000
- OPH Visitor Map 10,000
- OPH Annual Report 500

a.

- Behind the Lines Activity Sheet
- OPH Annual Report

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. 3 documents (2800 copies)

a. 1 out of 3 documents published online.

AUSTRALIA COUNCIL

1. The Australia Council has printed 5500 copies of publications in 2012/13 (year to date).

a. All printed publications are also published online.

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CREATIVE PARTNERSHIPS AUSTRALIA

The Australia Business Arts Foundation (AbaF)/Creative Partnerships Australia has printed the following documents in the reporting period 1 Oct 2012 to 31 Jan 2013: the Annual Gold Book x 3000 units, the Awards Program x 800 units, a general information brochure re-print x 3000 units and AbaF's Financial statements x 350 units. The Gold Book and financial statements are also available online.

SCREEN AUSTRALIA

From 1 October 2012 to end of January 2013, Marketing printed a total of 1,950 copies of documents, which were distributed at the following markets:

- MIPCOM - 550
- Ausfilm L.A Week - 300
- Goa Film Bazaar – 850
- Asian Animation Summit - 250

All of these publications were also made available online through the Screen Australia website.

During this period, Publishing printed 4 documents, 4200 copies in total. All were also published online.

BUNDANON TRUST

1. Nil.

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Question: 18

Topic: Graduate Recruitment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. How much has been spent on 2014 Graduate Recruitment to date? Please itemise and detail costs.
2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. The Australian National Maritime Museum does not have a graduate program.
2. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. The National Archives of Australia does not have a graduate program
2. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. The National Film and Sound Archive does not have a graduate program.
2. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. The National Gallery of Australia does not have a graduate program.
2. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. The National Library of Australia does not have a graduate program.
2. Not applicable.

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NATIONAL MUSEUM OF AUSTRALIA

1. The National Museum of Australia does not have a graduate program.
2. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Old Parliament House / Museum of Australian Democracy does not have a graduate program.
2. Nil.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. The Australian Film Television and Radio School does not have a graduate program.
2. N/A.

AUSTRALIA COUNCIL

1. The Australia Council does not have a graduate program.
2. Not applicable.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Creative Partnerships Australia does not have a graduate program.
2. Nil.

SCREEN AUSTRALIA

1. Screen Australia does not have a graduate program.
2. Not applicable.

BUNDANON TRUST

1. Bundanon Trust does not have a graduate program,
2. N/A.

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Question: 19

Topic: Graduate Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.

Answer:

See the response to Question 18.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Question: 20

Topic: Government Advertising

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 9

1. What was the total cost of all advertising for the financial year to date?
2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
5. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
7. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. The Australian National Maritime Museum marketing team spent \$173,402.35 on advertising from 1 October 2012 – 31 January 2013.
2. Australian National Maritime Museum marketing is focussed on campaign advertising that specifically promotes museum exhibitions, events and attractions. Please see campaign, total spend and businesses engaged below.

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Spring/Summer Campaign (*Ships & the Sea, WetWorld, Pirates*) - \$132,858.35

Print4Less Distribution, Bloke Creative Design, Copeland Publishing, Dataphoria, Enigma Creative Design, Fairfax Media, Frontier Media, Media Tree, Metro Transport, Sydney Harbour Foreshore Authority, Signature Publishing, and Universal McCann

Tourism Campaign (International and regional tourists) - \$19,210

Carrington Publishing, Hardie Grant, Metro Transport and What's on in Sydney

Classic & Wooden Boat Festival (Biennial event) - \$21,344

Media Tree, Afloat Magazine, TimeOut online, Fairfax media, DMG Radio, Facebook, Google, News Ltd, Alternative Media, Brag Magazine and Drum Magazine.

3. No.

4. No.

5. Not applicable. The Australian National Maritime Museum is a *CAC Act* statutory authority and the Guidelines apply to those within *FMA Act*.

6. The External Relations unit use the services of AAP Medianet in the distribution of their media releases to their extensive networks. For the 2012-13 financial year, the spend on the services provided by AAP Medianet was \$3229.27(YTD) and reporting period is \$2922.10

7. The Australian National Maritime Museum marketing team is currently in various stages of planning on advertising campaigns for the following temporary exhibitions:

Rescue (opening in March 2013)

East of India – Forgotten Trade with Australia (opening in June 2013)

We Call them Vikings (opening September 2013)

In addition we will continue our year round advertising targeting international and regional tourists

NATIONAL ARCHIVES OF AUSTRALIA

1. Reporting requirements for advertising only require expenditure above \$11,900 to be reported in annual reports. The Archives has nil advertising expenditure over \$11,900 for the 2012-13 financial year to date.

2. All advertising was non-campaign advertising.

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3. No.
4. No.
5. Not applicable.
6. No other campaigns – other than listed below.
7. Advertising in support of exhibitions and events (On Their Own and Design-29 exhibitions, and Shake your Family Tree day events around the country) and recruitment advertising.

NATIONAL FILM AND SOUND ARCHIVE

1. \$44,171 (1 October 2012- 31 January 2013)
2. Both. National Film and Sound Archive advertising activities range from radio and print to online and supports the following programs and objectives:
 - Arc Cinema programs and sessions
 - Touring programs: Big Screen, Black Screen, School Screen
 - National Film and Sound Archive Acton - Visitor experience, public programs and exhibitions (marketing to visitors through tourism bodies and resources, and to schools)
 - National Film and Sound Archive presence at various film festivals
 - Directory listings
 - Venue hire services

Details as follows:

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TWIC Spring 2012 Hardie Grant Magazines	863.64
Advertising on Arts Hub Arts Hub Australia Pty Ltd	816.00
Ad in NCETP Excursion Planner NCAA T/a National Capital Educational To	1,818.18
Mix 106 advertising Canberra FM Radio Pty Ltd	1,175.00
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 02/10/12 City Search web listing	18.43
Advertising in Business index Business & Government Index	895.00
Ad in LIS listing Australian Library and Information Assoc	513.64
Floriade Advertising rack Economic Development ACT Economic Develo	181.82
Marketing contribution to HTA National Capital Attractions Assoc.INC.	909.09
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 04/11/12 Citysearch online listing	18.31
FACEBOOK.COM*7MCD422CB HEATHER MILLARD - Master Card - 04/11/12 Facebook advertising	30.46
FACEBOOK.COM*347D422CB HEATHER MILLARD - Master Card - 04/11/12 Facebook advertising	49.39
Encore Directory ads Nov 12 Accrual	2,000.00
Ad in Holiday Happenings Holiday Happenings Butin & LLoyd Pty Ltd	486.36
Participation in Attraction App NCAA T/a National Capital Educational To	1,681.82
Indigenous Fellowship ad National Indigenous Times t/a of Destiny	903.64
Advertising in Business index Australian National Business & Education	1,095.00
Indigenous Fellowship ad in Koori Mail Budsoar Pty Ltd Koori Mail	716.80
Ad in inside Film Magazine IF Media Pty Ltd	1,650.00
FACEBOOK.COM*BKXD422CB HEATHER MILLARD - Master Card - 03/12/12 Big Screen advertising	18.00
FACEBOOK.COM*4PFE422CB HEATHER MILLARD - Master Card - 03/12/12 Big Screen advertising	1.33
Ad in Inside Film Dec/ Jan edition IF Media Pty Ltd	1,650.00
Ad in Production book Title Publishing Pty Ltd The Production	934.09
Ads in Encore Directory website Reed Business Information Pty Ltd	695.00
Ad in TWIC summer edition Hardie Grant Magazines	863.64
In the city Summer & Xmas Suppliment Federal Capital Press of Aust. P/L T/A C	1,611.44
Authorised Advertisement National Business & Trade	1,295.00
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 02/01/13 Citysearch business listing	36.50
NATIONAL FOLK FESTIVAL HEATHER MILLARD - Master Card - 02/01/13 NFF Program listing	281.82
Marketing Contribution - Jan - Dec 13 National Capital Educational Tourism Pro	378.79
Arc ads in Canberra times Federal Capital Press of Aust. P/L T/A C	3,075.48
Arc ad BMA Magazine Radar Media Pty Ltd t/a	418.18
Arc ad in Canberra Times Federal Capital Press of Aust. P/L T/A C	2,178.00
Arc ad in BMA Mag issue 407 BMA Magazine Radar Media Pty Ltd t/a	418.18
Arc ad in BMA magazine Radar Media Pty Ltd t/a BMA Magazine	790.00
Arc ads in Canberra Times Federal Capital Press of Aust. P/L T/A C	5,651.25
Ad in BMA magazine issue 16/1/13 Radar Media Pty Ltd t/a BMA Magazine	418.18
Ad in Destination Magazine Chalya Pty Ltd	1,500.00
Advertisement Brochure Campaign Spy In Canberra	227.27
Lucy Hart	209.09
Radio ad & prog distribution Majestic Cinemas Pty Ltd	498.18
Aderts 25, 27 Oct & 1 Nov Barrier Daily Truth	1,701.60
Radio ad 4KZ 11-13 sep 12 Coastal Broadcasters Pty Ltd	256.82
Ads coffs coast advocate 1 & 5 sep 12 APN Newspapers Pty Ltd	529.75
The Advocate - Burnie 29/9, 6, 9, 12oct Fairfax Media Publications Pty Ltd	536.36
The Advocate - Burnie 5 oct 12 Fairfax Media Publications Pty Ltd	136.36
The Advocate - Burnie 11 oct 12 Fairfax Media Publications Pty Ltd	268.18
18 X 30 sec ads 29 - 31 Oct 12 Super BH567 Broken Hill Pty Ltd	420.00
18 X 30 sec ads 29 - 31 Oct 12 SuperHill 106 FM Pty Ltd 2 BH t/as	280.00
FACEBOOK.COM*RUF422CB JACQUI NORTH - Master Card - 04/11/12 Advertisement, Big Screen Broken Hill	18.05
FACEBOOK.COM*HJWC422CB JACQUI NORTH - Master Card - 04/11/12 Advertisement, Big Screen Broken Hill	31.63
3 X 1/2 page ads Wilcannia News Wilcannia News Committee	150.00
Refund duplicate payment of invoice Rural Press Limited	- 643.27
Display Advertising - 12cm x 3 col Mildura Weekly	449.67
North West Express - 28 Feb & 7 Mar 13 Mallee Printers Pty Ltd	283.50
Ads in Chronicle Federal Capital Press of Aust. P/L T/A C	781.32
	44,171.97

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3. No.

4. No.

5. Yes, the advertising complied with the five principles in the *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*:

- Principle 1: Campaigns should be relevant to government responsibilities.
- Principle 2: Campaign materials should be presented in an objective, fair and accessible manner and be designed to meet the objectives of the campaign.
- Principle 3: Campaign materials should be objective and not directed at promoting party political interests.
- Principle 4: Campaigns should be justified and undertaken in an efficient, effective and relevant manner.
- Principle 5: Campaigns must comply with legal requirements and procurement policies and procedures.

All advertising done by the National Film and Sound Archive aims to inform members of the public about the agency's programs and services, and encourage them to engage with the National Film and Sound Archive national collection. More information can be found in the 2011-12 Annual Report. The combined value of all campaign and non-campaign advertising is below the \$250,000 threshold.

6. Not applicable.

7. Plans include ongoing advertising for Arc Cinema, touring programs and other public events (Big Screen, Black Screen, The Art of Sound, the special Canberra Centenary screening *Imagining the Capital: Canberra on Film*, Gotye@NFSA).

NATIONAL GALLERY OF AUSTRALIA

1. \$949,141.

2. All advertising costs relate to National Gallery of Australia specific programs, i.e. non campaign. The National Gallery of Australia does not record advertising data in a way that would readily allow details on each advertising event to be provided.

3. No.

4. No.

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5. Not applicable.
6. Not applicable.
7. Non-campaign advertising, i.e. National Gallery of Australia specific advertising, in 2012-13 is forecast to be \$2.376 million.

NATIONAL LIBRARY OF AUSTRALIA

1. For reporting period 1 October 2012 to 31 January 2013 - \$52,524.
2. Non-campaign advertising. Various promotional advertising for exhibitions, major events and other learning programs offered by the Library; using the *Canberra Times*, predominantly through Adcorp, and other advertising sources, including newsletters, magazines and online. Further breakdown and detail for each booking would require an unreasonable diversion of resources.
3. No.
4. No.
5. Not applicable.
6. As a *CAC Act* agency compliance is not applicable to National Library of Australia. However, the Library chooses to use Adcorp where possible.

As noted in the response to Question 2 - the National Library will continue to promote its services, activities and programs through routine promotional advertising.
7. As above.

NATIONAL MUSEUM OF AUSTRALIA

1. \$154,788
2. Non-campaign advertising. Expenditure is general advertising to promote the Museum to potential visitors and recruitment. Expenditure is direct to magazine/newspaper publishers where advertising is placed.
3. No.
4. No.

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5. As a statutory authority under the *CAC Act*, the Museum is not obliged to comply with these guidelines; however advertising is conducted in line with the underlying principles set out in the guidelines.
6. Not Applicable
7. Proposed advertising will be non-campaign based and continue in the areas of exhibition promotions, tourism, recruitment, and Museum public program and education program advertising. There are no planned communications programs.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Media placement costs for 1 October 2012 – 31 January 2013- \$63,610; Creative agency costs for 1 October 2012 – 31 January 2013 \$37,550.
2. Advertising is “operational advertising campaign” as defined in advice from the Department of Finance and Deregulation. Advertising was for temporary exhibitions, permanent exhibitions and events. Universal McCann booked all advertising placements, Zoo Advertising and Ogilvy and Mather (Sydney) provided the advertising creative services, PMP provided direct mail distribution service.
3. Nil.
4. Nil.
5. All advertising by the agency complied with the Guidelines. Advertising items were as per outline in (2).
6. For 1 October 2012 – 31 January 2013, direct mail printing cost \$9,301.00. Printing services provided by Paragon Printers - Advertising for temporary exhibitions, permanent exhibitions and events will continue in 2012–13 financial year.
7. Continued “operational advertising campaign” promotion for temporary exhibitions, permanent exhibitions and events.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Advertising

(Student Recruitment)	\$348,493	\$105,028
(Staff Positions)	\$4,712	\$1,303

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2. Non-campaign.

The majority of Australia Film, Television and Radio School advertising spend is to recruit students to Australia Film, Television and Radio School courses. Further detail would be an unreasonable diversion of resources.

3. Department of Finance and Deregulation provided the *Australian Government No-Campaign Recruitment Advertising Policy* in July 2012. It is not mandatory for *CAC Act* agencies to comply, however Australia Film, Television and Radio School reviewed its own policy at the time and has moved to mostly online recruitment advertising to contain costs.

4. No.

5. Yes. All Australia Film, Television and Radio School advertising complies with the Guidelines on Information and Advertising Campaigns by the Australian Government Agencies. Further detail would be an unreasonable diversion of resources.

6. N/A

7. Australia Film, Television and Radio School will continue to recruit students to Australia Film, Television and Radio School courses and advertise staff positions as required.

AUSTRALIA COUNCIL

1. The Australia Council spent a total of \$9,416 for advertising costs in 2013 (financial year to date).

2. Non-campaign. The Australia Council does not record advertising data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

3. No

4. No

5. The Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies are not applicable to Commonwealth Authorities and Companies agencies.

6. No other communications programs are planned, or have been undertaken.

7. Recruitment advertising and the advertising of grants and initiatives.

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CREATIVE PARTNERSHIPS AUSTRALIA

1 - 7. Nil.

Creative Partnerships Australia is not undertaking, nor is it planning to undertake any advertising.

SCREEN AUSTRALIA

1. \$72,000.

2. The expenditure was for Screen Australia's Are You Buff Enough program. It was spent across the following online outlets: Facebook, Digital Network Sales (DNS Display and eDM), Google Mobile search and Google Display network, Admob and Stumble Upon.

3. No.

4. No.

5. Yes. Details of advertising are at question 2.

6. Not applicable.

7. Screen Australia is likely to undertake advertising and communication programs related to particular film markets and projects premiering at those markets.

BUNDANON TRUST

1. \$18,534

2. The organisation engages a part-time Marketing Manager for 3 days per week. Bundanon has limited staffing resources and to attempt to provide this level of detail would involve an unreasonable diversion of resources.

3. Nil.

4. Nil.

5. N/A

6. N/A

7. Nil.

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Question: 21

Topic: Hospitality and Entertainment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 16

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?

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Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. See table at Attachment 1 for detail.
2. Not Applicable.
3. See table at Attachment 1 for detail.
4. Not Applicable.
5. Future hospitality spend is expected to be of a similar nature as previously incurred. It will be influenced by opportunities to formalise sponsorships and commercial partnering for the museum. Specifically there is planned a Museum Matters Conference in April at a cost of \$2850.
6. Not Applicable.
7. Future entertainment spend is expected to be of a similar nature as previously incurred. The cost to the end of the financial year shall be lower as there will be no further charges for staff Christmas celebrations.
8. Not Applicable.
9. The Museum continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

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NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives has spent \$15,672 on hospitality and entertainment for the 2012-13 year to date as follows:

Date	Location	Event	\$ Amount
04-Jun-12	Canberra	Advisory Council meeting	933
14-Jun-12	Canberra	State Directors planning workshop	786
04-Jul-12	Sydney	Constitution Day	1296
06-Jul-12	Sydney	Constitution Speakers Forum	1761
20-Aug-12 to 30-Aug-12	Brisbane	International Council of Archives Congress	4875
20-Sep-12	Canberra	Waterhouse Natural History Art Prize exhibition	4805
29-Oct-12	Sydney	Advisory Council meeting	124
19-Nov-12	Melbourne	Director General Meeting	182
03-Dec-12	Canberra	Advisory Council meeting	910
			15,672

2. Not Applicable.
3. Hospitality and entertainment are reported together at question 1 (above).
4. Not Applicable.
5. The Archives budget for hospitality expenditure for 2012-13 is approximately \$25,000.
Details of known events are:
- National Archives Advisory Council meetings - \$1,800 - 21 March 2013 and 27 June 2012;
 - Design 29 – Creating a capital - \$6000 – 28 February 2013
6. Not Applicable.
7. Hospitality and entertainment are reported together at question 5 (above).
8. Not Applicable.
9. The Archives continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

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NATIONAL FILM AND SOUND ARCHIVE

1. The National Film and Sound Archive's hospitality expense for FYTD is \$2,677. Further details are an unreasonable application of National Film and Sound Archive resources, as this amount contains a number of small value items.
2. Not Applicable.
3. The National Film and Sound Archive's entertainment expense for FYTD is \$3,004. The main event was the Ken G Hall Award on 3 December 2012.
4. Not Applicable.
5. The National Film and Sound Archive has a number of events throughout the financial year and an internal budget for hospitality and entertainment. A plan for each event is established before the event occurs. Further details are unavailable at this time as events are usually planned approximately one month out from the event.
6. Not Applicable.
7. The National Film and Sound Archive has a number of events throughout the financial year and an internal budget for hospitality and entertainment. A plan for each event is established before the event occurs. Further details are unavailable at this time as events are usually planned approximately one month out from the event.
8. Not Applicable.
9. The National Film and Sound Archive continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

NATIONAL GALLERY OF AUSTRALIA

1. The National Gallery of Australia incurs marketing and promotional expenditure associated with the delivery of National Gallery of Australia programs but did not identify any hospitality spend.
2. Not applicable.
3. The National Gallery of Australia incurs marketing and promotional expenditure associated with the delivery of National Gallery of Australia programs but does not identify any entertainment spend.
4. Not applicable.
5. The National Gallery of Australia incurs marketing and promotional expenditure associated with the delivery of National Gallery of Australia programs but does not identify any entertainment

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spend.

6. Not applicable.
7. The National Gallery of Australia incurs marketing and promotional expenditure associated with the delivery of National Gallery of Australia programs but does not identify any entertainment spend.
8. Not applicable.
9. The National Gallery of Australia continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

NATIONAL LIBRARY OF AUSTRALIA

1. Hospitality for 2013-2014 is \$29,947.
2. Not Applicable.
3. Entertainment for 2013-2014 is \$65,807.
4. Not Applicable.
5. See following note.
6. Not Applicable.
7. See following note.
8. Not Applicable.
9. The National Library continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

Note: The National Library hosts a number of events for exhibition openings, book launches, seminars, conferences and other events. The information is not kept in a manner that is readily available and it would be an unreasonable diversion of resources to provide the requested detail.

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NATIONAL MUSEUM OF AUSTRALIA

1. See [Attachment 1.1](#).
2. Not Applicable.
3. Total Cost \$1,800
 - 23 November 2012, National Museum of Australia, Musical Performance for Public Program, \$1,050
 - 26 January 2013, National Museum of Australia, Musical Performance for Public Program, \$750
4. Not Applicable.
5. 7 March 2013, National Museum of Australia, \$20,000, Exhibition Launch
6. Not Applicable.
7. Nil.
8. Not Applicable.
9. The Museum continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Total Spend \$10,229.58 inc GST
 - Tourism Awards, 23rd November 2012, National Gallery of Australia Parkes, \$1850 table of 10.
 - Advisory Council farewell lunch for Director, 23 November 2012, Ottoman Cuisine Parkes, \$1047.
 - 300th Oral History celebration, 29 November 2012, OPH, Total \$775- Venue Hire \$350; Morning Tea \$425.
 - Volunteers Christmas function, 4 December 2012, Forest Hotel & Apartments, Total \$1671.08 - Restaurant Dinner \$1,559 - Lucky door prizes \$112.08
 - Behind the lines launch, 10 December 2012, OPH, Total \$3,426.50- Food \$2800.00- Beverages \$626.50
 - ACT Primary Teachers Preview, 12 December 2012, Orientation space at OPH, Total \$1460.00 – Canape \$700-Beverage \$550 – Wait staff \$210.

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2. Not Applicable.
- 3 Nil.
4. Not Applicable.
5. \$9,900 inc GST
 - March \$4,400. Enlighten Event Catering
 - May \$5,500. Exhibition Launch Catering May
6. Not Applicable.
7. Nil.
8. Not Applicable.
9. Old Parliament House continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. See attachment 1.2
2. Not applicable.
3. See Attachment 1.3
4. Not applicable.
5. See Attachment 1.2
6. Not applicable.
7. Budget for Feb 13 – June 13 - \$1,132
No specific plans at this time.
8. Not applicable.
9. The School continually monitors its budget, and always seeks to minimise expenditure on non-program costs..

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AUSTRALIA COUNCIL

1. The Australia Council has spent \$149,884 on hospitality and entertainment in 2012-13 (YTD). The Australia Council does not record hospitality and entertainment data in a way that would readily allow answers to be provided to these questions.
2. Not Applicable.
3. See response to question 1.
4. Not Applicable.
5. The Australia Council's hospitality and entertainment spend is expected to be roughly in line with the expenditure for 2011-12.
6. Not Applicable.
7. See response to question 5.
8. Not Applicable.
9. The Australia Council continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

CREATIVE PARTNERSHIPS AUSTRALIA

1. In the reporting period – 1 October 2012 to 31 January 2013 the Australia Business Arts Foundation (AbaF)/Creative Partnerships Australia (CPA) spent \$8,106 on hospitality (see below for list of events, dates, location and purpose).

Art of Storytelling	02-Oct-12	VIC	A breakfast discussing how to use the art of storytelling to promote organizational transformation, with guest speaker, Natalie Ashdown, author of "Bring Out Their Best" and Founder & CEO of the Open Door Coaching Group.
Simon Mordant Art Gallery of South Australia	03-Oct-12	SA	A function with guest speaker Simon Mordant AM, Co-Chief Executive of Greenhill Caliburn. Simon talked to South Australia's foremost supporters of the arts about his and his family's experience of giving and the value that philanthropic support brings to the arts and the community.

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Helpman Award TAS	09-Oct-12	TAS	A Terrapin Puppet Theatre event to promote its Helpman Award win to invited key business people.
Jeff Melanson Lunch	18-Oct-12	NSW	Partnership with Sponsorship Australasia to sponsor Jeff Melanson, President of the Banff Centre in Canada, as keynote speaker for Sponsorship Australasia's national conference.
Julie's Bicycle SA	22-Oct-12 29 Oct 12 31 Oct 12	SA ACT WA	Hosted Alison Tickell, founder of Julie's Bicycle, a not-profit organisation based in London which provides commentary and advice around sustainability in the arts. Julie's Bicycle has assisted arts organisations to reduce their environmental impact and to develop new ways of thinking in response to global environmental changes.
Green in the City	01-Nov-12	WA	Alison Tickell (Julie's Bicycle) discussed the role of environmental sustainability in the business and ethics of the arts and cultural industries.
Gold Book launch	01-Nov-12	WA	The Gold Book features the best in relationships between arts, business and donors across Australia; guests included business and arts attendees.
Access to Disability	12-Nov-12	TAS	Arts Tas with Australia Business Arts Foundation invited key arts organisations and artists to hear three artists present about art and disability.
Marsh Boardroom Lunch	14-Nov-12	WA	Attendees heard about some of the new cultural initiatives making Perth a vibrant city over the summer.
ACT Gold Book Launch	14-Nov-12	ACT	Celebration of Australia Business Arts Foundation Award Nominations, Good Practice Recognition Recipients and winners for 2012
Indigenous Art Code	22-Nov-12	WA	Hosted by Councillor company Wesfarmers, speakers explained how the Indigenous Art Code builds mutual respect, reconciliation and sustainable practice in indigenous visual arts practice

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These events and workshops form part of AbaF/CPA program of activities that are designed to increase the capacity of artists and arts organisations to secure private sector support. The costs associated with these events includes venue hire (although this is minimal), food and beverage costs.

2. Not applicable.
3. In the reporting period 1 October 2012 to 31 January 2013, AbaF/CPA spent \$94,696 on entertainment (\$73,141 on food and \$21,555 on corkage; these costs were paid for through commercial partner sponsorship of the awards). This event was the AbaF Awards event held in Melbourne in October 2012.
4. Not applicable.
5. Creative Partnerships Australia has allocated \$5,831 to hospitality to 30 June 2013. This will be spent on hosting a series of briefing sessions regarding the annual Awards and completing a number of scheduled workshops and connecting events for stakeholders as per our business plan. It is anticipated that around one third will be spent food and the balance on beverage although until final attendances are established, we do not know what the exact breakdown will be.
6. Not applicable.
7. CPA projects it will spend \$30,000 on entertainment before 30 June on the 2013 Awards event to be held in Canberra on 18 November 2013. This amount is a venue deposit on the venue that is booked for the event and the amount will be credited to the final bill. Until we know what the attendance will be for the event, we cannot ascertain what the split will be on food and beverage.
8. Not applicable.
9. CPA continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

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SCREEN AUSTRALIA

1. \$23,280. The majority of expenditure was in relation to screenings and all-Australia industry outreach. Responding at the level of detail requested would represent an unreasonable diversion of resources
2. Not Applicable.
3. \$26,713. The majority of expenditure related to stakeholder engagement and international markets. Responding at the level of detail requested would represent an unreasonable diversion of resources
4. Not Applicable.
5. \$64,800 is currently budgeted for hospitality. Responding at the level of detail requested would represent an unreasonable diversion of resources
6. Not Applicable.
7. \$60,150 is currently budgeted for entertainment. Responding at the level of detail requested would represent an unreasonable diversion of resources.
8. Not Applicable.
9. Screen Australia continually monitors its budget, and always seeks to minimise expenditure on non-program costs.

BUNDANON TRUST

1. Nil.
2. N/A.
3. \$2217

Catering:

Catering Special Projects UOW \$60.13

Catering Special Projects \$300.57

Alcohol Expenditure:

Shopfront/Curious

2 Bottles Wine \$21.00

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Airs Drinks:

6 Sparkling Wine	\$80.46
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Artist Gifts:

3 Sparkling Wine	\$40.23
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General Meeting/Trust Meetings:

11 Bottles Wine	\$115.50
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8 Sparkling Wine	\$107.28
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12 Beers	\$24.00
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4. N/A.

5. There are no plans to spend further on hospitality.

6. N/A.

7. There are no plans for entertainment spending.

8. N/A.

9. Bundanon Trust continually monitors its budget, and always seeks to minimise expenditure on non-program costs

AUSTRALIAN NATIONAL MARITIME MUSEUM (ANMM)

Hospitality and Entertainment and Meeting spend for the period from 1 October to 31 January 2013

Hospitality Spend for the period from 1 October to 31 January 2013				
Date	Section	Amount\$	Location	Purpose/ Reason and brief explanation
5/10/2012	Executive department	112.00	Chinta Ria Restaurant	Representatives from British Museum
Oct	Executive department	494.55	ANMM	Town Hall meeting
Oct	Executive department	288.00	ANMM	DHBA meeting
Nov	Governance section	2,616.00	ANMM	Catering for Executive and Council quarterly meetings , inc one dinner
Dec	CommServices	1,054.00	ANMM	HMAS <i>Advance</i> sponsors day
Dec	CommServices	564.00	ANMM	HMAS <i>Advance</i> opening OF Ships and Sea Exhibition
Dec	Executive	171.00	ANMM	Executive panel working lunch
Dec	Executive	608.00	ANMM	Breakfast provided to families involved in Today Show film shoot
Jan	CommServices	521.00	ANMM	Family days for sponsors
Feb	Commercial	880.00	ANMM	Endeavour cruise for sponsors on Australia
Total		7,308.55		

Meeting spend for the period from 1 October to 31 January 2013				
Date	Section	Amount \$	Location	Purpose/ Reason and brief explanation
Nov	Executive department	6,105.00	ANMM	Christmas party for staff
Dec	Executive Section cost	210.00	The little Snail	Art Exhibitions team dinner
Jan	Volunteers	330.00	ANMM	Christmas morning tea
Jan	CommServices	958.00	ANMM	Developing commercial partnering
14/01/2013	Corporate service	235.00	Little snail restaurant	Late night meeting re roof projection system
Total		7,838.00		

National Museum of Australia (NMA)

Agency's hospitality spend for the period from 1 October to 31 January 2013

Date	Location	Purpose	Amount
9/08/2012	Offsite Restaurant	Council Dinner	\$1,475
30/05/2012	National Museum of Australia	Mabo Function	\$4,350
31/07/2012	National Museum of Australia	Exhibition Launch – Menagerie	\$1,128
24/10/2012	National Museum of Australia	Exhibition Launch - LODZ	\$11,727
6/12/2012	National Museum of Australia	Exhibition Launch - Warakurna	\$1,096
23/11/2012	National Museum of Australia	A Night at the Museum	\$1,444
7/12/2012	National Museum of Australia	Volunteers Christmas Party	\$4,058
18/12/2012	National Museum of Australia	Conservation Partner Tour	\$700
6/12/2012	Offsite Restaurant	Warakurna Exhibition Artists & Donors	\$259
5/12/2012	Offsite Restaurant	Development Dinner	\$413
6/12/2012	Offsite Restaurant	Lunch with an interstate Museum Director	\$74
17/12/2012	National Museum of Australia	Lunch with an interstate Museum Director	\$15
31/10/2012	National Museum of Australia	Staff thank you barbecue	\$1,772
30/11/2012	National Museum of Australia	NMA friends shopping	\$436
19/10/2012	National Museum of Australia	WHS Safety Week	\$301
6/09/2012	Offsite Restaurant	CSIRO/NMA Robot project team	\$222
		Total	\$29,470

1.2

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

Date	Location	Purpose	Cost
Oct-12	Bondi Pavillion Bondi Beach	Pop-up-Mixer' 2013 Recruitment	\$3,531
Dec-12	AFTRS Building Moore Park NSW	Annual Industry Night	\$45,397
Dec-12	Carriage Works Redfern NSW	Graduation Ceremony 012 award students	\$34,959
			\$83,887

Date	Location	Purpose	Estimated Cost
Mar-13	AFTRS Cinema Moore Park NSW	Monthly 'Friday on your Mind'	\$500
Apr-13	AFTRS Cinema Moore Park NSW	Monthly 'Friday on your Mind'	\$500
May-13	AFTRS Cinema Moore Park NSW	Monthly 'Friday on your Mind'	\$500
June	AFTRS Cinema Moore Park NSW	Monthly 'Friday on your Mind'	\$500
			\$2,000

1.3

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

July 12-January 13

Trans. Date	Amount	Description	Location
3/07/2012	54.54	INDUSTRY MEETING - INTERNATIONAL REPRESENTATIVE	Sydney
13/07/2012	73.00	INDUSTRY LUNCH WITH COUNCIL MEMBER	Sydney
20/07/2012	13.18	INDUSTRY MEETING - FRIDAY ON MY MIND MELBOURNE	Melbourne
24/07/2012	220.27	FUNCTION FOR DEPARTING STAFF	Sydney
10/08/2012	12.28	INDUSTRY MEETING - PRODUCTION	Sydney
26/07/2012	23.78	INDUSTRY MEETING - SPAA CONFERENCE ADVISOR	Sydney
8/08/2012	272.73	GRADUATE CERTIFICATE MEET & GREET - SCREEN DIVISION	Sydney
19/07/2012	272.72	GRADUATE CERTIFICATE MEET & GREET - SCREEN DIVISION	Sydney
27/07/2012	650.00	MASTER SCREEN ARTS LEADERSHIP INSIGHTS DINNER - THE SEBEL	Melbourne
17/07/2012	540.91	CULTURAL EXCHANGE EVENT - NYU STUDENTS	Sydney
12/09/2012	6.00	INDUSTRY MEETING - TV TALKS - AFTRS OPEN DIVISION	Sydney
18/08/2012	58.46	INDUSTRY MEETING - CANNES FILM FESTIVAL INTERNSHIP	Sydney
15/08/2012	17.10	INDUSTRY MEETING - PROPOSED CHAIR ACADEMIC BOARD	Sydney
31/08/2012	174.09	PRODUCTION DESIGN LUNCH	Sydney
27/08/2012	20.50	INDUSTRY MEETING - MSA LUNCH	Sydney
9/10/2012	19.72	ARTRATE PRESENTATION	Sydney
28/09/2012	14.14	INDUSTRY MEETING - COMMERCIAL RADIO AUSTRALIA	Sydney
17/09/2012	24.54	INDUSTRY MEETING - SCREEN DIVISION LECTURER	Sydney
3/10/2012	41.40	INDUSTRY MEETING - MARKETING AND COMMUNICATIONS	Melbourne
14/09/2012	17.00	INDUSTRY MEETING - MARKETING AND COMMUNICATIONS	Sydney
13/10/2012	78.63	INDUSTRY MEETING - CHARLES STURT UNIVERSITY	Sydney
22/10/2012	19.88	INDUSTRY MEETING - SCREEN DIVISION DEPUTY DIRECTOR	Sydney
19/10/2012	120.27	AFTRS RECRUITMENT MEETING	Sydney
13/10/2012	1,163.64	MSAB DINNER DARCY'S RESTAURANT	Sydney
26/11/2012	67.20	INDUSTRY MEETING - SCREEN DIVISION	Sydney
	3,975.98		

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Question: 22

Topic: Meeting Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 6

1. What is the Department/Agency's meeting spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. See Attachment 1 for detail.
2. Not Applicable.
3. Future meeting spend is expected to be of a similar nature as previously incurred.
Specifically there are meetings planned in April and May pertaining to new exhibitions. The cost is estimated to be \$250.00.
4. Not Applicable.

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NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives does not record meeting costs separately. The approximate spend on meetings by the Archives year to date is \$12,000 which is primarily catering with some office supplies. The locations of these meetings were at our National office and State offices and have occurred regularly throughout the year.
2. Not Applicable.
3. The Archives full year budget for meeting costs is approximately \$20,000. Details of planned dates, locations, purpose and cost for all meetings is not available at this time.
4. Not Applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. The National Film and Sound Archive has spent approximately \$4,000 on meetings this financial year (catering). This includes the August 2012 Board meeting (held at the Australian Centre for the Moving Image (ACMI) in Melbourne) and catering for July, September and November Board and Audit Committee meetings.
2. Not Applicable.
3. The National Film and Sound Archive has a number of Board meetings and Audit Committee meetings throughout the financial year and an internal budget for these meetings.
4. Not Applicable.

NATIONAL GALLERY OF AUSTRALIA

1. The National Gallery of Australia does not record meeting data in a way that would readily allow answers to be provided to these questions.
2. Not Applicable.
3. The National Gallery of Australia does not have a specific budget allocation for meetings.
4. Not Applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Unable to supply detail at this level.
2. Not Applicable.
3. Unable to supply detail at this level.
4. Not Applicable.

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NATIONAL MUSEUM OF AUSTRALIA

1. Total Costs - \$500

24/10/2012 – Indigenous Advisory Committee \$213

25/10/2012 – Council Meeting \$287

2. Not Applicable.

3. 7/03/2013 – Council Meeting \$300

20/05/2013 – Indigenous Advisory Committee \$300

21/05/2013 - Council Meeting \$300

4. Not Applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1.

- Volunteer general meeting, 19 July 2 sessions. To keep volunteers informed of MoAD activities. \$600.50 inc GST
- Advisory Council meeting, 3 August 2012, Council Business, \$408.00 inc GST.
- Working lunch with staff of Parliamentary Services, 6 August 2012, Build relationship with similar institution, \$72.00 inc GST
Meeting of Managers of conservation sections form Cultural Institutions, \$15.50.
- Morning Tea for Cultural Institutions Insurance forum, 6 Sept 2012, Build relationships between the Cultural institutions, \$44.60 inc GST
- Disability reference Group, 14 Nov 2012, representatives of peak disability bodies, \$50.00 inc GST
- Volunteer general meeting, 8 July, to keep volunteers informed of MoAD activities. \$530.00 inc GST
- Meeting with Bundanon Trust, 17 Oct 2012, Regarding Arthur Boyd Exhibition, \$72.50 inc GST
- Creative Agency meeting, 21 Nov 2012, More effective creative advertising, \$266.00 inc GST

2. Not Applicable.

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3.

- Business Planning Day, February, \$1,000.00
- Advisory Council, February, \$500.00
- Volunteer Meetings, March & July, \$900.00
- Professional Learning for Teachers, February, \$1300.00
- Workshops to support new Visitor Experience Plan, Feb & May, \$500.00

4. Not Applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Australian Film, Television and Radio School does not have a separate budget line for meeting expenses, therefore it is difficult to extract from other expenditure.

The cost of meetings is minimal as nearly all are held at Australian Film, Television and Radio School building in Moore Park Sydney.

2. Not Applicable.

3. Australian Film, Television and Radio School is planning one off-site Strategy Day for Council and Executive on 10 May. Venue and costs for the event have not been finalised at the time of response.

4. Not Applicable.

AUSTRALIA COUNCIL

The Australia Council does not record meeting data in a way that would readily allow answers to be provided to these questions and to do so would be an unnecessary diversion of resources.

CREATIVE PARTNERSHIPS AUSTRALIA

1. The Australia Business Arts Foundation/Creative Partnerships Australia's spending on meetings this financial year to date is estimated to be \$500 across all states and territories. This expenditure is for tea, coffee, milk and sugar used for meeting guests' refreshments in our national office in Melbourne and our state and territory offices.

2. Not Applicable.

3. The planned spend for the remainder of the financial year will be approximately \$300.

4. Not Applicable.

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SCREEN AUSTRALIA

1. Screen Australia has a Board which is its governing authority. The cost of four Board meetings in the reporting period was \$26,355. As Screen Australia is a national organisation with Board members travelling from interstate, this cost was substantially comprised of travel costs. Catering: \$12,738. To respond at a further level of detail would represent an unreasonable diversion of resources.
2. Not Applicable.
3. Screen Australia has a Board comprising nine members which is its governing authority. The cost of seven Board meetings in the financial year is expected to be \$65,143. As Screen Australia is a national organisation this cost includes Board members travelling from interstate to NSW and one meeting to be held interstate (outside of NSW). To respond at a further level of detail would represent an unreasonable diversion of resources.
4. Not Applicable.

BUNDANON TRUST

1. The total Catering and Drinks Cost was \$8230.60, being for Trust Meetings and Functions as follows:
 - Board Meeting on 23 August 2012 held at the National Maritime Museum;
 - Board Meeting on 24 November 2012 held at the Bundanon Trust on the Riversdale Property; and
 - Board Meeting on 21 February 2013 held at the National Maritime Museum.
2. N/A.
3. Bundanon cannot readily provide an answer to this question, and to attempt to provide this level of detail would involve an unreasonable diversion of resources.
4. N/A.

Australian National Maritime Museum (ANMM)

Meeting costs for the period of 1 October to 31 January 2013

Date	Section	Amount	Location	Purpose
		\$		Reason and brief explanation
Oct	Executive Section cost	1,666.00	ANMM	staff workshoping strategic planning
Dec	Operations	244.00	ANMM	Meeting with designers and consultants
Oct	Monthly a number of meeting are held by executives and senior staff of the museum	106.00	ANMM	Museum Management and development, fund raising
28/11/2012	Visitor Experience	150.91	ANMM	Hospitality with East Coast Encounter Exhibition Group
10/12/2012	Visitor Experience	39.27	ANMM	Meeting with Endeavour Stakeholder Antonia Macarthur
2/10/2012	Visitor Experience	46.11	ANMM	Meeting Catherine Hughes Interpretation Workshop
4/10/2012	Visitor Experience	43.27	ANMM	Amanda Mayne (British Museum) Meeting
Nov	Monthly a number of meeting are held by executives and senior staff of the museum	386.00	ANMM	Museum Management and development, fund raising
Nov	Executive	202.00	ANMM	ARHV lunch
Dec	Monthly a number of meeting are held by executives and senior staff of the museum	764.00	ANMM	Museum Management and development, fund raising
Jan	Monthly a number of meeting are held by executives and senior staff of the museum	155.00	ANMM	Museum Management and development, capital works
Jan	Corporate services	18.40	ANMM	Museum Management and development, fund raising
		3,820.96		

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Question: 23

Topic: Program Launch Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

1. What is the Department/Agency's program launch spend for this financial year to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.
5. What is the Department/Agency's program launch spend for 2011-12? Detail date, location, purpose and cost of each event including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, please detail total program launch spend for 2011-12. Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Total spend on program and exhibition launches: \$36,205, see division of costs below.

A total of \$17,408 was spent on the Welcome Wall unveiling on the 4 November 2012.

The below four events totalled \$18,797:

- 5 October 2012 at the museum for the launch of the museum's 100 Stories book & eBook.

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- 12 October 2012 at the museum for the opening of the museum's 2012 Classic & Wooden Boat Festival.
- 8 December 2012 at the museum for the launch of the museum's summer program.
- 24 January 12 at the museum for the launch of the museum's summer light show.

2. Not Applicable.

3. Nil.

4. Not Applicable.

5. Nil.

6. Not Applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives did not have any Government Program launches in the 2012-13 year to date.

2. Not Applicable.

3. Nil.

4. Not Applicable.

5. The Archives did not have any Government Program launches in 2011-12.

6. Not Applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. Nil.

2. Not Applicable.

3. Nil.

4. Not Applicable.

5. Nil.

6. Not Applicable.

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NATIONAL GALLERY OF AUSTRALIA

1. The National Gallery of Australia incurs marketing and promotional expenditure associated with the delivery of National Gallery of Australia programs but does not identify any specific program launch expenditure.
2. Not Applicable.
3. The National Gallery of Australia incurs marketing and promotional expenditure associated with the delivery of National Gallery of Australia programs but does not identify any specific program launch expenditure.
4. Not Applicable.
5. The National Gallery of Australia incurred marketing and promotional expenditure associated with the delivery of National Gallery of Australia programs in 2011-12 but did not identify any specific program launch expenditure.
6. Not Applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

AUSTRALIA COUNCIL

1. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

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CREATIVE PARTNERSHIPS AUSTRALIA

1. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

SCREEN AUSTRALIA

1. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

BUNDANON TRUST

1. Nil.
2. Not Applicable.
3. Nil.
4. Not Applicable.
5. Nil.
6. Not Applicable.

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Department of Regional Australia, Local Government, Arts and Sport

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Question: 24

Topic: Board Appointments FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments for this financial year to date?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

Please refer to DRALGAS' response to this question.

NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question.

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question.

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question.

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question.

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question.

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Department of Regional Australia, Local Government, Arts and Sport

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AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question.

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question.

CREATIVE PARTNERSHIPS AUSTRALIA

Please refer to DRALGAS' response to this question.

SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question.

BUNDANON TRUST

Please refer to DRALGAS' response to this question.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Question: 25

Topic: Freedom of Information Requests

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

Has the department/agency received any updated advice on how to respond to FOI requests?

1. What is the total cost to the department to process FOI requests for this financial year to date?
2. How many FOI requests has the Department received for this financial year to date?
3. How many requests have been denied and how many have been granted?
4. Has the department failed to meet the processing times outlined in the FOI Act for any requests?
 - a. If so, how many and why?
5. Do any of these requests remain outstanding?
 - a. If so, how many and why?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

The Australian National Maritime Museum has not received any updated advice on how to respond to FOI requests.

1. Nil
2. None.
3. Not applicable
4. Not applicable
 - a. Not applicable
5. Not applicable
 - a. Not applicable

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NATIONAL ARCHIVES OF AUSTRALIA

The Archives receives updated guidelines on how to respond to FOI requests from the Office of the Australian Information Commissioner. A representative from the Archives attends the regular Australian Government Solicitor's FOI forums and the regular ICON meetings. Staff at the Archives attend regular training sessions hosted by the AGS.

1. The total cost for the Archives to process FOI requests for this financial year to date is \$3473.80 (1 July 2012 – 31 January 2013).
2. The Archives has received eight (8) FOI requests from 1 July 2012 – 31 January 2013.
3. From 1 July 2012 – 31 January 2013 the Archives denied three (3) applications. Three (3) were granted in full and one (1) is still outstanding due to scope negotiations.
4. No.
 - a. Not applicable.
5. Yes.
 - a. One (1) is outstanding due to scope negotiations.

NATIONAL FILM AND SOUND ARCHIVE

No, the NFSA has not received any specific advice. Where appropriate, the NFSA has regard to guidelines issued and updated by the OAIC from time to time.

1. Approximately \$1,000.
2. No valid requests received.
3. Not applicable.
4. No.
 - a. Not applicable.
5. No.
 - a. Not applicable.

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NATIONAL GALLERY OF AUSTRALIA

1. Nil.
2. Nil.
3. Not applicable.
4. Not applicable.
 - a. Not applicable.
5. Not applicable.
 - a. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

The NLA follows guidelines issued by the Australian Information Commissioner at www.oaic.gov.au.

1. FYTD \$1,191 (relates to a 2011-12 request)
2. One (as at 31 January 2013) which was subsequently withdrawn.
3. Nil.
4. No.
 - a. Not applicable.
5. No
 - a. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

The NMA has not received any updated advice on how to respond to FOI requests other than publicly available guidance appearing on the Office of the Australian Information Commissioner's website.

1. The NMA does not have a dedicated FOI officer or unit and accordingly it is not possible to provide accurate costs to the Museum for the processing of FOI requests.
2. The NMA received five FOI requests for the 2012-13 financial year to date.
3. Access to some documents (or parts of documents) was denied, however the Museum granted access to the majority of documents requested for each application.

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4. The NMA has met the processing times outlined in the FOI Act apart from one request for internal review of a primary decision.
 - a. The reason for not processing the review on time was because the subject matter of the review overlapped with a later, fresh request.
5. No.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. The agency receives and acts upon general FOI advice issued by the Office of the Australian Information Commissioner.
2. Nil FOI requests have been received by the agency in the 2012–13 financial year to date.
3. Not applicable – nil requests in 2012–13 to date.
4. The agency has met required processing times for all FOI requests.
 - a. Not applicable.
5. Not Applicable.
 - a. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Yes
2. 1 October 2012 – 31 January 2013
Approx. cost to agency - \$2,600.
 - a. One request received.
3. One request granted. Some documents to be released in full and some in part. Two documents wholly exempt.
4. No.
 - a. Not applicable.
5. Yes - One request outstanding at 31 January 2012. Decision letter has been sent to applicant, however handover of documents pending payment by applicant re costs (note a nominal amount has been asked).

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AUSTRALIA COUNCIL

The Australian Office for the Information Commissioner provides regular updates on Freedom of Information.

The Australia Council has not received any Freedom of Information requests this financial year.

CREATIVE PARTNERSHIPS AUSTRALIA

1. The Australia Business Arts Foundation/Creative Partnerships Australia has not received any updated advice on how to respond to FOI requests.

1. Nil

2. Nil

3. Nil

4. Nil

5. Nil

SCREEN AUSTRALIA

No.

1. Nil

2. Two.

3. Zero denied, one granted in part, one in full.

4. Nil.

5. Nil.

BUNDANON TRUST

1. Nil

2. Nil

3. Nil

4. Nil

5. Nil

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 26

Topic: Community Cabinet Meetings

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.
2. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

Please refer to DRALGAS' response to this question.

NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question.

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question.

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question.

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question.

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NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question.

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question.

CREATIVE PARTNERSHIPS AUSTRALIA

Please refer to DRALGAS' response to this question.

SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question.

BUNDANON TRUST

Please refer to DRALGAS' response to this question.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 27

Topic: Reviews FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

For this financial year to date:

1. How many Reviews are being undertaken?
2. What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?
3. Which of these reviews has been provided to Government?
4. When will the Government be responding to the respective reviews that have been completed?
5. Has the Government responded to all reviews within the timeframe? If not, why not?
6. What is the estimated cost of each of these Reviews?
7. What reviews are planned?
8. When will each of these reviews be concluded?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. None.
8. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL ARCHIVES OF AUSTRALIA

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. None.
8. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. None.
8. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. None.
8. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL LIBRARY OF AUSTRALIA

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. None.
8. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. None.
8. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
2. Nil.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Nil / not applicable.
7. Nil.
8. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.

AUSTRALIA COUNCIL

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.

CREATIVE PARTNERSHIPS AUSTRALIA

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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SCREEN AUSTRALIA

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.

BUNDANON TRUST

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 28

Topic: Consultancies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 9

1. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. See table at [Attachment 1](#).
2. By means of a user brief or specification for the required services. The method of procurement will be determined by the Australian National Maritime Museum procurement policy and guidelines and will vary depending on the scope and estimated value of the consultancy. Consultancy RFTs are advertised on AusTender as and when the requirement arises and is defined.

NATIONAL ARCHIVES OF AUSTRALIA

1. Eight consultancies have been undertaken for the 2012-13 financial year to date at a value of \$209,311. Note the response only includes information on consultancies where the total dollar value of the contract is above \$10,000 as per reporting requirements. Details of consultancies are available on Austender (www.tenders.gov.au).
2. There is one planned consultancy for the remainder of this calendar year above \$10,000, which has been published on our Annual Procurement Plan on the Austender website.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL FILM AND SOUND ARCHIVE

1. Two consultancies over \$10,000 have been undertaken between October 2012 and January 2013.

Name	Subject	Cost (incl. GST)	Method
Erwood & Assoc.	ICT procurement services	\$20,598	Direct source
Pricewaterhouse Coopers	Internal audit fees	\$16,858	Direct source
		Total: \$37,456	

Expenditure for all consultancies between October 2012 and January 2013 is \$151,360 (ex GST).

2. Approximately 18 consultancies are planned for 2012-13. These have not been published in our Annual Procurement Plan on the AusTender website as we are a CAC Agency and do not need to publish a APP on AusTender.

NATIONAL GALLERY OF AUSTRALIA

1. The NGA has undertaken 3 consultancies in 2012-13 to 31 January 2013. Please refer to the attached list for details of the consultancies.
2. Consultancies planned for the NGA in 2012-13 are below the reporting threshold for the Annual Procurement Plan and the Austender website.

NATIONAL LIBRARY OF AUSTRALIA

1. There have been 34 consultancies completed or commenced for the FYTD with a total value of \$3,254,867. These are set out in table at [Attachment 1](#). (All figures are GST inclusive).
2. It would require an unreasonable diversion of resources to provide details requested. As the Library is not subject to Commonwealth Procurement Rules, it is unable to publish its Annual Procurement Plan on AusTender.

NATIONAL MUSEUM OF AUSTRALIA

1. Total of six consultancies. See table at [Attachment 1](#).
2. Nil

Senate Rural and Regional Affairs and Transport Legislation Committee

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
2. Valuations required for the OPH assets will be engaged as consultancies. The request for offers have gone out and are due back at the end of March. Estimated amount required to cover the valuations is \$66,000 inc GST.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. The Australian Film, Television and Radio School conducts several consultancies each year and reports annually in Annual Report. Procurement may be by tender or request for quote or direct engagement, depending on value of consultancy. All procurement is in line with Council approved administration order and delegations. See table at [Attachment 1](#).
2. See above. As a CAC Act agency, Australian Film, Television and Radio School is not required to comply.

AUSTRALIA COUNCIL

1. The following consultancy has been undertaken in the financial year to date:

Consultant: Phillippa Murray

Subject: Visual Arts Sector - Qualitative Research Report,

Duration: 31/10/2012 to 1/2/2013

Cost: \$36,000.00

Method of Procurement: select tender.

2. There are no consultancies planned. As a *Commonwealth Authorities and Companies Act* agency, the Australia Council is not required to publish an Annual Procurement Plan on the Austender Website.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Nil.
2. Nil.

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ANSWERS TO QUESTIONS ON NOTICE

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SCREEN AUSTRALIA

1. 21 consultancies undertaken in this financial year. Total value: \$122,885. To supply information in greater detail would represent an unreasonable diversion of resources.
2. It is expected that the total number of consultancies for calendar year 2013 will be broadly similar to that in 2012-13. Publication on AusTender is not applicable to Screen Australia.

BUNDANON TRUST

1. Nil.
2. Two consultancies are planned. Details are as follows:

Web site enhancement

- 3 months
- \$15,000
- Digital Monkey
- Preferred Supplier
- Annual Procurement Plan – Not applicable

Master plan tendering document

- 6 months
- \$75,000
- Tender
- Annual Procurement Plan – Not applicable

Australian National Maritime Museum (ANMM)

1. List of consultancies from 1 October 2012 to 31 January 2013:

Account (Name)	Subject Matter	Duration	Procurement Method	Cost (inc GST)
Allcom Networks Pty Ltd	IT services	Oct 12 - Jan 13	Competitive Quotes	49,298
Asset Technologies Pacific	Facilities Mangement	Oct 12 - Jan 13	Direct Sourcing	21,120
Australian Govt Solicitor	Legal Services	Oct 12 - Jan 13	Direct Sourcing	31,579
Cpm Anao	Audit Services	Oct 12 - Jan 13	Direct Sourcing	22,550
Bloke Australia	Design	Oct 12 - Jan 13	Competitive Quotes	74,404
Annie Kewe	Editorial Services	Oct 12 - Jan 13	Direct Sourcing	395
Tony Charters & Associates	Sponsorship planning	Oct 12 - Jan 13	Direct Sourcing	22,128
Cox Architecture Pty Ltd	Design	Oct 12 - Jan 13	Direct Sourcing	140,867
Corrosion Control Engineering	Engineering	Oct 12 - Jan 13	Direct Sourcing	5,808
Colmar Brunton	Market Research	Oct 12 - Jan 13	Competitive Quotes	21,000
Consult Point	IT services	Oct 12 - Jan 13	Direct Sourcing	5,390
Crown Cabling	IT services	Oct 12 - Jan 13	Direct Sourcing	11,325
Elo Digital Office	Digital/ELO services	Oct 12 - Jan 13	Competitive Quotes	4,752
Emr Surveys	Survey services	Oct 12 - Jan 13	Direct Sourcing	1,980
Firefly Interactive	IT and design services	Oct 12 - Jan 13	Direct Sourcing	8,316
Frontline Systems Aust Pty Ltd	Engineering & Project Management	Oct 12 - Jan 13	Direct Sourcing	6,443
Holmes Fire & Safety	Engineering	Oct 12 - Jan 13	Direct Sourcing	1,650
Susan Hocking Pty Ltd	Marketing	Oct 12 - Jan 13	Direct Sourcing	4,800
Inar Design	Design	Oct 12 - Jan 13	Direct Sourcing	4,518
Austen Kaupe	Design	Oct 12 - Jan 13	Direct Sourcing	12,430
Monika Klenner	Design	Oct 12 - Jan 13	Direct Sourcing	831
Laccal Consulting Pty Ltd	Executive consulting	Oct 12 - Jan 13	Competitive Quotes	17,160
Cardno (Nsw/Act) Pty Ltd	Engineering	Oct 12 - Jan 13	Direct Sourcing	13,041
Mbmpl Pty Ltd	Quantity Surveyor	Oct 12 - Jan 13	Direct Sourcing	32,940
Media Measures	Media Valuation & Analysis	Oct 12 - Jan 13	Direct Sourcing	6,050
N.S.C.A.	WH&S services	Oct 12 - Jan 13	Competitive Quotes	18,304
Ncs International Pty Limited	Risk Management	Oct 12 - Jan 13	Competitive Quotes	908
Oakton Aa Services P/L	Audit Services	Oct 12 - Jan 13	Competitive Quotes	3,960
Object Consulting Pty Ltd	IT services	Oct 12 - Jan 13	Direct Sourcing	20,456
Parsons Brinckerhoff Australia	Asbestos services	Oct 12 - Jan 13	Direct Sourcing	38,892
Professional Advantage	IT services	Oct 12 - Jan 13	Direct Sourcing	17,787
Pricewaterhousecoopers	Audit Services	Oct 12 - Jan 13	Competitive	11,000

			Quotes	
Root Projects Australia P/L	Strategic Planning	Oct 12 - Jan 13	Direct Sourcing	148,705
Savills Project Management P/L	Project Management	Oct 12 - Jan 13	Market Testing	71,280
Jennifer Sanders	Executive coaching	Oct 12 - Jan 13	Direct Sourcing	250
Tim Sherratt	IT services	Oct 12 - Jan 13	Direct Sourcing	4,855
Slingshot Design	Design	Oct 12 - Jan 13	Direct Sourcing	110
Spatchurst Design Associates	Design	Oct 12 - Jan 13	Direct Sourcing	3,872
Stephen Grubits & Associates	Engineering	Oct 12 - Jan 13	Direct Sourcing	10,230
Strategy 8	Marketing	Oct 12 - Jan 13	Direct Sourcing	13,018
Randi Svensen	Editorial Services	Oct 12 - Jan 13	Direct Sourcing	875
Taylor Thomson Whitting	Engineering	Oct 12 - Jan 13	Direct Sourcing	6,270
Upsidedown Productions P/L	Production services	Oct 12 - Jan 13	Direct Sourcing	4,455
Vos Group P/L	Engineering	Oct 12 - Jan 13	Direct Sourcing	32,230
Winning Attitude & Solutions	Performance Management services	Oct 12 - Jan 13	Competitive Quotes	22,138
				950,369

National Gallery of Australia (NGA)

1. There have been 3 consultants paid more than \$10,000 to 30 September 2012

Name	Nature of services	Amount	Duration	Selection process
Davison Trahaire	Counselling Services	11,000	12-13	Direct Sourcing
Franchesca Cubillo	Wesfarmers Arts Fellowship	98,135	12-13	Direct Sourcing
Cato Counselling	Marketing	10,043	12-13	Direct Sourcing
Total		119,178		

National Library of Australia (NLA)

1.

Complete and Incomplete 01 Oct 2012 - 31 Jan 2013	Subject Matter	Duration	Cost (GST Incl)	Method of procurement
ACTSafe Australia	Workplace ergonomic assessment	October 2012	\$653	Direct Sourcing
Ashurst Australia	General legal advice	Jul 2012 to Jun 2013	\$4,333	Open Tender
Ashurst Australia	Legal advice on collection access issue	October 2012	\$3,687	Direct Sourcing
Attorney-General's Department	Administrative fee associated with Commonwealth-wide Copyright Agency Ltd agreement	Jul 2012 to Jun 2013	\$1,000	Direct Sourcing
Australian Government Solicitor	Advice on partial human resource issue	Nov 2012 to Dec 2012	\$2,500	Open Tender
Clayton Utz	General legal advice	Jul 2012 to Jun 2013	\$15,732	Open Tender
Clayton Utz	Legal advice on copyright issue	Nov 12 to Dec 2012	\$9,943	Direct Sourcing
Cunningham Martyn	Design and superintend the	Nov 2012 to	\$1,601,080	Direct sourcing

Design Pty Ltd	reading room amalgamation project	Nov 2016		
GHD Pty Ltd	Engineering services for window refurbishment project	Sep 2012 to Jun 2013	\$43,527	Select Tender
GHD Pty Ltd	Design documentation for refurbishment of Lower Ground Floor Level 2 (LG2)	Jan 2013 to Jun 2013	\$54,450	Open Tender
Heritage Management	Ongoing heritage advice for building works	Nov 2012 to Dec 2013	\$1,500	Direct sourcing
John Raineri and Associates	Review of lighting throughout the main building	Nov 2011 to Feb 2013	\$97,000	Select Tender
John Raineri and Associates	Review of lighting in Foyer and the Main Reading Room	Oct 2012 to Jun 2013	\$40,000	Direct Sourcing
John Skurr Consulting Services	Provide engineering advice in relation to an upgrade of Fire Services	Feb 2010 to Apr 2013	\$19,800	Direct Sourcing
Minter Ellison Lawyers	Legal advice on legal deposit	Sept 12 to Mar 13	\$50,000	Open Tender
Nelson-Tyers Consulting Pty Ltd	Workplace ergonomic assessments	Jul 2012 to Jun 2013	\$5,000	Direct Sourcing
Paul Tilse Architects	Architectural services for fire corridor pressurisation project	Oct 2011 to Oct 2013	\$4,400	Direct Sourcing
Paul Tilse Architects	Architectural services for new storage area	Oct 2011 to Jan 2013	\$13,866	Direct Sourcing
Pricewaterhouse Coopers	Internal Audit Services (three year contract)	Sep 2010 to Aug 2013	\$240,000	Open Tender
Project Computing	IT Architect/Senior Developer advisory services for information technology projects	July 2009 to July 2013	\$780,000	Open Tender
Psarn International Pty Ltd	IT Security Review of information security manual and protective security policy framework compliance	Sept to Nov 2012	\$57,000	Direct sourcing
Rudds Consulting	Design & supervision for replacement of ductwork on LG2	Jan 2012 to Jan 2013	\$3,300	Direct Sourcing
Rudds Consulting	Design for new return air vent - Strong Room	Dec 2011 to Dec 2012	\$1,914	Direct Sourcing
Rudds Consulting	Documentation of Emergency Lighting	May 2009 - May 2013	\$29,427	Select Tender
Rudds Consulting	Design for a feasibility study for alternate energy supply	Jun 2012 - Dec 2012	\$3,520	Open Tender
Rudds Consulting	Documentation and specifications for possible alternate energy supply	Jan 2013 to Jan 2014	\$29,040	Open Tender
Sellick Consultants PL	Hydraulic engineering advice for fire hydrant works	Jul 2012 to Jun 2013	\$10,340	Direct Sourcing
Steensen Varming (Australia) Pty Ltd	Design and documentation for external façade lighting	Nov 2012 to Nov 2014	\$74,140	Open Tender
Step Two Designs	Review and provide advisory services to assist with an Intranet Redesign project	Aug to Oct 2012	\$18,920	Direct sourcing
Strategic Facility	Prepare a 15 year building life	November	\$23,650	Direct Sourcing

Services Pty Ltd	cycle management report	2012		
Tania Cleary	Advice on Community Heritage grant applications	May 2010 to May 2013	\$960	Open Tender
Terri Janke & Co	Legal advice on copyright, licensing and Indigenous culture protocols	Jul 2012 to Dec 2012	\$5,000	Direct Sourcing
Wilde and Woollard	Quantity Survey for windows refurbishment project	Sep 2012 to Mar 2013	\$8,800	Direct Sourcing
Yellow Edge Pty Ltd	Advice on mentoring program	December 2013	\$385	Direct Sourcing
Consultancies	34	Total	\$3,254,867	

NATIONAL MUSEUM OF AUSTRALIA (NMA)

1.

Consultant	Subject	Total Amount of Consultancy	Procurement Method	Duration
Steensen Varming (Australia) Pty Ltd	HVAC Upgrade advice	\$63,295	Open Tender	Jul – Oct 2012
Altus Page Kirkland	Asset Management Plan Consultancy	\$2,336	Direct Source	Jul – Aug 2012
Lynn Anderson Consulting	Performance Review of NMA Council	\$19,067	Direct Source	Jul - Oct 2012
GTA Consultants	Car Park Boom Gate Review	\$9,240	Direct Source	Jul - Sep 2012
Dysen	Fire Systems Review	\$8,000	Direct Source	Nov 2012- June 2013
Echelon Consultancy & Training	Facilities Maintenance Condition Audit	\$8,294	Direct Source	Dec 2012-Jan 2013

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL (AFTRS)

1.

Specialist Consultants Summary				
01/07/12 to 31/01/2013				
Period	Amount	Supplier	Purpose	Below tender limit
Jan-13	3,181.82	Acid Green	Scope study for booking system	Y
July12-Jan13	4,500.00	Audit & Risk Management Services	Provide independent member of School's Finance Audit & Risk Management committee	Y
Jan-13	454.50	BRS Consulting	Staff work place assessment	Y
Dec-12	1,500.00	Cathryn McConaghy	Provide independent membership of School's Academic Board	Y
Jul-12	7,400.00	Cynon Knowledge Computing P/L	Process review of timetabling	Y
Dec-12	5,370.30	Cynon Knowledge Computing P/L	Training in timetabling system	Y
Aug-12	4,800.00	Deloitte Touche Tohmatsu	Excess superannuation contribution review	Y
Dec-12	1,500.00	Graham Forsyth	Provide independent membership of School's	Y

Attachment 1

			Academic Board	
Dec-12	1,500.00	Graham Hendry	Provide independent membership of School's Academic Board	Y
Oct-12	6,000.00	HBA Consulting	Provision of investigative services	Y
Dec-12	3,246.36	Klein & Co	Data recovery review	Y
Dec-12	1,000.00	Robyn Gibson	Independent member & chair of AFTRS Schools Advisory Committee.	Y
TOTAL	40,452.98			

Senate Rural and Regional Affairs and Transport Legislation Committee

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Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 29

Topic: Media Monitoring

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide these services for the year 2012-13?
 - c. What has been spent providing these services this financial year to date?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$9,171 FYTD
 - a. Media Monitors plus Media Measures for a one-off media value report on the Endeavour Circumnavigation
 - b. \$8,000
 - c. \$9171 FYTD, \$7369 for reporting period 1 October 2012 – 31 January 2013

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ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL ARCHIVES OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. The total cost of media monitoring services for the 2012-13 financial year to date is \$14,615.
 - a. Media Monitors.
 - b. The estimated budget for 2012-13 financial year is approximately \$27,000.
 - c. Nil as the Archives purchases media monitoring services.

NATIONAL FILM AND SOUND ARCHIVE

1. Nil
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$2709 for the period 1 October 2012 – 31 January 2013) (\$6742 FYTD)
 - a. Media Monitors
 - b. \$13,000.00
 - c. \$2709 for the period 1 October 2012 – 31 January 2013) (\$6742 FYTD)

NATIONAL GALLERY OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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2. \$17,189 (\$8,824 for the period 1 October 2012 to 31 January 2013)
 - a. Media Monitors
 - b. 30,000
 - c. \$17,189 for the financial year to 31 January 2013

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$8,231 for the reporting period 1 October 2012 to 31 January 2013.
 - a. Media monitors and AAP.
 - b. \$25,000.
 - c. \$13,350 to 31 January 2013.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$22,050
 - a. Media Monitors
 - b. \$39,000
 - c. \$22,050

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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2. \$20,000
 - a. Media Monitors
 - b. \$20,000
 - c. \$12,163.70 ex GST (1 October – 31 January 2013)

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. Total cost of media monitoring services at FYTD is \$4050; cost for the period October 2012 - January 2013 is \$2586.
 - a. Media Monitors and CCH Parliamentary.
 - b. Estimated budget for media monitoring services for 2012-13 is \$4050 estimated budget for the period October 2012 - January 2013 is \$2109.
 - c. Total spent providing media monitoring services at FYTD is \$4050; cost for the period October 2012-January 2013 is \$2586.

AUSTRALIA COUNCIL

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$48,843 (year to date).
 - a. AAP.
 - b. \$70,000.
 - c. \$48,843 (year to date).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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CREATIVE PARTNERSHIPS AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. The Australia Business Arts Foundation/Creative Partnerships Australia (CPA) has spent \$2666 on media monitoring services in the reporting period from 1 October 2012 to 31 January 2013.
 - a. CPA uses Media Monitors to provide monitoring services.
 - b. The total estimated spend for media monitoring for full 2012/13 year is \$8000.
 - c. CPA has spent \$2666 on media monitoring services in the reporting period from 1 October 2012 to 31 January 2013.

SCREEN AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$23,997.
 - a. Media Monitors and Meltwater.
 - b. \$37,000.
 - c. \$23,997.

BUNDANON TRUST

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 30

Topic: Social Media

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 16

1. Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.
2. Does the department/agency monitor usage of social media?
 - a. If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks).
 - b. Has there been a change to the department/agency protocols due to staff usage?
 - c. If no, why not? Will the department/agency monitor usage in the future?
3. Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No.
2. Not directly. Reports on Internet usage overall can be generated if requested but usage is not routinely monitored. Many staff are directed to use social media as part of their role responsibilities for the museum.
 - a. Not applicable.
 - b. No.
 - c. Only as described above.

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3. This has not been reported to be the case. If a manager was concerned about an employee's productivity they could go through the proper channels to request a report on the staff member's use of the internet. Internal social media type technology (presence, messaging, communities, My Sites etc.) is encouraged to increase collaboration, efficiency and communication between staff and across buildings.

NATIONAL ARCHIVES OF AUSTRALIA

1. Yes, draft Policy developed.
2. Not specifically. The Archives monitors Internet usage of all staff and this includes those staff with approved access to social media sites.
 - a. No details on staff usage available specific to Social Media sites.
 - b. No.
 - c. No need for change has been identified. There is no intention to change current monitoring in the future.
3. Access to some social media sites is limited to staff who require it for business reasons therefore there is no effect on employee productivity through its use. As a cultural agency the use of social media has proven beneficial in further enhancing access to the Archives.

NATIONAL FILM AND SOUND ARCHIVE

1. The National Film and Sound Archive Social Media Policy was updated on 5 July 2012, incorporating recommendations from the APS Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online and uses. All staff were informed about the update.
2. No, the National Film and Sound Archive does not track personal use of social media. However, the National Film and Sound Archive's Marketing & Communications Section monitors the use of National Film and Sound Archive channels on Social Media (Facebook, Twitter, Flickr, YouTube, Historypin, SoundCloud) and works with staff members who have administration access to these platforms to ensure postings are appropriate.
 - a. Not applicable.
 - b. No.
 - c. There are no current plans to monitor staff usage of social media.

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3. The National Film and Sound Archive is a national institution charged with the responsibility to promote the national audiovisual collection to all Australians. Social media is an excellent tool to use to this end. We believe that staff familiarising themselves with social media platforms is of benefit to the organisation and its goals. This use of social media is subject to the National Film and Sound Archive Email and Internet Usage, which states in 8.4 that:

"users must also uphold the APS Values and not breach the APS Code of Conduct".

Also, the National Film and Sound Archive social media policy states in 2.3 that:

" National Film and Sound Archive staff members contributing to a professional sphere are able to update or contribute to social media from a National Film and Sound Archive computer at work when it is a requirement of their National Film and Sound Archive role, under the National Film and Sound Archive's Acceptable Computer Usage Policy. If uncertain about what constitutes a reasonable time and usage, staff members should discuss it with their Manager."

NATIONAL GALLERY OF AUSTRALIA

1. No change
2. Yes
 - a. The National Gallery of Australia monitors all internet usage, including social media, on a monthly basis and reports any excessive usage to the Senior Executive. Relevant staff are encouraged to appropriately engage with social media to promote the National Gallery of Australia program in accordance with social media policy.
 - b. No
 - c. The National Gallery of Australia will continue to monitor usage as above (a).
3. Relevant staff are encouraged to appropriately engage with social media to promote National Gallery of Australia programs in accordance with the social media policy. The impact of the interaction with social media is seen as a key component of National Gallery of Australia business.

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NATIONAL LIBRARY OF AUSTRALIA

1. Content in the *Social Media Policy* (<http://www.nla.gov.au/policy-and-planning/social-media>) was improved and updated in December 2012.
2. The National Library keeps usage logs but does not monitor usage
 - a. Not applicable.
 - b. No
 - c. The National Library has no plans to monitor social media usage.
3. The National Library has no evidence that use of social media impacts on employee productivity.

NATIONAL MUSEUM OF AUSTRALIA

1. No.
2. No.
 - a. No.
 - b. No.
- c. The Museum is planning to add Internet logging capabilities to its corporate network in the 2013-14 financial year. The Museum provides a public Wi-Fi service for its visitors that staff can also use with their personal devices. This content cannot be monitored.
3. Social media is not viewed as an impact on productivity, but rather a valuable tool to promote the Museum, engage more widely with the public, and enable staff to interact with peers in the cultural sector.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No changes have been made to the agency's protocols about staff usage of social media since May 2012.
2. Monitoring of social media is for misuse (i.e. checking for excessive usage) of social media, rather than actively monitoring usage.
 - a. Not applicable.
 - b. No.

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- c. As above monitoring is for misuse only. In the absence of any major issues with staff usage of social media there is little justification in allocating the additional resources required to monitor social media usage.
3. There have been no reports on social media impacting on employee productivity. The management of staff productivity is a matter for the manager of each staff member. In the event that a staff member's productivity is suffering, IT could be contacted to provide information on that staff member's internet usage (including social media) as part of their overall performance management.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. No change. As the leading provider of education to the Australian screen and broadcast industries Australian Film, Television and Radio School supports its staff to engage and participate in online media in a legal, ethical and responsible manner and in accordance with the Australian Film, Television and Radio School Code of Conduct
2. No.
 - a. Not applicable.
 - b. No.
 - c. No plans to monitor.

3. Not measured.

AUSTRALIA COUNCIL

1. No.
2. The Australia Council does not monitor social media usage and has no plans to do so. Social media has an important role to play in how the Australia Council supports and promotes the arts.
3. Yes. Social media has a positive impact of the productivity of Australia Council staff through increasing their ability to inform the arts sector about key issues and opportunities. Social media provides the Australia Council with additional feedback channels from across the arts sector and community.

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CREATIVE PARTNERSHIPS AUSTRALIA

1. No.
2. No.
 - a. Not applicable.
 - b. No.
 - c. The Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online does not relate to the Agency. The agency has a clear policy regarding use of social media including Twitter, Facebook, LinkedIn, blogging, wikis and other online social media vehicles.
3. The use of social media does not impact on employee productivity. Creative Partnerships Australia does not currently monitor staff internet usage.

SCREEN AUSTRALIA

1. Yes, Screen Australia's Social Media Policy was implemented on 31 August 2012. See at [Attachment 1](#).
2. No.
 - a. Not applicable.
 - b. No.
 - c. Screen Australia embraces the use of social media as a corporate communications and community-building tool. No.
3. No.

BUNDANON TRUST

1. No, there has not been a change in the agency protocols. The current social media policy is considered adequate.
2. Yes.
 - a. 0.1 hrs per week. (6 minutes in total across full team) - Staff are encouraged to use social media to promote the organisation, its programs and activities in accordance with industry custom and practice whereby social media is recognised as a vital platform for connecting with audiences. All staff are guided by the 'Use of Social Media Policy'.

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0.5 hrs peak (30 minutes in total across full team) – usage will peak during peak program activity moments where increased audience awareness is the aim.

b. No.

c. Not applicable.

3. Yes, if impact is measured on staff hours applied. The internet and social media are considered a critical communications tool.

Title:	Social Media Policy
Overview:	<p>The purpose of this policy is to inform Screen Australia employees of their responsibilities when using social media and to provide clarity to employees on how to conduct themselves in social media.</p>
Policy Owner:	Chief Operating Officer
Policy Contact:	Manager, Media and Public Affairs
Approval Authority:	Chief Executive Officer
	
	Approval Date: 30 August 2012
Version:	1.0
	See page 2 for Change Control log

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Change control log

Changes to this policy or its dependent processes and procedures should not occur without the involvement of the Policy Contact, and should not be implemented without approval of the Policy Owner.

The table below lists the changes to the policy that have been approved, and the stakeholders consulted:

Version No.	Date	Stakeholders Consulted	Amendment Description
0.9	22 May 2012	COO	Approved draft
0.92	22 August 2012	IT Manager	Further comments
1.0	31 August 2012		Initial release

1. Introduction

Screen Australia embraces the use of social media as a corporate communications and community-building tool. The agency recognises employees will express themselves and communicate online in many ways, such as through social media, professional networking sites, blogs, online news sites and personal web sites. However, all employees need to use good judgment about what material appears online, and in what context.

2. Scope

2.1. This policy applies to all employees of Screen Australia (including contractors, to the extent of the services they are contracted to provide).

2.2. Social media tools are defined in this policy as **all online media which allow user participation and interaction.**

Some common examples are:

- social networking sites, e.g. Facebook, MySpace, Bebo, Friendster
- video and photo sharing web sites, e.g. Flickr, YouTube, Blip.tv, Pinterest, Instagram
- micro-blogging and activity stream sites, e.g. Twitter, Jaiku
- blogs and blogging platforms, e.g. WordPress, Blogger, Tumblr
- forums and discussion boards, e.g. Trove Forum, Yahoo! Groups, Google Groups
- online encyclopaedias, e.g. Wikipedia
- any other websites that allow individual users or companies to use simple publishing tools, e.g. wikis

2.3. This policy will be reviewed every two years by the PR and Publishing Units.

3. Purpose and rationale

The purpose of this policy is to inform Screen Australia employees of their responsibilities when using social media and to provide clarity to employees on how to conduct themselves in social media.

This policy will ensure that all employees are aware of their responsibilities and obligations, in relation to the risks associated with online social media activity that may:

- 3.1. breach APS or Screen Australia Values and Code of Conduct.
- 3.2. plagiarise or breach copyright/Creative Commons conditions when using or repurposing material.
- 3.3. put social media to an inappropriate use.
- 3.4. bring Screen Australia's brand and reputation into disrepute.
- 3.5. represent a personal political view as that of Screen Australia.
- 3.6. represent themselves as someone else either within Screen Australia or outside of Screen Australia.
- 3.7. make promises or statements regarding Screen Australia's operations which are not true.
- 3.8. disclose personal information relating to Screen Australia's employees or users, or official information which is classified or commercial-in-confidence.

4. Policy

4.1. Official use

- 4.1.1. Official communication refers to communication carried out on behalf of Screen Australia.
- 4.1.2. Official use of social media is when an employee is commenting as a Screen Australia representative. An example could be posting a factual answer to a forum comment incorrectly describing a Screen Australia initiative and then, with the answer, providing a link to the correct information. This **must** be done using an official Screen Australia account.
- 4.1.3. Employees making official use of social media:
 - **Should not** comment in depth on the activities of another department of Screen Australia apart from providing factual information that is on the public record, unless employees have authority to do so.
 - **Must** avoid any statement that might bring Screen Australia into disrepute.
 - **Must not** commit Screen Australia to any action or initiative without appropriate authority.
 - **Must not** disclose official information unless authorised to do so or unless it is already in the public domain.
 - **Should** be aware of laws covering libel, defamation, privacy and the protection of intellectual property.
 - **Must** ensure all activities are in line with APS and Screen Australia policies.
 - **Must** be apolitical, impartial and professional, and avoid any statements that might be interpreted as advocating government policies or criticising the policies of political parties or groups.
 - **Must** protect personal information entrusted to Screen Australia from distribution into the public domain.
 - **Must** have approval from the relevant department head to use social media in an official capacity.
- 4.1.4. Employees should take note of any copyright/Creative Commons notices attached to content they wish to use/repurpose. Additionally employees should cite or otherwise acknowledge content sources when they are known.

4.2. Professional use

- 4.2.1. Professional use is when an employee is commenting personally but as an experienced person in their particular field. They may be identified as an employee of Screen Australia but are not representing Screen Australia or the Government. For example, a Screen Australia Investment Manager may wish to make a comment about the future of online Australian content in a forum. This should be done using a profile that is not identified as a Screen Australia account.
- 4.2.2. Employees **must** provide a disclaimer making it explicit that their views do not represent those of Screen Australia. This is an example of the kind of statement that employees may wish to put on their social media account if acting in a professional capacity:

“This site (or post, or comment, etc.) is for discussion purposes only and does not represent the official views of Screen Australia. Any views expressed are those of the individual site author only.”

4.3. Private use

- 4.3.1. Private use is when an employee is commenting on a matter in neither of the above capacities, e.g. discussing your interest in comedy feature films. This **should** be done with a profile that is not identified as an official staff account (and does not use a Screen Australia email address).
- 4.3.2. It is important to note that these guidelines do **not** apply to employees' private use of social media platforms where the employee makes no reference to Screen Australia or Screen Australia-related issues, does not identify themselves as an employee of Screen Australia, and does not use a Screen Australia email address). However, private use of social media at work is still covered by section 4.4.1 below, and by other Screen Australia policies applying to appropriate conduct and computer use. See also section 5.6.

4.4. Inappropriate use

- 4.4.1. Inappropriate use includes, but is not limited to:
 - conducting private business
 - using discriminatory, defamatory, abusive or otherwise objectionable language in content
 - accessing, downloading or transmitting any kind of sexually explicit material, violent images including graphic images of blood or gore (without medical purpose)
 - accessing, downloading or transmitting information on the use and construction of weapons, explosives and other tools of violence or terrorism
 - accessing, downloading or transmitting any material deemed to be illegal under NSW or Australian Commonwealth law
 - accessing, downloading or transmitting hate speeches and overt racism; material extolling the inherent or moral superiority or inferiority of a particular race, ethnic group, or sexual orientation; racial epithets; or religious bigotry
 - compromising the privacy of any person
 - using services for personal political purposes
 - using services for industrial campaigns (apart from messages sent by officials of unions and professional associations for informational or consultative purposes)
 - attempting to gain unauthorised access to the computing resources of other organisations
 - disruption of the integrity of Screen Australia's data or information services
 - revealing classified or confidential information about Screen Australia's business or assets.

5. Guidelines for using social media

5.1. General

The speed and reach of online communication means that comments posted online are available immediately to a wide audience. Material online effectively lasts forever, may be replicated endlessly, and may be sent to recipients who were never expected to see it, or who may view it out of context therefore:

- 5.1.1. Employees should carefully consider if social media is the appropriate communication channel and avoid posting any statement on social media if it is not intended for wide public distribution.
- 5.1.2. There is a little less formality in social media environments so some relaxation of tone, may be appropriate. However, give your communications in social media the same attention as you do for other writing.
- 5.1.3. Maintain accuracy of information and check facts or use language to indicate information has not yet been verified.
- 5.1.4. Employees should be polite, and respect others' opinions, even in times of heated discussion and debate. Constructive criticism should be offered carefully and after deliberation. If dealing with criticism towards Screen Australia, report it to the Media and Public Relations Manager to assist with an appropriate response.
- 5.1.5. The APS and Screen Australia Values and Code of Conduct apply to using online media in the same way as when participating in any other public forum. The requirements include:
 - behaving with respect and courtesy, and without harassment
 - dealing appropriately with information, recognising that some information needs to remain confidential
 - delivering services fairly, effectively, impartially and courteously to the Australian public
 - being sensitive to the diversity of the Australian public
 - taking reasonable steps to avoid conflicts of interest
 - making proper use of Commonwealth resources
 - upholding the Screen Australia and APS Values and the integrity and good reputation of the Screen Australia and the APS
 - not acting in a way that would call into question the employee's ability to be apolitical, impartial and professional in the performance of their duties.

Employees need to ensure that they fully understand the APS and Screen Australia Values and Code of Conduct and how they apply to official and private communications.

5.2. Commenting in an unofficial capacity

- 5.2.1. From time to time, employees may seek to participate robustly, like other members of the Australian community, in policy conversations. The principles that apply to employees making any unofficial public comment also apply to such comment made online. Any information an employee posts online relating to their employment (such as naming their employer, using a work email address or describing their

role) is able to be located easily and quickly by a search engine, and this information may be taken out of context.

- 5.2.2. Employees should create private or professional identities discrete from any official account they are identified with (not using a Screen Australia email address) if they wish to comment in a private or professional capacity. This will make it easier to participate in online social media by differentiating between their identity as a citizen and their identity as a Screen Australia employee.
- 5.2.3. Employees must still uphold the APS and Screen Australia Values and Code of Conduct even when material is posted anonymously, or using an 'alias' or pseudonym, and should bear in mind that even if they do not identify themselves online as a Screen Australia employee or an employee of their agency, they could nonetheless be recognised as such.
- 5.2.4. Employees should not rely on a site's security settings for a guarantee of privacy, as material posted in a relatively secure setting can still be copied and reproduced elsewhere. Further, comments posted on one site can also be used on others under the terms and conditions of many social media sites.
- 5.2.5. As a rule of thumb, irrespective of the forum, anyone who posts material online should make an assumption that at some point their identity and the nature of their employment will be revealed. Social media websites are public forums. Inappropriate public comment on such sites could put employees at risk of breaching the Code of Conduct.

5.3. Security

- 5.3.1. Employees should be aware that people online may mask their real identity, and that social media can be used to gain information which would enable a breach in Screen Australia's network security. -
- 5.3.2. Potentially, all content posted to social networking sites becomes:
 - Public information freely available to anyone
 - Information that can be used as source material for journalists and other interested parties
 - Property of the networking host.

5.4. Rights, Copyright, Creative Commons, etc.

- 5.4.1. Employees should obtain prior permission to use the words, images and materials of Screen Australia or other persons, as appropriate. This should be done for content created by the employee; however it is not necessary to obtain prior permission for links to other web pages or web content. Employees should use their judgment to consider whether rights issues are likely to arise. Contact the Publishing Unit if in doubt.

5.5. Record keeping

- 5.5.1. Generally, records created as a result of using social media are subject to the same business and legislative requirements as records created by other means such as in a document. A judgment must be made about the material's relevance to Screen Australia's business and captured in TRIM if necessary. For example, if Screen Australia's

Twitter account or Facebook Page is the only way a new policy update is released to the public the tweets should be exported by the author to TRIM. Employees should seek guidance from the Records Management Unit.

5.6. Updating your social media page/status/activity stream during work time

You are permitted to access and update your Facebook, LinkedIn, Twitter or other social media account during work time as long as it doesn't impact on your work e.g. during breaks or lunchtime.

Note that section 4.4.1 of this policy applies to private use of social media at work, as do other Screen Australia policies dealing with appropriate conduct and computer use.

6. Breach of Guidelines

Employees who participate in online communication deemed not to be in the best interest of Screen Australia will be subject to disciplinary action under Screen Australia's Guidelines for Handling Misconduct policy.

Screen Australia will remove, or request the employee to remove, any material where there is a breach of APS or Screen Australia Values and Code of Conduct or a breach of the controls detailed in Screen Australia's Social Media Policy and Guidelines e.g. a Screen Australia employee infringes copyright at work or posts inappropriate content.

7. Related Documents

7.1. Internal Documents (available on Davo)

- APS and Screen Australia Values and Code of Conduct Policy
- Guidelines for Handling Misconduct
- Computer Usage Policy

7.2. Other related documents

- Social Networking FAQ from the Privacy Commission
- Social media and Commonwealth records National Archives of Australia
- *APS Values and Code of Conduct in Practice* with particular reference to:
 - Chapter 3 (Managing Information)
 - Chapter 15 (APS employees as citizens)
- APS Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online

Appendix 1: Social Media Policy – summary principles of use

Actively informing yourself about social media and its benefits and risks is your responsibility. Here are four principles to help you shape your contribution to the social web.

Use your judgment and common sense and be:

Social

Try to add value and share your knowledge. Provide worthwhile information and perspective

Ask your social media peers for help. If you want to find a particular document, follow up on a presentation, or learn more about social media this is a great way to do it

Polite

Be polite and respectful in your interactions with other employees and the public. Use the 'dinner table test': a symbolic test used to decide whether a topic is generally acceptable to one's peers, or is suitable for polite conversation, such as at the dinner table.

Considerate

Consider copyright/Creative Commons and confidentiality issues

Be mindful that what you publish will be public for a long time - protect your privacy. Work under the assumption that everything you type into your computer is 'public' and recorded, if not by Google and Facebook, at the very least by Screen Australia's IT administrators

Accurate

Be the first to correct your own mistakes

If in doubt about the appropriateness of content leave it out

Don't:

Compromise the privacy of any person

Don't put any more information than you feel comfortable providing into social media

Don't vent your frustrations, rant or bore the brains out of your peers

Post confidential information

Alter previous posts without indicating that you have done so

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 31

Topic: Internet Issues

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

Has the Department/ Agency experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

No.

NATIONAL ARCHIVES OF AUSTRALIA

No.

NATIONAL FILM AND SOUND ARCHIVE

The National Film and Sound Archive has not been affected by slow internet or internet blackouts in the reporting period.

NATIONAL GALLERY OF AUSTRALIA

No.

NATIONAL LIBRARY OF AUSTRALIA

There has been three minor internet outages caused by misconfiguration/failure of our ISPs internet access equipment totalling 42 minutes of outage in the last 12 months. Other than the occasional expected traffic related speed issues there has been nothing of significance. No impact on the Minister's office.

NATIONAL MUSEUM OF AUSTRALIA

The Museum experienced a service interruption in September 2012 of approximately 140 minutes because of a data centre power failure by our Internet Service Provider, AARNET. It did not impact the Minister's office.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

There have been no reports of internet problems.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

Australian Film, Television and Radio School has not experienced any slowing, interruption or other disruption to its Internet service during the reporting period.

AUSTRALIA COUNCIL

The Australia Council has experienced minor interruptions to its internet service over the course of the year. These interruptions were generally sub-second dropouts and had no impact on the Minister's office.

CREATIVE PARTNERSHIPS AUSTRALIA

The Australia Business Arts Foundation/Creative Partnerships Australia has not experienced any internet problems.

SCREEN AUSTRALIA

No.

BUNDANON TRUST

No.

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Additional Estimates 12 February 2013

Question: 32

Topic: Staff Amenities

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 3

What amenities are provided to staff? Provide a list.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

Staff are provided with spaces to eat their meals, which are fitted out with tables, chairs, fridge, microwave, sandwich press, dishwasher and a sink with hot and cold running water.

NATIONAL ARCHIVES OF AUSTRALIA

In addition to the standard facilities provided in commercial properties, the Archives provides kitchen and break out areas for staff.

NATIONAL FILM AND SOUND ARCHIVE

Each National Film and Sound Archive staffed location (including Acton, Mitchell, Sydney and Melbourne) has toilets, meeting rooms and first aid rooms.

Each National Film and Sound Archive staffed location has one kitchen amenities area provided on each floor. This is equipped with a refrigerator, sink, microwave oven, boiling and cold water, dishwasher, toaster and a sandwich toaster. These areas are provided with Lipton Tea Bags, Nescafe Caterers Pack coffee and milk for staff use only.

Acton, Mitchell and Melbourne have showers and changes rooms. Sydney does not.

Acton is the only site that has a carer's room.

The Acton staff have access to a boom-gated paid parking area for 16 cars only, this is still a paid carpark at \$5 per day.

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NATIONAL GALLERY OF AUSTRALIA

Amenities provided to staff are: secure bicycle enclosure; toilets/showers/lockers; staff lounge and tea room.

NATIONAL LIBRARY OF AUSTRALIA

The following amenities are provided for staff use; Showers, Lunch room/kitchens and a Bike rack.

NATIONAL MUSEUM OF AUSTRALIA

The Museum provides the following staff amenities (total for all sites):

- toilets - 49 (includes unisex toilets and shared disabled facilities)
- disabled toilet facilities - 12
- showers - 19
- change rooms - 14 (refers to some toilet areas above)
- meeting rooms - 7
- kitchens - 11
- first aid rooms - 1.5
- parents room - 1

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

First Aid room, toilets, showers, change rooms, meeting rooms. Three amenities rooms with fridges, dishwasher, microwave and eating area.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

Toilets; Meeting Rooms; First Aid Room; Kitchenettes; Staff Kitchen and Eating Area; Showers; Change Rooms; Bike Racks and Parking for some staff.

AUSTRALIA COUNCIL

All staff have access to kitchen facilities.

CREATIVE PARTNERSHIPS AUSTRALIA

Staff amenities in Creative Partnerships Australia's offices are various kitchen provisions including water, coffee /tea, milk, refrigerator/freezer and lunch area.

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SCREEN AUSTRALIA

Toilets; Meeting Rooms; First Aid Room; Kitchenettes; Shower; Theatrette; Parking for some staff;
Coffee machine

BUNDANON TRUST

Kitchen and toilets are provided to staff.

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ANSWERS TO QUESTIONS ON NOTICE

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Additional Estimates 12 February 2013

Question: 33

Topic: Coffee Machines

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

1. Has the department/agency purchased coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
2. Why were coffee machines purchased?
3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
4. Where did the funding for the coffee machines come from?
5. Who has access?
6. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
7. What are the ongoing costs of the coffee machine, such as the cost of coffee?
8. Does the department/agency rent coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
9. Why are coffee machines rented?
10. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?
11. Where does the funding for the coffee machines come from?
12. Who has access?
13. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
14. What are the ongoing costs of the coffee machine, such as the cost of coffee?

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

The Australian National Maritime Museum has not provided coffee machines for staff usage. Personal coffee machines have been hired by some staff at their own expense.

NATIONAL ARCHIVES OF AUSTRALIA

1. No.
2. – 14. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. The National Film and Sound Archive has not purchased any coffee machines for general staff usage. Executive has a drip type coffee machine (cost around \$100, purchased around 2009) for Board meetings. No coffee pod machines have been purchased.
2. Drip coffee machine utilised for Board meetings held in Acton.
3. Not applicable.
4. National Film and Sound Archive internal budget allocation (Bill 1 funding). Machine was purchased utilising account code “Office machines under \$2000”.
5. Board members only.
6. Very irregular use. No regular maintenance plan.
7. Approximately \$100 per annum.
8. No.
9. Not applicable.
10. Not applicable.
11. Not applicable.
12. Not applicable.
13. Not applicable.
14. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL GALLERY OF AUSTRALIA

1. No.
2. – 14. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Yes. There are two purchased machines in use as follows:
 - a. Human Resources - Make and model – DeLonghi Fully Automatic Magnifica, cost \$599 (GST excl); Ongoing costs this financial year to 31 January 2013 are \$839 ex GST (includes coffee beans and de-scaler); Purchased June 2011.
 - b. Digitisation and Photography Branch - Delonghi Nespresso, Cost \$247.27 (GST excl), one machine; Ongoing costs Nil (staff fund own supplies and maintenance); Purchased May 2009.
2. a. To be utilised during training courses.
 - b. Provided as part of an amenity to new work area.
3. i. No.
 - ii. No.
4. a. and b. Purchased from Library supplier funds.
5. a. Staff attending training.
 - b. Staff in Digitisation and Photography Branch.
6. a. The Library is responsible for maintenance costs. No maintenance costs have been incurred. Maintenance funding would be from Library supplier budgets.
 - b. Staff are responsible for maintenance of the machine. No maintenance costs have been incurred.
7. Refer question 1 above.
8. No.
- 9– 14. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. No.
2. – 14. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

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Arts Portfolio Agencies

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No
2. – 14. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. No.
2. – 14. Not applicable.

AUSTRALIA COUNCIL

1. No.
2. – 14. Not applicable.

CREATIVE PARTNERSHIPS AUSTRALIA

1. No.
2. – 14. Not applicable.

SCREEN AUSTRALIA

1. Screen Australia inherited two coffee machines: one from its predecessor agency, the Film Finance Corporation Australia in Sydney, and another from the Australian Film Commission in the Melbourne office. Since its establishment in 2008, Screen Australia has not purchased any coffee machines.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. All Sydney and Melbourne-based staff have access to a coffee machine.
6. The Facilities Manager. Nil spent this FYTD on maintenance. The funding comes from the facilities budget.
7. \$1182 - Sydney
\$520 - Melbourne
8. No.
9. – 14. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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BUNDANON TRUST

1. No.
2. – 14. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 34

Topic: Contractors

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 8

For this financial year to date:

1. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
2. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
3. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
4. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
5. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
6. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
7. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
8. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
10. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1.-9. No.

10. The Australian National Maritime Museum engages numerous contractors to provide a range of services across the museum. A list of contractors engaged by the Australian National Maritime Museum is at Attachment 1. A list of Consultants engaged by the Australian National Maritime Museum is also at Attachment 1.

NATIONAL ARCHIVES OF AUSTRALIA

1.-9. No.

10. Details of all contracts with a value over \$10,000, including contractors, are publicly available on the AusTender website. Contractors employed by the Archives whose contracts are under \$10,000 are not required to be reported on AusTender and a response on these is not provided as it would require an unreasonable diversion of resources to complete.

NATIONAL FILM AND SOUND ARCHIVE

1.-9. No. The National Film and Sound Archive has not employed any of these contractors/companies in this financial year to date.

10. The National Film and Sound Archive has not employed (to 31 January 2013) any contractor with expenditure over \$400,000.

NATIONAL GALLERY OF AUSTRALIA

1.-9. No.

10. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

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NATIONAL LIBRARY OF AUSTRALIA

1.-9. No.

10. It would require an unreasonable diversion of resources to provide details of all contractors that have been employed by the Library including information of the work undertaken and the cost.

NATIONAL MUSEUM OF AUSTRALIA

1.-9. No.

10. Museum engages numerous contractors to provide a wide range of services to the Museum. Providing this level of detail would involve an unreasonable diversion of resources.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1.-9. No.

10. Details of contractors are available via the Austender Website.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1.-9. No.

10. Australian Film, Television and Radio School contracts for specialist functions, teaching services and production for peak workload periods. To provide further details would be an unreasonable diversion of resources.

AUSTRALIA COUNCIL

1.-9. No.

10. Nil.

CREATIVE PARTNERSHIPS AUSTRALIA

1.-9. No.

10. Nil.

SCREEN AUSTRALIA

1.-9. No.

10. Responding at the level requested would represent an unreasonable diversion of resources.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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BUNDANON TRUST

1.-9. No.

10. Nil.

Australian National Maritime Museum (ANMM)

1. List of contractors. This list only covers engagements in excess of \$5,000 as it is too resource intensive to go below that figure.

Creditor	Amount	Nature of work
BUSINESS RISKS INTERNATIONAL	\$ 1,235,202.77	LABOUR HIRE
INTREC MANAGEMENT PTY LTD	\$ 851,380.00	CONSTRUCTION
SHEPPARD MANAGEMENT GROUP P/L	\$ 843,136.33	CONSTRUCTION
PM PRODUCTION DESIGN & MANAGEMENT	\$ 516,000.00	EXTERNAL LIGHTSHOW INSTALLATION
ROSS HUMAN DIRECTIONS LIMITED	\$ 468,561.69	LABOUR HIRE
ARCADIA PACIFIC GROUP PTY LTD	\$ 289,201.04	CLEANING
CUNNEEN & CO	\$ 216,832.00	DESIGN
HEUREKA OVERSEAS PRODUCTIONS LTD	\$ 214,707.27	EXHIBITION
HAYS SPECIALIST RECRUITMENT P/L	\$ 199,694.69	LABOUR HIRE
MUSEUMSPARTNER	\$ 188,487.20	PROVISION OF VIKINGS EXHIBITION
CATAPULT CREATIVE PRODUCTIONS	\$ 173,343.50	DELIVERY OF CLASSIC WOODEN BOAT FESTIVAL
SPECTRUM COMMUNITY OUTCOMES	\$ 142,167.02	LABOUR HIRE
EDGE ELECTRIC PTY LTD	\$ 139,342.84	ELECTRICAL SERVICES
SB PROJECTS PTY LIMITED	\$ 139,026.12	CONSTRUCTION
PULVIN COMPOSITE PTY LTD	\$ 119,533.52	NEW GALLERY LIGHT INSTALLATION
UNIVERSAL McCANN	\$ 110,479.20	ADVERTISING
WHITECUBE PTY LTD	\$ 102,384.00	WETWORLD INSTALLATION
BLOKE AUSTRALIA PTY LTD	\$ 96,399.45	CONSULT
AUSTRATRONICS PTY LTD	\$ 94,099.33	ELECTRICAL SERVICES
FRONTIER MEDIA & MARKETING SYDNEY	\$ 91,245.00	MEDIA MARKETING SERVICES
LIGHTWELL PTY LTD	\$ 81,969.01	INTERACTIVE SERVICES
MICHAEL BARTLEY SHIPWRIGHTS	\$ 75,064.04	MARINE REPAIR & MAINT
SYDNEY CITY MARINE PTY LTD	\$ 73,788.00	MARINE REPAIR & MAINT
JIL PLUMBING PTY LTD	\$ 73,613.51	PLUMBING
LF CATERING PTY LTD	\$ 65,614.38	CATERING SERVICES
AUSTRALIAN CREWING COMPANY	\$ 63,802.00	LABOUR HIRE
POULSTRA PTY LTD	\$ 55,533.50	GENERAL MAINTENANCE
ALLPOINTS SHIPWRIGHTS	\$ 54,335.91	MARINE REPAIR & MAINT
ANTARES INTERNATIONAL PTY LTD	\$ 53,433.60	ICT SERVICES
SKILLSWEST GROUP TRAINING	\$ 51,311.20	LABOUR HIRE (APPRENTICES)
INTERACTIVE PTY LTD	\$ 51,017.09	ICT SERVICES
DOUGLAS FABIAN PRODUCTIONS	\$ 50,795.80	VENUES HIRE ENTERTAINMENT
KINGS SECURITY SYSTEMS	\$ 46,622.40	SECURITY HARDWARE
MARIO VALENTI	\$ 46,313.30	MARINE PAINTING SERVICES
ROVA MEDIA PTY LTD	\$ 43,835.00	MARKETING SERVICES
PROFILE MANAGEMENT CONSULTANTS	\$ 39,394.25	RECRUITMENT SERVICES
ADCORP AUSTRALIA LIMITED	\$ 38,675.27	ADVERTISING - TENDERS/EMPLOYMENT VACANCIES
EYE CORP AUSTRALIA PTY LTD	\$ 37,552.90	MARKETING SERVICES
HADEN ENGINEERING PTY LTD	\$ 34,345.01	ENGINEERING SERVICES
MICHAEL PAGE INTERNATIONAL	\$ 33,666.08	LABOUR HIRE
SITA AUSTRALIA PTY LTD	\$ 33,554.48	WASTE REMOVAL

Attachment 1

ENIGMA COMMUNICATION PTY LTD	\$ 32,735.27	ADVERTISING
VEOLIA ENVIRONMENTAL SERVICES	\$ 32,375.00	WASTE REMOVAL
AUSTRALIAN PLANTROOM SERVICES	\$ 31,256.27	MARINE MAINTENANCE & REPAIRS
THOMSON MARINE SERVICES	\$ 30,483.20	MARINE REPAIR & MAINTENANCE
JBS EXECUTIVE EDUCATION LTD	\$ 29,648.39	EXECUTIVE TRAINING
BIG CITY PRODUCTION SERVICES	\$ 29,166.50	SIGNAGE
INTER-CHILLERS PTY LTD	\$ 28,745.42	AIR-CONDITIONING SERVICES
DATASCENE PTY LTD	\$ 27,012.70	SUPPLY INSTALL MEDIA SYSTEM
BUILDING CERTIFICATES AUST P/L	\$ 26,840.00	BCA CERTIFICATION SERVICES
SITCORE AUSTRALIA	\$ 25,833.23	ICT SERVICES
GALLERY SYSTEMS	\$ 22,500.00	REGISTRATION SYSTEM MAINTENANCE (TMS)
QUAY APPOINTMENTS	\$ 22,280.01	LABOUR HIRE
ONETEST PTY LTD	\$ 21,472.00	RECRUITMENT SERVICES
TIM PACKARD	\$ 21,065.00	VENUES HIRE ENTERTAINMENT
DEFINITIVE GROUP	\$ 20,901.32	DESIGN SERVICES
PROFILE MANAGEMENT CONSULTANTS	\$ 20,650.00	RECRUITMENT SERVICES
NOAKES GROUP PTY LIMITED	\$ 18,818.80	MARINE REPAIR & MAINT
DYNAMIC TOURISM GROUP	\$ 17,730.00	MARKETING SERVICES
SCHNEIDER ELECTRIC BUILDINGS	\$ 16,773.90	ELECTRICAL SERVICES
SOUND ON STAGE PTY LTD	\$ 16,649.70	ICT SERVICES
PREMIER ARTISTS	\$ 16,368.03	ENTERTAINMENT CLASSIC WOODEN BOAT FESTIVAL
MODUPLAY COMMERCIAL SYSTEMS	\$ 16,095.20	WETWORLD INSTALLATION
NETBISCUITS GMBH	\$ 15,000.00	ICT SERVICES
DATA#3 LIMITED	\$ 13,615.41	ICT SERVICES
AARNET PTY LTD	\$ 13,065.80	ICT SERVICES
RANDSTAD PTY LIMITED	\$ 12,466.80	LABOUR HIRE
DAVIDSON AUDIO SERVICES	\$ 12,320.00	VENUES HIRE ENTERTAINMENT
CARRINGTON PUBLISHING GROUP LTD	\$ 11,319.00	MARKETING SERVICES
KERFOOT ELECTRICS	\$ 10,476.53	ELECTRICAL SERVICES
EVANS MAINTENANCE SOLUTIONS	\$ 10,373.00	MARINE REPAIR & MAINT
SYDNEY MARINA CONTRACTING P/L	\$ 10,340.00	MARINE REPAIR & MAINT
STEPHEN GRUBITS & ASSOCIATES	\$ 10,230.00	ENGINEERING SERVICES
THE INFORMED TOURIST	\$ 10,135.40	MARKETING SERVICES
AUDIO VISUAL EVENTS P/L	\$ 10,035.86	VENUES HIRE ENTERTAINMENT
ROCKET EVENT SERVICES	\$ 9,903.70	VENUES HIRE ENTERTAINMENT
MENTAL MEDIA	\$ 9,825.20	VIDEO PRODUCTION AND INSTALLATION
ZAPPIA HOUSE ENTERTAINMENT	\$ 9,500.00	EVENT ENTERTAINMENT
TRISH PASCUZZO	\$ 9,450.00	LABOUR HIRE
CIRCUS MONOXIDE	\$ 9,350.00	EVENT ENTERTAINMENT
RIPPLING MEDIA PTY LTD	\$ 8,965.00	MARKETING SERVICES
PRINTACALL	\$ 8,237.90	HEARING AUGMENTATION SERVICES IN GALLERY
REPRESENTING TOURISM P/L	\$ 7,700.00	MARKETING SERVICES
PLAYCOVER	\$ 7,694.50	SUPPLY AND INSTALL RAMP
ACCESS RECORDS MANAGEMENT	\$ 7,594.46	RECORDS MANAGEMENT
OGIS ENGINEERING PTY LTD	\$ 7,528.29	PLAY FURNITURE ENGINEERING & INSTALLATION
PEAK CLEANING SERVICES	\$ 7,517.86	CLEANING OF WELCOME WALL

CALDERART PTY LTD	\$ 7,205.00	EVENT ENTERTAINMENT
THE WIGGLES LIVE AUSTRALIA P/L	\$ 7,040.00	EVENT ENTERTAINMENT
KATONS ELECTRICAL SERVICES	\$ 6,992.50	ELECTRICAL SERVICES
MSC EQUIPMENT PTY LTD	\$ 6,424.00	STRUCTURAL MODIFICATION TEXTILE OBJECT STORE
MEDIA MEASURES PTY LTD	\$ 6,050.00	MARKETING SERVICES
DATAPHORIA PTY LTD	\$ 5,775.00	MARKETING SERVICES
MEDIA TREE AUSTRALIA PTY LTD	\$ 5,099.60	MARKETING SERVICES
HERRICK SAILMAKERS	\$ 5,096.30	MARINE REPAIR & MAINT

2. List of consultancies from 1 October 2012 to 31 January 2013:

Account (Name)	Subject Matter	Duration	Procurement Method	Cost (inc GST)
Allcom Networks Pty Ltd	IT services	Oct 12 - Jan 13	Competitive Quotes	49,298
Asset Technologies Pacific	Facilities Management	Oct 12 - Jan 13	Direct Sourcing	21,120
Australian Govt Solicitor	Legal Services	Oct 12 - Jan 13	Direct Sourcing	31,579
Cpm Anao	Audit Services	Oct 12 - Jan 13	Direct Sourcing	22,550
Bloke Australia	Design	Oct 12 - Jan 13	Competitive Quotes	74,404
Annie Kewe	Editorial Services	Oct 12 - Jan 13	Direct Sourcing	395
Tony Charters & Associates	Sponsorship planning	Oct 12 - Jan 13	Direct Sourcing	22,128
Cox Architecture Pty Ltd	Design	Oct 12 - Jan 13	Direct Sourcing	140,867
Corrosion Control Engineering	Engineering	Oct 12 - Jan 13	Direct Sourcing	5,808
Colmar Brunton	Market Research	Oct 12 - Jan 13	Competitive Quotes	21,000
Consult Point	IT services	Oct 12 - Jan 13	Direct Sourcing	5,390
Crown Cabling	IT services	Oct 12 - Jan 13	Direct Sourcing	11,325
Elo Digital Office	Digital/ELO services	Oct 12 - Jan 13	Competitive Quotes	4,752
Emr Surveys	Survey services	Oct 12 - Jan 13	Direct Sourcing	1,980
Firefly Interactive	IT and design services	Oct 12 - Jan 13	Direct Sourcing	8,316
Frontline Systems Aust Pty Ltd	Engineering & Project Management	Oct 12 - Jan 13	Direct Sourcing	6,443
Holmes Fire & Safety	Engineering	Oct 12 - Jan 13	Direct Sourcing	1,650
Susan Hocking Pty Ltd	Marketing	Oct 12 - Jan 13	Direct Sourcing	4,800
Inar Design	Design	Oct 12 - Jan 13	Direct Sourcing	4,518
Austen Kaupe	Design	Oct 12 - Jan 13	Direct Sourcing	12,430
Monika Klenner	Design	Oct 12 - Jan 13	Direct Sourcing	831
Laccal Consulting Pty Ltd	Executive consulting	Oct 12 - Jan 13	Competitive Quotes	17,160
Cardno (Nsw/Act) Pty Ltd	Engineering	Oct 12 - Jan 13	Direct Sourcing	13,041
Mbmpl Pty Ltd	Quantity Surveyor	Oct 12 - Jan 13	Direct Sourcing	32,940
Media Measures	Media Valuation & Analysis	Oct 12 - Jan 13	Direct Sourcing	6,050
N.S.C.A.	WH&S services	Oct 12 - Jan 13	Competitive Quotes	18,304
Ncs International Pty Limited	Risk Management	Oct 12 - Jan 13	Competitive Quotes	908
Oakton Aa Services P/L	Audit Services	Oct 12 - Jan 13	Competitive Quotes	3,960
Object Consulting Pty Ltd	IT services	Oct 12 - Jan 13	Direct Sourcing	20,456
Parsons Brinckerhoff	Asbestos services	Oct 12 - Jan 13	Direct Sourcing	38,892

Attachment 1

Australia				
Professional Advantage	IT services	Oct 12 - Jan 13	Direct Sourcing	17,787
Pricewaterhousecoopers	Audit Services	Oct 12 - Jan 13	Competitive Quotes	11,000
Root Projects Australia P/L	Strategic Planning	Oct 12 - Jan 13	Direct Sourcing	148,705
Savills Project Management P/L	Project Management	Oct 12 - Jan 13	Market Testing	71,280
Jennifer Sanders	Executive coaching	Oct 12 - Jan 13	Direct Sourcing	250
Tim Sherratt	IT services	Oct 12 - Jan 13	Direct Sourcing	4,855
Slingshot Design	Design	Oct 12 - Jan 13	Direct Sourcing	110
Spatchurst Design Associates	Design	Oct 12 - Jan 13	Direct Sourcing	3,872
Stephen Grubits & Associates	Engineering	Oct 12 - Jan 13	Direct Sourcing	10,230
Strategy 8	Marketing	Oct 12 - Jan 13	Direct Sourcing	13,018
Randi Svensen	Editorial Services	Oct 12 - Jan 13	Direct Sourcing	875
Taylor Thomson Whitting	Engineering	Oct 12 - Jan 13	Direct Sourcing	6,270
Upsidedown Productions P/L	Production services	Oct 12 - Jan 13	Direct Sourcing	4,455
Vos Group P/L	Engineering	Oct 12 - Jan 13	Direct Sourcing	32,230
	Performance Management services			
Winning Attitude & Solutions		Oct 12 - Jan 13	Competitive Quotes	22,138
				950,369

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Question: 35

Topic: Grants

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 3

For this financial year to date:

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.
3. Provide a list of grants that your department/agency administers that had uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012 (see http://www.financeminister.gov.au/media/2012/mr_2102012.html). How much was funding reduced for grant?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. The Australian National Maritime Museum distributes approximately \$120,000 of Maritime Museum of Australia Project Support Scheme (MMAPSS) grants per annum to support and assist maritime museums and related entities to undertake projects that collect, conserve and exhibit Australia's maritime heritage.

30 MMAPSS Project Grants awarded and distributed nationally and 4 professional work placements offered through the MMAPSS Internship program. Refer to MMAPSS website at: <http://www.anmm.gov.au/site/page.cfm?u=1515>

2. Yes, the Australian National Maritime Museum publishes on its website the names of the organisations that have received MMAPSS grants, the amounts awarded and the projects that have been funded.
3. Not applicable.

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NATIONAL ARCHIVES OF AUSTRALIA

1. Please refer to the Archives website at www.naa.gov.au
2. Yes.
3. Nil.

NATIONAL FILM AND SOUND ARCHIVE

1. The National Film and Sound Archive has a Memorandum of Understanding (MOU) with the NLA regarding the Community Heritage Grants Program. The National Film and Sound Archive contributed \$20,000 (ex GST) in 2012.
2. Not applicable.
3. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. The National Gallery of Australia does not make grants.
2. Not applicable.
3. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Please see Community Heritage Grant webpage (<http://www.nla.gov.au/chg/previous-recipients>).
2. For CHG - Yes
3. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum does not administer any grant programs.
2. Not applicable.
3. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. None.
2. Not applicable.
3. Not applicable.

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AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. All grants are listed on the Department's and Agency's website.
2. All grant agreement details were published on the Agency's website within the required timeframe.

AUSTRALIA COUNCIL

1. All grants provided by the Australia Council can be found at:
<http://www.australiacouncil.gov.au/grants>
2. As the Commonwealth Grant Guidelines don't apply to the Australia Council, the 'required timeframes' do not apply. However, we can advise that all grants are published on our website subsequent to the lifting of the embargo date.
3. No Australia Council grants were impacted by the Finance Minister's statement on 22 October 2012.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Not applicable. Creative Partnerships Australia received private donations that were distributed to recipients.
2. Not applicable.
3. Not applicable.

SCREEN AUSTRALIA

1. All grants are listed on the Department's and Agency's website.
2. All grant agreement details were published on the Agency's website within the required timeframe.

BUNDANON TRUST

N/A.

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Question: 36

Topic: Commissioned Reports

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

For this financial year to date:

1. How many Reports have been commissioned by the Government in your department/agency this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
 - a. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
 - b. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Nil.
 - a. Not applicable.
 - b. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.

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NATIONAL FILM AND SOUND ARCHIVE

1. Nil.
 - a. Not applicable.
 - b. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
 - a. Nil.
 - b. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Nil.
 - a. Not applicable.
 - b. Not applicable.

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CREATIVE PARTNERSHIPS AUSTRALIA

1. Nil.

a. Not applicable.

b. Not applicable.

SCREEN AUSTRALIA

Response attached.

BUNDANON TRUST

1. Nil.

a. Not applicable.

b. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

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Arts Portfolio Agencies

Commissioned Report Title	Start Date	Completion Date	Cost	Staff Involved	Date provided to Government	Date of Public Release	Terms of Reference	Committee Members	Date of Government Response
Getting down to business: the Producer Offset five years on	N/A	13.11.12	Internal only	Research and Producer Offset unit	13.11.12	13.11.12	N/A	N/A	N/A
Staying Power: the enduring footprint of Australian film	N/A	7.11.12	Internal only	Research	7.11.12	7.11.12	N/A	N/A	N/A
Drama Report 2011	N/A	2.11.12	Internal only	Research	2.11.12	2.11.12	N/A	N/A	N/A
Child's Play	N/A	April 2013	Internal + \$25,467 (cost to Screen Australia net of ACTF's	Research	April 2013	April 2013	N/A	N/A	N/A

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			contribution)						
Beyond the Box Office 2	N/A	18.6.13	Internal + \$19,000	Research	18.6.13	18.6.13	N/A	N/A	N/A
Why does content matter?	N/A	18.6.13	Internal + \$36,098	Research	18.6.13	18.6.13	N/A	N/A	N/A
Australian Bureau of Statistics survey	2011	18.6.13	Internal + \$1million over three years	Research	18.6.13	18.6.13	N/A	N/A	N/A
Australian Interactive Games Fund: options paper	N/A	10.12.12	Internal only	Research	10.12.12	10.12.12	N/A	N/A	N/A

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Question: 37

Topic: Government Payments of Accounts

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

For this financial year to date:

1. For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?
 - a. If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
 - b. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency for the current financial year and the previous financial year?
 - c. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Yes.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

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NATIONAL ARCHIVES OF AUSTRALIA

1. No.

- a. The invoices that were paid late were a result of internal delays in receiving properly authorised invoices for payment processing. The table below provides a breakdown of payment performance for the 2012-13 financial year to date:

Paid within 30 Days	Paid 30 - 45 Days	Paid 45 - 60 Days	Paid 60 - 90 Days	Paid 90+ Days	Total
2,707	104	11	1	0	2,823

b. No.

c. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. The National Film and Sound Archive has paid its accounts to contractors/consultants in accordance with the Government policy in terms of time for payment.

a. Not applicable.

b. Not applicable.

c. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. Yes. The National Gallery of Australia's terms are 30 days for the payment of accounts.

a. Not applicable.

b. Not applicable.

c. Not applicable.

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NATIONAL LIBRARY OF AUSTRALIA

1. FYTD 98.6 per cent of invoices were paid within 30 days of receipt of the invoice.
 - a. It is a continuing process to improve the percentage of invoices paid within 30 days and in some circumstances invoices cannot be paid as there are outstanding credits from the suppliers (i.e. overall for a particular supplier the Library is in credit) and in other cases there are delays in the invoices being received in Accounts Payable.
 - b. Payment of interest for amounts not paid within 30 days is prescribed by Finance Circular 2012/02 and applies only to *Financial Management and Accountability Act 1997* agencies. The National Library is an authority under the *Commonwealth Companies and Authorities Act 1997* and therefore this requirement does not apply to the Library.
 - c. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum Commonwealth Authority and the Australian Government payment policy does not apply. However, the Museum's payment terms are 30 days from presentation of a correctly rendered invoice.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No (419 invoices paid in period 1/11/12 to 31/01/13). 3 were not paid within 30 days – over 99 per cent compliance).
 - a. Invoices not paid within 30 days
 - FCM travel 8720176, from Marketing Exhibitions & Outreach, date received 19/12/12, received in finance 21/01/13 overdue 33 days, reason - overlooked
 - FCM travel 8720179, from Marketing Exhibitions & Outreach, date received 19/12/12, received in finance 21/01/13 overdue 33 days, reason – overlooked

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- Chalk Studio-Stefan Postles 2633, from Marketing Exhibitions & Outreach, date received 3/12/12, received in finance 22/02/2013, overdue 81, Invoice processed late as sent directly to staff member while on leave. Supplier then chased up 11 February 2013.
- b. No.
- c. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Yes.
- a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

AUSTRALIA COUNCIL

1. The Australia Council endeavours to pay all of its accounts within a 30 day period.
- a. Not applicable.
 - b. Not applicable.
 - c. No interest has been paid on accounts in 2012-13 to date.

CREATIVE PARTNERSHIPS AUSTRALIA

1. The Australia Business Arts Foundation/Creative Partnerships Australia has paid its accounts in accordance with Government policy in terms of time for payment.
- a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

SCREEN AUSTRALIA

1. Yes.
- a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

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BUNDANON TRUST

1. Yes.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

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Question: 38

Topic: Stationery Requirements

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

For this financial year to date:

1. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?
2. What are the department/agency's stationery costs for the financial year to date?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Not applicable.
2. \$7,067.

NATIONAL ARCHIVES OF AUSTRALIA

1. Not applicable.
2. For the period 1 July 2012 to 31 January 2013 the National Archives of Australia's stationery costs were \$33,575.

NATIONAL FILM AND SOUND ARCHIVE

1. Not applicable.
2. The stationery costs for FYTD is \$12,197.

NATIONAL GALLERY OF AUSTRALIA

1. Not applicable.
2. \$53,552 for the period 1 October 2012 to 31 January 2013

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NATIONAL LIBRARY OF AUSTRALIA

1. Not applicable.
2. FYTD \$58,576

NATIONAL MUSEUM OF AUSTRALIA

1. Not applicable.
2. \$32,537.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Not applicable.
2. \$3,535 (ex GST) full year to date.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Not applicable.
2. \$46,777 FYTD.

AUSTRALIA COUNCIL

1. Not applicable.
2. \$17,772.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Not applicable.
2. The Australia Business Arts Foundation/Creative Partnerships Australia's stationery costs in the reporting period of 1 October 2012 to 31 January 2013 was \$2,272.91.

SCREEN AUSTRALIA

1. Not applicable.
2. During this period, Screen Australia printed 16 sets of 250 cards at a cost of \$1880.

BUNDANON TRUST

1. Not applicable.
2. \$11,147.00.

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Question: 39

Topic: Media Subscriptions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 11

For this financial year to date:

1. What pay TV subscriptions does your department/agency have?
 - a. Please provide a list of what channels and the reason for each channel.
 - b. What is the cost for this financial year to date?
2. What newspaper subscriptions does your department/agency have?
 - a. Please provide a list of newspaper subscriptions and the reason for each.
 - b. What is the cost for this financial year to date?
3. What magazine subscriptions does your department/agency have?
 - a. Please provide a list of magazine subscriptions and the reason for each.
 - b. What is the cost for this financial year to date?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. None.
 - a. Not applicable.
 - b. Not applicable.
2. a. To monitor daily events and news etc. about or relevant to us we subscribe to the Australian, Financial Review, Sydney Morning Herald & Daily Telegraph.
 - b. \$2,575.
3. a. The Australian National Maritime Museum does not subscribe to any magazines.
 - b. Not applicable.

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NATIONAL ARCHIVES OF AUSTRALIA

1. None. The Archives does not have any pay TV subscriptions.
 - a. Not applicable.
 - b. Not applicable.
2. a. The Archives has newspaper subscriptions to The Canberra Times, The Australian, The Financial Review, The Age, The West Australian and The Hobart Mercury for business purposes.
 - b. \$3,375.
3. a. The Archives has subscriptions to Harvard Business Review, Smithsonian, Choice, Australian Personal Computer and The Monthly for business purposes.
 - b. \$994.

NATIONAL FILM AND SOUND ARCHIVE (NFSA)

1. The National Film and Sound Archive has a Foxtel Business Value Package Subscription.
 - a. We use the subscription to review content for potential acquisitions into the national audiovisual collection. Most of these programs are not available through other media. See list of channels below:

Fox Sports 1, Fox Sports 2, Fox Sports 3, Fox Sports News, Eurosport, Eurosport News, ESPN, FuelTV, Sky News, Sky News Local, Sky News Business Channel, BBC World News, CNN, The Weather Channel, Bloomberg Television, Fox News, CNBC, A-PAC, National Geographic Channel, Nat Geo Adventure, Discovery Channel, Discover Science, Home & Health, Travel & Living, Animal Planet, History, Crime & Investigation Network, NITV, BBC Knowledge, Music Max, Channel V, V Hits, MTV Classic, CMC Country Music Channel, Nickelodeon, NickJnr, Cartoon Network, Boomerang, Lifestyle, Lifestyle Food, Fox 8, W, Fox Classics, Arena, TV1, UKTV, FashionTV, Australian Christian Channel, Comedy Channel, How To Channel, Universal, E!, TCM, Expo, Studio, Bio, 111 Hits and MTV.
 - b. The total cost for FYTD is \$522.

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2. a. Each weekday the National Film and Sound Archive receives The Canberra Times and each weekend the National Film and Sound Archive receives The Canberra Times (Saturday and Sunday editions)
The National Film and Sound Archive closely monitors media coverage in a number of areas, including film, sound, Australian public life and technological developments.
- b. \$ The total cost for FYTD is \$ 1,551.
3. a. The National Film and Sound Archive Library subscribes to journals and magazines covering the following topics, Film, Broadcasting, Music, Digital, Recorded Sound, and Archiving & Museum Practice.
- b. The Library purchases some journals, and also receives complementary copies of some titles.
The Library collects the following titles; American Cinematographer, ARC: Australasian Registrars Committee Journal, Archive Zones: The official Journal of FOCAL International, Archives and Manuscripts (ASA), Archivos De La Filmteca, ARSC Journal, Asian Cinema, ATSLIRN: Aboriginal and Torres Strait Islander Library and Research Network Newsletter, Australasian Sound Archive Journal (ASRA Journal), Australian Cinematographer, Australian Academic and Research Libraries, Australian Creative Magazine, Australian Library Journal (ALJ), Australian Music Centre News, Australian Screen Editors Newsletter, Australian Society of Archivists + Journal, Box Office Magazine, Cahiers du cinema, CBX: the magazine of the Community Broadcasting Association of Australia, China Film Archive Newsletter, Cinema Record (Cinema and Theatre Historical Association), Cinema Technology Journal, Content + Technology, Continuo: Journal of the International Association of Music Libraries, Archive and Documentation Centres, CONTINUUM: Journal of Media and Cultural Studies, Cornstalk Gazette, The Country Music Capital News, Digital Media World, Dress Circle Magazine, Early Popular Visual Culture, Encore Magazine, Film & History, Film Comment, Film Criticism, Film History, Film Ink, Film Quarterly, Flickers: the journal of the Vintage Film Circle, Folklife Centre News, Hollywood Reporter, IAJRC Journal, The IASA: International Association of Sound and Audiovisual Archives, InCamera, Incite, Independent Country Music Bulletin, Inside Film (IF Magazine), International Preservation News, Jazz Action Society, Jazzbeat, Journal of Film Preservation, Journal of the Audio Engineering Society, Kino Cinema Quarterly, Koori Mail, Lumina, Media International Australia, Metro (ATOM), Monaro Musings, Moving Image, The Mulga Wire,

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Museums Australia Magazine, Music Forum Magazine - Music Council of Australia, National Indigenous Times, New Review of Film and Television Studies, New South Wales Jazz Archive Newsletter, Newsletter of the Sydney Jazz Club, Oral History Association of Australia (NSW) Inc. Newsletter, Quarterly Rag, Record Collector (UK), Reel Deals, Resonate: Australian Music Magazine, Rhythms Magazine, Rolling Stone, Screen Education (ATOM), Screen International, Sight and Sound, SMPTE: Motion Imaging Journal, SPAA: Screen Producers Association of Australia, Studies in Australasian Cinema, Sydney Jazz Club Co-op Ltd., TV Week, Variety + Variety Online, VJazz, Walkley Magazine and the WEA Film Group Newsletter.

These magazines support the work of staff at the National Film and Sound Archive, keeping the organisation aware of the latest trends, best practice, and in audiovisual production and preservation. They also provide context for researchers investigating the National Film and Sound Archive's collections; and are a research tool for the future, giving a snapshot of the industry at this time.

b. \$8,090 (to 7 January 2013).

NATIONAL GALLERY OF AUSTRALIA

1. The National Gallery of Australia does not have any pay TV subscriptions.
 - a. Not applicable.
 - b. Not applicable.
2.
 - a. The newspapers are required as part of the National Gallery of Australia's ongoing operations and to inform senior management. Newspapers include the major periodicals: the Sydney Morning Herald, The Australian, The Canberra Times, and The Australian Financial Review.
 - b. The cost of all subscriptions for the National Gallery of Australia is \$25,290 for the period 1 October 2012 to 31 January 2013. The National Gallery of Australia does not separate these costs.
3.
 - a. Business Review Weekly, Time, Gourmet Traveller. The magazines are provided for the benefit of National Gallery of Australia Members and also for promotional purposes.
 - b. The cost of all subscriptions for the NGA is \$4,443 for the period 1 October 2012 to 31 January 2013.

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NATIONAL LIBRARY OF AUSTRALIA

1. None.
 - a. Not applicable.
 - b. Not applicable.
2. a. The Library subscribes to 14 newspaper titles for use by staff for work related purposes: Advertiser (Adelaide); Age (Melbourne); Australian; Australian Financial Review; Canberra Times; Courier-Mail; Mercury (Hobart); Sun-Herald; Sydney Morning Herald; Herald-Sun news pictorial; Daily Telegraph; Queanbeyan Age; West Australian; Northern Territory News.
 - b. The cost for this financial year to date is \$11,631.
3. a. The Library subscribes to 28 magazine titles for use by staff for work related purposes such as professional development and acquisitions/collections research: Art monthly Australia; Australian Library Journal; Incite; Australian Book Review; Focus on Security; Media and Arts Law Review; Picture Restorer; Be-hold (photographic auctions); Books & Publishing magazine; Australian Author; Australian Journal of Public Administration; Art and Australia; Australian Academic and Research Libraries; Globe; Meanjin; Capture : Commercial Photography Magazine; Australian Photography + Digital; Advanced Technology Libraries; Who's Who in Australia; Family History for Beginners; Compiling Your Family History; World Guide to Libraries; Australian Folklore; Proceedings of the Audio Engineer Society international conference; Biographical dictionary of the Australian Senate; UBD city map Canberra; Who's Who (UK); and the Australian Publisher's Association members directory.
 - b. The cost for this financial year to date is \$6,175.

NATIONAL MUSEUM OF AUSTRALIA

1. None. The Museum does not have a pay TV subscription.
 - a. Not applicable.
 - b. Not applicable.
2. a. Canberra Times, Sydney Morning Herald, The Australian ,Daily Telegraph, Financial Review, Sunday Telegraph, Sun Herald, Torres News, Koori Mail, The Age, Crikey (on-line),

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The Monthly, Quarterly Essay, Tracker Magazine, The Art Newspaper, Australian Journal of HSE, BRW, Fundraising and Philanthropy Australasia, Ad News.

Newspapers and magazines are required for staff research and information, internal media review and to maintain the Museum's role in monitoring social history.

b. \$5,560.

3. a. The Museum does not separate newspaper and magazine costs, see input above.

b. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. None.

a. Not applicable.

b. Not applicable.

2. a. Monday to Friday – Canberra Times, Friday Australian Financial Review, Sydney Morning Herald, to keep up to date.

b. \$544.50 (GST inc).

3. a.

Name	Cost \$	Frequency (of payment)
Art Magazine	90.00	Annual
Australian Book Review	120.00	Annual
AARL : Australian academic and research libraries	90.00	Annual
Australian Journal of Politics and History	326.00	Annual
Capital Magazine	39.60	Annual
Government Technology Review	55.00	Annual
Institute of Public Affairs Review	55.00	Annual

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Journal of Architectural Conservation	166.00	Annual
Journal of Democracy	147.00	Annual
Journal of Interpretation Research	30.00	Annual
Legacy : the magazine of the National Association of Interpretation	30.00	Annual
The Monthly	64.95	Annual
The New York Review of Books	110.00	Annual
Quadrant magazine	79.00	Annual
Quarterly Essay	39.00	Annual
The Times Literary supplement	260.00	Annual

The reasons for these subscriptions are:

- Relevance to our program and professional interests
- Maintaining currency with developments in our professions
- Cost-effectiveness (eg subscribing to online rather than print versions)

c. \$1322.95

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Foxtel.

a. Australian Film, Television and Radio School has a monthly subscription to Foxtel's Business Value package: Movies Deluxe. Australian Film, Television and Radio School subscribes to Foxtel because it is a film and television school and requires maximum access to transmission of screen content.

b. It has access to all channels available in the Business Value package.

FYTD - \$2303.27

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2. See below.
 - a. Australian Film, Television and Radio School subscribes to The Australian, Sydney Morning Herald, Daily Telegraph and Australian Financial Review.
 - b. These are major daily papers.
FYTD - \$1,507.
3. Australian Film, Television and Radio School Library subscribes to over 100 magazines and journals as learning and research resources for staff and students.
 - a. A detailed list would be significant diversion of resources.
 - b. FYTD - \$11,337.

AUSTRALIA COUNCIL

1. The Australia Council has no pay TV subscriptions.
 - a. Not applicable.
 - b. Not applicable.
2. See below.
 - a. In order to keep abreast of current issues that directly and indirectly impact on the arts and culture sector, the Australia Council subscribes to the Sydney Morning Herald, The Australian, The Daily Telegraph, and the Australian Financial Review.
 - b. The cost for 2012/13 to date is \$1,891.00.
3. In order to keep abreast of current issues that directly and indirectly impact on the arts and culture sector Australia Council has subscriptions to the following magazines and journals:
 - a. Limelight
New Yorker
New York Review of Books
Bookseller and Publisher (including Weekly Book e-newsletter)
The Monthly
Bookseller (United Kingdom)
Publishers Weekly

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Creative Industries Journal

Springer journal

- b. The cost for these subscriptions in 2012/13 to date is \$1,649.00.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Nil.

- a. Not applicable.

- b. Not applicable.

2. See below.

- a. Creative Partnerships Australia subscribes to The Age, The Australian and the Financial Review. The agency subscribes to these publications so that staff can stay informed with news and events particularly as they relate to business, the arts and creative industries and news regarding philanthropy and philanthropists.

- b. The cost this financial year to date is \$720.

3. Creative Partnerships Australia has no magazine subscriptions.

- a. Not applicable.

- b. Not applicable.

SCREEN AUSTRALIA

1. Screen Australia has one Foxtel subscription in its Strategy and Research department to ensure that it maintains in-depth knowledge of the television sector in Australia. Cost: \$112 per month.

- a. Foxtel Business Value package + HD Movies: Fox Sports 1, Fox Sports 2, Fox Sports 3, Fox Sports News, Eurosport, Eurosport News, ESPN, FuelTV, Sky News, Sky News Local, Sky News Business Channel, BBC World News, CNN, The Weather Channel, Bloomberg Television, Fox News, CNBC, A-PAC, National Geographic Channel, Nat Geo Adventure, Discovery Channel, Discover Science, Home & Health, Travel & Living, Animal Planet, History, Crime & Investigation Network, NITV, BBC Knowledge, Music Max, Channel V, V Hits, Video Hits 1, MTV Classic, CMC Country Music Channel, Nickelodeon, NickJnr, Cartoon Network, Boomerang, Lifestyle, Lifestyle Food, Fox 8, W, Fox Classics, Arena, TV1, UKTV, FashionTV, Australian Christian Channel, Community Channel, The Comedy

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Channel, How To Channel, Hallmark, E Entertainment, Turner Classic Movies, Ovation, Bio, 111 Hits, Showtime Premiere, Showtime HD, Showcase, MovieOne, Starpics1, Starpics2.

b. Cost year to date: \$896.

2. Screen Australia purchases newspapers to maintain awareness of current and upcoming issues in the industry.

a. Sydney Morning Herald, The Age, The Australian (print & digital), Daily Telegraph, Australian Financial Review (print & digital).

b. Cost year to date: \$7,022.38.

3. Screen Australia purchases magazines to maintain awareness of current and upcoming issues in the industry.

a. Koori Mail; Film Comment; Digital Media World; FilmInk; Screenprint; Encore; Hollywood Reporter; Inside Film; Metro and Screen Education; Sight and Sound; Media Week; Screen International; Variety; Film Comment; BRW; Australian Taxation Reporter.

b. Cost year to date: \$1,181.27.

BUNDANON TRUST

1. Nil.

a. Not applicable.

b. Not applicable.

2. Nil.

a. Not applicable.

b. Not applicable.

3. The list of magazine subscriptions and cost breakdown is below. Bundanon does not record 'reason' data in a way that readily allow answers to be provided to these questions.

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a. See below.

Shoalhaven Business Chambers	\$180.00
Australasian Registrars Committee	\$50.00
Youth Shoalhaven	\$35.00
Art Monthly	\$90.91
Res Artis Foundation	\$556.88
Nextmedia	\$86.36
Museums Australia	\$440.00
The Art Newspaper	\$142.77
Art Monthly	\$180.00
NGA Government Services	\$54.55
Arts Hub	\$650.00

b. \$2466.47 is the cost for the financial year to date.

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Question: 40

Topic: Travel Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 22

For this financial year to date:

1. For the financial year to date, please detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
2. For the financial year to date, please detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
7. When SES employees travel, does any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.
8. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

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Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. None.
2. See table in Attachment 1.
3. See table in Attachment 1.
4. See table in Attachment 1.
5. The travel policy of the Australian National Maritime Museum meets the requirements of the Government's Lowest Practical Fare travel policy. It is monitored by the completion and approval of Movement Requisitions which are sighted by HR.
6. No lounge memberships were paid during the reporting period.
7. No.
8. No.

NATIONAL ARCHIVES OF AUSTRALIA

1. Not applicable.
2. Travel expenditure was incurred for business related travel for meetings, training, and the ICA Congress. The breakdown of costs is:

Accom Allowance \$	Meal Allowance \$	Incidentals Allowance \$	Mileage Allowance \$	Business Airfares \$	Economy Airfares \$	Total \$
97,592	83,535	21,656	6,684	40,763	101,331	351,922

3. The travel budget for 2012-13 is \$707,229. Travel will be undertaken for business-related travel for meetings and training.
4. The budget for 2013-14 has not been allocated at this stage and therefore a planned cost of travel for the remainder of the calendar year is not available. However, travel will be undertaken for business related travel for meetings and training.

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5. Yes. The Archives travel requisition forms require travellers to state whether the airfare is the lowest practical fare and where it is not to provide a justification as provided in the travel policies. Compliance with the travel policies is monitored by sample checking forms as they are provided to the Finance Section.
6. Yes. Details of the lounge memberships are shown below. The lounge memberships are provided to SES officers and to staff who travel in excess of ten times per year.

APS Level	Qantas Club	Annual \$ Amount
SES	4	1,420
EL2	5	1,820
EL1	2	710
APS 5	1	355
Total	12	4,305

7. No.

8. No.

NATIONAL FILM AND SOUND ARCHIVE

1. Not applicable.
2. The National Film and Sound Archive's total travel cost for Departmental officers FYTD is \$138,637.

	Domestic	International
Airfares	\$52,773	\$18,593
Accommodation	\$28,132	\$4,946
Meals	\$190	
Other Expenses	\$26,608	\$7,392
Total	\$107,705	\$30,932

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All travel is undertaken to facilitate the National Film and Sound Archive's business. Listing the reason for each trip undertaken is an unreasonable diversion of National Film and Sound Archive resources.

3. The National Film and Sound Archive has travel planned for the rest of this financial year with an internal budget to fund the travel. Listing the reason for each forthcoming trip is an unreasonable diversion of National Film and Sound Archive resources.
4. The National Film and Sound Archive has travel planned for the rest of this calendar year with an internal budget to fund the travel. Listing the reason for each forthcoming trip is an unreasonable diversion of National Film and Sound Archive resources.
5. Yes, the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines are incorporated in the National Film and Sound Archive's travel policy. Travel is monitored by the National Film and Sound Archive Travel Officer when reconciling the travel account at the end of the month.
6. Yes. Total Qantas membership for FYTD is \$1,495. Two for SES, one for an EL1 and two for APS6. The National Film and Sound Archive will provide Airline Lounge membership to employees where the amount of travel undertaken deems it necessary.
7. No.
8. No.

NATIONAL GALLERY OF AUSTRALIA (NGA)

1. Nil.
2. The National Gallery of Australia does not record travel data in a way that would readily allow answers to be provided to these questions. Travel costs between 1 October 2012 and 31 January 2013 are:

Domestic travel \$138,088

Overseas travel \$42,003
3. All travel undertaken for the period 1 February 2013 to 30 June 2013 is to support current and future National Gallery of Australia business.
4. The National Gallery of Australia does not have a system that accurately records future travel.

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5. Yes. The National Gallery of Australia is aware of the Government's travel policy and is reviewed on a regular basis to ensure ongoing compliance.
6. Yes. Five Senior Executive Staff of the National Gallery of Australia are provided with Qantas Club memberships. The cost per membership is \$260.
7. No.
8. No.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
2. The Library does not record travel data in a way that would readily allow answers to be provided for these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources. FYTD spend on travel for departmental officers is \$213,967.
3. & 4. The Library does not record planned travel in a way that would readily allow answers to be provided for these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
5. The Library voluntarily joined the Whole of Australian Government Travel Arrangements and the Library's travel policy requires staff to comply with Lowest Practical Fare and International Best Fare of the Day domestically and SES Staff are also required to travel economy class but may fly business class if approved by the Director General. Non-SES staff are required to fly economy class on international flights but may fly premium economy on flights to eastern USA or the UK and Europe if approved by the Director General. SES staff are encouraged to fly economy on international flights but may fly premium economy or business class if approved by the Director General. The Director General approves all overseas travel. The Library obtains monthly travel reports from our travel booking service provider.
6. The Library currently provides QANTAS lounge memberships to 6 x SES Band 1, 10 x EL2 and 3 x EL1 staff.

Lounge memberships are approved by the relevant Division Head and usually provided to senior employees including those who are required to travel frequently. Where the Library has had to pay a membership fee, the cost is approximately \$290 per employee per annum.
7. No.

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8. No.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil.

2. The Museum does not record travel data in a way that would readily allow an answer to this question. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

3. Nil.

4. Nil.

5. Policies are being followed. The Travel Management Company is required to implement the policy and the traveller is required to provide reasons for not following policy when making bookings. Monitoring is through reports received monthly from the Travel Management Company.

6. Qantas Club Lounge memberships are provided to two (2) staff at the SES level as part of their remuneration package. Total cost \$950.

7. No.

8. No.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Not applicable.

2. For the period from October 2012– 31 January 2013

- One Officer, Australasian Parliamentary Educators Conference, Perth, Economy Flight \$519.06, Accommodation \$537. Incidentals \$237.77
- One Officer, Whitlam Institution, Sydney private car, Accommodation \$264, Incidentals \$58.
- One Officer, Whitlam Institution, Sydney private car, Accommodation \$156.75, Incidentals \$42.18
- One Officer, Visit ProppaNOW artists, Brisbane, Economy Flights \$293.92 , Accommodation \$318., Incidentals \$324.34
- One Officer, Whitlam Institution, Sydney private car, Accommodation \$229. Incidentals \$52.
- One Officer, Intercom Conference, Sydney, Economy Flights \$205.52, Accommodation \$328, Incidentals \$122.75
- One Officer, Whitlam Institute, Sydney private car, Accommodation \$172., Incidentals \$42.18
- One Officer, Beyond Reasonable Drought Selection process, Melbourne, Economy Flights \$321.21, Incidentals \$27.35

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- One Officer, Beyond Reasonable Drought Selection process, Melbourne, Economy Flights \$208.56, Accommodation \$106, Incidentals \$159.85
- 3. Approximately \$25,000 for flights, accommodation and incidentals while travelling on official business.
- 4. Budget for second half of calendar year not yet finalised.
- 5. Yes, report from FCM travel company and delegate approval
- 6. Yes, Director (Agency Head) and one Deputy Director SES B1 \$470 each.
- 7. No.
- 8. No.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Nil
2. See below:

AFTRS	FYTD	Oct 12-Jan 13
Accommodation	\$33,805	\$17,549
Airfare	\$52,324	\$19,008
Per Diems	\$22,464	\$11,248
Total	\$108,593	\$47,805

Breakdown of airfares:

Domestic -Economy	35,633.32
Domestic- Business	4,871.48
Overseas - Economy	6,475.58
Overseas - Business	5,344.19

All travel was for AFTRS related business, any further detail would be an unreasonable diversion of resources.

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3. Budget for 2012-13

Accommodation	\$13,951
Airfare	\$46,536
Per Diems	\$9,387
Total	\$69,874

4. No detailed budget available post 30 June 2013.

5. Yes. Centralised booking system ensures adherence to government policy.

6. Yes. Total of 10 QANTAS Club memberships (\$2,500), see breakdown below:

AFTRS Classification	APS Equivalent
SES2 x 3	SES 2
SES1 x 2	SES 1
Academic3 x 3	Exec 2
AFTRS8 x 2	Exec 2

The memberships are provided to improve efficiency of executives while travelling by providing working facilities at airports.

7. No.

8. No.

AUSTRALIA COUNCIL

1. Nil.

2. The Australia Council does not record travel data in a way that would readily allow answers to be provided to all aspects of this question and to do so would be an unreasonable diversion of resources.

The following data for 2012-13 can be provided regarding travel for Australia Council officers:

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Airfares	\$108,985.42
Accommodation and travel allowances	\$60,760.32
Total	\$169,745.74

- 3 - 4. Each year Australia Council officers undertake extensive travel across the country in order to engage with artists and communities in urban, regional and rural areas. Travel expenses for the both the financial and calendar years are expected to be in line with previous years.
5. The Australia Council maintains a Travel Policy & Guidelines which require Best Fare of the Day, unless impracticable.

The Finance Circular applies only to agencies subject to the *Financial Management and Accountability Act 1997* and therefore not to the Australia Council, which is subject to the *Commonwealth Authorities and Companies Act*.

6. Airline Memberships are limited to the Executive Team. Total cost for 2012-13 (year to date): \$2,100.
7. No.
8. No.

CREATIVE PARTNERSHIPS AUSTRALIA

1. In the reporting period, no Creative Partnerships Australia staff member has accompanied the Minister and / or Parliamentary Secretary on their travel.
2. The agency's spending on travel in the reporting period is:

Accommodation	\$2305
Airfares (all flights were economy)	\$13,460
Meals & Incidentals – Travel	\$1525

Staff travelled to attend our National Awards in Melbourne in 2012. Staff also travelled intra-state to attend events and manage workshops. Our CEO travelled inter-state to attend events.

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3. Air travel and accommodation of the rest of the financial year will include CEO travel to state offices to meet staff and stakeholders. There will also be a board / staff strategy meeting held in May that may entail some flights and accommodation.
4. Air travel and accommodation requirements for the rest of the calendar year are yet to be determined.
5. Creative Partnerships Australia is not required to comply with the Government's travel guidelines. Creative Partnerships Australia's travel policy is: Air travel will be at economy class where the flight time does not exceed 5 hours in duration and business class where the flight time exceeds 5 hours in duration. All flight bookings are centrally coordinated via one member and that staff member has been instructed to book the cheapest flight on the day, taking into account convenience and meeting schedules, on either Qantas or Virgin.
6. Airline Club Lounge memberships are provided to staff that travel by air on Creative Partnerships Australia business on at least a monthly basis. No staff are currently provided with club lounge membership by the organisation.
7. Support staff do not accompany senior staff when they travel.
8. The agency does not currently offset emissions for employees' work related travel.

SCREEN AUSTRALIA

1. Not applicable.
2. To attempt to provide this level of detail would represent an unreasonable diversion of resources.

Airfares	\$86,748.03
Accommodation	\$72,221.13
Meals	\$10,379.47
Other	\$13,024.71
Total	\$182,373.34

3. To attempt to provide this level of detail would represent an unreasonable diversion of resources.
4. To attempt to provide this level of detail would represent an unreasonable diversion of resources.
5. Finance Circular 2009/10 and Finance Circular 2009/11 do not apply to Screen Australia, as it is not an FMA agency. However, Screen Australia's own travel policy requires all employees to seek the lowest practical fare.

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6. Yes. QANTAS Club memberships to nine employees (SAEL2 x 8; SAEL1 x 1). The memberships are provided so that the employees can continue their work whilst travelling. Total cost in the reporting period: \$1,090.92.
7. No.
8. No.

BUNDANON TRUST

1. Nil.
2. Nil.
3. None.
4. None.
5. Not Applicable.
6. No.
7. No.
8. No.

Australian National Maritime Museum

2. Travel Costs October 2012 to January 2013:

	Airfare Cost	Accommodation Cost	Taxi/Public Transport/Hire Car	Food	Travel Allowance	Incidental	Total Cost Oct 12 To Jan 13
Collections & Exhibitions	6,783	3,984	90	1,795	1,465	94	13,743
Operations, Audience + Commercial Services	10,459	11,749	2,097	1,980	-	372	26,657
Executive Unit	22,563	5,277	449	770	-	121	29,180
ANMM total	39,804	21,010	2,636	4,544	1,465	588	69,580

Collections & Exhibitions Division travel spend breakdown.

Dates	From/ To	Reason for travel	Airfare cost	Accommodation cost	Taxi/ Public Transport/Hire car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13	Notes
2-5/10/12	Perth Syd	Practitioners Mtg and seminar Series	664	699		394		71	1,828	
13/9-1/10/12	Sydney-Perth return	attend saltwater conservation workshop	469				1,465	23	1,957	
4-5/11/12	Melb-Sydney	Attend USAGCAG inaugural meeting	356	248					604	internship

Attachment 1

1-18/12/12	Sydney-Europe return	Attend meetings relating to Forgotten Children research	3,207	1,817	90	1,401			6,515	
21/11/2012	Sydney-Brisbane	Present paper at immigration event at request to QLD govt	399						399	day trip
29/11-20/12/12	Sydney-Perth return	USA Gallery fellowship intern 2012/13	1,221	1,000					2,221	internship from USA
23-24/11/12	Sydney-Melbourne	Attend CHASS meetings and Indigenous meetings		220					220	CHASS paying for flights
21/01/2013	Sydney - Port Douglas	Inspect Ben Cropp Collection	467							
Collections + Exhibitions Total			6,783	3,984	90	1,795	1,465	94	13,743	

Operations, Audience and Commercial Services travel spend breakdown.

Dates	From / To	Reason for travel	Airfare cost	Accommodation cost	Taxi/ Public Transport/Hire car/	Food	Incidentals	Total cost 2012/13	Notes
1/10/12-2/10/12	Melb - Syd	MMAPSS Selection Committee	305	690	245			1,239	Airfare and accomm paid by MMAPS
10/12/12-14/12/12	Syd - Cooktown	MMAPSS Grant Support				426	89	515	airfare paid by James Cook Uni
18/12/12-19/12/12	Syd - Batemans bay	MMAPAA Grant Support		106	256	114	37	513	drove his own car
13/1/13-19/1/13	Hobart-Syd-Hobart	MMAPSS Internship	306	951				1,257	internship
17/01/2013	Canberra - Syd	Corp Management Forum	523					523	one day trip
24/01/2013	Canberra - Syd	IT - Corp Management Forum	600					600	one day trip
10/10/2012	Syd - Cairns-Syd	Asia Pacific Tourism Conference	629	610				1,239	
Oct-12	USA/Canada - Syd	ICEE Overseas Mtg	3,339	3,562	413	387	14	7,715	
1-19/10/2012	Syd Amsterdam Florence	Negotiations and mtgs for exhibitions	3,074	4,854	1,288			9,216	

Attachment 1

19-23/11/2012	Canberra - Syd	Installation On Their Own	373	660		421	89	1,544	
22/11/2012	Canberra - Syd	Installation On Their Own	152	660		394	89	1,295	
7/12/2012	Canberra - Syd	Anzac Task Force Mtg	637		140	394	89	1,259	
11-13/11/12	Melb - Syd	Network of Aust Museum Exhibitors	304	346		271	54	975	
29/11/2012	Canberra - Syd	Opening On Their Own	522					522	one day trip
Operations, Audience and Commercial services Total			10,459	11,749	2,097	1,980	372	26,657	

Executive unit

Date	Destination	Reason for travel	Airfare cost	Accommodation cost	Taxi/ public transport/ hire car	Food	Incidentals	Total cost 2012/13	Notes
9-10/10/12	Canberra-Syd	Heads of Portfolio Mtg	712	304	63			1,079	
17-19/10/12	Melb - Ballarat	Attendance CAMD Mtg	435	648	35	66		1,184	
31/10-2/11/12	Canberra-Syd	Dutch anniversary Appointments	670	728		42		1,440	
7-8/11/12	NZ - Syd	Interview panel for the Exec	750	630				1,380	
22-23/11/12	NZ - Syd	Opening of Scott Canterbury	686	414	61	24		1,185	

Attachment 1

6/12/2012	Canberra-Syd	Netherlands Ambassador Mtg	569		20			589	
5/02/2012	Canberra-Syd	Heads of Portfolio Mtg	494					494	
17-25/2/12	UK-Hong Kong Syd	Vikings Mtg and HK Maritime Museum	6,364	1,737				18,101	
28/11/2012	Canberra Syd	Opening of Britain's Child Migrants	686					686	
30/01/2013	Canberra Syd	Portfolio CFO Mtg	903					903	one day trip
9/11/2012	Canberra Syd	Media Convention	294					294	one day trip
23-26/10/12	Canberra Syd	Attend CBMS Training		408	135	319	\$50	912	caught train
23-26/10/12	Canberra Syd	Attend CBMS Training		408	135	319	\$71	933	caught train
Total Jul 11- Jan 12			22,563	5,277	449	770	121	29,180	

3. - 4. Planned Travel Costs for the remainder of the financial/calendar year:

	AIRFARE COST	ACCOMM COST	Taxi/Public Transport/Hire car/	Food	Incidental	TOTAL COST 2012/13
Collections & Exhibitions	11,133	569	-	179	1,447	13,328
Operations, Audience + Commercial Services	6,629	5,607	195	1,032	440	13,902
Executive Unit	18,146	3,670	-	-		21,816
ANMM total	35,908	9,846	195	1,211	1,887	49,046

Collections Section travel planned breakdown

Dates	From / to	Reason for travel	Airfare	Accommodation	Food	Incidentals	Total cost 2012/13	Notes
21/2/13-28/2/13	Syd - London	Att Int Historic & Traditional Ships Panel	2083	254	179	54	2,570	
16/3/13-7/4/13	Syd-Cairns	Ferguson Reef expedition	593	105			698	
22/2/13-9/3/13	Syd-Chennai-Delhi	Present Museum Matters/Workshops	2,800			427	3,227	Costs paid by AIC grant
23/2/13-7/3/13	Syd-Chennai-Syd	Present Museum Matters/Workshops	1,291			427	1,718	Costs paid by AIC grant
23/2/13-7/3/13	Syd-Chennai-Syd	Present Museum Matters/Workshops	1,291			427	1,718	Costs paid by AIC grant
23/2/13-3/3/13	Syd-Mumbai-Syd	Present Museum Matters/Workshops	1,298			112	1,410	Costs paid by AIC grant
16/3/13-7/4/13	Syd-Cairns	Ferguson Reef expedition	593	105			698	
16/3/13-7/4/13	Syd-Cairns	Ferguson Reef expedition	5933	105			698	
16/3/13-7/4/13	Syd-Cairns	Ferguson Reef expedition	593				593	

Collections + Exhibitions Total	11,133	569	179	1,447	13,328	
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Operations, Audience and Commercial Services planned travel.

Dates	From / to	Reason for travel	Airfare	Accommodation	Taxi/ Public Transport/Hire car/	Food	Incidentals	Total cost 2012/13	Notes
5/02/2013	Syd - Canberra	Corp Management Forum	588		78			666	one day trip
5/02/2013	Syd - Canberra	Corp Management Forum	588					588	one day trip
20/02/2013	Syd - Canberra	Mtg HBA Consulting & NFSA	580		117			697	one day trip
20/02/2013	Syd - Canberra	Mtg HBA Consulting & NFSA	580					580	one day trip

17/3/13- 22/3/13	Hobart - Syd	MMAPS Internship	705	200				905	
7/03/13- 9/3/13	Syd - Bris	AMMC Conf - Collection paying	249			324		574	Accom paid by Executive department
7/3/13- 9/3/13	Syd - Bris	AMMC Conf - Collection paying	249			324		574	Accom paid by Executive department
10/3/13- 16/3/13	Bris - Syd - Townsvill e	MMAPS Internship	305	847				1,152	
8/3/13- 9/3/13	Syd - Bris	AMMC Conf	232	500				732	
7/3/13- 10/3/13	Syd - Bris	AMMC Conf	434	500				934	
7/3/13- 9/3/13	Syd - Bris	AMMC Conf	262	500				762	
21/03/201	Syd -	M&GNSW	345	500				845	

3	Wagga	Funding Workshop							
7-11/2/13	Hobart - Syd	Aust Wooden Boat Festival	347	500				847	
7-9/2/13	Hobart - Syd	Roar Project mtg	504	500				1,004	
11-12/2/13	Canberra - Syd	Demount On Their Own	371	500			351	1,221	
18-22/2/13	Albury Syd	Install On Their Own	290	1,060		383	89	1,822	
Operations, Audience and Commercial services Total			6,629	5,607	195	1,032	440	13,902	

Executive planned travel

Date	Destination	Reason for Travel	Airfares	Accommodation	Total	Notes
28/02/2013	Canberra Syd	Finance Manager Working Group	482		482	one day trip
Mar-13	Bris Syd	ARHV Conference Accom Group 8		3,670	3,670	
Mar-13	Canberra Syd	Mtg with B Nelson & S Crean	464		464	
Every Month	Canberra Syd	Minister's Offices	4,400		4,400	
Apr-13	Perth Syd	Mtg with WA Museum/	3,800		3,800	

		Curtain Uni / Councillor				
Jun-13	Cambridge Syd	Advanced Leadership Program Uni of Cambridge	9,000		9,000	
Total			18,146	3,670	21,816	

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Question: 41

Topic: Legal Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 6

For this financial year to date:

1. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Nil.
2. Oct 12 to Jan 13, AGS (ex GST):

Employment relations matter	\$27,854
Tenancy/lease arrangements	\$591
Total	\$28,445

3. Nil – all fees were AGS.
4. Nil.

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NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives spent \$29,913.81 (including GST) on legal services between 1 October 2012 – 31 January 2013.

Type of Service	\$Amount
Briefs to Counsel	0.00
Disbursements	0.00
Professional fees paid	29,913.81
Total	29,913.81

2. The Archives spent \$20,719.60 (including GST) on legal services from the Australian Government Solicitor between 1 October 2012 – 31 January 2013.

Type of Service	\$Amount
Briefs to Counsel	0.00
Disbursements	0.00
Professional fees paid	20,719.60
Total	20,719.60

3. The Archives spent \$19,036.48 (including GST) on legal services from private firms between 1 October 2012 – 31 January 2013.

Type of Service	\$Amount
Briefs to Counsel	0.00
Disbursements	0.00
Professional fees paid	9,194.21
Total	9,194.21

4. Nil.

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NATIONAL FILM AND SOUND ARCHIVE

1. Internal legal services employee expenses: \$81,026 approx.

Matter listing is not available and details are subject to legal privilege.

2.

Service provider	Legal service	Fee paid
Australian Government Solicitor	Complaint matter	\$6,952
		Total : \$6,952

3.

Service provider	Legal service	Fee paid
Ashurst Australia	Governance matter	\$6,050
Meyer Vandenberg	Property matter	\$2,420
Simpsons Solicitors	Contract drafting/advice	\$2,310
Ashurst Australia	Employment matter	\$2,095
Meyer Vandenberg	Procurement matter	\$1,724
		Total : \$14,600

4.

Service provider	Legal service	Fee paid
Attorney-General's Department	Collective licence admin	\$514
		Total : \$514

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NATIONAL GALLERY OF AUSTRALIA

1. \$122,315. A list of each service and cost is not readily available.
2. \$4,214.
3. \$118,101. These services were for general legal services.

Simpsons Solicitors	\$23,320.00
MinterEllison	\$94,781.20

4. Nil.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil
2. FYTD expenditure for legal services with the Australian Government Solicitor was \$759 for Commonwealth copyright agreements with collecting agencies.
3. Expenditure on legal services from private firms from 1 October 2012 to 31 January 2013 was \$77,888 as follows (All figures are GST inclusive):
 - Commercial litigation \$15,444 (Ashurst Australia);
 - Advice on collection access issue \$3,918 (Ashurst Australia);
 - Advice on legal deposit \$34,672 (Minter Ellison);
 - Professional services for Digital Library Infrastructure Replacement (DLIR) contract \$7643 (Clayton Utz);
 - Advice on copyright issues \$9,039 (Clayton Utz);and
 - Governance Issues \$7,172 (Clayton Utz)

4. Nil.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum spent \$155,478 on in-house legal services this financial year to date. It is not possible to list all internal legal services provided and the costs relating to each of those services. Services provided by the in-house lawyers involve a wide range of legal matters including but not limited to commercial/procurement, statutory interpretation, intellectual property and dispute resolution.
2. The Museum spent \$12,938 on legal services received from the Australian Government Solicitor this financial year to date. Their advice was sought on employment/workplace relations, freedom of information and privacy matters.

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3. The Museum spent the following on legal services this financial year to date from private firms:
- \$10,074 on services provided by Minter Ellison primarily for procurement and contractual advice.
 - \$54,867 on services provided by Ashurst primarily for workplace relations, procurement and contractual advice.
4. None.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
2. Nil.
3. Nil.
4. Nil.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Total: \$15,505.45 from 1 July 2012 – 31 January 2013 (FYTD).
2. AGS NSW: \$356
AGS NSW: \$2,343.24
AGS ACT: \$10,017
3. Total: \$2,789.21
Craddock Murray Neumann: \$1,084.06
Baker & McKenzie: \$1,705.15
4. Nil.

AUSTRALIA COUNCIL

1. From 1 October 2012 to 31 January 2013, there has been \$12,626 spent on legal services.
2. \$10,435 has been spent on legal services from the Australian Government.
3. Solicitor\$2,201 has been spent on legal services from a private firm, Gadens Lawyers.
4. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

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CREATIVE PARTNERSHIPS AUSTRALIA

1. Nil.
2. Nil.
3. The Australia Business Arts Foundation/Creative Partnerships Australia spent \$250 on legal services in the period 1 October 2012 – 31 Jan 2013. This was paid to Freehills Melbourne to draft an audit comfort letter.
4. Nil.

SCREEN AUSTRALIA

1. Total of \$504,856. To provide detail at the level requested would represent an unreasonable diversion of resources.
2. Total of \$4,802. To provide detail at the level requested would represent an unreasonable diversion of resources.
3. Total of \$19,000. To provide detail at the level requested would represent an unreasonable diversion of resources.
4. \$11.94 expended on title searches.

BUNDANON TRUST

1. Nil.
2. Nil.
3. Nil.
4. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 42

Topic: Education Expenses FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 8

For this financial year to date:

1. What is the department/agency's guidelines on study?
2. For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. The Australian National Maritime Museum Study leave policy and guidelines states the objective is to encourage staff to acquire qualifications to enable the Australian National Maritime Museum to better meet its objectives, while enhancing employee career prospects. All APS staff are eligible to apply. Australian National Maritime Museum offers access to study leave up to five hours per week and examination leave. Australian National Maritime Museum offer limited financial assistance up to \$100 reimbursement per F/Y on successful completion of study.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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2. See below:

Type	Total Cost	Cost per participant	Classification of participants	No of Participants	Leave to Attend in hours	Reason
First Aid Course	\$487	\$487	APS 6	1	7.36	Workplace Health & Safety
Fire Wardens training	\$2,526	\$126	APS 3 APS 4 APS 5 APS 6 EL 1 EL 2	1 4 4 3 6 2	2.0 8.0 8.0 6.0 12.0 4.0	Workplace Health & Safety
Commercial Law	\$1178	\$589	EL1 EL2	1 1	7.36 7.36	Provide staff with skills to manage projects
Enterprise Bargaining	\$212	\$212	EL 1	1	4.0	Provide staff with skills to negotiate Enterprise Bargaining
Managing the unexpected	\$664	\$332	APS 3 APS 4	1 1	7.35 7.35	Collection Management
Comcare Seminar	\$376	\$188	APS 6 EL 1	1 1	4.00 4.00	Workplace Health & Safety
Diploma of Government Project Management	\$1714	\$1714	APS 6	1	36.75	Provide staff with skills to manage projects
Diploma of Government Cultural Project Management	\$2160	\$2160	APS 3	1	60.8	Provide staff with skills to manage cultural projects
Essential Writing	\$812	\$812	APS 4	1	7.35	Improve staff work skills
Getting That Selection Right	\$6800	\$618	APS 3 APS 5 APS 6 EL 1	1 4 5 1	7.35 29.40 36.75 7.35	Improve staff work skills for recruitment
How to handle Difficult people	\$1665	\$1665	APS 3	1	15.2	Improve staff work skills
Introduction to CBMS	\$1789	\$832	APS 3 APS 5	1 1	14.7 14.7	Improve staff work skills

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Regional Stakeholder Forum	\$207	\$207	APS 3	1	7.35	Training & Skills development
Harassment & Bullying	\$15012	\$217	APS 3	15	45.0	Improve staff work skills
			APS 4	5	15.0	
			APS 5	10	30.0	
			APS 6	16	48.0	
			EL 1	17	51.0	
			EL 2	6	18.0	

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives' Studies Assistance program provides for reimbursement of between 30 per cent and 75 per cent for course fees upon successful completion each semester and up to a maximum of five hours per week study leave.
2. For the breakdown of tertiary studies and in-house training see tables at Attachment 1.

NATIONAL FILM AND SOUND ARCHIVE

1. National Film and Sound Archive Study Assistance Policy and Procedures
2. For the reporting period 1 October 2012 to 31 January 2013

In house courses

Mental Health Manager Awareness Workshop - \$2,200, \$220, 10 managers between APS 5 and EL 2. No study leave was granted to attendees

Tertiary studies – one employee

There are other employees who are on studies assistance but have not incurred any expenses for this reporting period

Master of Liberal Arts – Museums and Collections up to \$1,250 a semester (plus five hours study leave a week) APS 4 – in line with the National Film and Sound Archive Studies Assistance Policy

NATIONAL GALLERY OF AUSTRALIA

1. Up to 70 hours paid study leave to a maximum of \$750 per semester.
2. \$29,841 - It would require an unreasonable diversion of resources to provide details.

Senate Rural and Regional Affairs and Transport Legislation Committee

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NATIONAL LIBRARY OF AUSTRALIA

1. All ongoing employees are eligible to apply for the Library's study provisions which are: up to six hours study and travel time per week and on successful completion per semester up to \$530 reimbursement.
2. For the period 1 October 2012 to 31 January 2013, the total training and development expenditure, excluding staff time was \$98,144. It would require an unreasonable diversion of resources to provide other details as requested.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum provides support for a formal scheme of study, at a tertiary or higher education institution, that is strongly linked to the Museum's Strategic Plan and business priorities and/or an approved course to learn a language, including English, where there is a benefit to the Museum. Museum employees may apply for Access to a maximum of 75 hours per semester (pro-rata for part time staff); and/or reimbursement (original receipts to be provided) of some, or all the study related costs, having regard to the nature of the course being undertaken, the staff member's academic record, the relevance of the study to the corporate objectives of the Museum and the actual costs to the staff member. Eligibility for reimbursement must be approved in advance and is subject to successful completion of studies for the relevant period.
2. The Museum does not record data to report on the number of participants who received educational assistance or a breakdown of the overall expenses on an individual employee basis. Total YTD expenditure is \$143,849 and consists of:

Training Courses	\$94,077
Conference & Seminars	\$37,595
Studies Assistance	\$12,177

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Guidelines attached.
2. In house training
Type of course – corporate and personal development
Total cost - \$6210.00
Cost per participant - \$81.71
No. of participants – 76
Classification – SESB1 to APS3

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Study leave

No of Participants – 3

APS3 x 3 = 67.5 hours

EL1 x 1 = 45 hours

Reason for study - All study approved for study leave was directly related to the position and duties of the employee within the museum.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. As per the Australian Film, Television and Radio School External Studies Policy. Support can be approved in relation to paid leave and financial reimbursement.

2.

Course	Total Cost \$	Cost p/p \$	AFTRS Classification	APS Equiv.	Time p/p	How beneficial?
Assertiveness	2011	288	1xAFTRS3 2xAFTRS4 1xAFTRS5 3xAcademic2 1xAFTRS8	APS3 APS4 APS5 EL1 EL2	9hrs	General communication skills.
Lifting heavy loads	132	132	1xAFTRS4	APS4	1hr	safety
Intro to Powerpoint	1514	151	4xAFTRS4 2xAFTRS5 1xAFTRS6 2xAcademic2 1xAcademic 3	APS4 APS5 APS6 EL1 EL2	3hr	Technology
Intro to Excel	1451	362	2xAFTRS4 1xAFTRS5 1xAcademic 3	APS4 APS5 EL2	9hr	Technology
HSR course	14490	2070	1xAFTRS4 3xAFTRS5 2xAFTRS6 1xAFTRS7	APS4 APS5 APS6 EL1	5 days	Safety
Yellow Card Training	1382	345	1xAFTRS3 2xAFTRS6 1xAFTRS7	APS3 APS6 EL1	4hr	Safety
Test & Tag	4049	675	2xAFTRS5 2xAFTRS6 1xAFTRS7 1xAFTRS8	APS5 APS6 EL1 EL2	1 day	Safety
WINGS	733	146	1xAFTRS6 4xAcademic 2	APS6 EL1	3hrs	Safety

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Tertiary Study

Course	AFTRS Classfn	APS Equiv.	Cost	Days leave	How beneficial?
PhD	SES1	SES1	6844	13	Academic staff
PhD	Academic 2	EL1	5419	15	Academic staff
Masters IT	AFTRS7	EL1	1806	5	IT staff
Masters Info Mgt	AFTRS3	APS3	446	2	Library Officer
Post Grad History	Academic 3	EL2	4297	10	Documentary teacher

AUSTRALIA COUNCIL

1. The Australia Council supports staff to develop skills and knowledge relevant to their positions through its Education/Studies Assistance scheme, and through internal and external training programs.
2. \$48,146 has been spent on education expenses in 2012-13 (year to date). This includes studies assistance, external training programs, and executive coaching and leadership training.
The Australia Council does not record education expenses in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Creative Partnerships Australia employees are entitled to claim up to \$500 annually on education expenses as part of the agency's professional development allowance.
2. Creative Partnerships Australia has not incurred any employee related education expenses in the reporting period.

SCREEN AUSTRALIA

1. Screen Australia has a Study Assistance Policy in place.
2. There have been no education expenses for Screen Australia staff during the reporting period.

BUNDANON TRUST

1. Bundanon Trust does not fund or support any formal tertiary or vocational study for staff. Standard short-period staff training in business related matters is carried out annually, for example, to provide training in First Aid, Risk Management and Emergency Procedures.
2. Nil.

NATIONAL ARCHIVES OF AUSTRALIA

2. Education Expenses

All education expenses for in-house and tertiary study for the period 1 July 2012 to 31 January 2013 are outlined below.

Studies Assistance

Studies Assistance courses	Benefit to Archives	Total Reimbursement	Classification	Total Study Leave Granted
Masters of Liberal Arts (Visual Culture Research)	Develop visual and written content for exhibitions.	\$2358	1 x APS6	30
Master of Public History	To provide access to the collection in a meaningful and informative way.	\$706	1 x APS6	30
Graduate Certificate Business Info Systems (Archives stream)	A greater understanding of different record keeping systems, database design and interrogation, metadata and thesaurus.	\$6016	1 x APS4	30
Bachelor of Commerce / Bachelor of Information Technology	Fundamental knowledge not only to the Archives, but for all APS agencies and other government entities in their core financial functions	\$2184	1 x APS3	12
Master of Information Studies	Facilitate the creation, management and preservation of information and in the development of information literacy.	\$332 \$1640 Total: \$1972	1 x APS4 1 x APS6	30 97.50
Certified Practising Accountant (CPA)	Provide knowledge that will enable greater technical, business, personal effectiveness and leadership skills.	\$407.50	1 x APS6	30
Bachelor of Laws	Development of legal-analysis, research, written and presentation skills.	\$2945	1 x APS5	30
Graduate Certificate in Professional Writing (editing)	Assist the Archives achieve organisational goals through strategies, policies and working documents.	\$847 \$551 Total: \$1398	1 x APS5 1 x APS6	20 20
Bachelor of Arts - History Majors	Assist the Archives achieve organisational goals through an enhanced understanding of the history discipline within archival and museum work.	\$1,123 Nil Nil	1 x APS4 1 x APS3 1 x APS6	30 30 30
Masters of Arts - History	Assist the Archives achieve organisational goals through an enhanced understanding of the history discipline within archival and museum work.	\$4388	1 x APS5	30
Graduate Diploma of Science (Information Science)	Support the Archives' strategic and operational needs.	\$675	1 x APS6	30

In-House Courses

In-house Courses	Benefit to the Archives	Total Cost	Cost per participant	Total number of participants	APS1	APS2	APS3	APS4	APS5	APS6	EL1	EL2	SES 1
					No. of participants by classification								
Natural Disaster Preparedness and Recovery Strategy Training Workshop	Part of the Archives' Risk Management Framework.	\$15,030	\$307	26	0	3	4	6	7	3	1	1	1
Effective Writing in the APS	Develop writing skills of staff.	\$2,420	\$127	19	5	1	7	6	0	0	0	0	0
Emergency Response Training	Part of the Archives' Risk Management Framework.	\$16,376	\$128	128	9	13	11	18	26	32	10	9	0
Management Foundations Program	Develop key management skills to better manage resources and achieve outcomes effectively.	\$36,612	\$1017	36	0	0	5	10	9	12	0	0	0
Microsoft Excel	Develop key computer skills.	\$15,732	\$327	48	3	2	12	9	12	5	5	0	0
Microsoft Word	Develop key computer skills.	\$3678	\$334	11	2	1	1	2	1	3	1	0	0
Trim (Electronic Record Keeping)	Manage electronic records effectively.	\$17,823	\$297	60	6	2	8	16	10	9	6	2	1
Cultural Awareness Training	Ensure staff are aware of the diverse workforce and treat everyone with respect.	\$4,366	\$112	39	4	1	7	9	8	3	7	0	0
WHS Employee Responsibilities	Ensure staff are aware of obligations under the Health and Safety Act.	\$11,227	\$38	291	17	15	39	49	57	53	42	18	1
Resilience – Health, Performance and Wellbeing	Develop skills for staff to be more resilient and maintain productivity.	\$3070	\$171	18	1	0	3	3	6	5	0	0	0

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 43

Topic: Executive Coaching and Leadership Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 6

For this financial year to date:

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used.
 - b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location

Senate Rural and Regional Affairs and Transport Legislation Committee

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Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. a. Total spending was \$5,659 (including GST).
 - b. One employee at EL2 classification.
 - c. One employee at EL2 classification.
 - d. Macquarie University Business School.
2. a. Macquarie University Business School.
 - b. Group based training.
 - c. One employee at EL2 classification.
 - d. 38 hours study leave.
 - e. Total spend \$5,659 (including GST).
 - f. Complete package.
3. a. Location was Sydney.
 - b. 1 Employee at EL2 Classification.
 - c. Total hours 38 study leave.
 - d. Total cost incurred \$5659 (including GST).

NATIONAL ARCHIVES OF AUSTRALIA

1. a. One (1) employee of the Archives has accessed Executive Coaching and/or Leadership Training in the period 1 October 2012 – 31 January 2013 at a cost of \$4,690.
 - b. Executive Level 2 (21) and Senior Executive Services (5) have the opportunity to request access to Executive Coaching and/or Leadership Training services.
 - c. One (1), Executive Level 2, nil study leave.
 - d. People and Strategy through APSC Executive Leadership Dimensions.
2. a. Executive Leadership Dimensions - Leadership training.
 - b. Group training.
 - c. One employee at the EL2 classification.
 - d. A total of 26 hours for one employee at the EL2 classification.

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- e. \$4,690.
- f. Fees are charged per participant per program.
- 3. a. Bowral.
- b. One (1).
- c. A total of 26 hours for one employee at the EL2 classification.
- d. Nil.

NATIONAL FILM AND SOUND ARCHIVE

For the reporting period 1 October 2012 to 31 January 2013.

Executive Coaching

- 1. a. \$1,540.
- b. 1 Senior Executive, 1 EL2.
- c. 1 Senior Executive.
- d. Sue Adams Coaching and Facilitation.
- 2. a. Executive Coaching.
- b. One on one.
- c. 1 Senior Executive.
- d. 3.5 hours.
- e. \$1,540.
- f. Per hour (\$440)
- 3. a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

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For the reporting period 1 October 2012 to 31 January 2013

Leadership Training

1. a. \$230.
 - b. 1 Senior Executive.
 - c. 1 Senior Executive.
 - d. APSC .
2. a. Leadership Conversations Series.
 - b. Group.
 - c. 1 Senior Executive.
 - d. 3 hours.
 - e. \$230.
 - f. 2 sessions at \$115 each.
3. a. APSC facility.
 - b. 1.
 - c. 3.
 - d. No additional costs.

NATIONAL GALLERY OF AUSTRALIA

1. Nil services purchased.
2. Not applicable.
3. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. All ongoing employees are eligible to apply for the Library's study provisions which are: up to 6 hours study and travel time per week and on successful completion per semester up to \$530 reimbursement.
2. For the period 1 October 2012 to 31 January 2013, the total training and development expenditure, excluding staff time was \$98,144. It would require an unreasonable diversion of resources to provide other details as requested.

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ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL MUSEUM OF AUSTRALIA

1. a. \$34,210.
 - b. 24 x EL2s, 3 x EL1s and 2 x APS6 – Total of 29 staff offered.
 - c. 15 employees (10 x EL2, 3 x EL1, 2 x APS6).
 - d. Centre for Public Management.
2. a. Management to Leadership Program.
 - b. Group based training.
 - c. 15 employees (10 x EL2, 3 x EL1, 2 x APS6).
 - d. 32 hours per employee (10 x EL2, 3 x EL1, 2 x APS6).
 - e. \$37,578.
 - f. Program development, program delivery, resource materials, venue hire.
3. a. CPM Training Facility, Macquarie, ACT.
 - b. 15 employees (10 x EL2, 3 x EL1, 2 x APS6).
 - c. 24 hours per employee (10 x EL2, 3 x EL1, 2 x APS6).
 - d. \$6,480.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil services purchased.
2. Not applicable.
3. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Nil services purchased.
2. Not applicable.
3. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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AUSTRALIA COUNCIL

The Australia Council's Executive Coaching and Leadership Training expenses are included in our education expenses.

The Australia Council supports staff to develop skills and knowledge relevant to their positions through its Education/Studies Assistance scheme, and through internal and external training programs.

\$48,146 has been spent on education expenses in 2012/13 (year to date). This includes studies assistance, external training programs, and executive coaching and leadership training.

The Australia Council does not record education expenses in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Nil services purchased.
2. Not applicable.
3. Not applicable.

SCREEN AUSTRALIA

1. Total executive coaching and leadership training expenses for the reporting period was \$3,229.55.
Responding at the level of detail requested would represent an unreasonable diversion of resources.
2. Responding at the level of detail requested would represent an unreasonable diversion of resources.
3. Responding at the level of detail requested would represent an unreasonable diversion of resources.

BUNDANON TRUST

Total training spend this year to date has been \$4631. Bundanon does not record training data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 44

Topic: Media Training FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 3

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
 - a. Total spending on these services
 - b. The number of employees offered these services and their employment classification
 - c. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
 - d. The names of all service providers engaged
2. For each service purchased from a provider listed under (4), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location

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Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Nil conducted.
2. Not applicable.
3. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. Nil conducted.
2. Not applicable.
3. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. Nil conducted.
2. Not applicable.
3. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. Nil conducted.
2. Not applicable.
3. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil conducted.
2. Not applicable.
3. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil conducted.
2. Not applicable.
3. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil conducted.
2. Not applicable.
3. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Nil conducted.
2. Not applicable.
3. Not applicable.

AUSTRALIA COUNCIL

1. Nil conducted.
2. Not applicable.
3. Not applicable.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Nil conducted.
2. Not applicable.
3. Not applicable.

SCREEN AUSTRALIA

1. Nil conducted.
2. Not applicable.
3. Not applicable.

BUNDANON TRUST

1. Nil conducted.
2. Not applicable.
3. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 45

Topic: Paid Parental Leave

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 6

1. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.
3. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees. As eligibility is based on primary caring responsibilities, the number of eligible staff cannot be identified.
2. Please see table below for staff who received paid parental leave.

Classification	Number
APS Level 3	1
Executive Level 1	1
Total	2

3. Paid Maternity Leave for 14 weeks, maximum up to 1 year total leave. 2 staff have taken paid leave for the reporting period.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees. As eligibility is based on primary caring responsibilities, the number of eligible staff cannot be identified.

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2. The number of staff who received Paid Parental Leave from 1 July 2012 to 31 January 2013:

Classification	Number
APS Level 3	1
APS Level 4	1
APS Level 6	2
Executive Level 1	1
Total	5

3. The Archives provides 14 weeks paid Maternity Leave for the birth, adoption or fostering of a child. The Archives provides 3 weeks paid Supporting Partners Leave for employees whose partner gives birth.

The number of staff who received paid Maternity Leave or Supporting Partners Leave from 1 July 2012 to 31 January 2013 is 14.

NATIONAL FILM AND SOUND ARCHIVE

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees. As eligibility is based on primary caring responsibilities, the number of eligible staff cannot be identified.
2. For the reporting period 1 July 2012 to 31 January 2013, the NFSA have provided 4 employees with payments under the Government's Paid Parental Leave Scheme.

Classification	Number
APS Level 3	2
APS Level 4	1
APS Level 6	1
Total	4

3. Under the NFSA's Enterprise Agreement, the following paid parental leave is offered to eligible employees:

- Maternity Leave – 15 weeks paid
- Supporting Partners Leave – up to 25 days paid leave
- Paid parental leave – up to 15 weeks paid leave
- Fostering/Adoption/ Surrogacy /Permanent Care Leave – 15 weeks paid leave

During the reporting period, 6 employees used the NFSA paid parental leave scheme.

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NATIONAL GALLERY OF AUSTRALIA

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees. As eligibility is based on primary caring responsibilities, the number of eligible staff cannot be identified.
2. See table below.

Classification	Number
APS Level 3	1
APS Level 6	1
Executive Level 1	2
Total	4

3. Refer to the National Gallery of Australia Enterprise Agreement 2011-2014.

NATIONAL LIBRARY OF AUSTRALIA

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees. As eligibility is based on primary caring responsibilities, the number of eligible staff cannot be identified.
2. The National Library of Australia provides employees with payments under the Government's Paid Parental Leave scheme. This financial year, 6 staff received payments:

Classification	Number
APS Level 4	1
APS Level 5	1
APS Level 6	3
Executive Level 1	1
Total	6

3. The Library's parental provisions are (subject to meeting eligibility requirements):
 - Maternity Leave – 12 weeks paid (can be taken at half pay)
 - Additional Maternity Leave – 2 weeks paid (can be taken at half pay)
 - Adoption Leave – 14 weeks paid (can be taken at half pay)
 - Foster Carer's Leave – 14 weeks paid (can be taken at half pay)
 - Partner Leave – 10 days paid leave (can be taken at half pay)
 - Unpaid Parental leave – 12 months

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11 staff have used the Library's parental provisions during the period 1 July 2012 to 31 January 2013.

NATIONAL MUSEUM OF AUSTRALIA

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees. As eligibility is based on primary caring responsibilities, the number of eligible staff cannot be identified.
2. Please see table below:

APS Level 5	1
APS Level 6	1
Total	2

3. Supporting partner leave: An employee whose partner gives birth, adopts or fosters a child is entitled to four weeks paid supporting parent leave to be taken as an unbroken period within 12 months of the birth or placement of the child.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees. As eligibility is based on primary caring responsibilities, the number of eligible staff cannot be identified.
2. Nil to date this year.
3. Family services – One.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. As eligibility is based on primary caring responsibility, the number of eligible staff cannot be identified.
2. Four staff:
 - 1 x Academic 3 (EL2 equivalent)
 - 1 x Academic 2 (EL1 equivalent)
 - 1 x AFTRS 7 (EL1 equivalent)
 - 1 x AFTRS 5 (APS5 equivalent)

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3. 12 weeks maternity leave and two weeks additional leave or; primary care-giver leave of eight weeks.

Both entitled to two weeks paid parental leave.

Four staff have used the scheme.

AUSTRALIA COUNCIL

1. As eligibility is based on primary caring responsibility, the number of eligible staff cannot be identified. All employees with more than 12 months service who earn less than \$150,000 per annum and are the primary care giver of the child are eligible to receive payment under the Government's Paid Parental Leave Scheme.

2. Three:

1 x Australia Council Band 3

2 x Australia Council Band 4

3. The paid parent leave scheme at the Australia Council comprises:

- Fifteen weeks paid maternity leave , which may be taken at half pay for 30 weeks
- Three weeks paid paternity leave
- The option to return to work from maternity leave on a part time basis

Three staff have access to the Paid Parental Leave Scheme as stated above.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Creative Partnerships Australia (CPA) has 20 employees who may be eligible for Parental Leave Pay.

2. Nil.

3. CPA offers paid parental leave according to the provision of the *Fair Work Act 2009* allowing up to 52 weeks unpaid Parental Leave (including Maternity, Supporting Partner and Adoption Leave) for parents to take on a shared role in caring for their new born child or newly adopted child under the age of sixteen (16) years. Parental Leave provisions are subject to the employee having 12 months continuous service.

No staff have used the scheme this financial year to date.

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SCREEN AUSTRALIA

1. 93.
2. Two. SAEL1 and SA6.
3. Screen Australia provides 14 weeks paid parental leave to eligible employees.

Four.

BUNDANON TRUST

1. Nil.
2. Nil.
3. Nil.

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Question: 46

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
3. For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

Not applicable.

NATIONAL GALLERY OF AUSTRALIA

Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

Not applicable.

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NATIONAL MUSEUM OF AUSTRALIA

Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

Not applicable.

AUSTRALIA COUNCIL

Not applicable.

CREATIVE PARTNERSHIPS AUSTRALIA

Not applicable.

SCREEN AUSTRALIA

Not applicable.

BUNDANON TRUST

Not applicable.

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Question: 47

Topic: Corporate Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 4

1. How cars are owned by each department/agency?
 - a. Where is the car/s located?
 - b. What is the car/s used for?
 - c. What is the cost of each car for this financial year to date?
 - d. How far did each car travel this financial year to date?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Four.
 - a. At work during the day and at the homes of nominated officers when they are not required for work related purposes.
 - b. Work related travel during business hours and between work and home for nominated officers that are on the on call roster.
 - c. Approximately \$11,000 FYTD per car, including ownership and running costs.
 - d. Approximately 10,000 km FYTD per car.

NATIONAL ARCHIVES OF AUSTRALIA

1. None.
 - a. Nil.
 - b. Nil.
 - c. Nil.
 - d. Not applicable.

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NATIONAL FILM AND SOUND ARCHIVE

1. None.
 - a. Nil.
 - b. Nil.
 - c. Nil.
 - d. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. None.
 - a. Nil.
 - b. Nil.
 - c. Nil.
 - d. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. One car.
 - a. Hume, ACT
 - b. To transport National Library Collection material between the Library's offsite storage facilities located in Hume, ACT and the main Library building to support collection delivery services to the general public.
 - c. YTD (July2012-January2013) \$3,318 ex GST running costs.
 - d. Odometer reading 1 February 2013 is 25,352 therefore est. YTD km travelled from 1 July 12 to 31 January 13 is 11,994km (25,352km - 13,358km).

NATIONAL MUSEUM OF AUSTRALIA

1. None.
 - a. Nil.
 - b. Nil.
 - c. Nil.
 - d. Not applicable.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. None.
 - a. Nil.
 - b. Nil.
 - c. Nil.
 - d. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Australian Film, Television and Radio School owns four cars.
 - a. Moore Park, NSW.
 - b. Private Use – Executive Employment Package
 - c. Car 1: \$7148.
Car 2: \$6594
Car 3: \$7187
Car 4: \$6376
 - d. Car 1: 9664km.
Car 2: 5806km
Car 3: 5562km
Car 4: 7124km

AUSTRALIA COUNCIL

1. None.
 - a. Nil.
 - b. Nil.
 - c. Nil.
 - d. Not applicable.

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Arts Portfolio Agencies

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CREATIVE PARTNERSHIPS AUSTRALIA

1. None.
 - a. Nil.
 - b. Nil.
 - c. Nil.
 - d. Not applicable.

SCREEN AUSTRALIA

1. None.
 - a. Nil.
 - b. Nil.
 - c. Nil.
 - d. Not applicable.

BUNDANON TRUST

1. Six cars
 - a. One car is located at the Bundanon property and five cars are located at the Riversdale property.
 - b. Property Fleet Vehicles.
 - c. \$1500.
 - d. Average 10,000kms.

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Question: 48

Topic: Taxi Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

1. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1.

TAXI/CABCHARGE CODES			
	2012/2013 to Sept	2012/13 Oct-Jan	Totals YTD
Marketing	\$142	\$373	\$515
Public Affairs	\$71	\$107	\$178
External Relations	\$81	\$405	\$486
Executive	\$1,191	\$2,315	\$3,506
Finance	\$46	\$240	\$286
Commercial services	\$846	\$1,472	\$2,318
Corp Services	\$493	\$223	\$716
Governance	\$592	\$663	\$1,255
Personnel	\$269	\$230	\$499
Temp Exhibitions	\$545	\$847	\$1,392
Registration	\$46	\$24	\$70
Maritime			
Technology	\$385	\$645	\$1,029
ICT	\$106	\$340	\$446
Communities	\$434	\$124	\$558
Design	\$311	\$486	\$798
Conservation	\$53	\$114	\$167
Building Services	-	\$12	\$12
Endeavour	-	\$6	\$6
Visitor Programs	\$152	\$484	\$636
TOTALS PER YR	\$5,762	\$7,639	\$14,873

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2. Taxi use for business use only, including meetings, training, staff safety and airport transfers.

NATIONAL ARCHIVES OF AUSTRALIA

1. The cost of taxis for 2012-13 year to date is \$48,554. Breakdown by business group is provided below:

Branch	\$ Amount
Access and Communication	3,727
Corporate Services	3,446
Executive	6,723
Government Information Management	2,678
National Co-ordination	24,476
Operations and Preservation	7,504
Total	48,554

2. Taxis are used for work related meetings and state/territory and international travel.

NATIONAL FILM AND SOUND ARCHIVE

1. The total taxi costs for FYTD is \$29,036

Division	Total
Access & Outreach	7,695
CEO Management	5,032
Collection, Stewardship and Curatorial	10,116
Corporate Services Division	6,192
	29,036

2. Official travel such as conferences, seminars, meetings, training, and external client meetings etc.

NATIONAL GALLERY OF AUSTRALIA

1. The NGA does not separate Taxis and Hire Cars for reporting purposes.

Taxi Cost by Business Group - 1 October 2012 to 31 January 2013

A1 - Admin Program Management	6.36
A2 - Finance	1,815.70
A3 - Business Support	19.79
A4 - HRM	662.95
A7 - Building Services	29.27
A8 - Security	338.95
C1 - CES Program Management	577.96
C2 - Learning Programs	1,175.86
C3 - Access Services	6,704.23
C4 - Research Library	320.18

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C5 - Australian Art	3,030.04
C6 - International Art	1,722.77
C7 – Publications	260.19
D1 - DMC Program Management	1,914.46
D3 - Imaging & Digital Services	21.05
D4 - Information Systems	189.59
D5 - Sponsorship & Development	254.17
D7 - Foundation Office	149.80
D8 – Marketing	1,093.96
D9 - Commercial Operations	596.23
E1 - ECS Program Management	65.68
E3 - Travelling Exhibitions	3,320.84
E5 - Registration	3,126.65
E9 - Conservation	377.77
X1 - Executive	3,423.54
	31,197.99

2. To conduct National Gallery of Australia business.

NATIONAL LIBRARY OF AUSTRALIA

1. FYTD \$17,966. It is too resource intensive to provide a further breakdown.
2. Taxis are only used in accordance with the Library Cabcharge Policy for local transport to meetings and with travel where other modes of transport are not practicable or efficient.

NATIONAL MUSEUM OF AUSTRALIA

1. \$15,086 and the breakdown across divisions is as follows:

Collections, Content & Exhibitions	\$6,770
Directorate (Including Council)	\$3,009
Operations	\$2,409
Audience, Programs & Partnerships	\$2,898

2. Attend meetings, to & from airport for interstate travel

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. \$4988 from 1 Oct– 31 Jan. The OPH is a single business unit.
2. Travel to meetings.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. See Table below:

Div	Division Name	Actuals	Actuals
		July 12-Jan 13	Oct 12-Jan 13
10	Screen	3,013.51	1,935.47
50	Council & Directorate	3,422.93	2,013.35
55	Radio	1,688.89	1,266.89
60	Technology & Infrastructure	378.51	48.44
65	Open Program Running Costs	3,073.59	1,493.73
80	Corporate & Production Services	2,847.53	1,157.19
99	Global Charges	2,000.00	-
FD	Foundation Diploma	50.68	-
GC	Graduate Certificate	480.67	93.99
GD	Graduate Diploma	2,105.61	803.90
MA	Masters	1,715.09	422.38
SC	Open Program Courses	4,506.42	3,752.71
		25,283.43	12,988.05

2. To provide transport for staff, particularly travelling interstate.

AUSTRALIA COUNCIL

1. The Australia Council spent \$118,000 on taxis and other land transport (including buses and trains) in 2012-13 (YTD).

The Australia Council does not record taxi data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

2. The reasons for the use of taxi and land transport include travel to meetings and events for staff on Australia Council business and for external participants in Australia Council events and programs.

CREATIVE PARTNERSHIPS AUSTRALIA

1. In the reporting period 1 October 2012 to 31 January 2013, Creative Partnerships Australia spent \$12,379 on taxis. This expenditure is broken down by business group as follows:

National Business Development	\$39
National Business Development & Services	\$1,098
National Richard Pratt Scholarship	\$633
National Cultural Development	\$141
National Connect with Business Program	\$102
National Awards 2012 Event	\$469
National Management	\$1,659
National Board	\$509
National Infrastructure & HR	\$221
National IT Management	\$300
ACT Chapter	\$235
NSW Chapter	\$1,293
NT Chapter	\$685
QLD Chapter	\$1,133
SA Chapter	\$823
TAS Chapter	\$842
VIC Chapter	\$681
WA Chapter	\$1,516

2. Taxis are used by senior management to travel to meetings and events

SCREEN AUSTRALIA

1. \$37,028.

To respond at the level of detail requested would represent an unreasonable diversion of resources.

2. Taxis are used to travel to meetings with stakeholders.

BUNDANON TRUST

1. \$1451.28 has been spent on transportation costs for Board Members to attend Board meetings and general meetings.

\$527.72 has been spent on transportation costs for artists in residence Selection Committee members to attend one Arts Program meeting.

2. Taxi transport is used when practical.

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Question: 49

Topic: Hire Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 4

1. How much did each department/agency spend on hire cars this financial year to date?

Provide a breakdown of each business group in each department/agency.

2. What are the reasons for hire car costs?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Nil.

2. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. For the period 1 July 2012 to 31 January 2013, the Archives spent \$4,789 on hire cars.

Branch	Amount
Access and Communication	\$340
Corporate Services	\$295
Executive	\$1,687
National Coordination	\$1,960
Operations and Preservation	\$507

2. Archives staff travelling interstate on official business where multiple business activity locations make a hire car a more cost effective solution and supporting the delivery of the International Council on Archives Congress in Brisbane.

NATIONAL FILM AND SOUND ARCHIVE

1. The total spent on car hires for FTYD is \$5,434.

Division	Amount
Access & Outreach	\$1,864
CEO Management	\$1,062
Collection, Stewardship and Curatorial	\$1,724
Corporate Services Division	\$783

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2. Car hire is used in limited circumstances for official travel. Usually car hire is considered where more than one employee is travelling and for moving equipment used in Outreach Programs and events, mainly in regional Australia.

NATIONAL GALLERY OF AUSTRALIA

1. Please refer to table at Attachment 1. The National Gallery of Australia does not separate Taxis and Hire Cars for reporting purposes.
2. To conduct National Gallery of Australia business.

NATIONAL LIBRARY OF AUSTRALIA

1. \$2,041 – Division 1 & 2 \$1,491; Division 5 \$550
2. Collection development; Council Members

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum does not breakdown car hire to business groups.

Fleet vehicles	\$39,104
Short term Hire	\$5,700

2. Fleet Vehicles used for local travel which includes travel between Museum sites and to meetings at other locations including interstate travel to southern New South Wales.
Short term hire car is used for travel to country locations not accessible by air travel.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
2. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Nil.
2. To provide transport for staff on Australian Film, Television and Radio School business.

AUSTRALIA COUNCIL

1. Total Hire Costs for year to date 31 Jan 2013 amounted to \$3,016.00.
2. These hire cars were used for travelling to meetings and events.

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CREATIVE PARTNERSHIPS AUSTRALIA

1. The Australia Business Arts Foundation/Creative Partnerships Australia has spent \$534 on hire cars financial year to date broken down by business group as follows:

ACT Chapter	\$174
TAS Chapter	\$132
VIC Chapter	\$156
WA Chapter	\$72

2. Hire cars are used for Senior Managers to attend meetings with stakeholders in regional and rural areas.

SCREEN AUSTRALIA

1. \$4,587

To respond at the level of detail requested would represent an unreasonable diversion of resources.

2. Hire cars are used to travel to meetings with stakeholders where taxis are not available or where it is the most reasonable method of transport.

BUNDANON TRUST

1. Nil.
2. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

Taxi Cost by Business Group - 1 October 2012 to 31 January 2013

A1 - Admin Program Management	6.36
A2 - Finance	1,815.70
A3 - Business Support	19.79
A4 - HRM	662.95
A7 - Building Services	29.27
A8 - Security	338.95
C1 - CES Program Management	577.96
C2 - Learning Programs	1,175.86
C3 - Access Services	6,704.23
C4 - Research Library	320.18
C5 - Australian Art	3,030.04
C6 - International Art	1,722.77
C7 - Publications	260.19
D1 - DMC Program Management	1,914.46
D3 - Imaging & Digital Services	21.05
D4 - Information Systems	189.59
D5 - Sponsorship & Development	254.17
D7 - Foundation Office	149.80
D8 - Marketing	1,093.96
D9 - Commercial Operations	596.23
E1 - ECS Program Management	65.68
E3 - Travelling Exhibitions	3,320.84
E5 - Registration	3,126.65
E9 - Conservation	377.77
X1 - Executive	3,423.54
	31,197.99

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Question: 50

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 7

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
 - a. What action is taken if the corporate credit card is misused?
 - b. How is corporate credit card use monitored?
 - c. What happens if misuse of a corporate credit card is discovered?
 - d. Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
 - e. What action is taken to prevent corporate credit card misuse?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Please see table below:

Classification	No. of cards
PEO	1
EL2	6
EL1	15
APS 6	1
APS 5	1
Total	24

2. a. Determined by the application of detailed policy and may include suspension or revocation of the card as well as criminal or other sanctions on the holder
- b. Through checks and balances include supervisory sign-off on all expenditure
- c. The provisions of the detailed policy are invoked – see response to 2a. above
- d. None.
- e. Application of the policy and sign-off checks and balances

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NATIONAL ARCHIVES OF AUSTRALIA

1. The following employment classifications have a corporate credit card in the National Archives of Australia:

Corporate Credit Card Holder	No. of cards
Director General	1
SES Officers	2
EL 2	10
EL 1	9
APS 6	7
APS 5	6
APS 4	4
Total	39

2. a. The action taken against a credit card holder varies depending on the seriousness of the incident. If the incident is an accidental misuse of the credit card and the transaction is repaid the card holder is reminded of their responsibilities as a credit card holder and an agency breach is noted and where applicable are reported internally and in the certificate of compliance report to the Parliament. If accidental misuse were to occur on several occasions the staff member's credit card can be withdrawn. If the incident involves intentional fraud the CFO and Fraud Control Officer would be notified to take the necessary action and where appropriate, a code of conduct investigation would occur.
- b. Monthly statements are issued to the card holder and a separate monthly report is maintained by the credit card administrator for review and a copy is provided for reference to cost centre managers if required. In addition monthly statement acquittals are reviewed and signed by the card holder's supervisor and all statements are reviewed again for accuracy by the credit card administrator.
- c. If misuse of a corporate credit card is discovered the action taken against a credit card holder varies depending on the seriousness of the incident and is the same as outlined for question 2 above.
- d. There have been no instances of corporate credit card misuse reported for the period 1 July 2012 to 31 January 2013.

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- e. The Archives have Chief Executive Instructions and Administrative Procedures which state the Cardholders responsibilities to comply with the relevant sections of the FMA Act and their responsibility for the safe custody and use of official credit cards. Credit card holders are required to sign a declaration that they have read and understood the requirements of the Chief Executive Instruction on Official Credit cards. Information on the APS Values and Code of Conduct is provided to all new starters through the National Archives of Australia's Induction Program and to all staff through regular refresher courses.

NATIONAL FILM AND SOUND ARCHIVE

1. See table below:

Staff Level	No of cards issued
APS3	2
APS4	4
APS5	10
APS6	10
EL1	16
EL2	8
SES1	1
PEO	1
Total	52

2. a. Any such misuse is reported to senior executive and reported in the National Film and Sound Archive Compliance Reporting certificate. If the misuse is serious a code of conduct investigation may occur. Any detected misuse would be guided by internal policies and procedures.
- b. Credit card usage is monitored on a monthly basis with an approval process. Receipts must be provided.
- c. See response to a. above.
- d. No
- e. A detailed policy and procedure is available. New credit card users are provided with training and a monthly acquittal process is in place.

NATIONAL GALLERY OF AUSTRALIA

1. 88 credit cards across SES, EL2, EL1, NGA 6, NGA5, NGA 4, NGA 3 and NGA 2 staff levels.
2. a. The matter is investigated and reported to the NGA Executive for consideration in line with the National Gallery of Australia's Credit Cards and Fraud Control Policy.

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b. Each credit card holder must acquit and certify expenditure on a monthly basis.

Each monthly acquittal is required to be reviewed and approved by the credit card holder's supervisor. The acquittal is provided to the Finance Section for review and processing.

c. Under the National Gallery of Australia's Credit Cards and Fraud Control Policy the matter is investigated and appropriate action is taken. The breach of policy is reported in the annual Certificate of Compliance report.

d. No.

e. All Credit Card Holders must sign a Credit Card Holder Agreement detailing their responsibilities, ongoing education, and obligation for monthly review.

NATIONAL LIBRARY OF AUSTRALIA

1. Please see table below:

Staff Level	No. of credit cards
APS 4	3
APS 6	7
EL1	9
EL2	3
SES1	2
Director-General	1
Total	25

2. There have been no changes since Budget Estimates 2012-13.

NATIONAL MUSEUM OF AUSTRALIA

1.

Staff Level	No of cards issued
APS4	1
APS5	2
APS6	2
EL1	2
EL2	2
SESB2	3
POE2	1
Total	13

2. No Changes and no instances of misuse since Budget estimates 2012-13.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1.

Staff Level	No of credit cards
APS5	1
APS6	1
EL1	3
EL2	4
Director	1
Total	25

2. a. Staff are required to reimburse the agency if accidentally used for personal use.
- b. Credit cards are reconciled monthly to the bank statements and signed off by the staff member's manager or in the case of the SESB2 by the CFO.
- c. Re-education in policy and procedures concerning the use of Corporate credit card.
- d. No.
- e. Staff issued with a Credit Card are aware of policies and procedures concerning the use of Credit Cards.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Please see table below:

CREDIT CARDS		
AFTRS Class	AG Class	#Cards
ACA3	ACA3	1
AFTRS6	APS6	2
AFTRS6	EL1	1
AFTRS7	EL1	3
AFTRS8	Exec2	2
AFTRS8	EL2	3
SES1	SES1	2
SES2	SES2	3
PEO	PEO	1
		18

2. a. Disciplinary proceedings implemented.
- b. Maintain and review appropriate credit limits and reconcile statements promptly.
- c. Disciplinary proceedings implemented.
- d. None.
- e. Strict and timely controls enforced.

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AUSTRALIA COUNCIL

1. As at 31 January 2013, 27 Australia Council employees had a corporate credit card.
Cardholders include:
 - Leadership Team members
 - Interstate based Managers for Artsupport Australia (until 28 February 2013)
 - Staff members with specific procurement responsibilities
2. In the event that an Australia Council credit card is misused, the Australia Council investigates and determines responsibility and, where the cardholder is deemed responsible for the misuse, recovers the appropriate amount from their salary and/or other payments owing to them.

With the recovery of such monies, charges can also be brought under the Code of Conduct Policy, Work Practices Agreement or Australia Council Collective Agreement and the immediate recommendation for dismissal.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Creative Partnerships Australia's CEO and Executive Director Operations have corporate credit cards.
2. a. Any credit card misconduct would be investigated as outlined in Creative Partnerships Australia's Human Resources Policy.
b. Credit cards are reconciled monthly.
c. See a. above.
d. There have been no instances of credit card misuse.
e. All expense incurred on the credit cards are reviewed by the Finance Manager and any discrepancies immediately brought to the attention of the CEO.

SCREEN AUSTRALIA

1. Chair x 1; PEO x1; SES02 x 1; SES01 x 6; SAEL2 x 18; SAEL1 x 5; SA6 x 1.
2. a. The matter must be immediately referred to the Senior Financial Accountant who must investigate and report back to the Chief Finance Officer (CFO) within 24 hours. All action must be documented and depending on the circumstances surrounding the misuse (fraud, non compliance with policy etc) appropriate action will be undertaken. In the case of fraud, action will be taken in accordance with the Screen Australia's Fraud Policy.

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- b. All corporate cards require the cardholder and their manager's signed authorisation, are reviewed monthly by the CFO and accounts team and periodically reviewed by the internal auditor.
- c. It will be reported to the Senior Financial Accountant who will take appropriate action in accordance with procedures outlined in question a. above.
- d. No.
- e. The card is monitored in accordance with procedures outlined in question 3 above, and cardholders are required to sign a declaration upon the card being issued.

BUNDANON TRUST

- 1. The following Bundanon Trust staff have corporate credit cards:
 - Chief Executive Officer;
 - Chief Operating Officer;
 - Collections Manager.
- 2. a. In the event that a corporate credit card was to be misused, the amount would be reimbursed to the organisation and formal action would be taken as outlined in the *Credit Card Misuse Policy* procedure.
- b. Corporate credit card use is checked by the Finance Officer and Chief Operating Officer.
- c. See a. above.
- d. There have been no instances of misuse.
- e. To prevent misuse Bundanon Trust has a *Credit Card Misuse Policy*, and undertakes necessary procedure communication and monitoring.

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Question: 51

Topic: Provision of Equipment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 10

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?
3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
4. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM (ANMM)

1. Not applicable.
2. Not applicable.
3. Mobile/smartphones/pads/laptops with wireless and 3G connectivity are provided to staff for Australian National Maritime Museum business use. The Executive Group, comprising seven members, has been issued with 3G laptops, pads/tablets and smartphones. 67 other members of staff have been issued with 3G smartphones and two other members of staff have been issued with 3G pads/tablets. Electronic equipment is issued on the basis of business need, not on the basis of classification. It is not issued for private use.

It is too resource intensive to provide further details including costs.

4. Not applicable.

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NATIONAL ARCHIVES OF AUSTRALIA

1. Not applicable.
2. Not applicable.
3. Yes. Please see table below:

2012-13				
Equipment type	Staff Classification	Number Available	Purchase cost (\$)	Ongoing cost
Tablets	SES, Director General	6	744	\$105/month
Mobile phones	Director-General	1	335	\$15/month
	Executive Level 2	5	275	\$200/month
	Executive Level 1	2	275	\$10/month
	APS6	3	275	\$15/month
	APS5	2	275	\$10/month
	APS4	1	275	\$5/month
	APS2	1	275	\$5/month
	PA02	1	275	\$20/month
Blackberry	SES	4	425	\$200/month
	Executive Level 2	3	425	\$120/month
	Executive Level 1	3	425	\$120/month
	APS6	1	425	\$40/month
Laptops	SES	5	2,041	Note 1
	Executive Level 2	8	2,041	NIL
	Executive Level 1	10	2,041	NIL
	APS6	4	2,041	NIL
	PA03	1	2,041	NIL
Mobile broadband (Telstra)	SES	1	NIL	\$40/month
	Executive Level 1	1	NIL	\$40/month
Mobile Data Sim Cards (Optus)	Executive Level 2	1	NIL	\$20/month
RAS tokens	SES, Director General	6	100	NIL

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Executive Level 2	8	100	NIL
PAO3	1	100	NIL
Executive Level 1	9	100	NIL
APS6	8	100	NIL
APS5	1	100	NIL
APS4	1	100	NIL
Note 1: Purchase price of laptops includes support cost.			

4. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. Not applicable.

2. Not applicable.

3. Yes. Please see table below:

Equipment	Purchase cost	Ongoing cost	Staff
Nokia mobile phone	\$200	\$82	2 (EL1, EL2)
Sony Ericson phone	\$100	\$59	1 (APS5)
Telstra Mob WiFi	\$200	\$560	5 (CEO, EL2)
Apple iPhone	\$6,000	\$224	7 (CEO, SES, EL2, APS5)
Apple iPad	\$5,000	\$322	7 (CEO, EL1, APS6, APS5)
Vodaphone dongles	\$400	\$419	7 (EL2, EL1, APS5)
Mobile phones	\$500	\$2,608	42 (all levels)

The National Film and Sound Archive has 42 mobile phones for allocated staff, using the whole of Government mobile phone plan. Three mobile phones (iPhones) have been purchased by the National Film and Sound Archive this financial year (2012-13).

An allowance of up to \$10, per mobile phone, is allocated to the person issued with the National Film and Sound Archive owned phone for personal voice usage. Monthly reconciliations are used to report usage and any use over \$10 is charged to the holder.

USB drives are provided upon request from Corporate Operations Branch. These are of a nominal cost to National Film and Sound Archive.

Laptops (approx. 42), ipads, wireless cards are provided to staff through the ICT section based on a business need of the individual staff. These are limited throughout National Film and Sound Archive.

4. Not applicable.

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NATIONAL GALLERY OF AUSTRALIA

1. Not applicable.
2. Not applicable.
3. No specific equipment is provided to National Gallery of Australia staff outside the equipment required to undertake National Gallery of Australia activities. It would require an unreasonable diversion of resources to provide details.
4. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Not applicable.
2. Not applicable.
3. The Library provides mobile phones for the use of staff in positions who are required to be on-call. The cost of the phones is \$26,089 and classifications of staff with phones are below.

APS 4	2
APS 5	1
APS 6	4
EL 1	8
EL 2	6
SES	6
Director-General	1
Total	28

The Library provides laptops and tablet computers for the use of staff where their work requires them to have access to portable computing capability. The cost is \$30,794 and classifications of staff with laptops and / or tablet computers are below.

APS 5	1
APS 6	2
EL 1	8
EL 2	2
SES	5
Director-General	2
Total	20

4. Not applicable.

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NATIONAL MUSEUM OF AUSTRALIA

1. Not applicable.
2. Not applicable.
3. See table at Attachment 1.
4. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Not applicable.
2. Not applicable.
3. Yes.
 - Two iPad 3s purchased in 2011-12, are available for staff use.
 - Wireless cards are available for loan for staff travelling outside the office for use with a corporate laptop. Whilst no wireless cards have been purchased since 01/07/12 the agency has changed its data plans under the AGIMO Telecommunications Commodities and Carriage Panel. The agency has 4 data plans (2 wireless cards, 2 iPads) at a cost of \$100 per month.
 - Vasco token. The agency uses RSA tokens. These are provided to EL1 and above. Other staff can be assigned a token with a demonstrated business need. RSA tokens include an annual licensing fee (\$376 per year). The cost to assign tokens is approximately \$30 per token which is done as required.
 - Blackberry – No Blackberries have been issued since 01/07/12. The agency has 1 Blackberry which is assigned to a Deputy Director.
 - Thumb drives – The agency keeps a supply and register of thumb drives for staff to use as required. No additional thumb drives have been purchased since 01/07/12.
 - Laptops – 3 laptops are available for loan for staff for use inside and outside the office. A 4th laptop is available for the incoming Director if they choose to when they commence. This equipment is now approaching 4 years old and is due for replacement through the AGIMO Whole Of Government Desktop panel in March 2013. A laptop (\$1,800) is assigned to the IT Security Advisor.
4. Not applicable.

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AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. Not applicable.
2. Not applicable.
3. The following table summarises equipment issued to staff according to broad classifications:

Equipment type	Average unit cost	Reason for issue
<i>Senior Executive Staff (actual devices issued to an Executive depend on business requirement.).</i>		
DVD Player	\$337	Tools of trade
DVD Recorder	\$862	Tools of trade
External Hard Drive	\$263	Tools of trade
Laptop	\$2209	Tools of trade
Mobile Phone	\$850	Tools of trade
Printer	\$423	Tools of trade
Television	\$1850	Tools of trade
Tablet device	\$854	Tools of trade
<i>General Staff (actual devices issued to general staff positions will depend on business requirement. Listed below is a range of equipment types which may be issued to approximately 20 staff).</i>		
Laptop	\$2092	Tools of trade
Mobile Phone	\$850	Tools of trade
<i>Teaching Staff (actual devices issued to teaching staff positions will depend on business requirement. Listed below is a range of equipment types which may be issued to approximately 30 staff)</i>		
External Hard Drive	\$600	Tools of trade
Laptop	\$2424	Tools of trade
Mobile Phone	\$850	Tools of trade
Tablet device	\$700	Tools of trade

Additionally Australian Film, Television and Radio School maintains a wide range of advanced production equipment that is available for all staff and students as required to run the school's courses. This equipment is generally available and booked according to needs.

4. Not applicable.

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AUSTRALIA COUNCIL

1. Not applicable.
2. Not applicable.
3. The Australia Council has a policy of providing mobile devices and computers to its leadership team only. Exceptions are made where a need can be clearly demonstrated.

In the current financial year, the Australia Council has spent \$9,795.00 on mobile devices and tablets.

The total ongoing cost of these devices provided to staff in 2012-13 (year to date) is \$27,508.00.

4. Not applicable.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Not applicable.
2. Not applicable.
3. Ten staff members have Creative Partnerships Australia provided mobile phones (9 x iPhone 5s and 1 x Galaxy S3 (4G)). The monthly cost to the agency is \$696 excluding GST. There were no purchase costs. The staff who have agency provided mobile phones are senior management.

Three staff members have Creative Partnerships Australia provided laptops (DELL Latitude e6230s 4GB) purchased at for \$1326 each including monitor and dock. There are no ongoing costs associated with the equipment. The staff who have agency provided laptops are senior management.

4. Not applicable.

SCREEN AUSTRALIA

1. Not applicable.
2. Not applicable.
3. To respond at the level of detail requested would represent an unreasonable diversion of resources.
4. Not applicable.

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BUNDANON TRUST

1. Not applicable.
2. Not applicable.
3. Yes, electronic equipment is provided to agency staff as listed below. Bundanon Trust staff are not classified like staff in other agencies, and so titles are provided below.

Chief Executive Officer

Item - 1 x Mobile Phone

Purchase Cost – NIL (part of plan)

Ongoing Cost - \$75 per month

Item - 1 x IPAD

Purchase Cost - NIL (part of plan)

Ongoing Cost – \$50 per month

Item - 1 x 11”Inch Laptop

Purchase Cost - \$1650 inc GST

Ongoing Cost – NIL

Chief Operating Officer

Item - 1 x Mobile Phone

Purchase Cost – NIL (part of plan)

Ongoing Cost - \$75 per month

Item - 1 x IPAD

Purchase Cost - NIL (part of plan)

Ongoing Cost – \$50 per month

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Chief Programs Officer

Item - 1 x Mobile Phone

Purchase Cost – NIL (part of plan)

Ongoing Cost - \$75 per month

Item - 1 x IPAD

Purchase Cost – \$678.99 (part of plan)

Ongoing Cost – NIL

Property Manager

Item - 1 x Mobile Phone

Purchase Cost – NIL (part of plan)

Ongoing Cost - \$130 per month

Caretaker

Item - 1 x Mobile Phone

Purchase Cost – NIL (part of plan)

Ongoing Cost - \$75 per month

Education Manager

Item - 1 x IPAD

Purchase Cost – \$678.99 (part of plan)

Ongoing Cost – NIL

Collections Manager

Item - 1 x IPAD

Purchase Cost – \$678.99 (part of plan)

Ongoing Cost – NIL

4. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA (NMA)

3. Provision of Electronic Equipment July 2012 to Current

Item	Reason	APS Classification	Quantity	Equipment Unit Cost (\$ ex GST)	Procurement Costs (\$ ex GST)	Ongoing Cost (\$ ex GST)
Laptop	Requirement to work whilst travelling or working outside their standard office.	APS3 to EL2	Fleet – 43 Purchased 12/13 – 5 devices	\$1,528	\$7,643	\$295
Mobile Phone	For staff who are highly mobile or must be contactable away from their desk or outside business hours.	APS4 to EL2	Fleet – 43 Purchased 12/13 – 5 devices	\$169	\$845	\$1,425
Smart Phone	For staff who are highly mobile, must be contactable and have access to corporate email away from their desk or outside business hours.	APS5 to SES	Fleet - 37	\$620- \$720	None purchased this financial year	\$10,738
Tablets	To improve productivity of senior staff or address WH&S requirements.	EL1 & SES,	Fleet - 11	\$626- \$844	None purchased this financial year	\$397

Notes:

1. Eligibility for all mobile electronic devices is determined by business need.
2. Quantities include a number of pool devices for short term loan.
3. Quantity breakdown by APS classification would require an unreasonable use of resources.
4. Thumb drives now cost less than \$10, are regarded as stationery items and not included in this list.

The Museum also uses tablets as part of a visiting school education program and for interactive exhibits.

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Question: 52

Topic: Electricity Purchasing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 3

1. What are the details of the department/agency electricity purchasing agreement?
2. What are the department/agency electricity costs for this financial year to date?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. The museum is under a five year contract with Energy Australia, (previously TRUenergy) for the supply of all its electrical energy needs.
2. The cost of electrical energy year to date \$633,184

NATIONAL ARCHIVES OF AUSTRALIA

1. The Parkes, Mitchell and Greenway sites in the ACT and Chester Hill site in NSW are in the whole-of –Government electricity contract. There are individual electricity supply contracts in place for the Hume ACT, East Burwood VIC, Cannon Hill QLD, East Victoria Park WA and Millner NT sites. At the Adelaide SA, Collinswood SA, Hobart TAS and North Melbourne VIC sites the supply of electricity is part of the tenancy agreement with the relevant State Government landlord.
2. For the period 1 July 2012 to 31 January 2013, the Archives electricity costs were \$634,276.

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NATIONAL FILM AND SOUND ARCHIVE

1. We are currently part of the whole of government electricity contract and ERM are the provider under this contract. All our ACT sites are under this contract apart from 23 Essington (M4) and 10-12 Baillieu (MA) as the usage at these two sites does not meet the minimum requirement to be on the contract. ACTEW provides electricity for these two sites. Power Direct provide the electricity for our Melbourne site and Energy Australia for the Sydney site.
2. \$404,508 (financial year to date) or \$229,209 (October 2012 – January 2013).

NATIONAL GALLERY OF AUSTRALIA

1. No change since the last response on this issue.
2. \$563,832 for the period 1 October 2012 to 31 January 2013.

NATIONAL LIBRARY OF AUSTRALIA

1. The Library purchases electricity for three sites (Parkes, Hume Repository and Hume Annexe) under a Whole of Government Contract for ACT Cultural Institutions which was negotiated by Department of Defence. The contract commenced on 1 July 2011 for a 4 year term.

Electricity for one small site (Mitchell workshop) is purchased from ActewAGL (due to the small usage it does not qualify for the Whole of Government Contract).
2. Electricity costs for 1 October 2012 to 31 January 2013 are \$343,730 ex. GST.

NATIONAL MUSEUM OF AUSTRALIA

1. The National Museum of Australia is part of the whole-of-government electricity purchasing agreement, run through the Department of Defence.
2. \$816,614.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. The agency has signed the Whole of Government electricity contract with ERM
2. \$166,484. Oct – Jan

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AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. A two year supply contract for Electricity has been executed with Origin Energy. The contract commenced on 1 July 1 2012. Energy Charges (c/kWh) excluding GST.

	Peak	Off-Peak	Shoulder
Year 1 (1/7/12-30/6/13)	6.17	2.69	6.17
Year 2 (1/7/13-30/6/14)	6.66	2.79	6.66

2. Electricity Costs (1/10/12-31/1/13) - \$139,231.70

AUSTRALIA COUNCIL

1. The Australia Council is currently under contract with Origin Energy for the supply of electricity. Commencement date was 01/08/2012. The contract expires on 31/12/2014.
2. The Australia Council has spent \$145,108.00 on electricity costs for this financial year to date.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Creative Partnerships Australia (CPA) has its electricity service with Energy Australia on a month to month basis.
2. CPA's electricity costs from 1 October 2012 to 31 January 2013 were \$2271.

SCREEN AUSTRALIA

1. Sydney Office – Contract with Energy Australia
Lindfield – Contract with Energy Australia
Melbourne Office – Contract with Simply Energy
2. Sydney Office – \$54,274
Lindfield – \$88,745
Melbourne Office – \$5,461

BUNDANON TRUST

1. Bundanon has a standard account and billing arrangements with Origin Energy.
2. The cost for this financial year to date is \$29,503.

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Question: 53

Topic: Briefings for the Australian Greens and Independents

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

1. Have any briefings and/or provision of information been provided to the Australian Greens? If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing.
 - c. Provide details of what information has been provided and a copy of the information.
 - d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
 - e. How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:
 - a. How are briefings requests commissioned?
 - b. What briefings have been undertaken? Provide details and a copy of each briefing.
 - c. Provide details of what information has been provided and a copy of the information.
 - d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
 - e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
 - f. Which Independents have requested briefings and/or information?

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Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1-2. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1-2. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1-2. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1-2. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1-2. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1-2. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1-2. Not applicable.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1-2. Not applicable.

AUSTRALIA COUNCIL

1-2. Not applicable.

CREATIVE PARTNERSHIPS AUSTRALIA

1-2. Not applicable.

SCREEN AUSTRALIA

1-2. Not applicable.

BUNDANON TRUST

1-2. Not applicable.

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Question: 54

Topic: Shredders

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 2

Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

No.

NATIONAL ARCHIVES OF AUSTRALIA

No.

NATIONAL FILM AND SOUND ARCHIVE

Yes. One shredder was purchased at a cost of \$1,578. This shredder is used for the destruction of in-house in-production audiovisual DVDs.

NATIONAL GALLERY OF AUSTRALIA

No.

NATIONAL LIBRARY OF AUSTRALIA

No.

NATIONAL MUSEUM OF AUSTRALIA

No.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

No.

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AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

No.

AUSTRALIA COUNCIL

No.

CREATIVE PARTNERSHIPS AUSTRALIA

No.

SCREEN AUSTRALIA

No.

BUNDANON TRUST

No.

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Question: 55

Topic: Protective Security Policy Framework

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 5

Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

The Australian National Maritime Museum is fully compliant with the mandatory requirements of the Protective Security Policy Framework.

NATIONAL ARCHIVES OF AUSTRALIA

In May 2012, as part of the Archives internal audit program, an assessment of compliance with the 33 mandatory requirements of the Protective Security Policy Framework (PSPF) was undertaken. The audit concluded that the Archives is compliant or progressing towards compliance.

Security risks are managed in a similar manner to all other risks. The Archives' *Risk Management Handbook* sets out the methodology, likelihood descriptors and process used by this plan for the management of security risk within the Archives. The degree of protection applied to official resources will depend on the business impact level of the compromise, loss of integrity or loss of availability of the protectively marked official resources.

The methodology used by the Archives to determine the protection required is based on the principles of general risk analysis and risk management as outlined in the *Australian Standard for Risk Management AS/NZS ISO 31000:2009* the *Australian Standards Handbook 167:2006 Security Risk Management*.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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The Archives have developed a security framework. The security framework is a set of policies, plans and procedures to systematically manage our security arrangements, comply with Australian Government policy, and mitigate our identified and agreed security risks.

The Archives' security framework allows for the mitigation of the security risk environment by a systematic identification and analysis of security risks and the implementation, monitoring, review, and continual improvement of agreed controls for each identified security risk.

The Archives' security framework and specific security policy, procedures and plans are in the Archives' electronic recordkeeping system.

NATIONAL FILM AND SOUND ARCHIVE

The National Film and Sound Archive has assessed its compliance against the mandatory requirements of the Protective Security Policy Framework and currently complies with a proportion of the PSPF (and has done so since its introduction). We have been implementing agency-specific policy and procedures that meet our business needs. Where required, the National Film and Sound Archive will seek some exemptions to balance resource constraints.

NATIONAL GALLERY OF AUSTRALIA

The PSPF is currently not specifically applied to CAC agencies as the Minister for Finance has not issued a General Policy Order (GPO) regarding this. Consultation has commenced with CAC agencies in relation to issuing of the GPO, whereupon CAC agencies will be required to meet the applicable elements of the PSPF. The National Gallery of Australia has been compliant with the former Commonwealth Protective Security Manual and in anticipation of the GPO being issued in relation to the PSPF, has had an independent security risk assessment undertaken, including an assessment of compliance against the 33 mandatory reporting requirements. The National Gallery of Australia is assessed as fully compliant against 22 of the mandatory requirements and partially compliant against 11. The extent of work to reach full compliance against the remaining 11 elements is not significant in most cases. Existing policies and procedures are progressively being updated to provide compliance. Risk management is an integral element of National Gallery of Australia business and security risks are treated in accordance with agreed measures.

NATIONAL LIBRARY OF AUSTRALIA

The Library is not formally subject to the Protective Security Policy Framework.

Senate Rural and Regional Affairs and Transport Legislation Committee

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NATIONAL MUSEUM OF AUSTRALIA

As a CAC Agency, the Museum is not required to comply with the PSPF unless directed by the Minister and no direction has been received by the Museum.

However, the Museum has chosen to adopt the PSPF as best practice and measures its performance against the mandatory requirements of the PSPF, against which it is estimated that we are 70 per cent compliant.

A consultation process is currently underway in relation to the release of a General Policy Order (GPO) directing all CAC agencies to comply with the PSPF. Agencies would then be given around two years to achieve compliance. Security risk is managed by a Fraud Control plan, Physical Security Risk Reviews and an IT security Risk Management Plan.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

The agency's current compliance level with the PSPF 2010 is around 80 per cent. The security committee has been working on finalising all the required policies and procedures and is on track to be compliant by 30 June 2013.

The approved specific policies and procedures are listed below;

- Access and pass procedure
- Alert and Threat Plan
- Classification Guide for staff
- Information Security procedure
- Key combination and personal identification number procedure
- Personnel security procedure
- Security breach procedure
- Security incident and investigation procedure
- Security incident report
- Business Continuity Plan
- Security Plan
- Security awareness training workshop
- Security risk assessment.
- Pre-employment

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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The following procedures and policies are currently in draft form and are scheduled for approval before 30 June 2013.

- Security Risk management Plan
- Security Audits and Reporting Policy
- Security Awareness Training Policy and Guidelines
- ASA and ITSA Responsibilities
- Museum Delivery System Security procedure
- Closed Circuit Television Procedure
- ICT Policy
- Protective Security Policy and Guidelines
- Security Appointment and Responsibilities Guidelines

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

As a Commonwealth Authorities and Companies Act agency, the Australian Film, Television and Radio School is not required to comply with the Protective Security Policy Framework (PSPF).

Audit and review of security practices already forms part of the School's usual management practice through the Australian Film, Television and Radio School Council. The Australian Film, Television and Radio School prepares a robust Risk Management Assessment and Plan, in accordance with Risk Management Standard AS/NZ ISO 31000, which is reviewed on bi-annual basis by the Finance and Risk Management Committee of Council. The process reviews the risks associated with the School's operations and is in line with Commonwealth Agencies and Companies Act (CAC Act) requirements and best management practices. The School also has other internal controls, such as a comprehensive fraud control program which has adopted elements of the Commonwealth Fraud Control Guidelines.

The School has developed specific protective security policies and procedures, which have used the PSPF as 'best practice' guidelines. For example, in May 2012 the Australian Federal Police was commissioned to conduct an assessment of the School in relation to physical security. The report found that the physical security infrastructure within the Moore Park Campus is of high standard and that most of the assessed risk is adequately addressed or managed.

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AUSTRALIA COUNCIL

As a Commonwealth Authorities and Companies Act Agency, the Australia Council is not required to comply with the Protective Security Policy Framework.

CREATIVE PARTNERSHIPS AUSTRALIA

As a Commonwealth Authorities and Companies Act Agency, Creative Partnerships Australia is not required to comply with the Protective Security Policy Framework.

SCREEN AUSTRALIA

While Screen Australia is not required to comply with the Protective Security Policy Framework, it adopts best practice where appropriate, based on Screen Australia's risk profile, recognising that it is a small agency with limited resources.

BUNDANON TRUST

Risk Management Plan is aligned to the Protective Security Policy Framework and includes Protective Security Policy Framework relevant risk.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 56

Topic: Office Locations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 16

1. Please provide a list of all office locations for all departments and agencies within the portfolio by:
 - a. Department/Agency;
 - b. Location;
 - c. Leased or Owned;
 - d. Size;
 - e. Number of Staff at each location and classification;
 - f. If rented, the amount and breakdown of rent per square metre;
 - g. If owned, the value of the building;
 - h. Depreciation of buildings that are owned;
 - i. Type of functions and work undertaken.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Two office locations, see below.
 - b. 2 Murray Street, Pyrmont, NSW
 - c. Land leased, building owned
 - d. 11,000 m², (all space categories)
 - e. 25 - 1 x PEO, 2 x EL 2, 4 x EL1, 4 x APS 6, 6 x APS 5, 3 x APS 4, 4 x APS 3 and 1x APS 2
 - f. Nominal (land) rent only, (100 year original lease term/77 years remaining)
 - g. \$84.1 million

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ANSWERS TO QUESTIONS ON NOTICE

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- h. \$2.8 million pa, (30 year life remaining)
- i. Museum exhibition building, with ancillary services and some office accommodation for museum staff
- b. 58 Pirrama Road, Pyrmont, NSW
- c. Land leased, building owned
- d. 8,400 m², (all space categories)
- e. 111- 7 x EL 2, 22 x EL1, 21 x APS 6, 23 x APS 5, 23 x APS 4 and 15 x APS 3
- f. Nominal (land) rent only, (100 year original lease term/87 years remaining)
- g. \$11.9 million
- h. \$397 k pa, (30 year life remaining)
- i. Museum store, and ancillary services with significant office accommodation for museum staff.

NATIONAL ARCHIVES OF AUSTRALIA

- 1. a. National Archives of Australia.
- b-i See Attachment 1.

NATIONAL FILM AND SOUND ARCHIVE

- 1. a. National Film and Sound Archive.
- b-i See Attachment 1.

NATIONAL GALLERY OF AUSTRALIA

- 1. a. National Gallery of Australia
- b. Parkes Place, Parkes, Canberra and an off-site warehouse at, Hume, Canberra
- c. Owned
- d. 44,824 sq.m. This is the total floor area of both sites.
- e. Parkes 337 (Directorx1) (SES2x1) (SES1x3) (EL2x24) (EL1x30) (NGA6x42)
(NGA5x41) (NGA4x42) (NGA3x53) (NGA2x45) (NGA1x55)
Hume (3) (NGA6x1) (NGA3x2)
- f. Not applicable

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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g. \$285.1 million as at 30 June 2012

h. \$1.901 million for the period 1 October 2012 to 31 January 2013

i. Art gallery

NATIONAL LIBRARY OF AUSTRALIA

1. a. National Library of Australia

b-i See Attachment 1.

NATIONAL MUSEUM OF AUSTRALIA

1. a. National Museum of Australia

b-i See Attachment 1.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. a. Old Parliament House.

b. 18 King George Terrace Parkes ACT 2600.

c. Owned.

d. Gross Floor Area 25,000m², Net Lettable area 17,081m².

e. Numbers of staff at 31 January 2013

Actual Class	Ongoing	Non-ongoing	Non-ongoing / Casual	Total
APSL3	15.00		17.00	32.00
APSL4	7.00	2.00		9.00
APSL5	11.00	1.00	1.00	13.00
APSL6	12.00	1.00		13.00
PAOG3		1.00		1.00
EXEC1	13.00	1.00		14.00
EXEC2	5.00			5.00
SES B1	2.00			2.00
DIRECT	1.00			1.00
Total	66.00	6.00	18.00	90.00

f. Not applicable.

g. Valuation of building 30 June 2012 - \$83,569,561.82.

h. Depreciation year to date 31 January 2013 \$2,002,946.05.

i. Office work, Museum.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. a. Australian Film Television and Radio School.
- b. Building 130, The Entertainment Quarter, Moore Park, NSW.
- c. Leased.
- d. 12,900 m².
- e. See below:

Location	Classification	Head Count	FTE Count
NSW	A1	1	1
NSW	A3	6	6
NSW	A4	17	17
NSW	A5	12	12
NSW	A6	1	1
NSW	A6X	18	18
NSW	A7	15	14
NSW	A8	10	9.6
NSW	ACA2	19	16.5
NSW	ACA3	17	16.7
NSW	PEO	1	1
NSW	SES01	3	3
NSW	SES01S	2	2
NSW	SES02	3	3
NSW	CASUAL	21	
AFTRS Total		146	120.8

- f. Rent is \$407,664 per month (\$4,891,968 per year). That is \$31 per sqm per month or \$377 per sqm per year).
- g. Not applicable.
- h. Not applicable.
- i. Specialist, practice based higher education for screen arts and broadcast industries.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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AUSTRALIA COUNCIL

1. a. The Australia Council
- b. 372 Elizabeth Street, Surry Hills, NSW.
- c. Leased.
- d. 4,434 square metres.
- e. 118.
- f. Rent per annum: \$ 479.70 + GST per square metre
- g. Not applicable.
- h. Not applicable.
- i. Type of functions and work undertaken: the administration of national arts funding programs.

CREATIVE PARTNERSHIPS AUSTRALIA

1. Creative Partnerships Australia has offices in the following locations:

Location	Leased/ Owned	Size/m2	# Staff	Rent/m2	Value	Depreciation	Functions
Adelaide	In-kind	30	2	N/A	N/A	N/A	office
Brisbane	In-kind	30	2	N/A	N/A	N/A	office
Canberra	In-kind	30	2	N/A	N/A	N/A	office
Darwin	In-kind	20	1	N/A	N/A	N/A	office
Hobart	In-kind	30	2	N/A	N/A	N/A	office
Sydney	Leased	60.2	3	364.5	N/A	N/A	office
Melbourne	Leased	297	13	350	N/A	N/A	office
Perth	In-kind	30	2	N/A	N/A	N/A	office

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SCREEN AUSTRALIA

1. a. Screen Australia.

b-i See Attachment 1.

BUNDANON TRUST

a. Bundanon Trust

b. West Cambewarra NSW

c. Owned

d. 1100 hectares

e. 18.7 FTE (Bundanon Trust staff are not classified like staff in other agencies.)

Location 1 – Riversdale Property

- CEO
- Business and Operations Manager
- Chief Programs Officer
- Finance Manager
- Finance Officer
- Property Manager
- Marketing Manager
- Administration Officer
- Education Manager
- Education Officer
- Arts Program Officer
- Property Officer
- Housekeepers x 2
- Miscellaneous Casual Front of House and Housekeeping staff.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Location 2 – Bundanon Property

- Collections Manager
- Property Officer
- Housekeepers x 1

f. N/A

g. Value

- Riversdale - \$5 Million
- Bundanon - \$5 Million

h. 5 per cent per annum

i. Cultural Institution, Education Programs, Artist in Residence, Environmental Program.

NATIONAL ARCHIVES OF AUSTRALIA

Office locations

1.a. to 1.i (excluding 44(1)(e)) National Archives of Australia

1.b. Location	1.c. Leased or Owned	1.d. Size	1.f. Rent and breakdown of rent per square metre (GST excl)	1.g. Value of owned building	1.h. Depreciation of owned building	1.i. Type of functions and work undertaken
National Archives Building, East Block, Queen Victoria Terrace, Parkes ACT	Leased	5,025m2	\$1,708,160 per annum \$340 per square metre	N/A	N/A	Head office, public exhibition and research spaces
Mitchell Repository, Flemington Rd, Mitchell ACT	Leased	11,500m2	\$1,210,804 per annum \$105.28 per square metre	N/A	N/A	Preservation and storage of records of national archive
Greenway Repository, Rowland Rees Cres, Greenway ACT	Leased	4,432m2	\$674,806 per annum \$152.26 per square metre	N/A	N/A	Storage of records of national archive
Units 1 & 2, 28 Raws Cres, Hume ACT	Leased	504m2	\$69,678 per annum \$138.25 per square metre	N/A	N/A	Storage of office services equipment, furniture, exhibition furniture and heritage items from the Museum of Australian Democracy at Old Parliament House
Sydney Repository, 120 Miller Road, Chester Hill NSW	Leased	21,954m2	\$2,040,087 per annum \$92.93 per square metre	N/A	N/A	Preservation, storage of and public access to records of national archive
Melbourne Repository 31 Vision Drive, Burwood East VIC	Leased	6,432m2	\$1,354,416 per annum \$210.57 per square metre	N/A	N/A	Preservation and storage of records of national archive
Melbourne Office, 99 Shiel St, North Melbourne VIC	Leased	900.35m2	\$160,520 per annum \$178.29 per square metre	N/A	N/A	Provision of public access to and storage of records of national archive
Brisbane Repository, 16 Corporate Drive, Cannon Hill QLD	Leased	3,646m2	\$407,382 per annum \$111.73 per square metre	N/A	N/A	Storage of and public access to records of national archive
Adelaide Office, 26-28 Leigh St, Adelaide SA	Leased	400m2	\$47,358 per annum \$118.39 per square metre	N/A	N/A	Provision of public access to records of national archive
Adelaide Repository, 11-13 Derlangger Ave, Collinswood SA	Leased	315.4m2	\$61,176 per annum (includes outgoings) \$193.96 per square metre	N/A	N/A	Storage of records of national archive

Perth Repository	Leased	3,500m2	\$638,739 per annum \$182.49 per square metre	N/A	N/A	Storage of and public access to records of national archive
Hobart Office 91 Murray St, Hobart TAS	Leased	689m2	\$98,905 per annum \$143.55 per square metre	N/A	N/A	Provision of public access to and storage of records of national archive
Darwin Repository, Trower Road, Millner NT	Leased	1,248m2	\$209,918 per annum \$168.20 per square metre	N/A	N/A	Storage of and public access to records of national archives

e. Number of Staff at each location by classification

Actual Classification	Adelaide	Brisbane	Darwin	East Burwood	Greenway	Hobart	Mitchell	North Melbourne	Parkes	Perth	Sydney	Grand Total
DG									1			1
APS 1				1	1		22		2			26
APS 2		2		2	1		6	1	16	1	9	38
APS 3		1		2	2		16	1	13		15	50
APS 4	3	4	2	5		3	18	4	20	6	12	77
APS 5		1		3			22	3	42		11	82
APS 6	1	2	1	6		1	17	1	50	3	11	93
EL 1		1		4		1	13	1	44	1	7	72
EL 2				1			5		13		2	21
SES 1									7			7
Grand Total	4	11	3	24	4	5	119	11	208	11	67	467

NATIONAL FILM AND SOUND ARCHIVE

1.b. – 1.i.

b. Location	c. Owned or Leased	d. Size	e. No of staff and classification	f.,g.& h. If rented, the amount and breakdown of rent per square metre If owned, the value of the building and depreciation	i. Type of functions and work undertaken
Acton Buildings: (McCoy Circuit, Acton, ACT)	Owned	7,876	184 APS1x2; APS2x13; APS3x42; APS4x30; APS5x33; APS6x30; EL1x23; EL2x8; SES1x2 & PEOx1	Current value: \$21,590,315 Written down value (at 30/9/12): \$20,125,177 Depreciation: \$1,465,138	NFSA Headquarters and Annex Buildings: Public gallery, Arc cinema, Theatrette, café and shop, Preservation and collection facilities, office accommodation and national audiovisual collection storage
Residence Building: (McCoy Circuit, Acton, ACT)	Owned	200	Nil	As above	Historic building now used to provide ad-hoc residential accommodation and study facilities for visiting scholars to the NFSA Scholars and Artists in Residence (SAR)
Nitrate Vaults: (16 Vicars Street, Mitchell, ACT)	Owned	225	Nil	Current value: \$2,225,000 Written down value (at 30/9/12): \$2,152,378 Depreciation: \$72,622	Special purpose bunker style repository (including 3 climate controlled containers). Used to store unstable nitrate film under environmentally controlled and secure conditions
Mitchell 1: (6-8 Baillieu Court, Mitchell, ACT)	Owned	1,718	Nil	Current value: \$5,714,161 Written down value (at 30/9/12): \$5,346,583 Depreciation: \$367,578	Facility used to store preservation collection material under various environmentally controlled conditions
Mitchell Annex: 10-12 Baillieu Court, Mitchell, ACT	Leased	1,350	13 APS2x1; APS3x6; APS4x2; APS5x1; APS6x1; EL1x1 & EL2x1	\$87.96	General purpose warehouse facility. No air conditioning in warehouse. Office accommodation has basic air-conditioning

Mitchell 2: (Unit 6, 160 Lysaght Street, Mitchell, ACT)	Leased	960	Nil	\$126.50	Facility used to store duplicate and access national audiovisual collection material in environmentally controlled conditions (18 degrees, 45% RH)
Mitchell 4: (Unit 5, 23 Essington Street, Mitchell, ACT)	Leased	482	Nil	\$97.93	Facility used to store paper based national audiovisual collection material at 20 degrees and 50% RH
Mitchell 5: (18- 20 Baillieu Court, Mitchell, ACT)	Leased	1,300	Nil	\$114.40	Open warehouse in the process of being converted into an environmentally controlled repository for preservation materials
National Library of Australia: Parkes, ACT (Basement)	Leased	28	Nil	\$928	Space leased in NLA to store colour film at around 8 degrees and 35% RH. Will be transferred to M5 on completion
Sydney: Level 1 and Level 2, 45 Murray Street, Pyrmont, NSW	Leased	416	30 APS3x3; APS4 x3; APS5x13; APS6x4; EL1x5 & EL2x2	\$833.40	Office accommodation and national audiovisual collection entry and access point. Minimal collection storage space
Melbourne: Level 3, 114 Flinders Street, Melbourne, VIC	Leased	267	10 APS3x3; APS4x1; APS5x1; APS6x3 & EL1x2	\$294.69	Office accommodation and national audiovisual collection entry and access point. Minimal collection storage space

NATIONAL LIBRARY OF AUSTRALIA

1.b. – 1.i.

b. Location	c. Owned or Leased	d. Size	e. No of staff and classification	f. Rent and breakdown of rent per square metre (GST excl)	g. Value of owned building	h. Depreciation of owned building	i. Type of functions and work undertaken
Main Library Building Parkes ACT	Owned	46,983sqm	477 as follows: APS2 x 49; APS3 x 73; APS4 x 88; APS5 x 73; APS6 x 90; EL1 x 74; EL2 x 23 & SES and above x 7	Not applicable.	Market Value at 30 June 2012 was \$191,750,000	Depreciation expense in 2011-12 was \$3,555,000	Building used for library services including public reading rooms, galleries, public conference facilities, collection management, cataloguing, collection storage, administration, bookshop and café.
Repository, Hume, ACT	Owned	3,730sqm	Nil	Not applicable.	Market Value at 30 June 2012 was \$8,100,000	Depreciation expense in 2011-12 was \$187,000	Building used for Collection storage and retrieval
Annex (store) Hume ACT	Leased	2,734 sqm	Nil	Rent pa \$ 696,199.46 (\$254.64psqm)	Not applicable.	Not applicable.	Building used for Collection storage and retrieval
Workshop , Mitchell ACT	Leased	165 sqm	Nil	Rent \$20,330pa (\$123.21 psqm)	Not applicable.	Not applicable.	Building used for refurbishment and maintenance of exhibition display equipment

NATIONAL MUSEUM OF AUSTRALIA

1.a. to 1.i (excluding 1.e.)

b. Location	c. Owned or Leased	d. Size	f. Rent and breakdown of rent per square metre (GST excl)	g. Value of owned building	h. Depreciation of owned building	i. Type of functions and work undertaken
8 McEacharn Place Mitchell	Leased	2188 m2	\$126	N/A	N/A	Unmanned site – Large collection storage. Object storage facility for Museum’s objects consisting of a single storage building. This building houses the Museums large objects and displays. Additionally there is a storage shed used for miscellaneous storage. There is one office and toilet facilities. Access is via 9/13V and Acton Security.
9-13 Vicars Street Mitchell	Leased	2616 m2	\$169	N/A	N/A	Main storage facility for Museum’s objects consisting of Administration wing, Laboratory, Ethnographic Store, Bark Painting Store/s, Main Store Room, Receipt and Dispatch and Photography area. All Storage areas are environmentally controlled. Functions include, Registration and Conservation and care of the Museum’s, National Historic Collection (NHC). Additionally, there are three portacabins used as staff / administration areas.
90 Vicars Street Mitchell	Leased	7120 m2	\$123	N/A	N/A	Storage facility for Museum’s objects consisting of 4 units: Unit 1 – Repatriation and General Storage. Unit 2 – Workshop. Unit 3 – Collection Storage, Textiles Lab. Unit 4 - Art collection storage and vehicle storage. 90 Vicars Street main function is conservation, the building is deemed to be 70 per cent cold storage with base administration, workshop and storage areas. External facilities include a chemical and battery charging area and general stores and a general storage facility, wash down pit etc.

Unit 1 92-94 Gladstone Street Fyshwick	Leased	630 m2	\$102	N/A	N/A	Unmanned Site – Storage only. 92 Gladstone Street is a cold storage facility used for Library, Exhibition/showcase storage. The site is an unmanned site, access is as required.
Limestone House Lawson Crescent Acton	Leased	144 m2	\$208	N/A	N/A	Office Building, currently housing curatorial staff.
Medical Superintendents Building Lawson Crescent Acton	Leased	235 m2	\$280	N/A	N/A	Curatorial and Historical research building, also houses in-house Facilities Maintenance contractor. *Building is Heritage listed.
Annexe Building Lawson Crescent Acton	Leased	1269 m2	\$270	N/A	N/A	Administration Annexe, currently housing Executive, Marketing and Sponsorship, Events, the Library and general staff work area/s. *Building is Heritage listed
National Museum of Australia Main Museum Building Lawson Crescent Acton	Owned	16459 m2 int - 7700 m2 ext	N/A	\$91,099,015	\$64,785	Main exhibition and administration building, comprising of an administration wing, the Main Hall, Cafe, Temporary and Studio Galleries, North and South Permanent Galleries (Including Australian Journeys and Visions Theatre), Gallery of First Australians and South Back of House (Preparation, Lab and Work Areas). The Peninsula Room houses the Museum's conference area. External features consist of the Garden of Australian Dreams and external deck and walk areas and an amphitheatre.

1.e.

Location	Lawson Crescent Acton	9-13 Vickers Street Mitchell	90 Vickers Street Mitchell
Classification			
SES	4	0	0
Executive Level 2	21	1	1
Executive Level 1	29	2	1
APS6	37	5	4
APS5	29	6	4
APS4	33	9	1
APS3	19	3	3
APS2	60	0	1
APS1	2	0	0
	234	26	15

SCREEN AUSTRALIA

b) Location	c) Leased or owned	d) Size (sqm)	e) No. Staff and Class.	f) If rented, cost per square metre	g) If owned, the value	h) Depreciation of buildings that are owned	i) Type and function of work
150 William St Woolloomooloo NSW	Leased	2385	104 staff: 1 x PEO1 1 x SES02 6 x SES01 20x SAEL2 21 x SAEL1 22x SA6 15x SA5 9x SA4 8x SA3 1x SA2	\$476.60	Not applicable		Outcome 3
290 Coventry St South Melbourne VIC	Leased	425	13 staff: 8x SAEL2 1 x SA6 1 x SA5 1 x SA4 2 x SA3	\$287.72	Not applicable		Outcome 3
101 Eton Rd Lindfield NSW	Owned	approx 2.5ha (land area)	4 staff: 1 x SAEL1 1 x SA6 1 x SA5 1 x SA3	NA	i) \$23,146,239 as at 30 June 2012	Accumulated depreciation is \$14,298,674 on gross book value of \$37,444,913	Facilities and services for film and TV production and exhibition includes office space, sound stage and cinema available for rent to filmmakers

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Question: 57

Topic: Communications Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 5 April 2013

Number of pages: 9

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:

By Department or agency:

- i. How many ongoing staff, the classification, the type of work they undertake and their location.
- ii. How many non-ongoing staff, their classification, type of work they undertake and their location
- iii. How many contractors, their classification, type of work they undertake and their location
- iv. How many are graphic designers?
- v. How many are media managers?
- vi. How many organise events?

2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 12 February 2013

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. a. i.

Ongoing staff – One (1) in number		
Classification	Work Summary	Location
Executive Level 1	The Manager, Communication and Public Affairs is responsible for promoting the museum's mission and strategic priorities to a wide audience through the local and national and international news media and other means.	Sydney, NSW

ii.

Non-ongoing staff– One (1) in number		
Classification	Work Summary	Location
APS Level 5	The Communications Officer assists the Manager, Communications and Public Affairs with the distribution of information and the organisation of events such as exhibition openings and press conferences.	Sydney, NSW

iii. Nil.

iv. Nil.

v. Nil.

vi. Nil.

2. No.

NATIONAL ARCHIVES OF AUSTRALIA

1. a. i. 1 x PAO3, Manages Communications team, Canberra
1 x PAO2, Media Liaison, Parkes
2 x PAO2, Editors, Canberra & Perth
1 x PAO2, Communications and marketing, Canberra
1 x PAO2, Government Agency communications, Canberra
1 x APS5, Social media and marketing, Canberra
1 x APS5, Graphic Designer, Canberra
1 x APS6, Graphic Designer, Canberra

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1 x APS3, Publications, administration and distribution

1 x EL1 Editor and publications management

ii. 1 x APS5, Graphic Designer, Canberra

iii. Nil.

iv. Three.

v. One.

vi. Two.

2. No.

NATIONAL FILM AND SOUND ARCHIVE

1. a. i. Four ongoing staff, see below:

No. of staff	Classification	Work summary	Location
1	EL1	<u>Manager, Corporate Communications and ACT Regional Publicity</u> This position takes carriage of activities promoting NFSA's ACT operations, engaging with the exhibitions, events, outreach and cinema programming teams (and others as needed) to deliver strategic communication. The manager is responsible for internal communications for the NFSA, providing conceptual lead and advice in driving engaging and participatory communication.	Canberra
1	EL1	<u>Manager, National and Social Media</u> The role is responsible for national media engagement and work in collaboration with marketing activities undertaken by the Canberra-based Manager and the Publicity and Marketing Officer in Regional Programs to coordinate regional promotion. The role takes carriage for the NFSA's strategy and activity pertaining to marketing through national media channels with a specific focus of digital marketing through online media and social media.	Sydney

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1	APS4	<u>Public Awareness Officer</u> This role is responsible for much of the daily administration such as processing invoices, managing the NFSA's enquiries and media email inboxes, booking of advertising space and managing the Media Monitors account. They also manage the NFSA's media tracking and gathering of information about publications (target audience, reach, readership cycles etc) to inform advertising and publicity decisions.	Canberra
1	APS6	<u>Graphic Designer</u> The Graphic Designer is the NFSA's Brand Steward and responsible to ensure appropriate application in publicity material and corporate documentation. They undertake all graphic design needs for the NFSA and where needed will manage any contracted design and printing jobs on behalf of the NFSA. The Graphic Designer is currently on maternity leave until May 2013.	

ii. One non-ongoing staff member is currently backfilling the APS6 Graphic Designer position in Canberra.

iii. Not applicable.

iv. One.

v. Two.

vi. One.

2. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. a. i.

No. of staff	Classification	Type of work	Location
1	EL1	Marketing and Communications	Parkes
1	EL2	Marketing and Communications	Parkes

ii.

No. of staff	Classification	Type of work	Location
2	NGA4	Marketing	Parkes

iii. Nil.

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iv. Nil.

v. One.

vi. One.

2. Nil.

NATIONAL LIBRARY OF AUSTRALIA

1. a. i. 2.8, please see below.

No. of staff	Classification	Type of work	Location
2	APS6	Communications and Media	Parkes
1	APS4	Communications and Media	Parkes

ii. Nil.

iii. Nil.

iv. Nil.

v. One.

vi. Nil.

2. Nil.

NATIONAL MUSEUM OF AUSTRALIA

1. a. i.

No. of staff	classification	Type of work	Location
1	EL1	Media	Canberra

ii.

No. of staff	classification	Type of work	Location
1	APS6	Media	Canberra
1	APS5	Communications and Marketing	Canberra

iii. Nil.

iv. Nil.

v. Nil.

vi. Nil.

2. Nil.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. a. i. Three Canberra – 1 x PAO3, 1 x APS6, 1 x APS5

No. of staff	classification	Type of work	Location
1	PAO3	General marketing and promotion work associated with the OPH	Canberra
1	APS6		Canberra
1	APS5		Canberra

ii. Two Canberra – 1 x APS5, 1 x APS4

No. of staff	classification	Type of work	Location
1	APS5	General marketing and promotion work associated with the OPH	Canberra
1	APS4		Canberra

iii. Nil.

iv. Nil.

v. One.

vi. One.

2.No.

AUSTRALIAN FILM TELEVISION AND RADIO SCHOOL

1. a. i. Two staff based in Sydney.

1 x AFTRS 6 (APS6 equivalent)

1 x AFTRS 4 (APS4 equivalent)

- Prepare and disseminate materials for industry, short courses etc.
- Organise events
- Student Recruitment

ii. Three staff based in Sydney.

1 x AFTRS 8 (EL2 equivalent)

2 x AFTRS 6 (APS6 equivalent)

- Manage recruitment and other events
- Design and disseminate materials for Industry, short courses etc. Organise events

iii. Nil.

iv. Nil.

v. Nil.

vi. Two staff.

2. No.

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AUSTRALIA COUNCIL

1. a. i. Nil.
 - ii. Three non-ongoing staff members are employed to develop and implement all stakeholder communications plans, promote events and engage with the media. They are respectively employed at Band 4, Band 6 and on an Australia Council Individual Employment Agreement. They are all employed in the Australia Council's Sydney office.
 - iii. Two contractors are employed in our Sydney office to assist with implementing stakeholder communications plans, promoting events and engaging with the media.
 - iv. Nil.
 - v. Nil.
 - vi. Nil.
2. No.

CREATIVE PARTNERSHIPS AUSTRALIA

1. a. i. One Full Time Communications & Marketing Manager who undertakes communications, marketing, social media and publications activities nationally.
 - ii. Nil.
 - iii. Nil.
 - iv. Nil.
 - v. Nil.
 - vi. Nil.
2. The agency has no media studio. Nil.

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SCREEN AUSTRALIA

1. a. i.

No. of staff	classification	Type of work	Location
1	EL1	Public affairs	Woolloomooloo, NSW

ii. Nil.

iii. One Public Affairs person on a retainer, supplying strategic communications advice as required, based in Sydney, but not in Screen Australia's offices.

iv. Nil.

v. Nil.

vi. Nil.

2. Not applicable.

BUNDANON TRUST

1. a. i. 18.7 FTE (Bundanon Trust staff are not classified like staff in other agencies.)

Location 1 – Riversdale Property –ongoing staff:

- CEO
- Business and Operations Manager
- Chief Programs Officer
- Finance Manager
- Finance Officer
- Property Manager
- Marketing Manager
- Administration Officer
- Education Manager
- Education Officer
- Arts Program Officer
- Property Officer
- Housekeepers x 2

ii. Non-Ongoing staff are:

- Miscellaneous Casual Front of House and Housekeeping staff.

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Location 2 – Bundanon Property – ongoing staff:

- Collections Manager
- Property Officer
- Housekeepers x 1

iii. Nil.

iv. Nil.

v. Nil.

vi. Nil.

2. No.