

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 7

Topic: Staffing – Recruitment FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 7

For this financial year to date:

1. How many ongoing staff were recruited? What classification are these staff?
2. How many non-ongoing positions exist or have been created? What classification are these staff?
3. How many employees have been employed on contract? What is the average length of their employment period?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. For this financial year to date:

Ongoing staff recruited	
Classification	Number
APS Level 3	1
APS Level 4	4
APS Level 5	2
EL 1	2
EL 2	2
Total	11

2. For this financial year to date:

Non-ongoing staff positions	
Classification	Number
APS Level 3	3
APS Level 4	2
APS Level 5	1
APS Level 6	6
EL 1	1
EL 2	3
Total	16

3. One employee for 6 months.

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NATIONAL ARCHIVES OF AUSTRALIA

1. For this financial year to date:

Ongoing staff recruited	
Classification	Number
APS1	1
APS2	-
APS3	2
APS4	4
APS5	9
APS6	7
EL1	9
EL2	1
Total	33

2. For this financial year to date:

Non-ongoing staff positions	
Classification	Number
APS1	12
APS2	14
APS3	5
APS4	14
APS5	10
APS6	16
EL1	6
EL2	3
Total	80

3. The number of employees employed on contract from 1 July 2012 to 31 May 2013 was 11. Length of service ranged from 6 to 141 days.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. For this financial year to date:

Ongoing staff recruited	
Classification	Number
APS Level 2	1
APS Level 3	6
APS Level 4	1
APS Level 5	2
APS Level 6	4
EL 2	2
Total	16

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2. For this financial year to date:

Non-ongoing staff positions	
Classification	Number
APS Level 2	10
APS Level 3	20
APS Level 4	7
APS Level 5	4
APS Level 6	3
EL 2	1
EL 1	1
Total	46

3. 28 employees commenced on contract during the financial year. The average length of their contract is 4.38 months.

NATIONAL GALLERY OF AUSTRALIA

1. For this financial year to date:

Ongoing staff recruited	
Classification	Number
NGA2	3
NGA3	3
NGA4	2
NGA5	1
NGA6	1
EL 1	1
Total	11

2. For this financial year to date:

Casual staff	
Classification	Number
NGA1	54
NGA2	1
NGA3	12
NGA5	5
Total	72
Non-ongoing staff positions	
NGA2	2
NGA3	5
NGA 4	8
NGA5	8

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NGA 6	1
EL 2	1
Total	25

3. Nil.

NATIONAL LIBRARY OF AUSTRALIA

1. For this financial year to date:

Ongoing staff recruited	
Classification	Number
Graduate	2
APS Level 2	2
APS Level 3	10
APS Level 4	3
APS Level 5	6
APS Level 6	4
EL 1	5
EL 2	3
Total	35

2. It would require an unreasonable diversion of resources to provide details as requested.

3. 18 employees have been employed on contract. The average length of their employment period is 392 calendar days.

NATIONAL MUSEUM OF AUSTRALIA

1. For this financial year to date:

Ongoing staff recruited	
Classification	Number
SES	0
Executive Level 2	0
Executive Level 1	5
APS6	3
APS5	2
APS4	3
APS3	2
APS2	0
Total	15

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2. For this financial year to date:

Non-ongoing staff positions	
Classification	Number
SES	0
Executive Level 2	1
Executive Level 1	5
APS6	6
APS5	11
APS4	12
APS3	1
APS2	4
Total	40

3. The Museum has employed a total of 16 contract employees YTD. The average length of service is 14.7 weeks.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. For this financial year to date:

Ongoing staff positions	
Classification	Number
EL1	3
APS6	1
APS3	5
Total	9

2. For this financial year to date:

Non-ongoing staff positions	
Classification	Number
APS6	1
APS4	2
APS3	1
Total	4

3. Nil.

SCREEN AUSTRALIA

1. For this financial year to date:

Ongoing Staff Recruited	
Classification	Number
SA 3	1
SA 4	2
SA EL1	1
Total	4

2. Nil.

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3. 30 employees. An average employment period of 14 months.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. For this financial year to date:

Ongoing Staff Recruited	
Classification	Number
AFTRS 8 (EL 2)	1
AFTRS 7 (EL 1)	1
AFTRS 5 (APS 5)	1
Total	3

2. For this financial year to date:

Non-Ongoing Staff Recruited	
Classification	Number
AFTRS 4 (APS 4)	1
AFTRS 6 (APS 6)	3
AFTRS 7 (EL 1)	2
ACADEMIC 2 (EL 1)	18
AFTRS 8 (EL 2)	6
ACADEMIC 3 (EL 2)	18
SES 1	5
SES 2	3
Total	56

3. 905 employees. 37.86 days.

The majority of casual engagements are very short term, between one and five days, and are in relation to productions (short term actors, crew etc) or guest lecturing. A few long term casual employees skew the average considerably.

BUNDANON TRUST

1. Five staff. Bundanon Trust staff are not employed according to Australian Public Service classifications.
2. Nil.
3. Five employees have been employed on 3 year contracts.

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AUSTRALIA COUNCIL

For this financial year to date:

1. 2
 - 1 x Australia Council Band 2
 - 1 x Australia Council Band 3
2. 101 Non-Ongoing positions Exist:
 - 2 x Australia Council Band 1
 - 11 x Australia Council Band 2
 - 26 x Australia Council Band 3
 - 16 x Australia Council Band 4
 - 19 x Australia Council Band 5
 - 4 x Australia Council Band 6
 - 23 x Australia Council Band IEA (Leadership)
3. N/A - Australia Council staff are not employed under the APS Act. Australia Council staff are employed either under the Australia Council Enterprise Agreement or Individual Employment Agreements (IEAs). 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.

CREATIVE PARTNERSHIPS

For this financial year to date;

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

Creative Partnerships Australia staff are not employed under the Australian Public Service Act 1999.

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Question: 8

Topic: Staffing – Separations FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 8

For this financial year to date:

1. How many ongoing staff left the department/agency? What classification were these staff?
2. How many non-ongoing staff left department/agency? What classification were these staff?
3. How many contract staff left department/agency? What classification were these staff?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. For this financial year to date:

Ongoing staff	
Classification	Number
APS Level 3	1
APS Level 4	1
APS Level 5	2
APS Level 6	2
EL 1	4
Total	10

2. For this financial year to date:

Non-ongoing staff	
Classification	Number
APS Level 3	2
APS Level 4	1
APS Level 5	2
APS Level 6	4
EL 2	1
Total	10

3. Nil contract staff ceased employment.

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NATIONAL ARCHIVES OF AUSTRALIA

1. For this financial year to date:

Ongoing staff	
Classification	Number
APS1	-
APS2	-
APS3	2
APS4	4
APS5	5
APS6	2
EL1	9
EL2	2
SES1	1
Total	25

2. For this financial year to date:

Non-ongoing staff	
Classification	Number
APS1	7
APS2	8
APS3	5
APS4	9
APS5	3
APS6	5
EL1	-
EL2	2
Total	39

3. For this financial year to date:

Contract staff	
Classification	Number of Staff
APS1	5
APS2	1
APS3	-
APS4	2
APS5	2
APS6	-
EL1	-
EL2	-
Total	10

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NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. For this financial year to date:

Ongoing staff	
Classification	Number
APS Level 2	1
APS Level 3	1
APS Level 4	2
APS Level 5	3
APS Level 6	3
EL 1	2
EL 2	1
Total	13

2. For this financial year to date:

Non-ongoing staff	
Classification	Number
APS Level 2	4
APS Level 3	6
APS Level 4	3
APS Level 5	2
APS Level 6	1
EL 1	2
Total	18

3. All National Film and Sound Archive non-ongoing staff are on contracts, therefore 18 staff as per question 2.

NATIONAL GALLERY OF AUSTRALIA

1. For this financial year to date:

Ongoing staff	
Classification	Number
NGA2	1
NGA3	2
NGA4	3
NGA5	3
NGA6	2
EL 2	1
Total	12

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2. For this financial year to date:

Casual staff	
Classification	Number
NGA1	16
NGA2	14
NGA3	2
NGA5	4
Total	36
Non-ongoing	
NGA1	1
NGA2	5
NGA4	3
NGA5	6
EL 1	2
Total	17

3. Nil.

NATIONAL LIBRARY OF AUSTRALIA

1. For this financial year to date:

Ongoing staff	
Classification	Number
Cadet	1
APS 2	1
APS 3	7
APS 4	3
APS 5	5
APS 6	4
EL 1	3
EL 2	1
SES	1
Total	26

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2. For this financial year to date:

Non-ongoing staff	
Classification	Number
APS 2	27
APS 3	11
APS 4	5
APS 5	8
APS 6	5
EL 1	4
Total	60

*Note: this includes 20 Casuals

3. 4. Equivalent of 3 x APS2 and 1 x EL1.

NATIONAL MUSEUM OF AUSTRALIA

1. Ongoing staff for this financial year to date:

Classification	Number
SES	0
Executive Level 2	2
Executive Level 1	4
APS6	4
APS5	3
APS4	1
APS3	1
APS2	5
Total	20

2. Non-ongoing staff for this financial year to date:

Classification	Number
SES	0
Executive Level 2	0
Executive Level 1	1
APS6	2
APS5	3
APS4	8
APS3	1
APS2	7
Total	22

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

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Ongoing staff for this financial year to date:

Classification	Number
EL1	3
APS6	1
APS3	3
Total	7

2. Non-ongoing staff for this financial year to date:

Classification	Number
EL 2	1
APS4	2
APS3	12
Total	15

3. Nil.

SCREEN AUSTRALIA

1. For this financial year to date:

Ongoing Staff	
Classification	Number
SA 3	1
SA 4	2
SA 5	3
SA EL 1	2
SA EL 2	2
Total	10

2. Nil.

3. For this financial year to date:

Contract Staff	
Classification	Number
SA 4	2
SA EL 1	2
SA EL 2	6
Total	10

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. For this financial year to date:

Ongoing Staff	
Classification	Number
AFTRS 3 (APS 3)	1
AFTRS 4 (APS 4)	1
AFTRS 6 (APS 6)	2
ATFRS 7 (EL 1)	1
Total	5

2. For this financial year to date:

Contract Staff	
Classification	Number
AFTRS 5 (APS 5)	1
ACADEMIC 2 (EL 1)	12
ACADEMIC 3 (EL 2)	5
SES 1	1
Total	19

3. 888 employees. Classification - casual.

BUNDANON TRUST

- 2 staff. Bundanon Trust staff are not employed according to Australian Public Service classifications.
- 1 staff. Bundanon Trust staff are not employed according to Australian Public Service classifications.
- 2 staff. Bundanon Trust staff are not employed according to Australian Public Service classifications.

AUSTRALIA COUNCIL

For this financial year to date:

- 8
2 x Australia Council Band 2
4 x Australia Council Band 3
2 x Australia Council Band 4

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2. 34

5 x Australia Council Band 2

7 x Australia Council Band 3

6 x Australia Council Band 4

2 x Australia Council Band 5

10 x Australia Council Band 6

4 x Australia Council Band Individual Employment Agreement (Leadership)

It should be noted that nine of the staff positions detailed above relate to the Artsupport Australia function: (1x Band 4; 7x Band 6; 1x IEA). The Artsupport Australia function was transferred to Creative Partnerships Australia.

3. Not Applicable.

CREATIVE PARTNERSHIPS

For this financial year to date

1. Six ongoing staff left Creative Partnerships Australia (CPA)

2. Three non-ongoing staff left CPA

3. No contract staff left CPA

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

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Question: 9

Topic: Staffing – Reductions FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 5

1. How many staff reductions/voluntary redundancies have occurred this financial year to date? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? 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.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. One. As part of an organisation restructure the position was deemed excess to requirements.
2. Nil.
3. The Museum is currently calling for expressions of interest from staff to nominate for a voluntary redundancy. The number that will be offered will be dependent on a review of the budget forecast for next year. It is likely that staff numbers will be reduced by ten due to natural attrition, and possibly by a further ten, or more, due to the current voluntary redundancy program.
4. The requirement for the reductions is due to cost increases.
5. The requirement for involuntary redundancies will be determined after the review of the 2013/14 budget forecast is complete, and the number of voluntary redundancies that will be offered, post review, has been determined.

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NATIONAL ARCHIVES OF AUSTRALIA

1. Nil.
2. Not applicable.
3. No.
4. Not applicable.
5. There is one expected redundancy in 2013-14 which is a result of an employee electing to take the retention period option following an offer of voluntary redundancy. The redundancy is a result of the colocation of the Archives' offices with state and territory archives in Tasmania, South Australia and Northern Territory.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Not applicable.
2. Not applicable.
3. The NFSA plans to reduce ASL over the financial year to 211. This will be through natural attrition.
4. The NFSA examines its FTE base on a yearly basis through the internal budgeting process to be able to leverage synergies between programs and to conduct program delivery more efficiently.
5. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. One voluntary redundancy due to restructure
2. No.
3. No.
4. Not applicable.
5. No.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
2. Not applicable.
3. No.

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4. Not applicable.
5. While no overall staffing reductions are planned for next financial year one staff member has been formally declared excess and has declined an offer of voluntary redundancy.

NATIONAL MUSEUM OF AUSTRALIA

1. Five voluntary redundancies. The organisational restructure identified that the positions were no longer required.
2. No.
3. No.
4. Not applicable.
5. No.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
2. Nil.
3. Nil for this financial year.
4. Nil for this financial year.
5. Nil for this financial year.

SCREEN AUSTRALIA

1. Two. Screen Australia's Business Process Review identified a number of efficiencies that could be made in processing applications, and the redundancies arose as a result of these efficiencies.
2. No.
3. No.
4. Not applicable.
5. No.

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Three. 1 x position reclassified and no position available for transfer at substantive level. 1 x unattached by agreement – following leave no suitable position available for transfer at substantive level. 1 x position abolished – no suitable position available for transfer at substantive level.
2. No.
3. Yes. Two related to a restructure of a Division. No services will be cut.
4. Redistribution of responsibilities and review of required duties.
5. No.

BUNDANON TRUST

1. Nil.
2. No.
3. No.
4. Not applicable.
5. No.

AUSTRALIA COUNCIL

1. There was one redundancy due to work being performed no longer being required.
2. Yes. See response to item 1 above.
3. There are no staff reductions. However, there will be five voluntary redundancies following the restructure of the marketing and communications section of the organisation.
4. N/A
5. Yes. Wherever possible, employees are redeployed within the organisation when positions are made redundant.

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CREATIVE PARTNERSHIPS

1. Nil
2. N/A
3. Creative Partnerships Australia has no plan for staff reductions
4. N/A
5. Creative Partnerships Australia has no plans for involuntary redundancies

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Question: 10

Topic: Public Service Efficiencies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Please provide details of the amended operational efficiencies your agency will make as per 2013-14 Budget Measure 'Public Service efficiencies' (see 2013-14 Budget Paper No 2 p108).

In addition, please provide the following detail:

2. Can you quantify the estimated savings for each year over the forward estimates for savings achieved by implementing more efficient management structures, through a reduction in expenditure on staff across the Executive Level (EL) 1 and 2, and Senior Executive Service (SES) levels?
3. Can you quantify the estimated savings for each year over the forward estimates for savings achieved by revising down the occupational density target for all new leases, buildings and major fit-outs undertaken by agencies from 16 square metres per occupied workpoint down to 14 square metres?

Answer:

Please refer to DRALGAS' response to this question.

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Question: 11

Topic: Public Service Efficiencies – Operational Efficiencies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 8

1. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
2. 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?
3. 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?
4. 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. Yes. Savings across the forward estimates are estimated at seven per cent per annum.
2. No, no and nil.
3. ANMM has implemented on-line advertising as the preferred method for recruitment. No printed materials are used in recruitment. Savings are estimated at approximately \$20,000 per annum.
4. Yes printing costs have reduced overall in the order of five per cent. We estimate only modest further savings across the forward estimates.

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NATIONAL ARCHIVES OF AUSTRALIA

1. Yes, business class flights have reduced this financial year. The Government identified six areas of targeted savings as part of the Targeted Savings-Public Service Efficiencies measure which was reported in agencies' 2013-14 portfolio budget statements. The six areas include travel, consultants and contractors, and other business improvements. Identified savings for the Archives are \$126,000 for 2013-14, \$58,000 for 2014-15 and \$23,000 for 2015-16.
2. Yes, there has been a reduction. No, this has not impacted on the Archives. Please refer to Answer 1 above.
3. Yes, where advertising is for identified positions, and the only suitable medium is print based. Please refer to Answer 1 above.
4. Yes. No. Please refer to Answer 1 above.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Yes. YTD there has been a \$30,000 saving in travel expenses. The NFSA does not incorporate detailed travel related expenditure estimates in forward estimates. Internal budgets incorporating such items are developed on a year by year basis. It is expected that reductions in travel and associated expenditure will continue in alignment with savings efficiency targets across the Commonwealth.
2. Yes. There has not been an impact on the operations of the NFSA. The estimated savings are \$195,000.
3. Whilst we are not covered under the FMA Act we have adopted the Department of Finance's policy regarding paperless recruitment. We primarily advertise externally on the APS Jobs website and use other online recruitment sites where relevant, for example SEEK and Arts Hub.
4. Yes. The NFSA has actively reduced its printing costs from the 2011-12 internal budget. The reductions have been approximately \$10,000 due to the reduced size of the annual report and reduced advertising materials. The NFSA actively reduces its printing budgets each year, but cannot forecast the actual level of financial reduction in the out-years.

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NATIONAL GALLERY OF AUSTRALIA

1. All planned business travel is undertaken to support current and future NGA business. The NGA is constantly reviewing the requirement for business travel and assessing if required. Estimated savings over the forward estimates has not been assessed as all travel is considered on a case by case basis to ensure it is required and is in support of the NGA's core business.
2. All consultants and contractor expenditure is undertaken to support current and future NGA business. The NGA is constantly reviewing the requirement for the use of consultants and contractors and reduces this where appropriate. The NGA has not assessed an estimated saving over the forward estimates as the use of consultants and contractors is assessed on a case by case basis to ensure it is required and is in support of the NGA's core business.
3. The NGA currently utilises both online and printed materials for recruitment advertising. It is currently assessing the most cost-effective online options available, with a view to moving the majority of its recruitment advertising online during 2013-14. If this were to proceed, the estimated savings may be in the order of \$12,000 to \$15,000 per annum.
4. All printing expenditure is undertaken to support current and future NGA business. The NGA is constantly reviewing its printing requirements and reduces this where appropriate. The NGA believes it will achieve the five per cent savings target. The NGA has not assessed an estimated saving over the forward estimates as the requirement to incur printing costs is assessed on a case by case basis to ensure it is required and is in support of the NGA's core business.

NATIONAL LIBRARY OF AUSTRALIA

1. There is very limited business class travel undertaken by the Library and this generally relates to Council members and some overseas staff travel. As a consequence no great change to the number of business flights was expected and therefore there would be minimal if any savings estimated over the forward estimates. It would require an unreasonable diversion of resources to answer the questions more specifically.

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2. The use of contractors and consultants is demand driven and dependent upon the availability of suitably qualified and available staff. For example a number of consultancies and contractors relate to specialist building services. It would require an unreasonable diversion of resources to answer the questions more specifically.
3. The NLA has moved fully to online recruitment advertising. There is no recruitment undertaken in printed materials. The Library spent only minimal amounts on recruitment advertising so further savings will be insignificant. It would require an unreasonable diversion of resources to answer the questions more specifically.
4. The Library has very diverse printing arrangements ranging from routine business needs to public program activity including commercial publications. Printing costs may therefore vary considerably each year. It would require an unreasonable diversion of resources to answer the questions more specifically.

NATIONAL MUSEUM OF AUSTRALIA

1. Information is not readily available for the FY 12-13 year. Providing this level of detail would involve an unreasonable diversion of resources.
2. The 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.
3. Information is not readily available for the FY 12-13 year. Providing this level of detail would involve an unreasonable diversion of resources.
4. Information is not readily available for the FY 12-13 year. Providing this level of detail would involve an unreasonable diversion of resources.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Yes. Total spend in 2012/13 was \$40,878 compared to total spend in 2011/12 of \$98,017. Nil. The agency's spend is currently minimal.
2. When comparing YTD May 2012 to YTD May 2013 consultants and professionals services have reduced by five per cent. There is expected to be little difference between years by 30 June 2013.

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The 2013-14 budget estimates that costs in this area will reduce from 2012-13 budgeted levels by approximately 20 per cent to balance increased fixed costs in areas such as building running costs. The agency has not prepared detailed budgets into the forward estimates which allocate expenses to specific accounts.

3. The agency no longer recruits through print media. This results in estimated savings of approximately \$4,000 per annum.
4. The agency has not reduced printing costs as these include print media which is a cost effective way to achieve our Museum marketing and advertising goals.

SCREEN AUSTRALIA

1. 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
2. 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.
3. 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.
4. Yes, printing costs have reduced. 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% have been achieved. It is not possible to estimate the annual savings.

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. AFTRS' travel policy and agreement with its travel agent encourage the use of the lowest-priced fares. There has been a reduction in both the number of flights and the airfare expense, see table below. In regard to forward estimates, a major factor in our usage of business flights is the number of interstate short courses scheduled in any one year and with the anticipated expansion in student courses/numbers increases in flights and expenses may apply in forward estimates. To provide an estimate in the reduction of business flights would represent an unreasonable diversion of resources.

		11 months to May 2013	11 months to May 2012
Airfare expense		\$ 159,700	\$ 168,599
Number of flights		188	225

2. There has been a reduction in the use of external consultants and contractors, see table below. The school engages a large number of lecturers and production support by way of either casual employment or by contract depending on the circumstances of each engagement. The pro-rata components of casual and contractors naturally fluctuates annually, the decrease in contractors has not impacted on AFTRS. To provide an estimate in the reduction of consultants and contractors over the forward estimates would represent an unreasonable division of resources.

		11 months to May 2013	11 months to May 2012
Consultants/Contractors		\$ 621,680	\$ 867,513

3. AFTRS policy provides the majority of recruitment advertising is online with exceptions requiring CEO approval, mainly where specific publications are not online. All recruitment advertising in 2012/2013 was online. Savings estimated approximately \$25,000 per year.
4. Printing costs were not reduced, see table below.
- The School has recorded a significant increase in the number of courses provided and the number of students attending that required additional resources.

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The anticipated expansion in student courses/numbers over the next few years will result in increased print variable expenses.

		11 months to May 2013	11 months to May 2012
Printing		\$ 48,744	\$ 20,198

BUNDANON TRUST

1. Not applicable.
2. Nil saving.
3. Most recruitment advertised online. Printed recruitment advertising is necessary for some local/regional recruiting. NIL saving achieved.
4. Nil Saving. Due to limited print output

AUSTRALIA COUNCIL

Australia Council seeks to use its resource budget as efficiently as possible on an ongoing basis. Consequently, expenditure in each of these four areas is minimised as far as practicable.

1. There has been a marginal reduction in business flights in the 2012/2013 financial year. Company policy restricts Business Class Travel to the Chair, CEO and Council Members.
2. External consultant costs in 2012/2013 were higher than in the previous financial year as a result of additional work required in responding to the change in Australia Council's enabling legislation and the Australia Council Review. External consultants and contractors are used only in instances where a particular skill-set is not available within the organisation or where an immediate need arises.
3. In order to reduce costs, Australia Council now conducts all recruitment advertising online with the exception of executive level or specialist recruitment.
4. The 2012/2013 financial year saw a reduction in printing costs significantly in excess of 5% compared to the previous financial year.

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Ongoing efforts will be made to control costs to appropriate levels, however, it would be an unreasonable diversion of resources to estimate the annual savings over the forward estimates.

CREATIVE PARTNERSHIPS

1. Creative Partnerships Australia has no plans to reduce the number of business flights in the 2013-14 financial year.
2. Creative Partnerships Australia engaged one external consultancy in the 2012-13 financial year and does not plan on engaging any external consultants in the 2013-14 year. Creative Partnerships Australia does not plan to reduce the use of contractors in 2013-14.
3. Creative Partnerships Australia advertises all vacant positions online. The only position that was advertised in print media in 2012-13 was that of the CEO.
4. Creative Partnerships Australia will reduce its printing costs by \$22,000 in 2013-14.

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Question: 12

Topic: Printing Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 3

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

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. This information is not readily available and would involve an unreasonable diversion of resources.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives printed a wide variety of documents such as booklets, bookmarks, brochures, fact sheets, workbooks, cabinet releases and guides for Archival services and exhibitions, the Archives' 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.

Dependent on the subject, composition and/or content of documents that are printed, the Archives endeavours to publish online wherever possible and practical to do so. The number of printed documents that were published online during 2012-13 is not readily available and would require considerable agency administrative effort to ascertain.

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NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. 20 documents have been printed (total of 118,250 units). The information from all these documents is available online, but not as a downloadable version of the printed document. The information is available in html format within the NFSA website.

NATIONAL GALLERY OF AUSTRALIA

1. The Gallery has many different printing requirements ranging from public program publications, commercial publications and routine business needs. Two corporate documents were printed to a total of 2,600 copies. 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. The Museum has published four exhibition publications (14,000 printed); two editions of the Museum magazine (20,000 printed); and the Annual Report (500 printed). One document was published online in full and three documents were partially published online.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. 28 documents with copies ranging from 500 (annual report) to 130,000 (*In house* magazine). Two documents were published online as well as various exhibition content (including exhibition photos etc).

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SCREEN AUSTRALIA

1. From 1 July 2012 to end of May 2013, Marketing printed a total of 11,150 copies of documents, which were distributed at the following markets:

- Toronto International Film Festival (TIFF) – 4,500
- MIPCOM - 550
- Ausfilm L.A Week – 300
- World Congress of Science & Factual Producers (WCSFP) - 1000
- Goa Film Bazaar – 850
- Asian Animation Summit – 250
- Asian Side of the Doc - 600
- Berlinale/EFM - 800
- MIPTV - 1200
- Cannes -1100

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

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. 4 documents (2080 copies). One available online as e-book.

BUNDANON TRUST

1. Nil.

AUSTRALIA COUNCIL

1. The Australia Council has printed 5500 copies of publications in 2012/13 (YTD). All of these publications are also published online.

CREATIVE PARTNERSHIPS

1. The Australia Business Arts Foundation (AbaF)/Creative Partnerships Australia (CPA) has printed the following documents in the financial year to date: 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.

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Question: 13

Topic: Graduate Recruitment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. Provide an update on expenditure for 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. ANMM does not have a graduate program. Not applicable.
2. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives does not conduct a Graduate Program. Not applicable.
2. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Not applicable.
2. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. Nil.
2. Nil.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
2. Nil.

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NATIONAL MUSEUM OF AUSTRALIA

1. The Museum does not have a Graduate Recruitment Program. Not applicable.
2. Nil.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Not applicable.
2. Not applicable.

SCREEN AUSTRALIA

1. Nil.
2. Not applicable.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Not applicable.
2. Not applicable.

BUNDANON TRUST

1. Nil.
2. Nil.

AUSTRALIA COUNCIL

1. Nil.
2. No.

CREATIVE PARTNERSHIPS

1. Nil.
2. Nil.

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Question: 14

Topic: Advertising FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 8

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. \$129,656
2. ANMM marketing is focussed on campaign advertising that specifically promotes museum exhibitions, events and attractions.
 - *Ansel Adams – Photography from the Mountains to the Sea* (exhibition)
\$1,665 - Alan Ross Photography.

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- *East of India – Forgotten Trade with Australia* (exhibition)
\$4,863 - Bloke Creative Services and Enigma Creative Services.
- *Elysium Antarctic Visual Epic* (exhibition)
\$795 - Visual FX
- *Rescue* (exhibition)
\$46,263 - Rippling Media; Dobsons; Bloke Creative Services; and Frontier Media.
- *Ships & the Sea* (exhibition)
\$41, 847 - Bloke Creative Services; Frontier Media; and Peachy Print
- *Remembering Titanic – 100 Years* (exhibition)
\$12 - Universal McCann
- *Waves of Migration* (rooftop projection)
\$1,907 – Dobsons and Media Tree
- Welcome Wall Campaign (museum product)
\$6,000
- Tourism Campaign (international and regional tourists)
\$26,304 - Hardie Grant; What's On in Sydney; and Carrington Publishing

3. No.

4. No.

5. Not applicable as the ANMM is a CAC Act agency.

6. Not applicable.

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

East of India – Forgotten Trade with Australia exhibition (closing 18 August)

Ansel Adams – Photography from the Mountains to the Sea exhibition (opening 4 July)

Vikings – Beyond the Legend and Vikings summer program (opening September 2013)

Royal Australian Navy International Fleet Review (October 2013)

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

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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.
3. No.
4. No.
5. Not applicable.
6. Not applicable.
7. Employment advertising, and advertising for exhibitions and events.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. \$167,711
2. Non-campaign. NFSA advertising supports the following programs and objectives:
 - Arc Cinema programs and sessions
 - Touring programs: Big Screen, Black Screen, School Screen
 - NFSA Acton - Visitor experience, public programs and exhibitions (marketing to visitors through tourism bodies and resources, and to schools)
 - NFSA presence at various film festivals
 - Directory listings
 - Venue hire servicesAdvertising activities range from radio and print to online.

3. No.
4. No.
5. As a statutory authority under the CAC Act, the NFSA is not obliged to comply with these guidelines; however, advertising is conducted in line with the underlying principles in the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies.

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All advertising done by the NFSA aims to inform members of the public about the agency's programs and services, and encourage them to engage with the national audiovisual collection.

6. Not applicable.
7. Plans include ongoing advertising for Arc Cinema, touring programs and other public events as outlined at point 2 above.

NATIONAL GALLERY OF AUSTRALIA

1. \$2,147,059.
2. All advertising costs relate to NGA specific programs, i.e. non campaign. The NGA does not record advertising data in a way that would readily allow details on each advertising event to be provided.
3. No.
4. No.
5. Not applicable.
6. Not applicable.
7. Non-campaign advertising, i.e. NGA specific advertising, in 2012-13 is forecast to be \$2.376m.

NATIONAL LIBRARY OF AUSTRALIA

1. \$148,776.
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. As a CAC agency compliance is not applicable to NLA. However, the Library chooses to use Adcorp where possible.
6. As noted in 2. above - the National Library will continue to promote its services, activities and programs through routine promotional advertising.

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7. As above.

NATIONAL MUSEUM OF AUSTRALIA

1. \$279,727.
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. Not applicable as is non-campaign advertising.
4. No.
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.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. \$148,358.60 incl GST.
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. No advice was provided by the Department of Finance and Deregulation about the specific advertising.
4. No advice was provided by the PRG or ICC regarding any advertising.
5. All advertising by the agency complied with the Guidelines. Advertising items were as per outline in (2).

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6. Other communication until 31 May 2013 included direct mail printing at a cost of \$41,269.80 incl GST. Printing services provided by Paragon Printers.
7. Continued “operational advertising campaign” promotion for temporary exhibitions, permanent exhibitions and events.

SCREEN AUSTRALIA

1. \$90,000.
2. The expenditure was spent across Screen Australia’s Are You Buff Enough campaign and for the Toronto International Film Festival (TIFF) :

\$85,000 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.

\$5,000 was spent on online advertising placed with The Hollywood Reporter to promote both the Australian line-up at TIFF and doing business with Australia. The campaign also included two Ads in the TIFF preview newsletter and animated Ads targeted to Business, International and Movies Channel landing pages, article and galleries and Toronto coverage.
3. No.
4. No.
5. Yes.
6. Not applicable.
7. Most of Screen Australia’s advertising and communication programs are related to particular film markets and projects premiering at those markets.

AUSTRALIAM FILM, TELEVISION AND RADIO SCHOOL

1. \$410,807 at 31 May 2013.
2. Non-campaign. The majority of AFTRS advertising is to recruit students to AFTRS courses. Further detail would be an unreasonable diversion of resources.
3. No.
4. No.
5. Yes. Further detail would be an unreasonable diversion of resources.

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6. Not applicable.
7. Ongoing advertising to recruit students to AFTRS courses as required.

BUNDANON TRUST

1. \$70,611
2. Non-campaign.
3. No.
4. No.
5. Not applicable..
6. Not applicable.
7. NIL (FYE 2012-13 \$70,611)

AUSTRALIA COUNCIL

1. The total cost of advertising in 2013 (YTD) is \$29,000
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 CAC agencies. Each advertising item was relevant to the Australia Council's responsibilities to strengthening and developing the arts sector. The advertising was undertaken in an efficient, cost-effective manner and complied with legal requirements such as privacy and intellectual property.
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

1. Nil.
2. Not applicable.
3. Nil.
4. Nil.
5. Not applicable.
6. Nil.
7. Creative Partnerships Australia is not undertaking, nor is it planning to undertake any advertising.

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Question: 15

Topic: Hospitality and Entertainment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 19

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. 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.
3. 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.
4. 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.
5. 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?

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. See table below:

Hospitality Spend for period 1 July 2012 to 31 May 2013			
Date	\$ Amount	Location	Purpose, reason and brief explanation
August	757.00	ANMM	Catering for Executive and Council quarterly meetings
Sept	160.00	ANMM	miscellaneous

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Sept	467.00	ANMM	PACA 2012 Meeting
Oct	112.00	Chinta Ria Restaurant	Representatives from British Museum
Oct	494.55	ANMM	Town Hall meeting
Oct	288.00	ANMM	DHBA meeting
Nov	2,616.00	ANMM	Catering for Executive and Council quarterly meetings
Dec	1,054.00	ANMM	HMAS <i>Advance</i> sponsors day
Jan	564.00	ANMM	HMAS <i>Advance</i> opening OF Ships and Sea Exhibition
Dec	171.00	ANMM	Executive panel working lunch
Jan	1,129.00	ANMM	Family days for sponsors
Feb	880.00	ANMM	Endeavour cruise for sponsors on Australia Day
Mar	449.00	ANMM	Town Hall meeting
May	1,608.00	ANMM	Catering for Executive and Council quarterly meetings
	10,749.55		

2. See table below:

Entertainment spend for period 1 July 2012 to 31 May 2013			
Date	\$ Amount	Location	Purpose, reason and brief explanation
Sept	439.00	Endeavour	Volunteer Endeavour sailing
Nov	6,105.00	ANMM	Christmas party for staff
Dec	210.00	The little Snail	Art Exhibitions team dinner
Jan	387.00	ANMM	Christmas morning tea
Jan	958.00	ANMM	Developing commercial partnering
Jan	235.00	Little snail	Late night meeting re roof protection system
Dec	753.00	PGA Links	Staff Development Team building exercise
May	236.00	ANMM	Welcoming new staff (only food)
Mar	294.00	ANMM	Sailing Regatta Staff Exercise
	9,617.00		

3. Planned spend for hospitality below:

Date	\$ Amount	Location	Purpose, reason and brief explanation
Monthly	250.00	ANMM	Meeting business development requirements of museum
Monthly	250.00	ANMM	Meeting business development requirements of museum

Future hospitality spend will be influenced by opportunities to formalise sponsorships and commercial partnering for the museum.

4. Planned spend for Entertainment is below:

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Date	\$ Amount	Location	Purpose, reason and brief explanation
Monthly	250.00	ANMM	Meeting business development requirements of museum
Monthly	250.00	ANMM	Meeting business development requirements of museum

Other departments expect future entertainment spend to be of a similar nature as previously incurred.

- The Museum adopts an approach minimising costs wherever possible. This approach will be adopted moving forward.

NATIONAL ARCHIVES OF AUSTRALIA

- The Archives has spent \$33,645 on hospitality and entertainment for the 2012-13 year to date as follows:

Date	Location	Purpose	Amount
04-Jun-12	Canberra	Advisory Council meeting	\$933
14-Jun-12	Canberra	State Directors planning workshop	\$786
04-Jul-12	Sydney	Constitution Day	\$1,296
06-Jul-12	Sydney	Constitution Day Speakers Forum	\$1,761
20-Aug-12 to 30-Aug-12	Brisbane	International Council of Archives Congress	\$4,875
20-Sep-12	Canberra	Waterhouse Natural History Art Prize exhibition	\$4,805
29-Oct-12	Sydney	Advisory Council meeting	\$124
19-Nov-12	Melbourne	Director-General meeting	\$182
03-Dec-12	Canberra	Advisory Council meeting	\$910
13-Feb-13	Canberra	Cabinet Release meeting	\$298
28-Feb-13	Canberra	Launch of Design 29: Creating a capital exhibition	\$8,589
25-Mar-13	Canberra	Advisory Council meeting	\$909
12-Apr-13	Canberra	Advisory Council meeting	\$94
24-Apr-13	Canberra	Centenary National Conference 2013 function	\$4,700
1-8 May 13	Various	Activities for Information Awareness month 2013	\$3,202
17-May-13	Canberra	Industry Innovation Showcase: Objective Connect	\$182
			\$33,645

- Hospitality and entertainment are reported together at question 1 (above).

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3. Planned expenditure for the balance of 2012-13, and 2013-14.

Date	Location	Purpose	Amount
3 July, 16 August, 2 October and 15 November	Canberra	Industry Innovation Showcase x 4	\$400
27 June 2013	Sydney	Advisory Council Meeting	\$800
1 July 2013	Canberra	Custodial transfer of City of Canberra Coat of Arms	\$767
9 July 2013	Canberra	Constitution Day Speakers Forum	\$11,000
13 July 2013	Canberra	Constitution Day Family Day	\$945
September 2013	Canberra	Waterhouse Natural History Art Prize Exhibition Launch	\$5,500
March 2014	Canberra	A Ticket to Paradise? Launch	\$9,500
Sept 2013 to June 2014	Canberra	Advisory Council Meeting x 4	\$3,600
			\$32,512

4. Hospitality and entertainment are reported together at question 3 (above).
5. Events are always reviewed to find opportunities for savings, which will be same again for 2013-14.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA's hospitality expense for FYTD is \$9,894. Further details are an unreasonable application of NFSA resources, as this amount contains a number of small value items.
2. The NFSA's entertainment expense for FYTD is \$10,376. The main event was the Ken G Hall Award on 3 Dec 2012.
3. The NFSA 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 1 month out from the event.

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4. The NFSA 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 1 month out from the event.
5. Budgets for such items are allocated on a yearly basis. The NFSA is active in ensuring that events and associated hospitality and entertainment are appropriately managed. Generally the NFSA attempts to reduce such expenditure each year depending on our business needs.

NATIONAL GALLERY OF AUSTRALIA

1. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but did not separately identify any hospitality spend.
2. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but did not separately identify any entertainment spend.
3. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but does not separately identify any hospitality spend.
4. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but does not separately identify any entertainment spend.
5. The NGA maintains an ongoing program of review of promotional expenditure and adjusts elements of the program as required.

NATIONAL LIBRARY OF AUSTRALIA

1. \$132,848.63 (GST Excl).
2. \$95,907.43 (GST Excl).
3. See note below.
4. See note below.
5. The Library is planning to spend within its budget on hospitality and entertainment in 2013-14.

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ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

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

NATIONAL MUSEUM OF AUSTRALIA

1. \$56,552. For details please see below:

Date	Location	Purpose	Amount
9/08/2012	Offsite Restaurant	Council Dinner	\$1,475
30/05/2012	NMA	Mabo Function	\$4,350
31/07/2012	NMA	Exhibition Launch – Menagerie	\$1,128
24/10/2012	NMA	Exhibition Launch – Large Object Display Zone	\$11,727
6/12/2012	NMA	Exhibition Launch - Warakurna	\$1,096
23/11/2012	NMA	A Night at the Museum – public program	\$1,444
7/12/2012	NMA	Volunteers Christmas Party	\$4,058
18/12/2012	NMA	Conservation sponsor/partner Tour	\$700
6/12/2012	Offsite Restaurant	Warakurna Exhibition Artists & Donors	\$259
5/12/2012	Offsite Restaurant	Development Dinner (sponsorship program)	\$413
6/12/2012	Offsite Restaurant	Lunch with an interstate Museum Director	\$74
17/12/2012	NMA	Lunch with an interstate Museum Director	\$15
31/10/2012	NMA	Staff thank you barbecue	\$1,772
30/11/2012	NMA	NMA friends shopping	\$436
19/10/2012	NMA	WHS Safety Week	\$301
6/09/2012	Offsite Restaurant	CSIRO/NMA Robot project team	\$222
1/03/2013	NMA	Glorious Days exhibition opening	\$13,968
8/02/2013	NMA	Archaeology Symposium	\$6,372
27/03/2013	NMA	Robot Launch	\$807
15/05/2013	NMA	Council of Museum Directors meeting	\$4,407
23/05/2013	NMA	Council Dinner	\$1,527
		Total to end May	\$56,552

*NMA – National Museum of Australia.

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2. Total Cost \$7,850
 - 23/11/2012, National Museum of Australia, Musical Performance for Public Program, \$2,000
 - 26/01/2013, National Museum of Australia, Musical Performance for Public Program, \$4,750
 - 15/04/2013, National Museum of Australia, Musical Performance for Public Program, \$1,100
3. Launch of new administration wing on 28 June 2013 with consultant team and staff. Catering costs will be approximately \$2,100.
4. Nil for remainder of year.
5. The Museum has reduced expenditure on hospitality and does not plan any further reduction.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Total Spend \$22,308.12 inc GST:
 - Tourism Awards, 23rd November 2012, National Gallery of Australia Parkes, \$1,850 table of 10.
 - Advisory Council farewell lunch for Director, 23 November 2012, Ottoman Cuisine Parkes, \$1,047.
 - 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 \$1,671.08 - Restaurant Dinner \$1,559 - Lucky door prizes \$112.08.
 - Behind the lines launch, 10 December 2012, OPH, Total \$3,426.50.
 - ACT Primary Teachers Preview, 12 December 2012, Orientation space at OPH, Total \$1,460.
 - Australia Day BBQ, 6 February, OPH, Total \$67.56
 - Beyond Reasonable Drought Launch, 15 February, 101 Collins St Melbourne, Total \$2598.30.
 - Canberra Day Toast, 12 March 2013, OPH, Total \$1,050.68.
 - Volunteers Function, 1 May 2013, OPH, Total \$900.00.

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- Launch of Arthur Boyd, 7 May 2013, OPH, Total \$4,398.50.
- 2. "Show us your Mandate" museum promotion, 8 & 9 March 2013, OPH, \$3,063.50.
- 3. Nil this year.
- 4. Nil this year.
- 5. No. OPH's spend in this area is currently minimal.

SCREEN AUSTRALIA

1. \$138,306. The majority of expenditure was in relation to screenings and all-Australia industry outreach. Responding at the level of detail required would represent an unreasonable diversion of resources.
2. \$71,387. The majority of expenditure related to stakeholder engagement and international markets. Responding at the level of detail required would represent an unreasonable diversion of resources.
3. \$64,800 is currently budgeted for hospitality for 2012-13. \$55,600 is budgeted for hospitality for 2013-14. Responding at the level of detail required would represent an unreasonable diversion of resources.
4. \$60,150 is currently budgeted for entertainment for 2012-13. \$75,950 is budgeted for entertainment for 2013-14. Responding at the level of detail required would represent an unreasonable diversion of resources.
5. Screen Australia continually monitors its budget, and always seeks to minimise its expenditure on non-program costs. No specific savings have been targeted.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. \$67,449

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	\$14,021

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Apr-13	AFTRS Building Moore Park NSW	Creative Fellowship announcement	\$2,500
March-June 13	AFTRS Cinema Moore Park NSW	Monthly 'Friday on your Mind'	\$2,000
			TOTAL : \$67,449

2. \$7327.91

Trans. Date	Amount	Description
		July 12-May 13
24/07/2012	220.27	FUNCTION FOR DEPARTING STAFF
8/08/2012	272.73	GRADUATE CERTIFICATE MEET & GREET - PJ GALLAGHERS
19/07/2012	272.72	GRADUATE CERTIFICATE MEET & GREET - PJ GALLAGHERS
27/07/2012	650.00	MSAB RESEIDENTIAL WEEKEND LEADERSHIP INSIGHTS DINNER - THE SEBEL
17/07/2012	540.91	NYU STUDENTS - WILDLIFE
31/08/2012	174.09	CATERING SCREEN DESIGN/PRODUCTION DESIGN STUDENTS AND STAFF
13/10/2012	1,163.64	MSAB DINNER DARCY'S RESTAURANT
22/03/2013	800.00	Masters -Catering - External - Leadership Insights dinner f
22/03/2013	436.38	Masters - DARCY'S RESTAURANT - Leadership Insights dinner
15/04/2013	872.72	Masters -Catering - External - Leadership Insights Dinner M
3/05/2013	103.19	CREATIVE FELLOWSHIP LUNCH
7/05/2013	625.00	Foundation Diploma cultural - SYDNEY OPERA HOUSE
3/05/2013	200.00	Foundation Diploma cultural - MEGALONG VALLEY FARM

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3/05/2013	356.26	Foundation diploma cultural - CAPTAIN COOK CRUISES
3/05/2013	550.00	Foundation diploma cultural - SYDNEY WILDLIFE WORLD
Total	7,237.91	

3. No specific plans at this time.
4. \$1251.88 commitment for June 2013. Further detail would be an unreasonable diversion of resources.
5. Expenditure is constantly being reviewed.

BUNDANON TRUST

1. Bundanon Trust does not have a separate account code for hospitality. These expenses are ongoing and generally captured across two account codes – STAFF AMENITIES and TRUST MEETINGS. The latter being address in QoN # (9 in OFTA referencing).
2. Therefore other hospitality spends are marginal at \$1200 per year. With approx \$750.00 targeting staff Christmas function in December.
3. Nil.
4. Nil.
5. Not applicable.

AUSTRALIA COUNCIL

1. The Australia Council has spent \$306,000 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. As above.
3. The Australia Council's hospitality and entertainment spend is expected to be \$148,000 for the remainder of this financial year. The Australia Council does not record hospitality and entertainment data in a way that would readily allow answers to be provided to these questions.

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4. As above.
5. The Australia Council's expenditure on hospitality and entertainment varies from year to year, based on its role organising arts and cultural events, and their associated entertainment and hospitality costs. At all times, the Australia Council seeks competitive prices when purchasing goods and services.

CREATIVE PARTNERSHIPS

1. In the financial year to date Creative Partnerships Australia (CPA) spent \$14,769 on hospitality. These costs were for catering and beverages at events and workshops. These events were designed to increase the capacity of artists and arts organisations to secure private sector support. The events are detailed in the table attached.
2. In the financial year to date CPA spent \$94,349 on entertainment. This event was the AbaF Awards event held in Melbourne in October 2012.
3. CPA has no budget allocated to hospitality for the month of June 2013.
4. CPA has no entertainment spend planned for the month of June 2013.
5. CPA is not planning on reducing spending on these items other than maintaining spending at a level that is essential to fulfil its stated objectives.

CREATIVE PARTNERSHIPS

Event Name	Event Date	Event Description	Event State
ACT Chapter Meeting	18-Jul-12	Chapter meeting	ACT
ACF Info session	19-Jul-12	Australia Cultural Fund Information session	NSW
Cransberg/ CEDA	20-Jul-12	Advocacy cocktail function feat Alan Cransberg (CEO Alcoa) talking community engagement through art to CEDA trustee-level supporters.	SA
CEDA Event	20-Jul-12	A cocktail-style event, drinks and canapés aimed at CEO/CEDA Trustees level featuring a presentation by Alan Cransberg. AbaF will also invite the SA AbaF Councillors and prospects.	
P. Shergold/ Gadens	24-Jul-12	Generating new income models for the arts A discussion with Peter Shergold AC around innovation in corporate arts partnerships particularly with a view to new models of social impact financing and measuring value.	NSW
AbaF/ACGA Event	25-Jul-12	An evening for registered AbaF volunteers, Councillors and business leaders to learn about Collecting Contemporary Aus Art.	VIC
WBB Governance	26-Jul-12	Woodside Better Business: Governance roundtable on income generation	SA
WBB Structured	27-Jul-12	AbaF in conjunction with ArtsLaw and PilchConnect	VIC
Art of ClimateChange	02-Aug-12	ABaF Tas with Hydro Tas will bring together the business and arts sector in Tas to explore opp to explore the role of new technologies in responding to climate change and contributing to sustainability and social inclusion.	TAS
ClimateChange Dinner	02-Aug-12	Following the delivery of the Art of Climate event, Hydro Tasmania and AbaF Tas invite key arts and business to an intimate dinner and round table discussion on how we, in Tasmania, can understand and maximise business arts partnerships in responding to climate change	TAS

Attachment 1

WBB Research individ	16-Aug-12	Woodside Better Business: Researching individual donors	NSW
SxS bdrm lunch	16-Aug-12	A boardroom lunch hosted by Ashurst at which David Handley, Founder of Sculpture by the Sea, and a WA sculptor will talk about the 2013 event to a group of business leaders	WA
Darwin Fest Connect	17-Aug-12	Connecting function following NT councillor meeting w/ councillors, councillor company reps, Darwin festival staff and other key business and arts clients.	NT
Chapter Meeting	23-Aug-12	WA Councillors Chapter Meeting	WA
Lunch with Sam Walsh	28-Aug-12	CEO-level lunch hosted by QPAC	QLD
AbaF Awards SA/NT	30-Aug-12	AbaF Awards in South Australia (and NT)	SA
Australian Dance	31-Aug-12	A cocktail event hosted by Michael Anghie, Managing Partner WA, Ernst & Young, to connect the Australian Dance sector with business leaders in WA. It aims to add value to the national Australian dance awards held the next day. Speakers will be Michael Anghie and Henry Boston.	WA
AbaF Awards NSW/ACT	03-Sep-12	AbaF Awards 2012 in NSW and ACT	NSW
WA Awards - 2012	04-Sep-12	AbaF Awards 2012 in Western Australia. Speakers will be Sam Walsh, WA chapter chair and Rob De Luca, MD of Bankwest, Major event partner	WA
AbaF Awards VIC	05-Sep-12	AbaF Awards 2012 in Victoria	VIC
WBB : Generating Inc	06-Sep-12	Queanbeyan presentation to local artists on income generation	ACT
2012 AbaF Awards TAS	06-Sep-12	AbaF Awards 2012 in Tasmania	TAS
AbaF Awards QLD	11-Sep-12	AbaF Awards 2012 in Queensland	QLD

Attachment 1

Networking Breakfast	13-Sep-12	Networking Breakfast for Senior Business Women hosted by AbaF and Diamant Hotel, to be followed by art tour	ACT
ACT Chapter meeting	13-Sep-12	Chapter meeting	ACT
Envio Forum + CoS	18-Sep-12	To present a forum to the creative industries that will identify key ES issues and provide a platform to develop an ES strategy.	NSW
JBWere Volunteer	20-Sep-12	A business networking reception to thank AbaF registered aB and bB volunteers.	VIC
WBB Arts & Intellect	25-Sep-12	Woodside Better Business: Arts & Copyright with Canberra Business Point	ACT
WBB Board Members'	27-Sep-12	a series of quarterly forums to address key issues and opportunities facing the sector and to build leadership and governance at a Board level.	TAS
WBB Board Members'	27-Sep-12	a series of quarterly forums to address key issues and opportunities facing the sector and to build leadership and governance at a Board level.	TAS
OzAsia Connecting	27-Sep-12	Cocktail function in the Panorama Suite w/ All councillor company reps followed by a Performance of "Cambodia Sun Rising" in the OzAsia festival.	SA
Art of Storytelling	02-Oct-12	A special 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.	VIC
S.Mordant AGSA	03-Oct-12	Major Donor advocacy function at the Art Gallery of SA w/ presentation by Simon Mordant. Supported by CEDA & Art Gallery of SA	SA
WBB Brand	04-Oct-12	Woodside Better Business: Knowing your brand. Delivered by Kate O'Hara, General Manager, PR and Marketing, Hawaiian.	WA
Vol. Pres - Woodside	05-Oct-12	2 presentations by AbaF and Volunteering WA about volunteering services to Woodside staff	WA
Helpman Award TAS	09-Oct-12	AbaF Assisted Terrapin with event to promote their recent Helpman Award - invited key business contacts to attend as guest of AbaF.	TAS

Attachment 1

WBB Commy Engagem	11-Oct-12	Woodside Better Business: Community Engagement - an introduction. To be delivered by Tania Hudson, former Manager of the Rio Tinto WA Future Fund, consultant and AbaF judge since 2007	WA
Climate Change Meet	11-Oct-12	In follow up to the actions agreed at the Art of Climate Change dinner in August, we propose to reconvene the group to continue discussions on how we can strengthen alliances between two key communities (art and science) in Tasmania and therefore strengthen the messaging and direct action on climate change.	TAS
Sustainability Event	18-Oct-12	Follow up event for Art of Climate Change Dinner - Attendees to meet to form an agreement between organisations to deliver an arts science project in Tasmania and work to position Tasmania as leading state of Art/ Science partnerships nationally	TAS
Jeff Melanson Lunch	18-Oct-12	AbaF is presenting Jeff Melanson in Sydney in partnership with the Ozco and Artsupport on 18 October for a business roundtable lunch to be held at the Ozco	NSW
Show me the Money	18-Oct-12	presentation to 45 RADOs at RAA conference.	SA
ArtsBiz Conference	19-Oct-12	ArtsBizConference in Kiama	NSW
Julies Bike @ RAA	20-Oct-12	Alison Tickell key note address at Regional Arts Australia Conference. Alison Tickell (Julie's Bicycle) and Angharad Wynne-Jones (TippingPoint Australia, Arts House) have an open dialogue about their experiences of creating and participating in sustainability initiatives in the arts and culture sectors.	SA
Julie's Bike SA	22-Oct-12	Julie's Bicycle public forum event feat Alison Tickell & Fisher Jeffries, followed by morning tea.	SA
2012 AbaF Awards	23-Oct-12	The 12th AbaF Awards, recognising the best business arts partnerships, giving programs, volunteering relationships and arts, business and philanthropy leaders in Australia.	VIC
Julies B Forum	25-Oct-12	Julies Bicycle Public Forum hosted by CDU, MC: Clare Martin, Speaker: Allison Tickell	NT

Attachment 1

Julie's Bicycle ME 1	29-Oct-12	Lunch for national cultural institutions hosted by Minter Ellison	ACT
Julie's Bicycle	29-Oct-12	Public Forum with presentation by Alison Tickell and local panel	ACT
Climate Chang Meet	31-Oct-12	in follow up to the first official meeting of the original attendees to the Art of Climate Change Dinner event the group has been reconvened to discuss and confirm the vision and mission of the alliance and to discuss a potential art/science outcome winter 2013	TAS
Climate Meeting	31-Oct-12	a follow up meeting of the Art of Climate Change Dinner and meeting held in Oct. Attendees to discuss mission of the alliance and potential art/science project outcomes for Winter 2013	
Julie's Bicycle WA	31-Oct-12	Alison Tickell from the UK based Julie's Bicycle will talk to a public forum of arts and local government about how the arts can operate in a more environmentally sustainable manner.	WA
WBB Effective Asking	01-Nov-12	Joint presentation with FIA/ACT.	ACT
Green in the City	01-Nov-12	Alison Tickell of the UK based Julie's Bicycle will talk to a lunch forum of civic leaders and public servants about environmental sustainability and the arts. the forum will be hosted by Lisa Scaffidi, the Rt Hon Lord Mayor of Perth.	WA
Gold Book launch	01-Nov-12	Launch of 2012 Gold Book by John Atkins, Chair of Lotterywest. Other speaker will be Sam Walsh, WA Chapter chair.	WA
Chapter Meeting	08-Nov-12	WA Councillors Chapter Meeting	WA
ACF Info session	08-Nov-12	Australia Cultural Fund Information Session	QLD
BlueCow Board event	08-Nov-12	ABaF Tas to present to Blue Cow Board re programs and opportunities	

Attachment 1

Access to Disability	12-Nov-12	Arts Tas together with AbaF are inviting key arts organisations and artist to hear 3 artists present about art and disability. A round table discussion with questions around how arts orgs can incorporate people with disability in their cultural programs/outcomes etc	TAS
Marsh boardroom lunch4	14-Nov-12	A boardroom lunch hosted by Mitchell Griffiths, Managing Director WA, Marsh, at which Marcus Canning, CEO of ARTRAGE will be introduced to the business guests.	WA
ACT Chapter meeting	14-Nov-12	Final Chapter meeting for 2012 prior to Gold Book launch	ACT
STCSA Council Mtg	14-Nov-12	Q4 Councillor meeting hosted by John Irving and the State Theatre Co of SA.	SA
ACT Gold Book Launch	14-Nov-12	Gold Book launch	ACT
STCSA Connecting	14-Nov-12	Connecting function with Councillors and STCSA staff following councillor meeting.	SA
ACF Info Session	22-Nov-12	Australia Cultural Fund Information Session	NSW
Indigenous Art	22-Nov-12	A boardroom cocktail event hosted by Helen Carroll-Fairhall, Manager, Wesfarmers Arts to advocate and connect businesses with the Indigenous Art Code. Other guest speakers will be Eunice Porter, elder, senior artist and Chair of Warakurna Arts, and John Oster, Director IAC.	WA
MAGNT Art Tasting	26-Nov-12	Art Musings with Tom Pauling while enjoying Art Tastings	NT
ACF info session	28-Nov-12	Australia Cultural Fund information session.	VIC
Ladies Breakfast	29-Nov-12	A breakfast at Islington Hotel for key business women to connect and share business art partnership intel and for AbaF to advocate best practice business-arts partnerships.	TAS
WBB Transition to boards	05-Dec-12	Joint event with AICD for management committees transitioning to Boards	ACT

Attachment 1

Carol Schwartz lunch	17-Dec-12	NSW Councillors are invited to lunch with Carol Schwartz AM, the recently appointed Chair of the new entity to be created from the amalgamation of AbaF with the Artsupport program of the Australia Council.	NSW
WBB Research donors	16-Jan-13	Woodside Better Business: Researching individual donors	VIC
Sam Walsh Dinner	06-Feb-13	AbaF Vic Councillor event where Sam Walsh will lead a roundtable discussion on role of partnerships in supporting the creative sector of our economy.	VIC
Chapter Meeting	21-Feb-13	quarterly meeting of WA Chapter	WA
Speed Volunteering	05-Mar-13	Speed Volunteering - Arts Seek Business Skills	VIC
ACF Donor Thank You	05-Mar-13	A cocktail celebration to recognise those ACF donors who have given generously over the last 12 months.	NSW
FFS Artist Business	06-Mar-13	FFS Artist Business half day workshop	VIC
ACT Chapter meeting	06-Mar-13	ACT Chapter meeting. Alison Alder presenting	ACT
Climate Change Meet	06-Mar-13	The Art of Climate Change Group Meeting and viewing of installation at Detached Gallery	TAS
Sculpture tour	21-Mar-13	Twilight tour of Sculpture by the Sea for potential corporate supporters. By invitation only	WA
Local Creative Ecolo	22-Mar-13	Local Creative Ecology: supporting and investing in local creative projects	QLD
WBB Social Media	27-Mar-13	Digital marketing masterclass based on Clarity Housekeeping 101 seminar - covering website management, email marketing & social media	WA
Boards for Beginners	03-Apr-13	Boards for Beginners presented with Volunteering SA/NT and AICD in Alice Springs	NT
WBB Private Family	16-Apr-13	A Cultural Development Collective and CPA event - a panel session about Private Family Foundations chaired by James Boyd	WA

Attachment 1

GD Boardroom Lunch	16-Apr-13	A boardroom lunch hosted by Lloyd Smith of Gerard Daniels at which two arts representatives will talk to a group of business, philanthropic and education leaders about children and creativity	WA
2013 Partners Lunch	22-Apr-13	To thank 2012 CPA Partners. Hosted by Sofitel Melbourne on Collins	VIC
Rowland PM Club	22-Apr-13	how the corporate world can learn from this sector by using transformative experiences to push boundaries and lead to innovation	QLD
Maker To Counter	23-Apr-13	This advocacy event will be an exclusive experience for Creative Partnerships Australia Volunteers (advicebank and boardbank) and their partners, to say thank you for their support for the arts in the ACT. They will have an opportunity to view and buy from the makers the official set of uniquely designed high quality objects for the city's centenary commemorating the Centenary of Canberra.	ACT
The First 100 Days	30-Apr-13	The First 100 Days breakfast with Bruce Parncutt and Tony Ellwood, National Gallery of Victoria	VIC
Chapter Meeting	16-May-13	quarterly meeting of WA Chapter	WA

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Question: 16

Topic: Meeting Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 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. 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.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. See table below:

Meetings for period 1 July 2012 to 31 May 2013			
Date	\$ Amount	Location	Purpose, reason and brief explanation
July	139.00	ANMM	Museum Management and development, fund raising
August	269.00	ANMM	Museum Management and development, fund raising
August	70.00	ANMM	Volunteer forums
Sept	258.00	ANMM	Museum Management and development, fund raising
Sept	715.91	ANMM	Market research implementation
Oct	1,666.00	ANMM	Staff workshopping strategic planning
Nov	183.00	ANMM	MMAPSS Grants selection committee meeting
Dec	244.00	ANMM	Meeting with designers and consultants
Jan	23.00	ANMM	Meeting with designers and consultants
Dec	184.00	ANMM	Aust Register for Historic Vessels Meeting
Oct	106.00	ANMM	Museum Management and development, fund raising
Nov	150.91	ANMM	Hospitality with East Coast Encounter Exhibition Group
Dec	39.27	ANMM	Meeting with Endeavour Stakeholder Antonia Macarthur
OCt	46.11	ANMM	Meeting Catherine Hughes Interpretation Workshop
Oct	43.27	ANMM	Amanda Mayne (British Museum) Meeting
Nov	386.00	ANMM	Museum Management and development, fund raising
Nov	202.00	ANMM	ARHV lunch
Dec	764.00	ANMM	Museum Management and development, fund raising
Jan	155.00	ANMM	Museum Management and development, capital works
Jan	18.40	ANMM	Museum Management and development, fund raising

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Mar	80.00	ANMM	Volunteer Committee meeting
Mar	1,575.00	ANMM	Volunteer forums
Mar	343.00	ANMM	Meeting through the month with industry and sponsorship persons
April	107.00	ANMM	Program staff and stakeholders sundry meeting during month
April	232.00		Meeting during the month with sponsors and industry stakeholders
May	444.00	ANMM	Meeting through the month with industry and sponsorship persons
May	90.00	ANMM	Volunteer Committee meeting
May	291.00		USA Advising Committee meeting
May	41.82		Meetings with industry and stakeholders
June	107.45		Meetings with industry and stakeholders
	8,974.14		

2. See table below:

Planned Meeting Spend			
Date	\$ Amount	Location	Purpose, reason and brief explanation
Monthly	300.00	ANMM	Meetings through the month with industry and sponsorship persons, meetings are held by executives and senior staff of the museum.

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 \$31,000 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. Details of all planned dates, locations, purpose and cost for all meetings has not been quantified at this time.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA has spent approximately \$8,000 on meetings this financial year (catering). This includes the Board meetings, Audit Committee meetings and Branch/ Section planning activities.
2. The NFSA has a number of Board meetings and Audit Committee meetings throughout the financial year and an internal budget for these meetings.

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Budget Estimates 30 May 2013

NATIONAL GALLERY OF AUSTRALIA

1. The NGA does not record meeting data in a way that would readily allow answers to be provided to these questions.
2. The NGA does not have a specific budget allocation for meetings.

NATIONAL LIBRARY OF AUSTRALIA

1. Unable to provide detail at this level.
2. Unable to provide detail at this level.

NATIONAL MUSEUM OF AUSTRALIA

1. Total Costs - \$1,783:
 - 24/10/2012 – Indigenous Advisory Committee \$213
 - 25/10/2012 – Council Meeting \$287
 - 7/03/2013 – Council Meeting \$403
 - 20/05/2013 – Indigenous Advisory Committee \$296
 - 21/05/2013 - Council Meeting \$584
2. No further plans for remainder of FY 2012-13.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. As below which totals \$5,346.16;
 - Volunteer general meeting, 19 July two 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

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Arts Agencies

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- 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
 - Executive Business Planning, 1 March 2013, OPH, \$32 inc GST
 - 5 Year Vision, 3 May 2013, OPH, Senior Management Business Planning \$83.62 inc GST
 - 5 Year Vision, 10 May 2013, OPH, Senior Management Business Planning \$83,62 inc GST
 - 5 Year Vision, 17 May 2013, OPH Senior Management Business Planning \$40.00 inc GST
 - 5 Year Vision, 27 May 2013, OPH Senior Management Buisness Planning \$32.00 inc GST
 - Volunteer meeting, 20 & 21 May 2013, Briefing Volunteers on new programs, \$1,665.00 inc GST
 - Secondary Teachers Familiarisation session, 23 May 2013, OPH, Promotion of the museum as a learning institution for school groups, \$1,170.00 inc GST
2. Senior Managers Meeting lunch – 14 June 2013, Strategic Planning, \$180.82.

SCREEN AUSTRALIA

1. Screen Australia has a Board which is its governing authority. The cost of its Board meetings in the reporting period was \$30,934. As Screen Australia is a national organisation with Board members travelling from interstate, this cost was substantially comprised of travel costs. Catering and drinks: \$16,969. To respond at a further level of detail would represent an unreasonable diversion of resources.
2. Screen Australia has a Board which is its governing authority. The cost of nine Board meetings in the financial year is expected to be \$65,143. As Screen Australia is a national organisation with Board members travelling from interstate, this cost is expected to be substantially comprised of travel costs.

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To respond at a further level of detail would represent an unreasonable diversion of resources

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. AFTRS does not have a separate budget line for meeting expenses. The cost of meetings is minimal as nearly all are held at AFTRS building in Moore Park Sydney. In May 2013, Council met for off-site planning day at The Sebel Hotel, Walsh Bay. Approx cost \$3000.
2. Nil.

BUNDANON TRUST

1. \$12,245 was spent on Quarterly Board Meetings as follows:

August 2012

Sydney, National Maritime Museum

Expenses – Lunch, travel re-imbursments,

November 2012

Riversdale Property, Bundanon Trust

Expenses – Lunch, breakfast, dinner @ Riversdale x 2, travel re-imbursments, drinks @ Riversdale.

February 2013

Sydney, National Maritime Museum

Expenses – Lunch, travel re-imbursments

1 June 2013

Riversdale Property, Bundanon Trust

Expenses – Lunch, breakfast, dinner @ Riversdale x 2, travel re-imbursments, drinks @ Riversdale.

2. \$14,000 – Quarterly Board Meetings FYE 2012/13 as follows:

August 2012

Sydney

Expenses – Lunch, travel re-imbursments,

November 2012

Riversdale Property, Bundanon Trust

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Expenses – Lunch, breakfast, dinner @ Riversdale x 2, travel re-imburements, drinks @ Riversdale.

February 2013

TBC - Sydney or Canberra

Expenses – Lunch, travel re-imburements

1 June 2013

Riversdale Property, Bundanon Trust

Expenses – Lunch, breakfast, dinner @ Riversdale x 2, travel re-imburements, drinks @ Riversdale.

AUSTRALIA COUNCIL

1. Total Meeting Costs for YTD were \$ 773,000. These costs include the Council's extensive grants peer assessment process and incorporate fees for work, travel, catering etc. The Australia Council does not record meeting data in a way that would readily allow further answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
2. Total costs for the 12 months to 30 June 2013 are expected to be approx. \$800,000. The Australia Council does not record meeting costs in a way that would readily allow answers to be provided to these questions. To attempt this level of detail would involve an unreasonable diversion of resources.

CREATIVE PARTNERSHIPS

1. The Australia Business Arts Foundation/Creative Partnerships Australia's spending on meetings this financial year to date is estimated to be \$700 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 for various meetings held across the reporting period.
2. Creative Partnerships Australia's planned spend until the end of the financial year is \$75.

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Question: 17

Topic: Program Launch Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 3

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. 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.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. See below:

Programs and Exhibitions Launches			
Date	Location	Purpose	Amount
5-Oct-12	ANMM	100 Stories launch	1,495.00
12-Oct-12	ANMM	Opening Classic Wooden Boat Festival	2,551.82
31-Oct-12	ANMM	Media event for Pirates	700.00
8-Dec-12	ANMM	Launch Ships and the Sea	7,523.00
16-Mar-13	ANMM	Launch Rescue	700.00
24-Jan-13	ANMM	Launch Sound and Light Show	11,835.00
29-May-13	ANMM	Launch East of India	15,465.00
			40,269.82

2. There is no further material expenditure expected this financial year.

NATIONAL ARCHIVES OF AUSTRALIA

1. Nil.
2. Nil.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Nil.
2. Nil.

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NATIONAL GALLERY OF AUSTRALIA

1. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but does not identify any specific program launch expenditure.
2. The NGA does not have a specific budget allocation for the launch of programs.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
2. Nil.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil.
2. Nil.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. If this Question includes Exhibition launches then:
 - launch function for *Behind the Lines*, (10 December 2012, OPH, Total \$3,426.50) as reported in Official Hospitality reporting at Question 8.
 - *Beyond Reasonable Drought Launch* (15 February, 101 Collins St Melbourne, Total \$2,598.30 as reported in Official Hospitality reporting at Question 8.
 - Launch of Arthur Boyd exhibition (7 May 2013, OPH, Total \$4,398.50) as reported in Official Hospitality reporting at Question 8.
2. Nil.

SCREEN AUSTRALIA

1. Not applicable.
2. Not applicable.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Nil.
2. Nil.

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BUNDANON TRUST

1. Not applicable.
2. Not applicable.

AUSTRALIA COUNCIL

1. The Australia Council does not record program launch data in a way that would readily allow answers to be provided to these questions.
2. As above.

CREATIVE PARTNERSHIPS

1. Nil.
2. Nil.

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Question: 18

Topic: Board Appointments FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Provide an update 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:

Please refer to DRALGAS' response to this question for all appointments across the Portfolio.

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Question: 19

Topic: Freedom of Information

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 4

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

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Yes from the Attorney-General's Department in regard to release of information related to cyber incidents or possible data breaches.
2. \$19,959 excluding staff costs.
3. Two requests were received. One was denied in full and the other was denied in part. Processing times prescribed in the Act were met and the second request is under review by the Office of the Australian Information Commissioner.

NATIONAL ARCHIVES OF AUSTRALIA OF AUSTRALIA

1. 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 AGS.
2. \$5,275.25.
3. The Archives has received 11 FOI applications. Three (3) were granted in full, two (2) were granted in part, two (2) were withdrawn and the Archives denied four (4) applications.

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The Archives has not failed to meet any processing times outlined in the FOI Act. One request currently remains outstanding as it is subject to an internal review.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. 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.
2. \$1,500 approx.
3. No valid requests received. No requests outstanding.

NATIONAL GALLERY OF AUSTRALIA

1. No.
2. Nil.
3. The NGA has received three FOI requests to 31 May 2013 which are currently being processed. The NGA expects to respond within the required timeframe.

NATIONAL LIBRARY OF AUSTRALIA

1. No.
2. \$1,191 (relates to a 2011-12 request).
3. One which was subsequently withdrawn.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum 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.
2. The Museum 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.
3. The Museum received five FOI requests for the FY 2012-13 to date. Access to some documents (or parts of documents) were denied, however the Museum granted access to the majority of documents requested for each application. The Museum has met the processing times outlined in the FOI Act apart from one request for internal review of a primary decision. The reason for not processing the review on time was because the subject matter of the review overlapped with a later, fresh request.

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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.
3. Nil requests received (Remainder of questions in this point are therefore Not applicable).

SCREEN AUSTRALIA

1. No.
2. Nil: all costs were internal only.
3. Six. None denied; five granted. No. Not applicable. No. Not applicable.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Yes.
2. \$15,000
3. One. One request granted. Some documents to be released in full and some in part. Two documents wholly exempt. No. Not applicable.

BUNDANON TRUST

1. No.
2. Nil.
3. Not applicable.

AUSTRALIA COUNCIL

1. The Australian Office for the Information Commissioner provides regular updates on dealing with FOI requests and response time.
2. The cost is not quantified in this agency because of the relatively small number of FOI requests
3. This agency has received 3 requests under FOI to date. All requests were granted in full. The processing times met the requirements in the FOI Act. There are no outstanding FOI requests.

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CREATIVE PARTNERSHIPS

1. Creative Partnerships Australia has not received any updated advice on how to respond to FOI requests.
2. Nil.
3. Nil.

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Question: 20

Topic: Community Cabinet Meetings FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Provide an update of 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:

Not applicable.

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Question: 21

Topic: Reviews FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 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. Nil.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.

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NATIONAL ARCHIVES OF AUSTRALIA

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

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

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

NATIONAL GALLERY OF AUSTRALIA

1. Nil.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.

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8. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.

2. Not applicable.

3. Not applicable.

4. Not applicable.

5. Not applicable.

6. Not applicable.

7. Not applicable.

8. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil.

2. Not applicable.

3. Not applicable.

4. Not applicable.

5. Not applicable.

6. Not applicable.

7. Not applicable.

8. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.

2. Not applicable.

3. Not applicable.

4. Not applicable.

5. Not applicable.

6. Not applicable.

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7. Not applicable.

8. Not applicable.

SCREEN AUSTRALIA

1. Nil.

2. Not applicable.

3. Not applicable.

4. Not applicable.

5. Not applicable.

6. Not applicable.

7. Not applicable.

8. Not applicable.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Nil.

2. Nil.

3. Not applicable.

4. Not applicable.

5. Not applicable.

6. Not applicable.

7. Nil.

8. Not applicable.

BUNDANON TRUST

1. Nil.

2. Nil.

3. Nil.

4. Nil.

5. Nil.

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6. Nil.

7. Nil.

8. Nil.

AUSTRALIA COUNCIL

1. The Australia Council is not currently undertaking any reviews and has not undertaken any reviews in 2012-13.

2. As above.

3. As above.

4. As above.

5. As above.

6. As above.

7. No reviews are planned.

8. Not applicable.

CREATIVE PARTNERSHIPS

1. Nil.

2. Not applicable.

3. Not applicable.

4. Not applicable.

5. Not applicable.

6. Not applicable.

7. Nil.

8. Not applicable.

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Question: 22

Topic: Consultancies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 12

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 below for consultancies undertaken by the ANMM.

Consultancies – July 2012 – May 2013			
Account (Name)	Cost inc GST	Subject Matter	Procurement Method
Aalders Auctioneers & Valuers	250	Valuation services	Direct Sourcing
Adair Fire & Safety Consultant	2,815	Training	Competitive Quotes
Allcom Networks Pty Ltd	148,466	IT services	Competitive Quotes
Asset Technologies Pacific	51,044	Facilities Management	Direct Sourcing
Australian Government Solicitor	67,353	Legal Services	Direct Sourcing
CPM ANAO	50,050	Audit Services	Direct Sourcing
Australiawide Boat Sales	3,064	Valuation services	Competitive Quotes
Australian Valuation Office	16,500	Valuation services	Direct Sourcing
Bloke Australia	190,823	Design	Competitive Quotes
Byrne Technical Services	12,243	Construction Consultant	Direct Sourcing
CPM	26,074	Executive consulting	Competitive Quotes
Annie Kewe	1,235	Editorial Services	Direct Sourcing
Tony Charters & Associates	105,909	Sponsorship planning	Direct Sourcing
Cox Architecture Pty Ltd	311,070	Design	Direct Sourcing
Corrosion Control Engineering	15,092	Engineering	Direct Sourcing
Colmar Brunton	113,789	Market Research	Competitive Quotes

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Consult Point	19,498	IT services	Competitive Quotes
Crown Cabling	35,035	IT services	Direct Sourcing
Deloitte Touche Tohmatsu	234,300	Website design	Competitive Quotes
ELO Digital Office	25,909	Digital/ELO services	Competitive Quotes
EMR Surveys P/L	1,980	Survey services	Direct Sourcing
EMI Shielding	4,620	EMF survey	Direct Sourcing
Firefly Interactive	8,481	IT and design services	Direct Sourcing
Fit For Purpose Communications	3,376	Marketing	Direct Sourcing
Frontline Systems Aust Pty Ltd	81,316	Engineering & Project Mgmt	Competitive Quotes
HBA Consulting	9,575	HR consulting	Competitive Quotes
Holmes Fire & Safety Ltd	19,168	Engineering	Direct Sourcing
Susan Hocking Pty Ltd	9,600	Marketing	Direct Sourcing
IBRS	28,050	IT services	Competitive Quotes
Inar Design Pty Ltd	8,753	Design	Direct Sourcing
Austen Kaupe	46,761	Design	Direct Sourcing
Monika Klenner	831	Design	Direct Sourcing
Laccal Consulting Pty Ltd	64,350	Executive consulting	Competitive Quotes
Cardno (Nsw/Act) Pty Ltd	13,041	Engineering	Direct Sourcing
Marketing Angels Pty Ltd	1,353	Marketing	Direct Sourcing
MBMPL Pty Ltd	45,848	Quantity Surveyor	Direct Sourcing
Media Measures Pty Ltd	6,050	Media Valuation & Analysis	Direct Sourcing
N.S.C.A.	54,912	WH&S services	Competitive Quotes
NCS International Pty Limited	908	Risk Management	Competitive Quotes
NDY Management Pty Limited	2,657	Engineering	Direct Sourcing
Oakton AA Services P/L	6,149	Audit Services	Competitive Quotes
Object Consulting Pty Ltd	41,966	IT services	Direct Sourcing
Parsons Brinckerhoff Australia	38,892	Asbestos services	Direct Sourcing
Professional Advantage	269,189	IT and FMS services	Competitive Quotes
Pricewaterhousecoopers	103,327	Audit Services	Competitive Quotes
Ken Pritchett Assoc	8,250	Board evaluation	Competitive Quotes
Root Projects Australia P/L	203,193	Strategic Planning	Direct Sourcing
Savills Project Management P/L	126,570	Project Management	Market Testing
Jennifer Sanders	2,850	Executive coaching	Direct Sourcing
Tim Sherratt	10,058	IT services	Direct Sourcing
Slingshot Design	1,980	Design	Direct Sourcing
Spatchurst Design Associates	19,164	Design	Direct Sourcing
Strategy 8 Consulting	43,672	Marketing	Direct Sourcing
Starfish Advertising & Design	1,920	Design	Direct Sourcing
Stephen Grubits & Associates	10,230	Engineering	Direct Sourcing
Randi Svensen	5,130	Editorial Services	Direct Sourcing
Taylor Thomson Whitting (NSW)	7,524	Engineering	Direct Sourcing
Upsidedown Productions P/L	8,910	Production services	Direct Sourcing
VOS Group P/L	32,230	Engineering	Direct Sourcing
Winning Attitudes & Solutions	52,841	Performance Management services	Competitive Quotes
Williams PR	12,970	Public relations	Direct Sourcing
Workplace Safety Australia	1,430	WHS advice	Direct Sourcing
Grand total	2,850,592		

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2. Approximately 70 consultancies are planned for this year and most have been included generically in our Annual Procurement Plan. More specific details are unavailable at this time but procurement action will be in accordance with our policy which in turn is based on the Commonwealth Procurement Guidelines.

NATIONAL ARCHIVES OF AUSTRALIA

1. Fifteen consultancies with a value of \$10,000 or more have been undertaken for the 2012-13 financial year to date at a cost of \$589,302. Details of consultancies above \$10,000 are available on Austender (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.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. There have been nine consultancies over \$10,000 undertaken between July and May. Expenditure for all consultancies between July 2012 and May 2013 is \$489,862 (ex GST).
2. See table below:

YTD 2012/13 (Jul-May) Consultancies over \$10,000			
Supplier	Type of Services Provided	YTD 2012/13 Ex GST	Procurement Method
David Sequeira	Creative director and community engagement	25,000	Direct source
Eley Film Enterprises	Curatorial Services	11,500	Direct source
Hays Specialist Recruitment (Australia)	Recruitment Agency Services	159,383	Direct source
Ken Erwood and Associates Pty Ltd	Consulting for ICT Procurement	25,475	Direct source
PSARN Security	ICT Security Services	15,166	Direct source
PricewaterhouseCoopers	Audit Services	15,325	Direct source
Synergy	Audit Services	28,711	Direct source
The Interaction Consortium	Development of NFSA Website	42,240	Direct source
WebFM	Asset acquisition and maintenance plan	19,600	Direct source

Approximately 15 consultancies are planned for the calendar year. These have not been published in our Annual Procurement Plan on the AusTender website as CAC agencies are not required to do so.

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NATIONAL GALLERY OF AUSTRALIA

1. The NGA has undertaken six consultancies in 2012-13 to 31 May 2013. See below:

2012-13 to 31 May 2013			
Name	Nature of services	Amount	Selection process
Davison Trahaire	Counselling Services	\$11,000	Direct Sourcing
Franchesca Cubillo	Wesfarmers Arts Fellowship	\$165,395	Direct Sourcing
Cato Counselling	Marketing	\$11,852	Direct Sourcing
Wingrove and Wing	Brand Development	\$22,760	Direct Sourcing
Noetic Solutions	Protective Security Policy Framework	\$28,000	Direct Sourcing
Simon Storey	Valuation Services	\$27,360	Direct Sourcing
Total		\$266,367	

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

- 53 services have been undertaken this year. Relevant details are included at Attachment 1.
- It would require an unreasonable diversion of resources to provide all of the details as requested. As the Library is not subject to the Commonwealth Procurement Rules, it is unable to publish its Annual Procurement Plan on AusTender.

NATIONAL MUSEUM OF AUSTRALIA

1. See table below:

Consultant	Subject	Cost	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	\$7,540	Direct Source	Dec 2012-Jan 2013
Yuco Pty Ltd	Indigenous advice for the British Museum Project	\$5,000	Direct Source	March - June 2013

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2. Nil.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Four:

- Jonathon Alford Pty Ltd, Valuation of Heritage and Cultural Assets, 3 months, \$33,000
- Stamford Interactive Pty Ltd, Accessibility Audit of website, 2 months, \$20,398
- Australian Valuation Office, Valuation of Research Library Collection, 4 months, \$3,300
- WSP Buildings Pty Ltd, Review of exhibition lighting system, 4 months, \$29,260

2. As above. They were not published in the APP as they were not significant procurements.

SCREEN AUSTRALIA

1. Screen Australia defines consultancies as people or organisations engaged to provide specialist advice or services on a non-ongoing basis. 32 consultancies were undertaken in this financial year. Total value: \$674,282. 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 2013 will be broadly similar to that in FY 2012-13. Publication on AusTender is not applicable to Screen Australia.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. 11 Consultancies. Total Value \$33617.48.

		July 12-May 13		
Period	Amount	Supplier	Purpose	Below tender limit
Jan-13	3,181.82	Acid Green	Scope study for booking system	Y
Jan-13	454.50	BRS Consulting	Staff work place assessment	Y

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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
Oct-12	6,000.00	HBA Consulting	Provision of investigative services re staff member issue	Y
Dec-12	3,246.36	Klein & Co	Data recovery review	Y
Feb-13	314.50	BRS CONSULTING	OHAS technical advice	Y
May-13	1,600.00	PETER KLOMP	Provide specialist FBT advice	Y
May-13	200.00	FROG DIVE SCUBA CENTRES	Provide ocean diving advice for student production	Y
May-13	1,050.00	SPECIALIST SERVICES (CATE MADILL)	Specialist voice screening and reports for radio students	Y
Total	33617.48			

2. Adopted as needed to meet management strategic requirements. As a CAC Act agency AFTRS is not required to comply.

BUNDANON TRUST

1. One consultancy undertaken with TZG at a cost of \$28,620, for a duration of 3 months and procured by direct source. The subject matter was a Masterplan Feasibility Study – to produce a document that studies the feasibility of Masterplan capital improvement and development on our three sites.

2. As above

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

AUSTRALIA COUNCIL

1. There are a total of 5 consultancies to date:

Phillippa Murray

Visual Arts Sector – Qualitative Research Report

Select Tender

\$36,000

Period 31/10/12-1/2/13

Deloitte Tax Services Pty Ltd

Application for VAT (Value Added Tax) exemption

Direct source

\$28,705.65

Period 29/5/13 to 31/12/13

Roberta Ryan, UTS Sydney;

Australia Council Funding Impacts Research

Direct source

\$64,430.00;

Period 25/3/13-6/6/13

Taverner Research

Staff Survey

Pre-Approved Multi Use List

\$14,200.00

Period 20/5/13-30/8/13

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Instinct and Reason

Arts Participation Research

Pre Approved Multi Use List

\$170,000.

Period 12/6/13-28/2/14

2. There are no consultancies planned. As a CAC Agency, the Australia Council is not required to publish an Annual Procurement Plan on the Austender Website.

CREATIVE PARTNERSHIPS

1. One consultancy has been undertaken this financial year to date. The consultant was Trish Bergin of Trish Bergin Pty Ltd. Ms Bergin was engaged to assist Creative Partnerships Australia (CPA) with a review of the organisational structure created by the merger of the two entities Artsupport and the Australia Business Arts Foundation. The cost of the consultancy was \$14,437 including GST. Trish Bergin Pty Ltd was selected from a directly sourced short list of three consultants who submitted solicited proposals responding to the requirements of the agency. The duration of the consultancy was two weeks including consultation with management, two full days of forums and meetings with CPA staff and follow up meetings with management.
2. No further consultancies are planned for this calendar year.

NATIONAL LIBRARY OF AUSTRALIA

TABLE 1 Consultant Services Provided in 2012- 13	Purpose	Duration	Selection process	Total (GST inc)
ACTSafe Australia	Workplace Assessment	October 2012	Direct Sourcing	\$653
Ashurst Australia	General legal advice	Jul 2012 to Jun 2013	Open Tender	\$4,662
Ashurst Australia	Legal advice on privacy/collection access issue	October 2012	Direct Sourcing	\$4,513
Ashurst Australia	Legal advice on defamation	Oct 2012 to Nov 2012	Direct Sourcing	\$4,310
Attorney-General's Department	Administrative fee associated with Commonwealth-wide Copyright Agency Ltd agreement	Jul 2012 to Jun 2013	Direct Sourcing	\$835
Australian Government Solicitor	Advice on partial medical invalidity of a staff member	Nov 2012 - Dec 2012	Open Tender	\$2,500
Clayton Utz	General Legal advice	Jul 2012 to Jun 2013	Open Tender	\$18,993
Clayton Utz	Legal advice on copyright issues	Nov 12 - May 2013	Direct Sourcing	13,359
Clayton Utz	Legal advice on use of Library's digital pictures	Nov 12 - May 2013	Direct Sourcing	\$10,496
Cunningham Martyn Design Pty Ltd	Design and superintend the reading room Amalgamation Project	Nov 2012 to Nov 2016	Direct Sourcing	\$1,601,080
Defire	Alternate fire solution report preparation and implementation advice Preparation of a fire services upgrade report	Jan 2011 to Dec 2014	Select Tender	\$37,902
Dexion	Design and manufacture of prototype shelving protection for collection storage.	May 2013	Direct Sourcing	\$748
Dexion	Upgrade building plans of book storage areas in AutoCAD	May 2013	Direct Sourcing	\$3,168
Eric Martin & Associates	Disability Access advice	July 2012	Direct Sourcing	\$2,750
GHD Pty Ltd	Engineering Services for Library Window Refurbishment Project	Sep 2012 to Nov 2014	Select Tender	\$43,527
GHD Pty Ltd	Design documentation for refurbishment of Lower Ground Floor	Jan 2013 to Nov 2014	Open Tender	\$54,450

Question 22
Attachment 1

TABLE 1 Consultant Services Provided in 2012- 13	Purpose	Duration	Selection process	Total (GST inc)
Gundabluey Research Pty Ltd	Evaluation of customer satisfaction with Trove	Jan -13 - Jun -13	Select Tender	\$12,870
Heritage Management Consultants	Ongoing heritage advice for building works	Nov 2012 to Jun 2014	Direct Sourcing	\$13,284
IA Group	Design services for office refurbishment	Dec 2012 to Dec 2013	Open Tender	\$45,700
John Raineri and Associates	Review of lighting in Foyer and the Main Reading Room	Oct 2012 to Jun 2013	Direct Sourcing	\$33,140
John Raineri and Associates	Review of lighting throughout the main building	Nov 2011 to Feb 2013	Select Tender	\$88,300
John Skurr Consulting Engineers Pty Ltd	Provide engineering advice in relation to an upgrade of Fire Services	Feb 2010 to Jun 2013	Direct Sourcing	\$19,800
John Skurr Consulting Engineers Pty Ltd	Report for LG1 Maps stack slab structure	Jul 12 to Aug 12	Direct Sourcing	\$4,950
Minter Ellison Lawyers	Legal advice on legal deposit	Sept 12 to Mar 13	Open Tender	\$34,674
Nelson-Tyers Consulting Pty Ltd	Workstation Assessments	Jul 2012 to Jun 2013	Direct Sourcing	\$5,000
Paul Cliff	Assist Production/Publication of Australian Former Child Migrant booklet	Nov 2012 to Dec 2013	Direct Sourcing	\$6,610
Paul Tilse Architects	Architectural services for fire corridor pressurisation project	Oct 2011- Oct 2013	Direct Sourcing	\$4,400
Paul Tilse Architects	Architectural services for new storage area	Oct 2011- Jan 2013	Direct Sourcing	\$13,866
Pricewaterhouse Coopers	Internal Audit Services (three year contract)	Sep 2010 to Aug 2013	Open Tender	\$240,000

Question 22
Attachment 1

TABLE 1 Consultant Services Provided in 2012- 13	Purpose	Duration	Selection process	Total (GST inc)
Project Computing	IT Architect/Senior Developer advisory services for DLIR and other information technology projects	July 2009 to July 2013	Open Tender	\$780,000
Psarn International Pty Ltd	IT Security Review of information security manual and protective security policy framework compliance	Sept to Nov 2012	Direct Sourcing	\$57,000
Ranstaad	Skills testing for Digitisation and Photography job applicants	May 2013	Direct Sourcing	\$330
Rudd Consulting	Advice, design and superintend pressurisation projects and installation	Jan 2010 to Sep 2014	Direct Sourcing	\$114,224
Rudd Consulting	Documentation and specifications for alternate energy supply	Jan 2013 - Jan 2014	Open Tender	\$44,433
Rudd Consulting	Design for new return air vent - Strong Room	Dec 2011 to Dec 2012	Direct Sourcing	\$1,914
Rudd Consulting	Design & supervision for replacement of ductwork on LG2	Jan 2012 to Jan 2013	Direct Sourcing	\$3,300
Rudd Consulting	Documentation of Emergency Lighting	May 2009 - May 2013	Select Tender	\$29,427
Rudd Consulting	Review of proposal for alternate energy supply	Jun 2012 - Dec 2012	Open Tender	\$3,520
Rudds Consulting	Advice and documentation air balancing	Nov 2010 to Jun 2013	Direct Sourcing	\$54,780
Sellick Consultants PL	Hydraulic engineering advice for fire hydrant works	Feb 2010 to Jun 2013	Direct Sourcing	\$43,824
Steensen Varming (Australia) Pty Ltd	Design and documentation for external façade lighting and surrounds	Dec 2012 - Dec 2013	Open Tender	\$74,140
Step Two Designs	Review and provide advisory services to assist with Intranet Design project	Aug 2012 to Jul 2013	Direct Sourcing	\$18,920
Storytorch Consulting	Develop a strategy to deliver school programs	Jan-13 - Jun -13	Select Tender	\$20,228
Strategic Facility Services Pty Ltd	Preparation of Building Life Cycle Costing Report	November 2012	Direct Sourcing	\$23,650
Tamara Lavrencic Conservation Services	CHG 2012 workshop presentations and assessment of applications	November 2012	Direct Sourcing	\$4,080

Question 22
Attachment 1

TABLE 1 Consultant Services Provided in 2012- 13	Purpose	Duration	Selection process	Total (GST inc)
Tania Cleary	Advice on Community Heritage grant applications	May 2010 to May 2013	Open Tender	\$12,130
Teaspoon Consulting Pty Ltd	Provision of specialist IT consultancy services for Voyager System	Apr 2013 - May 2013	Direct Sourcing	\$9,900
Terri Janke & Co	Legal advice on copyright, licensing and Indigenous culture protocols	August 2012	Direct Sourcing	\$5,000
Vision Australia	Accessibility audit of NLA corporate website	May 2013 to June 2013	Direct Sourcing	\$12,540
Walter Partners	Probity advice services for Reading Room amalgamation project	August 2012	Direct Sourcing	\$1,078
Walter Partners	Probity advice services for security guarding Request For Tender	Jul - 30 Jun 2013	Direct Sourcing	\$1,500
Wilde and Woollard	Quantity Survey for windows refurbishment project	Sep 2012 to Mar 2013	Direct Sourcing	\$24,123
Yellow Edge Pty Ltd	Advice on mentoring program	December 2013	Direct Sourcing	\$385
Grand Total		53		3,666,966

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 23

Topic: Media Monitoring

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 6

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. a. Media Monitors (now iSentia); wire services provided by AAP
- b. Budget: \$13,000.00

Senate Rural and Regional Affairs and Transport Legislation Committee

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Arts Agencies

Budget Estimates 30 May 2013

c. Total expenditure ex GST for this FYTD:

Media Monitors/iSentia:	\$11,264.72
AAP:	\$5,029.74
Total Spend ex-GST:	\$16,294.46

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 \$23,339.
 - a. iSENTIA (previously Media Monitors)
 - b. The estimated budget for the 2012-13 financial year is approximately \$27,000.
 - c. The total cost of media monitoring services for the 2012-13 financial year to date is \$23,339.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$10,360.93
 - a. Media Monitors.
 - b. \$12,000.
 - c. \$10,360.93.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

NATIONAL GALLERY OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$26,249.
 - a. Media Monitors.
 - b. \$30,000.
 - c. \$26,249.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. For the reporting period 1 July 2012 to 31 May 2013 - \$18,079.
 - a. I SENTIA (formerly Media Monitors) and AAP.
 - b. \$25,000.
 - c. \$18,079 to 31 May 2013.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. \$11,076.
 - a. Media Monitors, AAP, iSentia

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

b. \$39,000.

c. \$11,076.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.

a. Not applicable.

b. Not applicable.

c. Not applicable.

2. \$20,871.69.

a. Media Monitors Pty Ltd.

b. \$22,000 GST inc.

c. \$20,871.69 GST inc.

SCREEN AUSTRALIA

1.

a. Not applicable.

b. Not applicable.

c. Not applicable.

2.

a. Media Monitors, AAP and Meltwater (to the agency only)

b. \$37,000

c. \$30,663

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1.

a. Not applicable.

b. Not applicable.

c. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

2.

a. Media Monitors, CCH Parliamentary Extracts

b. \$7594

c. \$7066.79

BUNDANON TRUST

1.

a. Not applicable.

b. Not applicable.

c. Not applicable.

2.

a. Not applicable.

b. Not applicable.

c. Not applicable.

AUSTRALIA COUNCIL

1. Nil.

a. Not applicable.

b. Not applicable.

c. Not applicable.

2.

a. AAP.

b. \$80,000.00.

c. \$72,000.00.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

CREATIVE PARTNERSHIPS

1.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. Creative Partnerships Australia (CPA) has spent \$6561 on media monitoring services in the financial year to date
 - a. CPA uses Media Monitors to provide monitoring services.
 - b. The total estimated budget for media monitoring for the year 2012-13 is \$8000.
 - c. The financial year to date spend on media monitoring is \$6561.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 24

Topic: Social Media

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 15

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.
3. This has not been reported to be the case. If a manager was concerned about an employee's productivity they could through the proper channels request a report on the staff member's use of the internet.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

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. The National Archives provided access to Facebook, YouTube, MySpace, and Google Video to all staff effective from 8 May 2013. Staff protocols for use of social media have not changed since May 2012.
2. Yes.
 - a. The Archives measures staff usage by volume downloaded. Social Media categorized sites represented 3.5 per cent of total downloads between 1 June 2012 and 31 May 2013.
 - b. No.
 - c. As a collecting institution the Archives utilises social media to conduct its business. Yes monitoring of usage will continue.
3. The Archives does not keep statistics on the impact of social media on the productivity of employees.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA 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 NFSA does not track personal use of social media. However, the NFSA's Marketing and Communications Section monitors the use of NFSA 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.
3. The NFSA 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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

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 NFSA 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 NFSA social media policy states in 2.3 that:

"NFSA staff members contributing to a professional sphere are able to update or contribute to social media from an NFSA computer at work when it is a requirement of their NFSA role, under the NFSA'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 NGA 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 NGA program in accordance with social media policy.
 - b. No
 - c. The NGA will continue to monitor usage as above (a).
3. Relevant staff are encouraged to appropriately engage with social media to promote NGA programs in accordance with the social media policy. The impact of the interaction with social media is seen as a key component of NGA business.

NATIONAL LIBRARY OF AUSTRALIA

1. Content in the Social Media Policy (www.nla.gov.au/policy-and-planning/social-media) was improved and updated in December 2012
2. See below.
 - a. The National Library keeps usage logs but does not monitor usage.
 - b. No.
 - c. The National Library has no plans to monitor social media usage.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

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 FY 2013-14. The Museum provides a public Wi-Fi service for its visitors that staff can also use with their personal devices, which 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. Yes. The agency is promoting the use of social media by staff to increase the Museum profile and audience engagement on social media sites such as Facebook and Twitter. The Museum guidelines are consistent with government policy.
2. No the agency does not actively monitor employee use, though reports can be commissioned if misuse is suspected.
 - a. Not applicable.
 - b. No.
 - c. Change would only be required in the case of suspected misuse. The agency does not have the resources to constantly monitor usage and work use is encouraged to increase audience engagement.
3. The museum operates in a connected social media world and to attract broader audiences engagement with this medium is vital. General internet usage is encouraged for the core functions of the agency such as audience engagement, research and content development and management.

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ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

There have been no reports of social media impacting employee productivity. The management of staff productivity is a matter for the manager of each staff member.

SCREEN AUSTRALIA

1. Yes, Screen Australia's Social Media Policy was implemented on 31 August 2012 (attached).
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

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No change.
2. No
 - a. Not applicable.
 - b. No
 - c. No plans to monitor.
3. Not measured.

BUNDANON TRUST

1. No.
2. Yes.
 - a. The marketing manage monitors the main organisational social media outlets.
 - b. No.
 - c. Current protocols are adequate.
3. No. Bundanon Trust has implemented a Social Media Policy.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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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.

CREATIVE PARTNERSHIPS

1. No
2. No
 - a. N/A
 - b. No
 - c. Creative Partnerships Australia has no plans to monitor social media use. Half of its state offices are hosted on a pro bono basis in the offices of business stakeholders making the monitoring of use difficult without a significant investment in bringing all of the state offices' IT infrastructure on stream with the National Office. We do not have the IT resources, specifically the hardware and the staff time, to introduce any meaningful monitoring and reporting policy.
3. The use of social media does not impact on employee productivity.



POLICY

No. 3001-POL

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

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Budget Estimates 30 May 2013

Question: 25

Topic: Internet Issues

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. 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

1. No.

NATIONAL ARCHIVES OF AUSTRALIA

1. Yes. Transition to new wide area network provider. No the Archives does not provide internet services to the Minister's office.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA experienced disruption to internal services and some online services due to a damaged external cable in May. The NFSA Online Shop and the Online Collection Search were unavailable to the public from 15-18 May 2013 while external providers fixed the issue. Internal email services and internal internet access were interrupted. There was no impact to the Minister's office.

NATIONAL GALLERY OF AUSTRALIA

1. No.

NATIONAL LIBRARY OF AUSTRALIA

1. There has been 3 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.

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NATIONAL MUSEUM OF AUSTRALIA

1. No.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. There have been no reports of internet problems and the internet is managed under a Memorandum of Understanding with the Department of the Prime Minister and Cabinet.

The museum does not provide internet services to the Minister's office.

SCREEN AUSTRALIA

1. No.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No.

BUNDANON TRUST

1. Yes. Frequently. Bundanon Trust will often lose both phone and data due to weather conditions. This does not impact on the Minister's office.

AUSTRALIA COUNCIL

1. Yes. There were four brief internet outages which were all scheduled in advance. These outages were related to the change of internet service provider. There was no impact on the Minister's office.

CREATIVE PARTNERSHIPS

1. Creative Partnerships Australia has not experienced any internet problems.

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Arts Agencies

Budget Estimates 30 May 2013

Question: 26

Topic: Staff Amenities

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 3

1. What amenities are provided to staff? Provide a list, including any costs and the reason for providing the amenity.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Staff are provided with toilets and 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 OF AUSTRALIA

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

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Each NFSA staffed location (including Acton, Mitchell, Sydney and Melbourne) has toilets, meeting rooms and first aid rooms.

Each NFSA 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 tea, coffee and milk for staff use only.

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

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

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

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ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL GALLERY OF AUSTRALIA

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

NATIONAL LIBRARY OF AUSTRALIA

1. The following amenities are provided for staff use:

- Showers
- Lunch room/kitchens
- Bike rack

It is not possible to detail the specific costs and these are considered basic requirements.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum provides the following staff amenities (all sites):

- Toilets x 53 (includes unisex toilets and shared disabled facilities)
- Disabled toilets x 15
- Showers x 24
- Change rooms x 14 (refers to some toilet areas above),
- Meeting rooms x 8
- Kitchens x 12
- First aid rooms x 1.5
- Carers' room x1 (Parents room)

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. First Aid room, toilets, showers, change rooms, meeting rooms. Three amenities rooms with fridges, dishwasher, microwave and eating area. The agency provides tea, coffee and milk.

SCREEN AUSTRALIA

1. Toilets; Meeting Rooms; First Aid Room; Kitchenettes; Shower; Theatrette; Parking for some staff; Coffee machine (see below for answer on coffee machines). To respond at the level of detail requested would represent an unreasonable diversion of resources.

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Staff amenities include: toilets, first aid room, kitchen and eating areas (building and staff welfare requirement also in accordance with Comcare WHS Codes of Practice 2011 Regulation 41) showers, change rooms provided for staff and students (nature of work). Bike racks provided for staff and students to encourage eco-friendly living. Parking for some staff are providing as per employment contracts, provision of disabled parking and transitional parking due to relocation with Sunset Clause. Total cost \$25,775.44. Further costing details would be an unreasonable diversion of resources.

BUNDANON TRUST

1. Tea, coffee and fruit. Approximately \$3,000.00 per annum.

AUSTRALIA COUNCIL

1. All staff have access to kitchen facilities.

CREATIVE PARTNERSHIPS

1. 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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Question: 27

Topic: Coffee Machines

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 9

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.
 - a. Why were coffee machines purchased?
 - b. 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?
 - c. Where did the funding for the coffee machines come from?
 - d. Who has access?
 - e. 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?
 - f. What are the ongoing costs of the coffee machine, such as the cost of coffee?
2. 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.
 - a. Why are coffee machines rented?
 - b. 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?
 - c. Where does the funding for the coffee machines come from?
 - d. Who has access?
 - e. 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?
 - f. What are the ongoing costs of the coffee machine, such as the cost of coffee?

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Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

2. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

2. No.

- a. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA 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.
 - a. Drip coffee machine utilised for Board meetings held in Acton
 - b. Not applicable.
 - c. NFSA internal budget allocation (Bill 1 funding). Machine was purchased utilising account code "Office machines under \$2000"
 - d. Board members only.
 - e. Very irregular use. No regular maintenance plan.
 - f. Approximately \$100 per annum.
2. No.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
 - e. Not applicable.
 - f. Not applicable.

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NATIONAL GALLERY OF AUSTRALIA

1. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

2. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Yes. There are two purchased machines in use as follows:

- i. Human Resources – Make and model – DeLonghi Fully Automatic Magnifica, Cost \$599 (GST excl); Ongoing costs this financial year are \$221 ex GST (includes coffee beans and de-scaler); Purchased June 2011.
- ii. Digitisation and Photography Branch - DeLonghi Nespresso, Cost \$247.27. (Ex GST), 1 Machine; Ongoing costs Nil (staff fund own supplies and maintenance; Purchased: May 2009.
 - a. To be utilised during training courses; Provided as part of an amenity to new work area.
 - b. Not applicable.
 - c. Purchased from Library supplier funds.
 - d. Staff attending training; Staff in Digitisation and Photography Branch.

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ANSWERS TO QUESTIONS ON NOTICE

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e. The Library is responsible for maintenance costs. No maintenance costs have been incurred. Maintenance funding would be from Library supplier budgets.

f. Refer answer 1 above.

2. No.

a. Not applicable.

b. Not applicable.

c. Not applicable.

d. Not applicable.

e. Not applicable.

f. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. No.

a. Not applicable.

b. Not applicable.

c. Not applicable.

d. Not applicable.

e. Not applicable.

f. Not applicable.

2. No.

a. Not applicable.

b. Not applicable.

c. Not applicable.

d. Not applicable.

e. Not applicable.

f. Not applicable.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

2. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

SCREEN AUSTRALIA

1. Screen Australia inherited a coffee machine from its predecessor agency, the Film Finance Corporation Australia in Sydney, and from the Australian Film Commission in the Melbourne office. Since its establishment in 2008, Screen Australia has not purchased any coffee machines.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. All Sydney and Melbourne-based staff have access to a coffee machine.
- e. The Facilities Manager. \$498.00. Facilities budget.
- f. Not applicable.

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2. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Sydney: \$1,300.00 per annum; Melbourne: \$550.00 per annum (estimated).

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

2. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

BUNDANON TRUST

1. No.

- a. Not applicable.
- b. Not applicable.

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- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

2. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

AUSTRALIA COUNCIL

1. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

2. No.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

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CREATIVE PARTNERSHIPS

1. No.

a. Not applicable.

b. Not applicable.

c. Not applicable.

d. Not applicable.

e. Not applicable.

f. Not applicable.

2. No.

a. Not applicable.

b. Not applicable.

c. Not applicable.

d. Not applicable.

e. Not applicable.

f. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

Question: 28

Topic: Contractors

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 15

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).
9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

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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. No.

2. No.

3. No.

4. No.

5. No.

6. No.

7. No.

8. No.

9. No.

10. See Attachment A.

NATIONAL ARCHIVES OF AUSTRALIA

1. No.

2. No.

3. No.

4. No.

5. No.

6. No.

7. No.

8. No.

9. No.

10. Details of all contracts with a value over \$10,000, including contractors, are publicly available on the AusTender website.

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NATIONAL FILM AND SOUND ARCHIVE

1. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.
10. The NFSA engages numerous contractors to provide a wide range of services to the Archive.
Providing this level of detail would involve an unreasonable diversion of resources.

NATIONAL GALLERY OF AUSTRALIA

1. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.
10. The NGA engages numerous contractors to provide a wide range of services to the Gallery. Providing this level of detail would involve an unreasonable diversion of resources.

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NATIONAL LIBRARY OF AUSTRALIA

1. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
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. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.
10. The 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.

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ANSWERS TO QUESTIONS ON NOTICE

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.
10. Details of contractors are available via the AusTender website.

SCREEN AUSTRALIA

For this financial year to date:

1. No.
2. No.
3. No.
4. No.
5. Yes: HD Film Transfer \$5,484.
6. No.
7. No.
8. No.
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

Arts Agencies

Budget Estimates 30 May 2013

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

For this financial year to date:

1. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.
10. AFTRS contracts for specialist functions, teaching services and production for peak workload periods.
To provide further details would be an unreasonable diversion of resources.

BUNDANON TRUST

For this financial year to date:

1. No.
2. No.
3. No.
4. No.
5. No.
6. No.
7. No.
8. No.
9. No.
10. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

AUSTRALIA COUNCIL

For this financial year to date:

1. No.

2. No.

3. No.

4. No.

5. No.

6. No.

7. No.

8. No.

9. No.

10. The Australia Council enlisted the services of Cato Counsel to assist in the development of corporate communications strategies. These services cost approximately \$36,000 in 2012/13 (FYTD).

The Australia Council also enlisted the services of Articulate PR to assist with the delivery of events and announcements. The cost of these services was \$47,190.

CREATIVE PARTNERSHIPS

For this financial year to date:

1. No.

2. No.

3. No.

4. No.

5. No.

6. No.

7. No.

8. No.

9. No.

10. Nil.

AUSTRALIAN NATIONAL MARITIME MUSEUM

Contractors employed by the ANMM		
Contractor Name	Amount	Nature of Work
Business Risks International	1,920,647	Labour hire
Intrec Management Pty Ltd	1,002,587	Construction
Sheppard Management Group P/L	859,656	Construction
Ross Human Directions Limited	762,965	Labour hire
PM Production Design & Management	646,845	External lightshow installation
Thales Australia Limited	418,441	Marine maintenance of vessels
Arcadia Pacific Group Pty Ltd	401,968	Cleaning
Hays Specialist Recruitment P/L	382,172	Labour hire
Heureka Overseas Productions Ltd	266,944	Exhibition contract
Frontier Media & Marketing Sydney	245,861	Media marketing services
Cunneen & Co	226,133	Design
Edge Electric Pty Ltd	221,065	Electrical
Museumspartner	188,487	Exhibition contract (vikings)
Catapult Creative Productions	180,335	Delivery of boat festival
Spectrum Community Outcomes	179,262	Labour hire
Austratronics Pty Ltd	143,047	Electrical services
SB Projects Pty Limited	139,026	Construction
Designcraft Furniture Pty Ltd	131,516	Showcase design & installation

Question 28 Attachment A

Pulvin Composite Pty Ltd	119,534	Light installation new gallery
UNIVERSAL Mccann	119,142	Advertising
Big City Production Services	106,879	Signage
Dennis Meintanis	105,875	Rent of warehouse
JIL Plumbing Pty Ltd	105,704	Plumbing
Whitecube Pty Ltd	102,384	Wetworld installation
Sypaq Systems Pty Ltd	98,835	Ict services
Lightwell Pty Ltd	91,924	Interactive services
Australian Crewing Company	91,267	Labour hire
Skillswest Group Training	89,676	Apprentice hire
Allpoints Shipwrights	86,128	Marine repair and maint
Australian Govt Solicitor	85,065	Legal
International Art Services	84,236	Transportation of objects
Poulstra Pty Ltd	83,160	General maintenance
Interactive Pty Ltd	79,965	Ict services
Michael Bartley Shipwrights	78,034	Marine repair and maint
Sydney City Marine Pty Ltd	73,788	Marine repair and maint
Swimplex Aquatics Pty Ltd	73,755	Wetworld installation
Douglas Fabian Productions	71,453	Venues hire entertainment
Metro Transport Sydney P/L	68,558	Advertising
Antares International Pty Ltd	65,297	Ict services
Michael Page International	65,066	Labour hire
Sitecore Australia	62,573	Ict services

Question 28 Attachment A

Definitive Group	62,040	Design services
Kings Security Systems	58,352	Security services
SITA Australia Pty Ltd	55,005	Waste removal
National Safety Council Of	54,912	OH&S services
Asset Technologies Pacific	51,044	Electronic security services
ODG Haden Maintenance Pty Ltd	48,078	Engineering services
Veolia Environmental Services	48,043	Waste removal
Australian Plantroom Services	46,442	Marine maintenance and repairs
Mario Valenti	46,313	Marine painting services
Rova Media Pty Ltd	43,835	Marketing services
Adcorp Australia Limited	43,430	Advertising
TC Communications	39,443	Itc services
Profile Management Consultants	39,394	Recruitment services
Hardie Grant Magazines P/L	37,728	Marketing services
Eye Corp Australia Pty Ltd	37,553	Marketing services
Inter-Chillers Pty Ltd	33,619	Air-conditioning services
Thomson Marine Services	33,468	Marine repair and maint
Schneider Electric Buildings	32,881	Electrical services
Enigma Communication Pty Ltd	32,735	Advertising
Dynamic Tourism Group	32,606	Marketing services
Onetest Pty Ltd	32,472	Recruitment services
Tim Packard	30,718	Venue hire entertainment

Question 28 Attachment A

Trish Pascuzzo	30,625	Labour hire
Evans Maintenance Solutions	30,432	Marine repair and maint
JBS Executive Education Ltd	29,648	Executive training
Xylem Water Solutions Australia Ltd	29,510	Water testing services
Noakes Group Pty Limited	29,048	Marine repair and maint
Datascene Pty Ltd	28,072	Ict services
Intelligent Business Research	28,050	Ict services
Building Certificates Aust P/L	26,840	Bca certification services
Shade Australia Pty Ltd	25,946	Wetworld construction
AARNET Pty Ltd	25,716	Ict services
Phoenix Sydney	24,454	Transportation of objects
Avant Card	24,173	Advertising
Quay Appointments	23,606	Labour hire
What's On In Sydney	22,506	Advertising
Gallery Systems	22,500	REGISTRATION SYSTEM(tms) MAINT
Wiltrading Maritime Fire & Safety	21,877	Marine repairs and maint
Ontera Modular Carpets P/L	21,710	Carpet installation
Films & Casting Temple P/L	21,230	Event entertainment
Profile Management Consultants	20,650	Recruitment services
Scampe Consulting	20,197	Marketing services
Copeland Publishing	19,781	Advertising
NGA.Net Pty Ltd	19,662	Hr software
Netbiscuits Gmbh	19,500	Ict services

Question 28 Attachment A

Sydneyplus	18,516	Library software
Global Specialised Services P/L	18,468	Transportation of objects
Gosford Micrographics Pty Ltd	17,588	Document digitisation
Express Glass	16,740	Glass repair
Sound On Stage Pty Ltd	16,650	Ict services
Roar Film Pty Ltd	16,500	License fee interactive game
Premier Artists	16,368	Event entertainment
Carrington Publishing Group Ltd	16,170	Advertising
Colterlec Pty Ltd	16,131	Market research
Moduplay Commercial Systems	16,095	Wetworld installation
Davidson Audio Services	15,840	Venues hire entertainment
Access Records Management	15,605	Records management
Mainpac Pty Ltd	15,146	Ict services
Rippling Media Pty Ltd	14,421	Marketing services
Datacom Systems Pty Ltd	13,822	Ict services
Rocket Event Services	13,759	Venue hire entertainment
Data#3 Limited	13,615	Ict services
Circus Monoxide	13,200	Event entertainment
MSC Equipment Pty Ltd	12,883	Structural modification testile object store
Randstad Pty Limited	12,467	Labour hire
The Informed Tourist	12,000	Marketing services
Audio Visual Events P/L	11,444	Event entertainment

Question 28 Attachment A

Priava Pty Ltd	11,407	Ticketing system services
Claxton Speakers International	11,275	Event entertainment
Representing Tourism P/L	11,000	Marketing services
Flora Pest Control	10,780	Pest control
Peak Cleaning Services	10,740	Cleaning services
Artwork Transport Pty Ltd	10,714	Transportation of objects
Kerfoot Electrics	10,477	Electrical services
Sydney Marina Contracting P/L	10,340	Construction
Dobson's Printing Pty Ltd	10,124	Marketing services
ADT Fire Monitoring	10,098	Fire services
FINI Pty Ltd	9,952	Frame installation
Mental Media	9,825	Multimedia services
Zappia House Entertainment	9,500	Event entertainment
Macquarie Radio Network Ltd	9,350	Advertising
Lamp Technology International P/L	9,064	Lighting services
Aurion Corporation Ltd	8,796	HR software
Otis Elevator Company P/L	8,629	Lift maintenance
Mail Call Couriers Pty Ltd	8,406	Couriers
Landscapes Combined Pty Ltd	8,305	Landscape services
Printacall	8,238	Hearing augmentation services in gallery
Electrotech Australia P/L	8,226	Marine electrical
Visual FX	8,071	Marketing services
ADIS Automatic Doors	7,898	Automatic door repairs

Question 28 Attachment A

Forty Two International	7,816	Digital services
Domain Paving Pty Ltd	7,722	Paving services
OGIS Engineering Pty Ltd	7,706	Engineering and installation play equipment
Playcover	7,695	Supply and install ramp
TNT Express	7,534	Couriers
International Lighting P/L	7,246	Lighting services
Calderart Pty Ltd	7,205	Event entertainment
John Fairfax Publications P/L	7,150	Advertising
Street Furniture Australia P/L	7,084	Bollard installation
The Wiggles Live Australia P/L	7,040	Event entertainment
Hull's Complete Boating Services	6,600	Marine repair and maint
National Transport Security	6,587	Transportation of objects
Urban Guidance Pty Ltd	6,553	Signage
PRV Locksmiths	6,412	Security
Ink Publishing Pte Ltd	6,400	Marketing services
Media Measures Pty Ltd	6,050	Marketing services
Herrick Sailmakers	6,015	Marine repair and maint
AG Painters And Makeover	5,995	Painting services
ASA Conservation Framing P/L	5,919	Framing services
Alice Nussbaum	5,900	Digital services
Dataphoria Pty Ltd	5,775	Marketing services
Media Tree Australia Pty Ltd	5,768	Marketing services
Dion O'Connor	5,450	Event entertainment

Question 28 Attachment A

DNT Painting Services P/L	5,213	Painting
	12,544,574	

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 29

Topic: Grants FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 4

1. Could the department/agency provide an update 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.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. The ANMM distributes ~\$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 four professional work placements offered through the MMAPSS Internship program.

Organisation	State	Amount
Blackbird International Ltd.	QLD	\$10,000
Mannum Dock Museum of River History	SA	\$10,000
Flagstaff Hill Maritime Village	VIC	\$9,545
Fort Scratchley Historical Society	NSW	\$8,500
Glenelg Shire Council	VIC	\$8,000
Museums Australia (Victoria)	VIC	\$7,800
Alexandrina Council - Friends of the P.S. Oscar W	SA	\$5,000
Clyde River & Batemans Bay Historical Society	NSW	\$5,000
Darwin Military Museum	NT	\$5,000
Holbrook Submarine Museum	NSW	\$5,000
Jerrinja Local Aboriginal Land Council	NSW	\$5,000
Koorie Heritage Trust	VIC	\$5,000

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Lady Denman Heritage Complex	NSW	\$5,000
Mallacoota & District Historical Society Inc.	VIC	\$5,000
Mid Murray Council/PS Canally Restoration Committee	SA	\$5,000
Norfolk Island Museum	NI	\$5,000
Tamarama Surf Life Saving Club Inc.	NSW	\$4,000
River Canoe Club NSW Inc.	NSW	\$3,300
National Trust of Queensland - James Cook Museum	QLD	\$3,000
QLD Maritime Museum	QLD	\$3,000
Maritime Museum of Tasmania	TAS	\$3,000
Wildcare Inc. Friends of Maatsuyker Island (FOMI)	TAS	\$2,800
Narryna Heritage Museum Inc. (Tasmanian Museum & Art Gallery)	TAS	\$1,500
Steamship Cartela Trust	TAS	\$1,500
Carnarvon Heritage Group Inc.	WA	\$1,500
Melbourne Steam Traction Engine Club Inc.	VIC	\$1,420
Eden Killer Whale Museum	NSW	\$1,200
Australian Maritime College	TAS	In kind
Bermagui Historical Society Incorporated	NSW	In kind
Mid North Coast Maritime Museum	NSW	In kind

2. Yes, the ANMM publishes on its website the names of the organisations that have received MMAPSS grants, the amounts awarded and the projects that have been funded.

NATIONAL ARCHIVES OF AUSTRALIA

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

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA has an MOU with the NLA regarding the Community Heritage Grants Program. The NFSA contributed \$20,000 (ex GST) in 2012.
2. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. The Gallery does not administer any Grant Programs.
2. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Community Heritage Grants - See www.nla.gov.au/chg/previous-reipients
2. Yes.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum does not administer any Grant Programs.
2. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. The Museum does not administer any Grant Programs.
2. Not applicable.

SCREEN AUSTRALIA

1. To provide detail at the level requested would represent an unreasonable diversion of resources.
2. Not applicable.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Not applicable.
2. Not applicable.

BUNDANON TRUST

1. See Attachment A.
2. Bundanon Trust does not have the resources to public grant agreement details.

AUSTRALIA COUNCIL

1. All grants provided by the Australia Council can be found at:
www.australiacouncil.gov.au/grants
2. Yes.

CREATIVE PARTNERSHIPS

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

BUNDANON TRUST

Granting Body	Amount Of Grant Received 2013 Financial Year	Purpose of Grant
Department of Regional Australia, Local Government, Arts and Sport	\$1,596,000 \$50,000 \$69,091	Annual Operating, Capital Maintenance and Preservation costs Artists in Residence program Contribution to costs of touring Arthur Boyd: An Active Witness
Australia Council	\$50,000 \$15,000	Part of grant of \$592,250 for Community Consultation Program, delivering a range of community based programs over 3 years Aboriginal program funding
NSW Trade and Investment -Arts NSW	\$9,980	Adopt a school program funding - Underprivileged schools participation in Bundanaon Education program

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 30

Topic: Commissioned Reports

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 5

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.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

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. Not applicable.
 - b. Not applicable.

SCREEN AUSTRALIA

1. See [Attachment 1](#).

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

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

BUNDANON TRUST

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

AUSTRALIA COUNCIL

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

CREATIVE PARTNERSHIPS

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

SCREEN AUSTRALIA

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 contribution)	Research	April 2013	April 2013	N/A	N/A	N/A
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

Question 30
Attachment 1

Hearts & Minds research	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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 31

Topic: Government Payments of Accounts

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 4

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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

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
4,163	117	13	3	-	4,296

b. No.

c. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. The NFSA 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 NGA's terms are 30 days for the payment of accounts.

a. Not applicable.

b. Not applicable.

c. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

NATIONAL LIBRARY OF AUSTRALIA

1. 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 is a Commonwealth Authority, therefore 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. The agency policy is to pay all invoices within 30 days. There is an average of over 99 per cent compliance with this policy.
 - a. Our Financial Management Information System cannot easily retrieve the data necessary to answer this question. Given the short time frame available this QON round we cannot calculate statistics and breakdowns.

OPH has improved line area training which should improve the payment of invoices within 30 days.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

- b. Yes; total interest of \$292.62 has been paid in the financial year to date.
- c. The interest was calculated based on the ATO rates as required.

SCREEN AUSTRALIA

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

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

- 1. Yes, if valid and complete invoice is provided.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

BUNDANON TRUST

- 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.
No interest has been paid on accounts in 2012-13 to date

CREATIVE PARTNERSHIPS

- 1. 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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 32

Topic: Stationery Requirements FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

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. \$29,347.

NATIONAL ARCHIVES OF AUSTRALIA

1. Not applicable.
2. \$71,250.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Not applicable.
2. \$25,145.

NATIONAL GALLERY OF AUSTRALIA

1. Not applicable.
2. \$138,151.

NATIONAL LIBRARY OF AUSTRALIA

1. Not applicable.
2. \$104,413.

NATIONAL MUSEUM OF AUSTRALIA

1. Not applicable.
2. \$31,130.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Not applicable.
2. \$5,909.

SCREEN AUSTRALIA

1. Not applicable.
2. From 1 July 2012 to 31 May 2013, Screen Australia printed 35 sets of 250 business cards at a cost of \$4,250 (business cards only – no expenditure on envelopes, letterhead or with comps).

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Not applicable.
2. \$73,917.00

BUNDANON TRUST

1. Not applicable.
2. \$15,668.00

AUSTRALIA COUNCIL

1. Not applicable.
2. Total Stationery Costs YTD as at 31 May 2013 are \$ 29,000.

CREATIVE PARTNERSHIPS

1. Not applicable.
2. Creative Partnerships Australia's stationery cost in the financial year to date is \$7912.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 33

Topic: Media Subscriptions FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 10

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. Annual subscriptions to the Canberra Times, The Australian, the Financial Review, the SMH and the Telegraph.
 - a. See above.
 - b. \$3,163.
3. None.
 - a. Not applicable.
 - b. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

NATIONAL ARCHIVES OF AUSTRALIA

1. None.
 - a. Not applicable.
 - b. Not applicable.
2. See below.
 - 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. \$5,308.
3. See below.
 - 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 OF AUSTRALIA

1. The NFSA 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. 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, MTV.
 - b. The total cost for FYTD is \$949.

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Budget Estimates 30 May 2013

2. Each weekday the NFSA receives:
 - a. The Canberra Times. The NFSA 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 \$ 3,132.
3. The NFSA Library subscribes to journals and magazines covering the following topics:
 - Film
 - Broadcasting
 - Music
 - Digital
 - Recorded Sound, and Archiving & Museum Practice
 - a. 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

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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, 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 WEA Film Group Newsletter.

These magazines support the work of staff at the NFSA, 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. \$11,919 (to 31 May 2013).

NATIONAL GALLERY OF AUSTRALIA

1. The NGA does not have any pay TV subscriptions.
 - a. Not applicable.
 - b. Not applicable.
2. Newspapers are required as part of the NGA's ongoing operations and to inform senior management.
 - a. Newspapers include the major periodicals: the Sydney Morning Herald; The Australian; The Canberra Times and the Australian Financial Review.
 - b. The cost of all newspaper subscriptions for the NGA to 31 May 2013 is \$12,619.
3. Magazines are provided for the benefit of NGA Members and for promotion purposes.
 - a. Magazine subscriptions include: Business Review Weekly, Time and Gourmet Traveller.
 - b. \$12,218.

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ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
2. The Library subscribes to 14 newspaper titles for use by staff for work related purposes.
 - a. Newspapers include the 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 and the Northern territory news.
 - b. The cost for this financial year is \$18,800.
3. The Library subscribes to 28 magazine title for use by staff for work related purposes such as professional development and acquisitions/collections research.
 - a. 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 Australian Publisher's Association members directory.
 - b. The cost for this financial year to date is \$10,040.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum does not have a pay TV subscription.
 - a. Not applicable.
 - b. Not applicable.
2. Newspapers and magazines are required for staff research and information, internal media review and to maintain the Museum's role in monitoring social history.

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- 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), The Monthly, Quarterly Essay, Tracker Magazine, The Art Newspaper, Australian Journal of HSE, Fundraising and Philanthropy Australasia.
 - b. \$6,167.
3. The Museum does not separate newspaper and magazine costs.
- a. Not applicable.
 - b. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
2. See below.
 - a. Monday to Saturday – Canberra Times, Friday Australian Financial Review, Sydney Morning Herald, to keep up to date.
 - b. \$718.50 GST included.
3. See table below:

Name	Cost	Frequency (of payment)
Art Magazine	90.00	Annual
Australian Book Review	120.00	Annual
AARL : Australian academic and research libraries	120.00	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
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

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Quarterly Essay	39.00	Annual
The Times Literary supplement	260.00	Annual

a. The reasons for these subscriptions are:

- relevance to our public programs
- keeping up with developments relevant to our professions
- Cost-effectiveness (eg subscribing to online rather than print versions).

b. \$1,731.

SCREEN AUSTRALIA

1. Screen Australia has a FOXTEL subscription

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

b. 11 payments of \$112/month totalling \$1232.

2. Screen Australia has several newspaper subscriptions

a. Screen Australia purchases newspapers to maintain awareness of current and upcoming issues in the industry. Sydney Morning Herald, The Age, The Australian (print & digital), Daily Telegraph, Australian Financial Review (print & digital)

b. Cost year to date: \$8,751.

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3. Screen Australia has several magazine subscriptions
 - a. Screen Australia purchases magazines to maintain awareness of current and upcoming issues in the industry: Koori Mail; Film Comment; FilmInk; The Hollywood Reporter; Inside Film; Metro and Screen Education; Sight and Sound; Mediaweek; Screen International; Variety; Film Comment; BRW; Australian Taxation Reporter
 - b. Cost year to date: \$3,597

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. One - FOXTEL
 - a. AFTRS has monthly subscriptions to Foxtel's Business Value Package and all channels included in this package. AFTRS is a film and television school and requires maximum access to screen content.
 - b. \$3517.66
2. The Australian, Sydney Morning Herald, Daily Telegraph and Australian Financial Review.
 - a. These are major daily papers.
 - b. \$3210.27
3. AFTRS Library subscribes to over 100 magazines and journals. A detailed list would be a significant diversion of resources.
 - a. Learning and research resources for staff and students
 - b. \$18535.11

BUNDANON TRUST

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
2.
 - a. South Coast Register, Illawarra Mercury, Sydney Morning Herald, Koori Mail, Indigenous Times. To remain connected to industry and customer base.
 - b. \$1,383.91

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ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

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3.
 - a. Art Month, The Art Newspaper, Artist Profile, Art & Australia, Art Collector, Real Time magazine. Industry publications required for staff to maintain necessary knowledge.
 - b. \$2,984.65

AUSTRALIA COUNCIL

1.
 - a. 0
 - b. 0
2.
 - 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. \$2700
3.
 - a. 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:

Limelight
New Yorker
New York Review of Books
Bookseller and Publisher (including Weekly Book e-newsletter)
The Monthly
Bookseller (UK)
Publishers Weekly
Creative Industries Journal
Springer journal
 - b. \$2355

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ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

CREATIVE PARTNERSHIPS

1. None
 - a. N/A
 - b. N/A
2. Creative Partnerships Australia (CPA) subscribes to The Age, The Australian and the Financial Review.
 - a. 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 financial year to date is \$720.
3. CPA has no magazine subscriptions.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 34

Topic: Travel Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 22

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. What is the policy for business class airfare tickets? Is there still a reduction in business flights as per the media release by the Minister for Finance and Deregulation and the Special Minister of State dated 25 September 2012?
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, do 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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ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No such travel was undertaken.
2. See Attachment 1.
3. See Attachment 1.
4. See Attachment 1.
5. All domestic flights are economy class. Business class is allowed by exception on international flights if premium economy is unavailable.
6. No.
7. No.
8. No.

NATIONAL ARCHIVES OF AUSTRALIA

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

Accommodation Allowance \$	Meals Allow. \$	Incidentals Allowance \$	Mileage Allow. \$	Business Airfares \$	Economy Airfares \$	Total \$
158,157	122,945	30,212	11,782	69,888	143,538	536,522

3. Travel will be undertaken for business related travel for meetings and training.
4. Travel will be undertaken for business related travel for meetings and training.
5. Business class travel is used by the Director General. SES officers for domestic travel to all State and Territories except Sydney and Melbourne and international flights. Other officers travel business class internationally or where a business requirement exists and is approved by the appropriate delegate. Yes business class flights have reduced this financial year to date.
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 10 times per year.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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APS Level	Qantas Club	Annual \$ Amount
SES	3	1,065
EL2	4	1,420
EL1	2	710
APS 5	1	355
Total	10	3,550

7. No.

8. No.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Nil. Not applicable.

2. The NFSA's total travel cost for Departmental officers FYTD is \$342,853.

	Domestic	International
Airfares	\$114,459	\$44,160
Accommodation	\$58,290	\$21,334
Meals	\$1,010	255.85
Other Expenses	\$70,128	\$33,216
Total	\$243,886	\$98,967

All travel is undertaken to facilitate the NFSA's business. Listing the reason for each trip undertaken is an unreasonable diversion of NFSA resources.

3. The NFSA will not incur additional travel expenditure between May and June 2013 outside of its normal operations.

4. The NFSA 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 NFSA resources.

5. The NFSA utilises the best fair of the day in its everyday operations.

6. Yes. Total Qantas membership for FYTD is \$1,959. The number of membership and staff classifications are: 1 x SES, 2 x EL2, 1 x EL1 and 1 x APS6. The NFSA will provide Airline Lounge membership to employees where the amount of travel undertaken deems it necessary. The NFSA has a policy on such memberships.

7. No.

8. No.

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Arts Agencies

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NATIONAL GALLERY OF AUSTRALIA

1. Nil.
2. The NGA does not record travel data in a way that would readily allow answers to be provided to these questions. Travel costs between 1 July 2012 and 31 May 2013 are:

Domestic travel \$460,660

Overseas travel \$96,021
3. All travel undertaken for the period 1 to 30 June 2013 is to support current and future NGA business.
4. All travel undertaken for the period 1 June to 31 December 2013 is to support current and future NGA business.
5. The NGA requires all staff to travel economy on NGA business unless specific circumstances require alternate travelling arrangements.
6. Yes. Five Senior Executive Staff are provided with Qantas Club membership. The cost is \$260 per membership.
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 to 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 \$327,118.
3. The Library does not record travel data in a way that would readily allow answers to be provided to these questions.
4. The Library does not record travel data in a way that would readily allow answers to be provided to this question.
5. Non SES staff are required to travel economy class domestically and SES staff are also required to travel economy class but may fly business class if approved by the Director General.

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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 for international flights but may fly premium economy or business class if approved by the Director General. The media release was not directly relevant to the Library's practices.

6. The Library currently provides the following QANTAS Lounge memberships:

6 x SES Band 1, 9 x EL2, 2 x EL1.

Lounge Memberships are approved by the relevant Division head and usually provided to senior employees including those who are required to travel frequently. The cost is approximately \$290 per employee per annum.

7. No.

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. Not available.

4. Not available.

5. Business class travel is only available for those Museum officers whose conditions of service fall under the Remuneration Tribunal. General Museum staff may only access business class travel when travelling overseas for extended flight periods, at the discretion of the Museum Director.

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.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.

2. As below:

- One Officer, AHA conference, Adelaide –Economy Flights \$418.87, Accommodation \$840, Incidentals \$605.30
- One Officer, AICCM Preventative special interest group, Sydney – Economy Flights \$162.62, Incidentals \$55.76
- One Officer, Violence Studies Conference, Newcastle Economy Flights \$534.96, Accommodation \$431, Incidentals \$273.24
- One Officer, Museums Australia Conference, Adelaide Economy Flights \$386.85, Accommodation \$560. Incidentals \$351.
- One Officer, Museums Australia Conference, Adelaide Economy Flights \$518.80, Accommodation \$700. Incidentals \$397.62.
- One Officer, Museums Australia Conference, Adelaide Economy Flights \$375.20, Accommodation \$560.00, Incidentals \$326.65.
- One Officer, Violence Studies Conference, Newcastle Economy Flights \$534.96, Accommodation \$570. Incidentals \$390.87
- One Officer, Museums Australia Conference, Adelaide Economy Flights \$342.43, Accommodation \$700, Incidentals \$350.12
- One Officer, Museums Australia Conference, Adelaide Economy Flights \$409.18, Accommodation \$560. Incidentals \$444.40
- One Officer, Museums Australia Conference, Adelaide, Economy Flights \$234.99 Accommodation \$560. Incidentals \$334.65
- One Officer, APMC Round Table, Sydney Private Car, Accommodation \$209. Incidentals \$88.88
- One Officer, Bundanon Board meeting, Sydney, Economy Flights \$205.52, Accommodation \$224, Incidentals \$51.
- One Officer, Integrate Expo, Civic, Bus Taxi, Accommodation \$340, Incidentals \$232.46
- One Officer, Interpretation Australia Conference, Melbourne, Economy Flights \$63.64, Accommodation \$513, Incidentals \$336.17

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- One Officer, Australasia Emu User Conference, Melbourne Economy Flights \$208.56, Accommodation \$171., Incidentals \$106.71
- One Officer, Conference, Los Angeles USA, Overseas Flights \$3273.45, Accommodation, \$1400. Incidentals \$500.
- One Officer, APMC Round Table, Sydney Private Car, Accommodation \$209., Incidentals \$106.71
- One Officer, Conduct oral history interview, Melbourne, Economy Flights \$208.56, Accommodation \$513, Incidentals \$393.87
- One Officer, APMC Round Table, Sydney Private Car, Accommodation \$229., Incidentals \$157.10
- One Officer, Comcare Conference, Sydney private car, Accommodation \$344. Incidentals \$177.76
- One Officer, Bundanon launch of project, Sydney, Economy Flights \$162.62, no further charge
- One Officer, Meetings in Melbourne, Economy Flights \$275.66, accommodation \$194.50, Incidentals \$116.23, Parking \$38.
- One Officer, Museum Leadership program, Sydney, Private Car, Incidentals \$75.60
- One Officer, Museum Leadership program, Sydney, Private Car, Incidentals, \$75.60
- One Officer, Attend meeting with Minister, Economy Flights \$162.62, Accommodation \$229, Incidentals \$52.
- One Officer, Accessible Arts Conference, Sydney Economy Flight one way \$88.79, Accommodation \$344, Incidentals \$279.16
- 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

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\$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
- One Officer, Beyond Reasonable Drought Selection process, Melbourne, Economy Flights \$208.56, Accommodation \$106, Incidentals \$159.85
- Four Officers, Attend Beyond Reasonable Drought Opening, Melbourne, Economy Flights \$1,189.79, Accommodation \$912, Incidentals \$578.99
- One Officer, View Wellington exhibition and visit two antiquarian book sellers, Sydney, Flights \$162.65, Incidentals \$55.76
- One Officer, Attend exhibition being considered for museum, Sydney, Flights \$162.65, Incidentals \$55.76
- One Officer Attend Evaluation interpretation by watching them watching it and sign off on completion of project, Flights \$162.65, Incidentals \$156.41
- One Officer Building conservation course, Flights \$996.09, Incidentals \$500.00
- One Officer Attend A Prelude to Imagining Victory Flights \$323, Accommodation \$189, Incidentals \$116.23
- One Officer Record Oral History session, Coach \$56.37, Accommodation \$172, Incidentals \$143.58
- Two Officer Attend Behind the lines traveling exhibition Parramatta, Petrol \$75, Accommodation \$341, Incidentals \$129.06
- One Officer to inspect quality of goods and confirm it fulfils Agency requirements Flights \$352.13, Accommodation \$140.00, Incidentals \$140.58
- Three Officer to meet with preferred Catering Contractor Syd Accommodation \$516, Incidentals \$53.49
- Four Officer to meet with preferred Catering Contractor Melb Flights \$974.15, Accommodation \$513, Incidentals \$536.24

3. Nil.

4. \$16,600 for staff to attend meetings and conferences on behalf of the Agency.

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Budget Estimates 30 May 2013

5. The proposed class of travel and travel entitlements are in accordance with the Old Parliament House Enterprise Agreement 2011-13; or other relevant sources e.g.: Remuneration Tribunal, Agency Determinations.
- the fare for travel is the “lowest practical fare ”; and
 - consideration should be given to the most economical form of transport e.g.: couriers, transport companies, buses, trains, taxis.
6. One SES Level 1 staff member was provided with a lounge membership \$485 GST inclusive.
7. No.
8. No.

SCREEN AUSTRALIA

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

Airfares	\$320,788.24
Accommodation	\$150,007.85
Meals	\$21,614.83
Other	\$145,176.94
Total	\$637,587.86

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. Screen Australia’s international travel policy permits SES-equivalent officers to fly business class when travelling internationally. All other employees (except those covered by the Remuneration Tribunal’s determinations) travel in economy class unless permitted by the CEO to do otherwise in exceptional circumstances. Finance Circular 2009/10 and Finance Circular 2009/11 do not apply to Screen Australia, as it is not an FMA agency.
6. Yes. QANTAS Club memberships to 10 employees (SAEL2 x 9; SAEL1 x 1). The memberships are provided so that the employees can continue their work in relative peace whilst travelling. Total cost in the reporting period: \$2,754.57
7. No.
8. No.

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Nil

2. Total Cost \$264,130.30

Airfares Domestic Business	\$12846.11
Airfares Domestic Economy	\$59251.46
Airfares International Business	\$77319.10
Airfares International Economy	\$10284.31
Accommodation	\$65204.79
Per Diem	\$39224.53

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

3. "AFTRS will take travel as required for its business requirements, any further detail would be an unreasonable diversion of resources."

4. "AFTRS will take travel as required for its business requirements, any further detail would be an unreasonable diversion of resources."

5. The specific measures announced in September 2012 do not apply to AFTRS as it is (as a cultural institution) exempt from additional efficiency dividends. CEO travels business class as per Tier B of the PEO Remuneration Tribunal Determination. SES staff travel Business class for all overseas travel only at CEO discretion and Council members travel business class as per Remuneration Tribunal Determination. The Enterprise Agreement states business class travel is only permitted for staff if journey is over 18 hours flying time and working for AFTRS within 12 hours of arrival. The AFTRS Travel Guidelines also state staff travel economy otherwise at CEO discretion.

6. Yes. QANTAS Club. Total memberships – 9 (\$2572.96)

AFTRS Classification	(APS Equivalent)
2 x ACA	(EL2)
1x AFTRS 8	(Exec 2)
3 x SES1	(SES 1)
3 x SES2	(SES 2)

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

7. No

8. No

BUNDANON TRUST

1. Not applicable.

2. Not applicable.

3. Not applicable.

4. Not applicable.

5. Not applicable.

6. Not applicable.

7. Not applicable.

8. No.

AUSTRALIA COUNCIL

1. 0

2. The Australia Council does not record travel 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. For 2012/13, we can provide the following data regarding travel for Australia Council officers:

Airfares: \$ 133,000

Accommodation and travel allowances: \$76,000

Total: \$209,000

3. The Australia Council does not record travel data in a way that would readily allow answers to be provided to these questions. However, we can advise that each year Australia Council officers undertake extensive travel across the country in order to engage with the arts sector and urban, regional and remote communities. Travel expenses for the both the financial and calendar years are expected to be in line with previous years

4. The Australia Council does not record travel data in a way that would readily allow answers to be provided to these questions. However, we can advise that each year Australia Council officers undertake extensive travel across the country in order to engage with the arts sector and urban, regional and remote communities. Travel expenses for the both the financial and calendar years are expected to be in line with previous years

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

5. Company policy allows Business Class Travel for Chair, CEO, and Council Members including Board Chairs.
6. Airline Memberships are limited to the Executive Team. Total cost for 2012/13 (YTD): \$2,100.
7. No
8. No

CREATIVE PARTNERSHIPS

1. In the reporting period, no Creative Partnerships Australia (CPA) staff member has accompanied the Minister and / or Parliamentary Secretary on their travel.

2. The agency's spend on travel in the reporting period is:

Accommodation	\$10,038
Airfares (all flights were economy)	\$34,629
Meals & Incidentals – Travel	\$2,754

Staff travelled to attend our National Awards in Melbourne in 2012. Staff also travelled intra-state to attend events and manage workshops. Our incoming CEO travelled inter-state to attend events and meet staff in our state offices. We held a staff strategy day in May where all staff travelled to Melbourne.

3. Limited travel is planned for the remainder of the financial year. The CEO and Executive Director will travel to Sydney and the Executive Director will travel to Perth. The Sydney trips are scheduled so that the CEO and the ED can meet with stakeholder groups and peak industry bodies. The Perth trip is scheduled so that our incoming Executive Director can meet with the local staff and attend cultural sector focus groups.
4. Limited travel is planned for the rest of the calendar year. The CEO and Executive Director will travel to our State Offices to work with state based staff on the development of programs as per CPA's remit.
5. CPA is not required to comply with the Government's travel guidelines. CPA'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 staff member and that staff member has been instructed to book the cheapest flight on the day, taking into account convenience and meeting schedules.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

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. CPA does not offset emissions for staff travel.

AUSTRALIAN NATIONAL MARITIME MUSEUM

ANMM Travel Costs for period July 2012 to May 2013							
Division	Airfare Cost	Accommodation Cost	Taxi/Public Transport/Hire Car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13
Collections & Exhibitions	\$20,861.70	\$8,388.93	\$ 1,020.75	\$3,506.83	\$1,464.55	\$1,613.94	\$36,856.70
Operations	\$13,564.70	\$2,209.50	\$ 2,600.91	\$1,123.70	\$306.40	\$296.60	\$20,101.81
Audience	\$22,178.38	\$12,133.90	\$2,159.02	\$4,087.17	\$406.00	\$1,247.69	\$42,212.16
Commercial Services	\$2,524.19	\$2,050.04	\$-	\$1,149.19	\$-	\$172.80	\$5,896.22
Executive Unit	\$32,422.69	\$7,307.95	\$559.50	\$2,284.55	\$-	\$483.18	\$43,057.87
ANMM total	\$91,551.66	\$32,090.32	\$6,340.18	\$12,151.44	\$2,176.95	\$3,814.21	\$148,124.76

Travel Breakdown

Collections & Exhibitions Division									
Dates	From/To	Reason For Travel	Airfare Cost	Accomm Cost	Taxi/Public Transport/Hire Car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13
14-18/8/12	Syd Perth	Demount On Their Own	618.00	932.00	71.40	393.60	-	-	2015.00
5-6/7/12	Syd Melb	Attend exhibition opening BC	307.70	180.50	35.70	172.45	-	-	696.35
14-20/8/12	Syd Perth	Bumpout On Their Own	501.71	466.00	71.40	420.95	-	-	1460.06
16-24/9/12	Syd Key West	Presenting to Naval Ships Assoc	2,642.30	1308.16	-	143.33	-	-	4093.79
12-13/7/12	Syd Coffs HBR	Wreck Inspection	-	-	-	-	-	-	0.00
27/8-1/9/12	Syd QLD	Attend Conservation Symposium	258.00	657.00	43.20	190.68	-	-	1148.88
1-2/8/12	Syd Bris	Attend opening Saltwater Exhibition	462.70	409.00	-	-	-	-	871.70
2-5/10/12	Perth Syd	Practitioners Mtg and seminar Series	664.00	699	-	393.60	-	71.00	1827.60

Question 34
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13/9-1/10/12	Sydney-Perth return	attend saltwater conservation workshop	469.00	-	-	-	1,464.55	23.36	1956.91
1-18/12/12	Sydney-Europe return	Attend meetings relating to Forgotten Children research	3,207.27	1,817.00	90.00	1,401.00	-	-	6515.27
21/11/2012	Sydney-Brisbane	Present paper at immigration event at request to QLD govt	398.59	-	-	-	-	-	398.59
21/01/2013	Sydney - Port Douglas	Inspect Ben Cropp Collection	467.10	-	-	-	-	-	467.10
23-24.11.12	Sydney-Melbourne	Attend CHASS meetings and Indigenous meetings	-	220.00	-	-	-	-	220.00
21-28.02.12	Sydney-London	Attend Intl Historic & Traditional Ships Panel	2,082.98	566.13	232.49	32.82	-	31.30	2945.72
25.01.13	Sydney-Taree	Present /workshop at Saltwater Freshwater Festival	-	254	476.56	179.20	-	53.55	963.31
25.01.13	Sydney-Taree	Present /workshop at Saltwater Freshwater Festival	-	254	-	179.20	-	35.70	468.90
22.02.13-09.03.13	Sydney-Chennai-Delhi return	Present Museum Matters - India Australia Connections workshops	2,845.32	-	-	-	-	426.92	3272.24
23.02.13-07.03.13	Sydney-Chennai return	Present Museum Matters - India Australia Connections workshops	1,290.58	-	-	-	-	426.92	1717.50
23.02.13-07.03.13	Sydney-Chennai return	Present Museum Matters - India Australia Connections workshops	1,290.58	-	-	-	-	426.92	1717.50
20/3-6/4/13	Sydney-Cairns return	Ferguson Reef expedition	1,100.00	-	-	-	-	-	1100.00

**Question 34
Attachment 1**

20/3-6/4/13	Sydney-Cairns-Horn Island return	Ferguson Reef expedition	1,440.47	-	-	-	-	-	1440.47
16.5.13	Canberra Syd	Attend meeting of Aust Dress Register	185.70	-	-	-	-	-	185.70
06-07.05.13	Sydney - Canberra	Attend launch of AusHeritage <i>Cultural mapping</i> project. Meet with AIATSIS & Stacey Campton Asst Sec Indigenous Branch	-	144.50	-	-	-	18.27	162.77
23-24.05.13	Sydney-Canberra	Attend King Hall Naval History Conference	-	162.64	-	-	-	100.00	262.64
21.06.2013	Sydney-Canberra		-	-	-	-	-	-	0.00
	Sydney-Canberra		345.70	-	-	-	-	-	345.70
06-07.06.13	Sydney-Melbourne	Attend AIC and Koori Heritage meetings	284.00	174.50	-	-	-	-	458.50
31.05.2013	Sydney-Canberra	Attend National Gallery meetings	-	144.50	-	-	-	-	144.50

Operations Division

Dates	From/To	Reason For Travel	Airfare Cost	Accomm Cost	Taxi/Public Transport/Hire car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13
19/07/2012	Syd Canberra	APS Address Dr Ian Watt	303.60	-	-	-	-	-	303.60
9/08/2012	Syd Canberra	AGS Forum	375.68	-	-	-	-	-	375.68
9/08/2012	Syd Canberra	AGS Forum	375.68	-	-	-	-	-	375.68
10/08/2012	Syd Canberra	Info session Emp Census 13	-	424.50	-	-	-	-	424.50
13/09/2012	Syd Canberra	Small Agencies HR Forum	-	-	435.00	-	-	-	435.00

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27/09/2012	Syd Canberra	Corporate Management Forum	375.68	-	-	-	-	-	375.68
10/12/12- 14/12/12	Syd - Cooktown	MMAPSS Grant Support	-	-	-	426	-	89	515.00
18/12/12- 19/12/12	Syd - Batemans bay	MMAPAA Grant Support	-	106	256	114	-	37	513.00
17/01/2013	Canberra - Syd	Corp Management Forum	523	-	-	-	-	-	522.69
5/02/2013	Canberra	Corp Management Forum	588	-	78	21	-	56	742.70
5/02/2013	Canberra	Corp Management Forum	588	-	-	21	-	-	608.70
24/01/2013	Canberra - Syd	IT - Corp Management Forum	600	-	-	-	-	-	599.69
20/02/2013	Syd - Canberra	Meetings HBA Consulting & NFSA	580.00	-	173.00	-	19.80	-	772.80
20/02/2013	Syd - Canberra	Meetings HBA Consulting & NFSA	580.00	-	-	-	-	-	580.00
07/03/2013- 09/03/2013	Sydney - Brisbane	AMMC Conference	249.21	252.00	-	270.85	-	53.55	825.61
07/03/2013- 09/03/2013	Sydney - Brisbane	AMMC Conference	360.00	252.00	-	270.85	-	53.55	936.40
08/03/2013- 09/03/2013	Sydney - Brisbane	AMMC Conference	239.21	252.00	-	-	-	-	491.21
07/03/2013- 10/03/2013	Sydney - Brisbane	AMMC Conference	441.71	370.00	335.50	-	-	7.50	1154.71
07/03/2013- 09/03/2013	Sydney - Brisbane	AMMC Conference	269.21	252.00	-	-	124.60	-	645.81
21/03/2013	Sydney - Wagga	M&GNSW Funding Workshop	345.37	-	117.00	-	-	-	462.37

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19/03/2013 - 20/03/2013	Sydney - Launceston	MMAPSS in-kind support to AMC	225.70	176.00	-	-	162.00	-	563.70
21/03/2013	Syd - Canberra	Corporate Management Forum	505.70	-	42.55	-	-	-	548.25
4/04/2013	Syd - Canberra	Various Departmental meetings	452.46	-	110.98	-	-	-	563.44
4/04/2013	Syd - Canberra	Various Departmental meetings	498.00	-	144.63	-	-	-	642.63
4/04/2013	Syd - Canberra	Various Departmental meetings	498.00	-	-	-	-	-	498.00
16/04/2013 - 17/04/2013	Syd - Bermagui	MMAPSS inkind support to Bermagui Historical Society	471.91	125.00	85.00	-	-	-	681.91
19/04/2013 - 23/04/2013	Syd - Port Macquarie	MMAPSS inkind support to Mid-North Coast Maritime Museum	142.00	-	-	-	-	-	142.00
16/04/2013	Syd - Canberra	Meeting HBA Consulting	498.00	-	-	-	-	-	498.00
16/04/2013	Syd - Canberra	Meeting HBA Consulting	498.00	-	-	-	-	-	498.00
2/05/2013	Syd - Canberra	Various Departmental meetings	505.70	-	110.98	-	-	-	616.68
2/05/2013	Syd - Canberra	Various Departmental meetings	505.70	-	144.27	-	-	-	649.97
2/05/2013	Syd - Canberra	Various Departmental meetings	8.00	-	-	-	-	-	8.00
30/05/2013	Syd - Coffs Harbour		302.00	-	462.00	-	-	-	764.00
21/05/2012	Syd - Canberra	Meeting with DRALGAS	571.70	-	106.00	-	-	-	677.70
21/05/2013	Syd - Canberra	Meeting with DRALGAS	571.70	-	-	-	-	-	571.70
30/05/2013	Syd - Canberra	CFO Forum	517.00	-	-	-	-	-	517.00

Commercial Services

**Question 34
Attachment 1**

Dates	From/To	Reason For Travel	Airfare Cost	Accomm Cost	Taxi/Public Transport/Hire Car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13
1/07/2012	Syd - Canberra	CBR	466	-	-	-	-	-	466.00
10/10/2012	Syd - Cairns-Syd	Asia Pacific Tourism Conference	629	610	-	-	-	-	1238.62
31/7/12 - 5/8/12	Syd Melb	MSAA Conference / Trade Fair	257.00	865.00	-	566.05	-	89.25	1777.30
25-27/9/12	Syd Adelaide	Museums Australia Conference	354.90	-	-	295.20	-	53.55	703.65
8-11/9/12	Syd Melb	Research Outreach Projects	505.69	575.02	-	287.94	-	-	1368.65
7.2.2013	Syd - Canberra	Market research	312.00	-	-	-	-	30.00	342.00
Audience Division									
Dates	From/To	Reason For Travel	Airfare Cost	Accomm Cost	Taxi/Public Transport/Hire car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13
21/10 - 2/11/12	USA/Canada - Syd	ICEE Overseas Mtg	3,339	3,562	413	387	-	14	7714.79
1-19/10/2012	Syd Amsterdam London Scotland	Negotiations and mtgs for exhibitions	3,074	1,525	1,288	-	-	-	5887.00
19-23/11/2012	Canberra - Syd	Installation On Their Own	373	660	-	421	-	89	1543.55
22/11/2012	Canberra - Syd	Installation On Their Own	167	660	-	394	-	89	1309.85
7/12/2012	Canberra - Syd	Anzac Task Force Mtg	637	-	140	394	-	89	1259.27
11-13/11/12	Melb - Syd	Network of Aust Museum Exhibitors	304	346	-	271	-	54	974.67
29/11/2012	Canberra - Syd	Opening On Their Own	522	-	-	-	-	-	522.44

**Question 34
Attachment 1**

7-9/2/13	Hobart	Meeting ROAR	504	517	-	295.00	-	53.00	1369.00
11-12/2/13	Canberra	Bumpout On Their Own	370	165	-	150.10	-	35.70	720.80
10-21/2/13	Sydney/ Canberra/Albury/Sydney	On Their Own exhibition demount + installation	866	1084	-	727.00	-	178.00	2855.00
18-22/2/13	Albury	On Their Own exhibition installation	478	424	-	383.30	-	89.25	1374.55
17-20/5/13	Canberra	Museums Australia Conference	286	495	-		406.00	-	1187.00
29-30/04/2013	Albury	Installation of "On Their Own"	213	106	-	114.00	-	36.00	469.00
28/4-2/5/13	Albury - Hobart	Installation of "On Their Own"	517.7	424	-	382.50	-	71.40	1395.60
14-22/5/13	USA	Exhibitions research and Conference	10527	2166	318	169.64	-	449.00	13629.64
15 - 20/5/2013	Canberra	Museums Australia Conference							0.00

ANMM Executive Unit

Dates	From/To	Reason For Travel	Airfare Cost	Accomm Cost	Taxi/Public Transport/Hire Car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13
30-31/7/12	Syd Canberra	Adelaide Business Case Review	569.02	-	-	-	-	-	569.02
4/07/2012	Syd Canberra	Mtg with the Netherlands Ambassador	557.08	-	-	-	-	-	557.08
12/07/2013	Canberra	Meeting Cross Agency	308.00	-	56.00	-	-	-	364.00
6-8/8/12	Syd Melb	National Shipping Convention	489.50	620.67	-	128.70	-	15.00	1253.87
12/07/2012	Syd Canberra	Cross Agency KPI mtg	306.69	-	54.06	-	-	57.43	418.18
9-10/10/12	Canberra-Syd	Heads of Portfolio Mtg	712	304	63	-	-	-	1078.81
17-19/10/12	Melb - Ballarat	Attendance CAMD Mtg	435	648	35	66	-	-	1184.45

Attachment 1

31/10-2/11/12	Canberra-Syd	Dutch anniversary Appointments	670	728		42	-	-	1439.69
22-23/11/12	NZ - Syd	Opening of Scott Canterbury	686	414	61	24	-	-	1185.00
6/12/2012	Canberra-Syd	Netherlands Ambassador Mtg	569	-	20	-	-	-	588.74
5/02/2012	Canberra-Syd	Heads of Portfolio Mtg	494	-	-	41	-	-	534.28
17-25/2/12	Syd-UK-Hong Kong Syd	Vikings Mtg and HK Maritime Museum	16,364	2,490	-	817	-	92	19762.68
28/11/2012	Canberra Syd	Opening of Britain's Child Migrants	686	-	-	-	-	-	686.33
30/01/2013	Canberra Syd	Portfolio CFO Mtg	903	-	-	-	-	47	950.38
28/02/2013	Canberra Syd	Meetings in Canberra	482					42	523.69
7-9/3/13	Syd - Bris	ARHV Conference Bris	346	260		282		50	937.95
13/03/2013	Syd - Canberra	Meetings with Brendan Nelson/Simon Crean Presentation	464			79			543.01
25-28/3/13	Syd - Perth - Canberra	Maritime Museum Fremantle /Sally Bassar and Questacon Canberra	5,183	697		53		37	5969.42
2/04/2013	Syd - Canberra	Attend Anzac Centenary Task Force	346			50			395.25
15/04/2013	Bathurst - Canberra - Syd	Meetings Ministers Office	858			65			923.10
16-17/5/13	Canberra - Syd	Meeting Ministers Office	702	330					1031.70

External Relations

Dates	From/To	Reason For Travel	Airfare Cost	Accomm Cost	Taxi/Public Transport/Hire Car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13
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**Question 34
Attachment 1**

9/11/2012	Canberra Syd	Media Convention	294	-	-	-	-	-	294.00
Finance									
Dates	From/To	Reason For Travel	Airfare Cost	Accomm Cost	Taxi/Public Transport/Hi re Car/	Food	Travel Allowance	Incidentals	Total Cost 2012/13
23-26/10/12	Canberra Syd	Attend CBMS Training	-	408	135	319	-	71	933.62
23-26/10/12	Canberra Syd	Attend CBMS Training	-	408	135	319	-	71	933.62

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 35

Topic: Legal Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 6

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. FYTD AGS fees (ex GST):

Employment relations matters	\$53,881
Tenancy/lease arrangements	\$983
Contract disputes	\$17,354
Corporate advice	\$4,815
Total	\$77,033

3. Nil – all fees were AGS

4. Nil – all fees were AGS

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives spent \$222,155 (including GST) on legal services between 1 July 2012 – 31 May 2013.

Type of Service	\$Amount
Briefs to Counsel	1,505
Disbursements	269
Professional fees paid	220,381
Total	222,155

2. The Archives spent \$124,811 (including GST) on legal services from the Australian Government Solicitor between 1 July 2012 – 31 May 2013.

Type of Service	\$Amount
Briefs to Counsel	1,505
Disbursements	0
Professional fees paid	123,306
Total	124,811

3. The Archives spent \$39,031 (including GST) on legal services from private firms between 1 July 2012 – 31 May 2013.

Type of Service	\$Amount
Briefs to Counsel	0.00
Disbursements	269
Professional fees paid	38,762
Total	39,031

4. The Archives spent \$58,313 (including GST) on legal services from other sources between 1 July 2012 to 31 May 2013.

Type of Service	\$Amount
Briefs to Counsel	0
Disbursements	0
Professional fees paid	58,313
Total	58,313

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. Internal legal services employee expenses: \$118,000 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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

3.

Service provider	Legal service	Fee paid
Holding Redlich	Complaint matter	\$10,065
Ashurst Australia	Governance matter	\$ 6,050
Clayton Utz	Commercial matter	\$ 4,400
Simpsons Solicitors	Contract drafting/advice	\$ 4,248
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
Ashurst Australia	Governance matter	\$ 1,100
Meyer Vandenberg	Property matter	\$ 495
		Total : \$34,898

4.

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

NATIONAL GALLERY OF AUSTRALIA

1. \$162,776. A list of each service and cost is not readily available.

2. \$8,291.

3. \$700 Maddocks Lawyers

\$29,208 Simpsons Solicitors

\$124,576 Minter Ellison

4. Nil.

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.

2. \$3,335. \$835 for Commonwealth copyright agreements with collecting agencies and \$2500 for advice on partial medical invalidity.

3. Expenditure on legal services from private firms was \$158,969 as follows:

- Commercial litigation \$51,674 (Ashurst Australia)
- Advice on industrial dispute \$15,243 (Ashurst Australia)
- Advice on donations etc \$4,662 (Ashurst Australia)
- Advice on privacy \$4,513 (Ashurst Australia)

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

- Advice on defamation \$4,310 (Ashurst Australia)
- Advice on legal deposit \$34,674 (Minter Ellison)
- Advice on Manuscripts Collection \$1,045 (Terri Janke & Co)
- Advice on general legal matters \$18,993 (Clayton Utz)
- Advice on copyright issues \$13,359 (Clayton Utz)
- Advice on use of Library's digital pictures \$10,496 (Clayton Utz)

4. Nil.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum spent \$215,276 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 \$55,279 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.
3. The Museum spent the following on legal services this financial year to date from private firms:
 - \$68,394 on services provided by Minter Ellison primarily for procurement and contractual advice
 - \$65,083 on services provided by Ashurst primarily for workplace relations, procurement and contractual advice
 - \$10,490 on services provided by HWL Ebsworth for an employment matter.

4. None.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Total legal spend is \$14,000 including GST:
 - Development of Catering RFT/Contract documentation, \$14,000
2. Of the above, \$14,000 was spent with AGS:
 - Development of Catering RFT/Contract documentation, \$14,000

Senate Rural and Regional Affairs and Transport Legislation Committee

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Budget Estimates 30 May 2013

3. From the total spend, none was spent with private firms.

4. Nil.

SCREEN AUSTRALIA

1. Total: \$1,226,133, comprising Employee costs \$1,181,859; Office costs \$20,254; Training \$7,770; Hospitality \$1,918; Travel costs \$14,332. To provide detail at the level requested would represent an unreasonable diversion of resources.

2. \$6,419.00. To provide detail at the level requested would represent an unreasonable diversion of resources.

3. \$109,528. To provide detail at the level requested would represent an unreasonable diversion of resources.

4. \$29,918. Professional Services

Redman Entertainment \$27,400; Chloe Burnett \$1,700; A J Payne \$818.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Total: \$24, 598.07. Details of each service and cost are below.

2. Total: \$17, 945.24

AGS NSW: \$2,699.24

AGS VIC: \$5,229.00

AGS ACT: \$10,017.00

3. Total: \$6,352.83

Craddock Murray Neumann: \$4,647.68

Baker & McKenzie: \$1,705.15

4. Total Barrister's fees: \$300

Tom Molomby SC: \$300

Senate Rural and Regional Affairs and Transport Legislation Committee

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BUNDANON TRUST

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

AUSTRALIA COUNCIL

1. \$16,000 has been spent on legal services this year
2. \$14,000 has been spent on legal services from the Australian Government Solicitor
3. \$2,000 has been spent on legal services from a private firm, Gagens Lawyers
4. Not applicable.

CREATIVE PARTNERSHIPS

1. Nil.
2. Nil.
3. Creative Partnerships Australia spent \$780 on legal services in the financial year to date. \$250 was paid to Freehills Melbourne to draft an audit comfort letter and \$530 was paid to Holding Redlich Melbourne for Employment Law advice.
4. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

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Question: 36

Topic: Education Expenses

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 11

1. What are 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. ANMM Study leave policy and guidelines states the objective is to encourage staff to acquire qualifications to enable the ANMM to better meet its objectives, while enhancing employee career prospects. All APS staff are eligible to apply. ANMM offer access to Study leave up to 5 hours per week and examination leave. ANMM offer limited financial assistance up to \$1000 reimbursement per F/Y on successful completion of study.
- 2.

Type	Total Cost	Cost per participant	Classification of participants	No of Participants	Leave to Attend in hours	Reason
First Aid Course	\$2742	\$685	EL1	1	15.2	Workplace Health & Safety
			APS6	2	14.95	
			APS 5	1	7.6	
Fire Wardens training	\$2,526	\$126	APS 3	1	2.0	Workplace Health & Safety
			APS 4	4	8.0	
			APS 5	4	8.0	
			APS 6	3	6.0	
			EL 1	6	12.0	
			EL 2	2	4.0	
Commercial Law	\$1178	\$589	EL1	1	7.36	Provide staff with skills to manage projects
			EL2	1	7.36	

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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	\$2549	\$849	APS 3 APS 6	1 2	60.8 73.5	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
Regional Stakeholder Forum	\$207	\$207	APS 3	1	7.35	Training & Skills development
Harassment & Bullying	\$15012	\$217	APS 3 APS 4 APS 5 APS 6 EL 1 EL 2	15 5 10 16 17 6	45.0 15.0 30.0 48.0 51.0 18.0	Improve staff work skills

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 5 hours per week study leave.
2. All education expenses for in-house and tertiary study for the period 1 July 2012 to 31 May 2013 are outlined below.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

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Approved 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.	\$408	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

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NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA has a detailed Study Assistance Policy and Procedures, which provide some level of support to the NFSA staff.

2. For the reporting period 1 July 2012 to 30 May 2013:

In house courses

Personal Safety and Aggression Management (Canberra)

\$1682.86 Total cost

\$56.09 each

30 staff attended: APS2 x 9, APS3 x 10, APS4 x 1, APS5 x 5, APS6 x 2, EL1 x 2, EL2 x 2.

Managing Aggressive and Challenging Behaviours (Melbourne)

\$1221 Total cost

\$174.42 each

7 staff attended: APS3 x 5, APS5 x 1, APS6 x 1.

Masterclass - Practical Resilience Workshop (Canberra and Sydney)

\$5940 Total cost

\$191.60 each

31 staff attended: APS2 x 2, APS3 x 7, APS4 x 3, APS5 x 8, APS6 x 6, EL1 x 4, EL2 x 1

Tertiary studies

Master of Liberal Arts – Museums and Collections up to \$1,250 a semester (plus up to 5 hours study leave a week) APS 4 – in line with the NFSA Studies Assistance Policy.

Bachelor of Graphic Design \$1319.40 a semester (plus up to 5 hours study leave a week) APS 4 - in line with the NFSA Studies Assistance Policy.

Bachelor of Arts - International Relations \$700 a semester (plus up to 5 hours study leave a week) APS 3 - in line with the NFSA Studies Assistance Policy.

There are other employees who are on studies assistance but have not incurred any expenses for this reporting period. Their studies cover areas such as Museum Practices, Public

Administration, Management and Humanities and Social Science.

NATIONAL GALLERY OF AUSTRALIA

1. Study leave may be granted up to a maximum of 70 hours each semester and reimbursement of fees to a total of \$750 each semester may be made.

2. \$111,067. It would require an unreasonable diversion of resources to provide details.

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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 6 hours study and travel time per week and on successful completion per semester up to \$530 reimbursement.
2. \$346,341. 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 will be subject to successful completion of studies for the relevant period.
2. The Museum does not record training or studies 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.

Total YTD expenditure is \$217,694 and consists of:

Training Course	\$135,212
Conference & Seminars	\$67,780
Studies Assistance	\$14,702

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. As per the Study support guidelines and Personal Development Scheme.
2. Various training courses.

Total cost: \$14,893

Cost per participant: \$105.90

No of participants: 82

Classification: SESB1 – APS3

Study support total cost: \$2,975 – Five participants 1 x EL1, 4 x APS3

Total hours year to date: 311.30

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

SCREEN AUSTRALIA

1. Screen Australia has a study assistance policy in place.
2. Nil.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. As per our External Studies Policy, support can be approved in relation to paid leave and financial reimbursement.
2. Detail in attached table.

BUNDANON TRUST

1. Not applicable.
2. Nil.

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. \$70,000 has been spent on education expenses in 2012/13 (YTD). 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.

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ANSWERS TO QUESTIONS ON NOTICE

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CREATIVE PARTNERSHIPS

1. Creative Partnerships Australia (CPA) employees are entitled to claim up to \$500 annually on education expenses as part of the agency's professional development allowance.
2. CPA has paid \$122 to employee education expenses this financial year to date for the purchase of text books for a staff member who is undertaking a Masters in Marketing. The staff member is a Program Manager whose key responsibility is the management of the Australia Cultural Fund. The study is beneficial to Creative Partnerships Australia because the role involves management of various stakeholder communications and promotional initiatives.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

<i>Course</i>	<i>Total Non-Salary Cost</i>	<i>Cost p/p</i>	<i>AFTRS Classfn</i>	<i>APS Equiv.</i>	<i>Time p/p</i>	<i>How beneficial?</i>
Assertiveness	\$2011	\$251	1xAFTRS3 2xAFTRS4 1xAFTRS5 3xAcademic2 1xAFTRS8	APS3 APS4 APS5 EL1 EL2	9hrs	General communication skills.
Giving & Receiving Feedback			1xAFTRS4 1xAFTRS5 1xAFTRS6 1xAcademic2	APS4 APS5 APS6 EL1		
Manual Handling			1xAFTRS2	APS2	1hr	safety
Into to Powerpoint			5xAFTRS4 1xAFTRS5 2xAFTRS6 1xAFTRS7 4xAcademic2 3xAcademic 3	APS4 APS5 APS6 EL1 EL1 EL2	3hr	Technology
New Features in PPT v2010			3xAFTRS4	APS4	3 hrs	Technology
Intro to Excel			1xAFTRS5 1xAFTRS6 1xAcademic2 1xAcademic 3	APS5 APS6 EL1 EL2	6hr	Technology
New Features in Excel v 2010			2xAFTRS3 5xAFTRS4 2xAFTRS6 1xAFTRS8 1xAcademic 3	APS3 APS4 APS6 EL2 ELS	3 hrs	Technology
New features in MS Outlook 2010			2xAFTRS4 1xAFTRS5 2xAFTRS6	APS4 APS5 APS6	1 hr	Technology
New Features in Word v 2010			1xAFTRS4 1xAFTRS5 1xAFTRS6 2xAcademic2	APS4 APS5 APS6 EL1	2 hr	Technology
KRV8	\$500	\$50	1xAFTRS3	APS3	2	Technology

Question 36 Attachment 1

Masterclass			1xAFTRS4 1xAFTRS6 1xAFTRS8 1xAcademic2 4xAcademic3 1xSES1	APS4 APS6 EL2 EL1 EL2 SES1	days	
EFTPos Training			2xAFTRS3 1xAFTRS5 1xAFTRS6	APS3 APS5 APS6	0.5 hrs	Financial
Professional Advantage Transfer Desk	\$1750	\$875	2xAFTRS7	EL1	1 day	Financial
Media Composer 6	\$2051	\$512	1xAFTRS6 2xAFTRS7 1xAFTRS8	APS6 EL1 EL2	3 days	Editing - Technical
Online Learning Environment			1xAFTRS3 4xAFTRS4 2xAFTRS6 7xAcademic2 3xAcademic3 1xSES1	APS3 APS4 APS6 EL1 EL2 SES1	2 hrs	Educational - Technical
Assessment Workshop			1xAFTRS8 1xAcademic2 2xAcademic3	EL2 EL1 EL2	3 hrs	Teaching skills
Teacher Professional Development 1			18xAcademic2 1xAFTRS8 11xAcademic3 1xSES1	EL1 EL2 EL2 SES1	1hr	Teaching Skills
Teacher Professional Development2			1xAFTRS8 9xAcademic2 8xAcademic3 2xSES1	EL2 EL1 EL2 SES1	1hr	Teaching Skills
AARI Alexa Camera training			3xAFTRS5 3xAFTRS6 2xAFTRS7 2xAFTRS8 1xAcademic2	APS5 APS6 EL1 EL2 EL1	2 days	Technology
Indigenous Cultural Awareness			8xAFTRS4 2xAFTRS5 4xAFTRS6 2xAFTRS7 4xAFTRS8	APS4 APS5 APS6 EL1 EL2	1 hr	Cultural Awareness

Question 36 Attachment 1

			4xAcademic2 5xAcademic3 3xSES1 1xSES2	EL1 EL2 SES1 SES2		
WHS Studio Induction/ Lighting			1xAFTRS7 4xAcademic2	EL1 EL1	3 hrs	Safety
HSR course	\$8690	\$1241	3xAFTRS5 2xAFTRS6 2xAFTRS7	APS5 APS6 EL1	5 days	Safety
WHS Risk management	\$1699	\$1700	40. xAFTRS4 1xAFTRS6 1xAFTRS8 3xAcademic2 1xAcademic3	APS4 APS6 EL2 EL1 EL2	3 hrs	Safety
Fire Warden Training	\$1600	\$64	1xAFTRS3 6xAFTRS4 3xAFTRS5 7xAFTRS6 6xAFTRS7 1xAFTRS8 1xAcademic2	APS3 APS4 APS5 APS6 EL1 EL2 EL1	3 hrs	Safety
Emergency Warden After Hours	\$1200	\$100	1xAFTRS3 3xAFTRS4 3xAFTRS6 1xAFTRS7 1xAFTRS8 2xAcademic2 1xSES2	APS3 APS4 APS6 EL1 EL2 EL2 SES2	4hrs	Safety
Yellow Card Training	\$1382	\$345	1xAFTRS3 2xAFTRS6 1xAFTRS7	APS3 APS6 EL1	3hr	Safety
Test & Tag	\$4049	\$675	2xAFTRS5 1xAFTRS6 1xAFTRS7 2xAcademic2	APS5 APS6 EL1 EL1	1 day	Safety

Tertiary Study

Course	AFTRS Classfn	APS Equiv.	Days leave	How beneficial?
PhD	SES1	SES1	25	Academic staff
PhD	Academic 2	EL1	16	Academic staff
Masters Business in IT	AFTRS7	EL1	7	IT staff
Masters Info Mgt	AFTRS3	APS3	7	Library Officer
Bachelor Info Studies	AFTRS3	APS3	3	Library Officer
Bachelor Info Studies	AFTRS3	APS3	6	Library Officer
Grad. Certificate in Multimedia	AFTRS4	APS4	4	Marketing Officer
Bachelor in Media Communications	AFTRS4	APS4	7	Administrative Coordinator
Post Grad History	Academic 3	EL2	29	Documentary teacher

Senate Rural and Regional Affairs and Transport Legislation Committee

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Question: 37

Topic: Executive Coaching and Leadership Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 7

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

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. a. Total Spending \$5,659 (including GST).
 - b. 1 Employee at EL2 classification.
 - c. 1 Employee at EL 2 classification.
 - d. Macquarie University Business School.
2. a. Macquarie University Business School
 - b. Group based training
 - c. 1 Employee at EL 2 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. Six (6) employees of the Archives have accessed Executive Coaching and/or Leadership Training in the period 1 October 2012 – 31 May 2013.
 - a. \$19,840.
 - 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. Six (6), Executive Level 2, nil study leave.
 - d. People and Strategy through APSC Executive Leadership Dimensions.
People and Strategy through APSC Career Development Assessment Centre.
People and Strategy through APSC Transition to EL2.

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2. a. Executive Leadership Dimensions - Leadership training.
Career Development Assessment Centre.
EL2 Transition.
 - b. Group training.
 - c. Six employees at the EL2 classification.
 - d. A total of 108.30 hours for six employees at the EL2 classification.
 - e. \$19,840.
 - 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 OF AUSTRALIA

1. Executive Coaching.
 - a. \$3,300.
 - b. 1 Senior Executive.
 - c. 1 Senior Executive.
 - d. Sue Adams Coaching and Facilitation.
2. a. Executive Coaching.
 - b. One on one.
 - c. 1 Senior Executive.
 - d. 7 hours.
 - e. \$3,300.
 - f. Per hour (\$440).

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ANSWERS TO QUESTIONS ON NOTICE

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3. a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

1. Nil.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
2. a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
 - e. Not applicable.
 - f. Not applicable.
3. a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. Total costs of education activities (which include executive coaching and leadership training) have been provided in response to the previous question regarding Education expenses. It would require an unreasonable diversion of resources to provide further details.
2. See above.
3. See above.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

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NATIONAL MUSEUM OF AUSTRALIA

1. a. \$76,254.
 - b. 13 x EL2s, 18 x EL1s, 2 x APS6 total = 33.
 - c. 14 x EL2s, 16 x EL1s, 2 x APS6 total = 32.
 - d. Centre for Public Management.
2. a. Management to Leadership Program.
 - b. Group based program.
 - c. 14 x EL2s, 16 x EL1s, 2 x APS6 total = 32.
 - d. 24 hours for each employee (768 hours in total).
 - e. \$76,254.
 - f. Program development, program delivery, resource materials, venue hire.
3. a. CPM Training Facility Macquarie, ACT.
 - i. 15 employees (10 x EL2, 3 x EL1, 2 x APS6).
 - ii. 24 hours per employee.
14 Childers St, Canberra City.
 - i. 18 employees (4 x EL2s, 13 x EL1s).
 - ii. 24 hours per employee.
 - b. \$6480 (Macquarie).
\$6480 (Childers St).

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

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

Senate Rural and Regional Affairs and Transport Legislation Committee

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- b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
 - e. Not applicable.
 - f. Not applicable.
3. a. Not applicable.
- b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.

SCREEN AUSTRALIA

- 1.
- a. Total executive coaching and leadership training expenses for the reporting period was \$17,380.00.
 - b. Responding at the level of detail requested would require unreasonable diversion of resources.
 - c. Responding at the level of detail requested would require unreasonable diversion of resources.
 - d. Responding at the level of detail requested would require unreasonable diversion of resources.
2. Responding at the level of detail requested would require unreasonable diversion of resources.
3. Responding at the level of detail requested would require unreasonable diversion of resources.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

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

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BUNDANON TRUST

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

AUSTRALIA COUNCIL

1. The Australia Council's Executive Coaching and Leadership Training expenses are included in our education expenses. Please see response from Question 27 regarding education expenses.
2. As above.
3. As above.

CREATIVE PARTNERSHIPS

1.
 - a. Creative Partnerships Australia has not incurred expenses on leadership training or executive coaching this financial year to date.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
2. Not applicable.
3. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 38

Topic: Media Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 9

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. a. Nil.
b. Nil.
c. Nil
d. Not applicable.
2. a. Not applicable.
b. Not applicable.
c. Not applicable.
d. Not applicable.
e. Not applicable.
f. Not applicable.
3. a. Not applicable.
b. Not applicable.
c. Not applicable.
d. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. a. Nil.
b. Nil.
c. Nil
d. Not applicable.
2. a. Not applicable.
b. Not applicable.
c. Not applicable.
d. Not applicable.
e. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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- f. Not applicable.
- 3. a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

- 1. a. Nil.
- b. Nil.
- c. Nil
- d. Not applicable.
- 2. a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.
- 3. a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

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

Senate Rural and Regional Affairs and Transport Legislation Committee

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- b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
 - e. Not applicable.
 - f. Not applicable.
3. a. Not applicable.
- b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. a. Nil.
- b. Nil.
 - c. Nil
 - d. Not applicable.
2. a. Not applicable.
- b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
 - e. Not applicable.
 - f. Not applicable.
3. a. Not applicable.
- b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL MUSEUM OF AUSTRALIA

1. a. Nil.
b. Nil.
c. Nil
d. Not applicable.
2. a. Not applicable.
b. Not applicable.
c. Not applicable.
d. Not applicable.
e. Not applicable.
f. Not applicable.
3. a. Not applicable.
b. Not applicable.
c. Not applicable.
d. Not applicable.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. a. Nil.
b. Nil.
c. Nil
d. Not applicable.
2. a. Not applicable.
b. Not applicable.
c. Not applicable.
d. Not applicable.
e. Not applicable.
f. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

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3. a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

SCREEN AUSTRALIA

1.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
2.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.
 - e. Not applicable.
 - f. Not applicable.
3.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. 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.

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

2.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

3.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

BUNDANON TRUST

1.

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

Senate Rural and Regional Affairs and Transport Legislation Committee

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2.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

3.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

AUSTRALIA COUNCIL

1.

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

2.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

3.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

CREATIVE PARTNERSHIPS

1.

- a. Creative Partnerships Australia has not purchased any media training this financial year to date.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

2.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.
- e. Not applicable.
- f. Not applicable.

3.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 39

Topic: Paid Parental Leave

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 5

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.
2. See below.

Staff who received Paid Parental Leave	
Classification	Number
APS Level 3	1
EL 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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

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

Staff who received Paid Parental Leave	
Classification	Number
EL1	1
APS6	3
APS5	1
APS4	1
APS3	1
Total	7

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 2013 to 31 May 2013 is 22.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees.
2. For the reporting period, the NFSA have provided four employees with payments under the Government's Paid Parental Leave Scheme.

Staff who received Paid Parental Leave	
Classification	Number
APS6	1
APS4	1
APS3	2
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, 7 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.
- 2.

Staff who received Paid Parental Leave	
Classification	Number
EL1	1
NGA6	2
NGA3	1
NGA1	1
Total	5

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

<http://nga.gov.au/AboutUs/jobs/pdf/NGAEnterpriseAgreement.pdf>

NATIONAL LIBRARY OF AUSTRALIA

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees.
2. The National Library of Australia provides employees with payments under the Government's Paid Parental Leave scheme. This financial year to date 7 staff received payments:

Staff who received Paid Parental Leave	
Classification	Number
EL1	1
APS6	3
APS5	2
APS4	1
Total	7

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

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

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NATIONAL MUSEUM OF AUSTRALIA

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave Scheme to employees.

2.

Staff who received Paid Parental Leave	
Classification	Number
APS6	1
APS5	1
APS3	2
Total	4

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.

One employee has used 20 days this financial year.

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.

2.

Staff who received Paid Parental Leave	
Classification	Number
PAOG3	1
APS6	1
Total	2

3. The government scheme, managed by the Department of Human Services, as above.

SCREEN AUSTRALIA

1. 95.

2. Two. 1 x SAEL1; 1 x SA6

3. Screen Australia provides 14 weeks' paid parental leave to eligible employees. Four.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. As eligibility is based on primary caring responsibility, the number of eligible staff cannot be identified.

2. 4 staff;

1 x AFTRS 5 (APS5 equivalent)

2 x AFTRS 7 (Exec 1 equivalent)

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1 x Academic 3 (Exec 2 equivalent)

3. 12 weeks maternity leave + 2 weeks additional leave or Primary caregiver leave of 8 weeks. Both entitled to 2 weeks paid parental leave.

8 staff have used the scheme.

BUNDANON TRUST

1. Not applicable.

2. Not applicable.

3. Not applicable.

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. 3 staff:

1x Australia Council Band 3

2x Australia Council Band 4

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

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

3 staff have used the Paid Parental Leave Scheme as stated above.

CREATIVE PARTNERSHIPS

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

2. 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.

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

Question: 40

Topic: Training for Ministers and Parliamentary Secretaries FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

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:

Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

Question: 41

Topic: Corporate Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 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 sedans, two utes, and one van.
 - 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' after hours roster.
 - c. Approximately \$11,000 per annum, including ownership and running costs.
 - d. Approximately 10,000 km per annum.

NATIONAL ARCHIVES OF AUSTRALIA

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA does not own any vehicles.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.

NATIONAL GALLERY OF AUSTRALIA

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

NATIONAL LIBRARY OF AUSTRALIA

1. One.
 - a. Hume, ACT.
 - b. To transport National Library Collection material between the Library's offsite storage facilities located in Hume, ACT and the main building to support collection delivery services to the general public.
 - c. YTD July 2012 - 31st – May 2013 = \$4,516.54 (ex GST) running costs.
 - d. YTD July 2012 - 31May 2013 is 17206km.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum does not own any corporate cars.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
 - d. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

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

SCREEN AUSTRALIA

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

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. 3
 - a. Sydney
 - b. Private Use – Executive Employment Package
 - c. Not applicable.
 - d. Not applicable.

BUNDANON TRUST

1. 6
 - a. Company's car park.
 - b. Business purposes.

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c.

Ford Courier	\$25051
Subaru Forester Blue	\$27940
Subaru Forester Red	\$28162
Subaru Forester Silver	\$27500
Isuzu	\$34455
Toyota Hilux	\$38680

d. Average 50,000kms each.

AUSTRALIA COUNCIL

1. Nil.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

CREATIVE PARTNERSHIPS

1. Nil.

- a. Not applicable.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

Budget Estimates 30 May 2013

Question: 42

Topic: Taxi Costs FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 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. See below:

	Totals YTD
Marketing 51350	\$989.87
Public Affairs 52750	\$513.60
External Relations 49750	\$1,669.23
Executive 48250	\$6,287.91
Finance 41750	\$604.06
Commercial services 56250	\$2,534.13
Corp Services 40250	\$1,455.55
Governance 49250	\$1,940.00
Personnel 42750	\$523.22
Temp Exhibitions 35350	\$2,800.89
Registration 34750	\$432.09
Maritime Technology 33580	\$1,417.99
Collections 30260	\$608.84
ICT 40435	\$658.10
Communities 33380	\$1,248.19
Design 31750	\$538.82
Conservation 30750	\$538.82
Venues 50620	\$245.73
Sponsorship 56100	\$46.21
Building Services	\$12.00
Endeavour	\$6.00

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Fleet 32350	\$123.12
Visitor Programs 50250	\$538.81
Totals per yr	\$25,733.18

2. Taxi costs are incurred for official travel purposes.

NATIONAL ARCHIVES OF AUSTRALIA

1. The cost of taxis for 2012-13 year to date is \$65,107. The Breakdown by business group is provided below:

Branch	Amount
Executive	\$6,649
Access and Communication	\$6,373
Operations and Preservation	\$11,268
Corporate Services	\$5,672
National Co-ordination	\$31,064
Government Information Management	\$4,080
Total	\$65,107

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 \$48,232.

Division	Total
Access & Outreach	\$14,978
CEO Management	\$8,446
Collection, Stewardship and Curatorial	\$21,662
Corporate Services Division	\$3,147
Total	\$48,232

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

NATIONAL GALLERY OF AUSTRALIA

1. Please refer to the table below. The NGA does not separate taxis and hire cars for reporting purposes:

Business Group	Amount
A1 - Admin Program Management	\$6.36
A2 - Finance	\$4,057.90
A3 - Business Support	\$44.98
A4 - HRM	\$1,204.00
A7 - Building Services	\$29.27
A8 - Security	\$338.95
C1 - CES Program Management	\$743.57
C2 - Learning Programs	\$3,200.50

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ANSWERS TO QUESTIONS ON NOTICE

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C3 - Access Services	\$9,234.45
C4 - Research Library	\$1,002.76
C5 - Australian Art	\$5,990.06
C6 - International Art	\$4,673.32
C7 - Publications	\$260.19
D1 - DMC Program Management	\$4,001.75
D3 - Imaging & Digital Asset Management	\$21.04
D4 - Information Systems	\$192.60
D5 - Sponsorship & Development	\$440.12
D7 - Foundation Office	\$1,116.66
D8 - Marketing	\$2,133.49
D9 - Commercial Operations	\$1,176.05
E1 - ECS Program Management	\$105.32
E2 - Exhibitions Coordination & Design	\$423.54
E3 - Travelling Exhibitions	\$7,828.35
E5 - Registration	\$2,123.37
E9 - Conservation	\$433.36
X1 - Executive	\$11,376.51
X2 - Council	\$0.00
Total	\$62,158.47

2. To conduct NGA business.

NATIONAL LIBRARY OF AUSTRALIA

1. \$26,285 as follows:

Collections Management Division	\$3,427.12
Australian Collections and Reader Services Division	\$3,876.50
Resource Sharing Division:	3,626.17
Information Technology Division:	\$3,305.15
Executive and Public Programs Division:	\$11,099.47
Corporate Services Division:	\$950.67

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. \$19,698 and the breakdown across Divisions is as follows:

Divisions	Amount
Collections, Content & Exhibitions	\$8,210
Executive (Including Council)	\$4,597
Operations	\$3,095
Audience, Programs & Partnerships	\$3,796
Total	\$19,698

2. To attend meetings, and travel to & from airport for interstate travel.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. The agency spent \$10,526.71 YTD May including GST. Breakdown: the agency is a single business unit.
2. Business travel to meetings.

SCREEN AUSTRALIA

1. \$95,497.65. 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.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. \$41,857.00

Div	Division name	Actuals
		July 12-may 13
10	Screen	\$5,590.24
25	Education	\$129.11
50	Council & directorate	\$7,537.60
55	Radio	\$2,293.69
60	Technology & infrastructure	\$491.12
65	Open program running costs	\$5,509.85
80	Corporate & production services	\$4,168.02
99	Global charges	\$2,000.00
Fd	Foundation diploma	\$50.68
Gc	Graduate certificate	\$480.67
Gd	Graduate diploma	\$3,087.38
Ma	Masters	\$2,808.95
Sc	Open program courses	\$7,709.69
		\$41,857.00

2. Most efficient use of staff time.

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ANSWERS TO QUESTIONS ON NOTICE

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BUNDANON TRUST

1. \$750.00.
2. CEO and Board – attendance at meetings.

AUSTRALIA COUNCIL

1. The Australia Council spent \$185,000 on taxis and other land transport (including buses and trains) in 2012/13 (YTD.)
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

1. In the financial year to date, Creative Partnerships Australia spent \$29,800 on taxis. This expenditure is broken down by business group as follows:

Business Development	\$2,501.18
Cultural Sector Development	\$1,744.98
Event	\$478.06
Marketing	\$116.05
Management	\$7,426.93
ACT	\$345.34
NSW	\$2,761.97
NT	\$2,141.43
QLD	\$2,981.9
SA	\$1,834.75
TAS	\$2,089.46
VIC	\$1,944.53
WA	\$3,433.71

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question: 43

Topic: Hire Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 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. \$195. A breakdown is unavailable.
2. For official travel purposes.

NATIONAL ARCHIVES OF AUSTRALIA

1. The cost of hire cars for 2012-13 year to date is \$6,587. The breakdown by business group is provided below:

Branch	Amount
Executive	\$2,465
Access and Communication	\$501
Operations and Preservation	\$628
Corporate Services	\$799
National Co-ordination	\$2,193
Total	\$6,587

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

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The total spent on car hires for FTYD is \$9,126.

Division	Amount
Access & Outreach	\$4,742
CEO Management	\$187
Collection, Stewardship and Curatorial	\$3,487
Corporate Services Division	\$711
Total	\$9,126

Senate Rural and Regional Affairs and Transport Legislation Committee

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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 the table below. The NGA does not separate taxis and hire cars for reporting purposes:

Business Group	Amount
A1 - Admin Program Management	\$6.36
A2 - Finance	\$4,057.90
A3 - Business Support	\$44.98
A4 - HRM	\$1,204.00
A7 - Building Services	\$29.27
A8 - Security	\$338.95
C1 - CES Program Management	\$743.57
C2 - Learning Programs	\$3,200.50
C3 - Access Services	\$9,234.45
C4 - Research Library	\$1,002.76
C5 - Australian Art	\$5,990.06
C6 - International Art	\$4,673.32
C7 - Publications	\$260.19
D1 - DMC Program Management	\$4,001.75
D3 - Imaging & Digital Asset Management	\$21.04
D4 - Information Systems	\$192.60
D5 - Sponsorship & Development	\$440.12
D7 - Foundation Office	\$1,116.66
D8 - Marketing	\$2,133.49
D9 - Commercial Operations	\$1,176.05
E1 - ECS Program Management	\$105.32
E2 - Exhibitions Coordination & Design	\$423.54
E3 - Travelling Exhibitions	\$7,828.35
E5 - Registration	\$2,123.37
E9 - Conservation	\$433.36
X1 - Executive	\$11,376.51
X2 - Council	\$0.00
Total	\$62,158.47

2. To conduct NGA business.

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NATIONAL LIBRARY OF AUSTRALIA

1. \$1,071 all related to the Executive and Public Programs Division.
2. For use by Council Members on official travel.

NATIONAL MUSEUM OF AUSTRALIA

1. \$77,327 – Fleet vehicles

\$7,327 – Short term hire

The Museum does not break down car hire to business groups.

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 used for travel to country locations not accessible by air travel.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. \$145.60 – The agency is a single business unit.
2. To travel between sites to inspect quality of goods and confirm that the goods are fit for the agencies specific heritage requirements.

SCREEN AUSTRALIA

1. \$5,888.32. 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.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. On occasion, AFTRS hires vehicles for activities associated with student production and other professional teaching activities. Any further detail would be an unreasonable diversion of resources.
2. AFTRS expenditure on hire vehicles is associated with student production and other professional teaching activities.

BUNDANON TRUST

1. Not applicable.
2. Not applicable.

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AUSTRALIA COUNCIL

1. Total Hire Cars Costs YTD as at 31 May 2013 are \$ 5,000.
2. These hire cars were used for travelling to meetings and events.

CREATIVE PARTNERSHIPS

1. Creative Partnerships Australia has spent \$1285 on hire cars financial year to date. Breakdown by business group as follows:
 - Business Development \$124
 - Arts Sector Development (Professional Development) \$570
 - Management \$336
 - State Offices \$255
2. Hire cars are used for Senior Managers to attend meetings with stakeholders in regional and rural areas.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question: 44

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 9

1. Provide a breakdown for each employment classification that has a corporate credit card. 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. See below:

Classification	No. of cards
PEO	1
EL2	7
EL1	10
APS 6	1
APS 5	1
	20

- 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 a) above.
- d. None.
- e. Application of the policy and sign-off checks and balances.

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NATIONAL ARCHIVES OF AUSTRALIA

1. See below:

Corporate Credit Card Holder	
Staff Level	No. of Cards
Director General	1
SES Officers	2
EL 2	11
EL 1	9
APS 6	8
APS 5	7
APS 4	4
Total	42

- 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 1a. above.
- d. There have been no instances of corporate credit card misuse reported for the period 1 July 2012 to 31 May 2013.

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ANSWERS TO QUESTIONS ON NOTICE

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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 Archives' Induction Program and to all staff through regular refresher courses.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. See below:

Staff Level	No of cards issued
APS3	2
APS4	6
APS5	13
APS6	10
EL1	17
EL2	9
SES1	1
PEO	1
Total	59

- a. Any such misuse is reported to senior executive and reported in the NFSA 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 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.

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NATIONAL GALLERY OF AUSTRALIA

1. 83 credit cards across SES, EL2, EL1, NGA6, NGA5, NGA4, NGA3 and NGA2 staff levels.
 - a. The matter is investigated and reported to the NGA Executive for consideration in line with the NGA's Credit Card and Fraud Control Policy.
 - 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 card holder's supervisor. The acquittal is provided to the Finance Section for review and processing.
 - c. Under the NGA's Credit Card and Fraud Control Policy the matter is investigated and appropriate action is taken. Any breach of policy is reported in the annual 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. See below:

Staff Level	No of cards issued
APS4	3
APS6	6
EL1	10
EL2	3
SES1	2
Director-General	1
Total	25

- a. - c. There have been no changes since the 2012-13 Budget Estimates. Please refer to answers provided for 2012-13 Budget Estimates.
- d. No.
- e. There have been no changes since the 2012-13 Budget Estimates. Please refer to answers provided for 2012-13 Budget Estimates

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ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL MUSEUM OF AUSTRALIA

1. See below:

Staff Level	No of cards issued
APS4	1
APS5	2
APS6	2
EL1	2
EL2	3
SESB2	3
PEO	1
Total	14

- a. The Museum has internal Director's instructions relating to credit card's which are followed.
- b. Reconciliation of monthly accounts, approval by supervisors, reviews by internal audit.
- c. The Museum has internal Director's instructions relating to credit card's which are followed.
- d. Nil.
- e. Staff education. Credit card holders must sign a cardholder agreement and are given a copy of the Director's Instruction relating to the use of their card. Credit card holders transactions are reviewed as part of the annual Certificate of Compliance process and card holders must certify their compliance annually. See also part b.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. See below:

Staff Level	No of cards issued
APS5	1
APS6	1
EL1	3
EL2	4
SESB1	1
Director	1
Total	11

- a. Staff are required to reimburse the agency if accidentally used for personal use.

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ANSWERS TO QUESTIONS ON NOTICE

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- b. Credit cards are reconciled monthly to the bank statements and signed off by staff members manager or in the case of the Director 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 corporate credit cards.

SCREEN AUSTRALIA

- 1. Chair x 1; PEO x1; SES02 x 1; SES01 x 6; SAEL2 x 18; SAEL1 x 5; SA6 x 1.
 - 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.
 - b. All corporate cards require the cardholder and their manager's signed authorisation, is 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 2 above.
 - d. Nil.
 - 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.

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1.

AFTRS Class	AG Class	# Cards
AFTRS6	APS6	1
AFTRS6	EL1	1
AFTRS7	ELI	2
AFTRS8	Exec2	3
AFTRS8	EL2	3
SES1	SES1	3
SES2	SES2	3
PEO	PEO	1
		17

- a. Disciplinary proceedings implemented.
- b. Maintain and review appropriate credit card limits and timely statement reconciliation.
- c. Disciplinary proceedings implemented.
- d. Nil.
- e. Strict and timely controls enforced

BUNDANON TRUST

1. CEO, COO and Collection Manager.
 - a. Staff are referred to the Fraud Control Policy, credit card use and formally warned of process. All funds misused are recovered.
 - b. Monthly statements are checked and verified by Finance Manager and Finance Officer.
 - c. Staff are referred to the Fraud Control Policy, credit card use and formally warned of process. All funds misused are recovered.
 - d. No.

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Budget Estimates 30 May 2013

- e. Fraud Control Policy applied and all staff made aware of policy at induction and periodically/annually.

AUSTRALIA COUNCIL

1. Council Chairman x 1

Leadership Team members x 22

- a. On initial receipt of the card, the cardholder is given and signs an agreement to the card's conditions of use. Such conditions include:

In the event that the Australia Council Commonwealth Bank Corporate Charge MasterCard issued is misused (breach of the Australia Council Commonwealth Bank Corporate Charge MasterCard Procedures and/or the Commonwealth Bank Corporate Charge MasterCard Conditions of Use), Australia Council will investigate and determine responsibility and, where the cardholder is deemed responsible for the misuse, can recover 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.

- b. Credit card expenditure is monitored on a monthly basis by both the Finance section and the cardholders' manager. It is important to note that transactions are limited by the employee's delegations and any other restrictions on usage imposed by Council.
- c. In the event that an Australia Council credit card is misused, the Australia Council will investigate and determine responsibility and, where the cardholder is deemed responsible for the misuse, can recover 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.
- d. Nil.
- e. See above.

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CREATIVE PARTNERSHIPS

1. Creative Partnerships Australia's (CPA) CEO and Executive Director Operations have corporate credit cards.
 - a. In the event of corporate credit card misuse Creative Partnerships Australia would immediately deduct the value of the charge to the credit card from the salary payments or entitlements due to the employee. Any misuse would also be reported in the employee's personnel file and the CEO or Chair would determine what disciplinary action was to be taken.
 - b. The credit card statements are reconciled by the Finance Officer, checked by the Finance Manager and then the card holder is asked to approve the card use and provide a receipt pertaining to the use noting specifically what the charge was for and how it relates to Creative Partnerships Australia's program area/s. Any instances of misuse would immediately be brought to the attention of the CEO.
 - c. There have been no instances of credit card misuse.
 - d. Credit cards are issued to a maximum of 2 executive level staff members. Any charges to the card/s need to be made directly by one of these members of staff and a receipt provided to the Finance Manager for processing with the statement.

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ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

Question: 45

Topic: Provision of Equipment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 7

1. 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.

Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Mobile phones are provided to nominated staff that are required to be mobile during the work day or respond to work related issues and queries after hours. In total 60 phones have been issued to staff across the full range of classifications employed at the museum. In addition ~ 10 pads /slates have been issued. The phones range in age and functionality with the latest that are being issued being Nokia Lumias. The total cost to the museum of the provision of mobile phones, pads, and mobile laptops to staff, and their usage, is of the order of \$75,000 per annum.

NATIONAL ARCHIVES OF AUSTRALIA

1. See below:

Equipment type	Staff Classification	Qty	Purchase cost (per device)	Ongoing Costs (per device)
Tablets	SES, Director-General	6	\$744	\$20/month
Mobile phones	Director-General	1	\$335	\$5/month
	Executive Level 2	5	\$275	\$5/month
	Executive Level 1	2	\$275	\$5/month
	APS6	3	\$275	\$5/month
	APS5	2	\$275	\$5/month
	APS4	1	\$275	\$5/month
	APS2	1	\$275	\$5/month

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	PA02	1	\$275	\$5/month
Blackberry's	SES	4	\$467	\$29.95/month
	Executive Level 2	3	\$467	\$29.95/month
	Executive Level 1	3	\$467	\$29.95/month
	APS6	1	\$467	\$29.95/month
Laptops	SES	5	\$2,041	See Note 1
	Executive Level 2	9	\$2,041	See Note 1
	Executive Level 1	10	\$2,041	See Note 1
	APS6	4	\$2,041	See Note 1
	PA03	1	\$2,041	See Note 1
Mobile Data (Telstra)	SES	1	NIL	\$40/month
	Executive Level 2	1	NIL	\$40/month
Mobile Data (Optus)	Executive Level 2	1	NIL	\$20/month
RSA Token	Director-General	1	\$57	NIL
	SES	5	\$57	NIL
	EL2	15	\$57	NIL
	EL1	12	\$57	NIL
	PAO3	1	\$57	NIL
	APS6	10	\$57	NIL
	APS5	2	\$57	NIL
	APS4	1	\$57	NIL

Note: Purchase price of laptops includes support cost.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. See 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 NFSA has 42 mobile phones for allocated staff, using the whole of Government mobile phone plan. Three mobile phones (iPhones) have been purchased by the NFSA this financial year (2012-13). An allowance of up to \$10, per mobile phone, is allocated to the person issued with the NFSA 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.

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These are of a nominal cost to NFSA. 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 NFSA.

NATIONAL GALLERY OF AUSTRALIA

1. No specific equipment is provided to NGA staff beyond the equipment required to undertake NGA activities.

NATIONAL LIBRARY OF AUSTRALIA

1. 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 \$22,375 and classifications of staff with phones are below.

APS 4	1
APS 5	1
APS 6	4
EL 1	8
EL 2	7
SES	6
Director-General	1
	28

The Library provides laptops, tablet computers and iPads for the use of staff where their work requires them to have access to portable computing capability. The cost is \$25,549 and classifications of staff with laptops and/or tablet computers/iPads are below.

APS 5	2
APS 6	3
EL 1	3
EL 2	4
SES	6
Director-General	1
	19

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NATIONAL MUSEUM OF AUSTRALIA

1. See below:

Item	Reason	APS Classification	Qty	Equipment Unit Cost (\$ ex GST)	Total Equipment Cost (\$ ex GST)
Notebook Computer	Used when travelling or working outside their standard office.	APS3 to EL2	38	1950	74,100
Tablet Device	Used for electronic meeting papers.	EL1 – SES(2)	14	597	8,358
Mobile Phone	For staff who are highly mobile or must be contactable away from their desk or outside business hours.	APS4 to EL2	38	180	6,840
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(2)	44	679	29,876

Notes:

- 1) Eligibility for all mobile electronic devices is determined by business need.
- 2) Quantities include a number of pool devices for ad-hoc use.
- 3) Quantity breakdown by APS Classification would require an unreasonable use of resources

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Yes –

- 3 iPads are available for staff use. They were purchased at a cost of \$850 (GST and CAF [Centrally Administered Fee] inclusive) each.
- Wireless cards are available for loan for staff travelling outside the office for use with a corporate laptop. The agency has 4 data plans (for 2 wireless cards and 2 of the 3 iPads) at a cost of \$100 per month.

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- 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 the Marketing Manager (EL2)
- Thumb drives – The agency keeps a supply and register of thumb drives for staff to use as required. 10 additional thumb drives (\$300) have been purchased in March.
- Laptops – The agency has 4 share laptops which have reached end-of-life and are due for replacement in June 2013. 3 laptops will be deployed (\$700 per unit) to replace the 4 as they are retired. A laptop (\$1,800 purchased May 2012) is assigned to the IT Security Advisor.

SCREEN AUSTRALIA

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

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

- 1.

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

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<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 AFTRS 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.

BUNDANON TRUST

1. Yes.

CEO	IPad - \$617.27 Purchase – NIL ongoing expenses iPhone – is part of business plan with Telstra – CAP plan at \$130 per month
Chief Operating Officer	IPad - \$617.27 Purchase – NIL ongoing expenses iPhone – is part of business plan with Telstra – CAP plan at \$80 per month
Chief Programs Officer	IPad - \$617.27 Purchase – NIL ongoing expenses iPhone – is part of business plan with Telstra – CAP plan at \$80 per month
Collections Manager	IPad - \$617.27 Purchase – NIL ongoing expenses
Education Manager	IPad - \$617.27 Purchase – NIL ongoing expenses

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AUSTRALIA COUNCIL

1. Electronic equipment is offered to managers, directors, executive directors and the CEO. Exceptions are made where a clear need can be demonstrated. Mobile phones and tablets are provided, at an average purchasing cost of \$860 for mobile phones and \$736 for tablet PCs. The average monthly costs for calls and tablet usage is approx. \$4,000.

CREATIVE PARTNERSHIPS

1. Ten staff members have Creative Partnerships Australia (CPA) 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 CPA 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.

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Question: 46

Topic: Electricity Purchasing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 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 ANMM has in place an electricity supply agreement with Energy Australia, (prev.TruEnergy), which is now in its sixth year, (5 year agreement with an option to extend by 1 year).
2. \$920,000.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Parkes, Mitchell and Greenway sites in the ACT and the 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 May 2013, the Archives' electricity costs were \$1,085,860 (GST exclusive).

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ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

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 and 10-12 Baillieu 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. The YTD electricity cost is \$562,891. The cost from Feb to May is \$ 212,319.

NATIONAL GALLERY OF AUSTRALIA

1. The NGA participates in a government agencies electricity purchasing arrangement that is coordinated by the Department of Defence.
2. \$1,540,193.

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 the 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 this financial year to date (i.e. July 2012 to May 2013) are \$908,898 (ex. GST).

NATIONAL MUSEUM OF AUSTRALIA

1. The Whole of Government Electricity Contract administered by the Department of Defence.
2. \$1,345,364 ex GST.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. The agency has signed the Whole of Government electricity contract with ERM Power Retail Pty Ltd for the period 1 July 2011 to 30 June 2015.
2. The agency incurred \$463,256 including GST on Electricity from 1 July 2012 to 31 May 2013.

SCREEN AUSTRALIA

1. Sydney office: contract with Energy Australia; Lindfield premises: contract with Energy Australia; Melbourne office: contract with Simply Energy
2. \$219,148

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. A two-year supply contract for electricity has been executed with Origin Energy, commencing 1 July 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. \$385492.38

BUNDANON TRUST

1. Standard Account – Origin Energy.
2. \$41,080.00.

AUSTRALIA COUNCIL

1. The Australia Council is currently under contract with Origin Energy for the supply of electricity. Commencement date was 01/08/2012. Contract Expires 31/12/2014.
2. \$211,000

CREATIVE PARTNERSHIPS

1. Creative Partnerships Australia (CPA) has its electricity service with Energy Australia on a month to month basis.
2. CPA's electricity cost financial year to date is \$13,000.

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Question: 47

Topic: Briefings for the Australian Greens and the Independents

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

1. Have any briefings and/or provision of information s 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?

Answer:

No.

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Question: 48

Topic: Shredders

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 2

1. 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

1. No.

NATIONAL ARCHIVES OF AUSTRALIA

1. No.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. 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

1. No.

NATIONAL LIBRARY OF AUSTRALIA

1. No.

NATIONAL MUSEUM OF AUSTRALIA

1. No.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No.

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SCREEN AUSTRALIA

1. No.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Nil.

BUNDANON TRUST

1. Nil.

AUSTRALIA COUNCIL

1. Nil.

CREATIVE PARTNERSHIPS

1. Nil.

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Question: 49

Topic: Protective Security Policy Framework

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 4

1. 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

1. The ANMM is fully compliant with the mandatory requirements of the Protective Security Policy Framework.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives is progressing in its compliance with the mandatory requirements of the PSPF. A recent internal audit showed the Archives has achieved compliance against 30 of the mandatory requirements. Further action is continuing to address the requirements of INFOSEC 4, INFOSEC 5, and INFOSEC6. Risk continues to be managed in accordance with the Archives' *Risk Management Framework*. Risk Management and Security policies, plans and procedures are available on the Archives' Infonet.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. The NFSA 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 NFSA will seek some exemptions to balance resource constraints.

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NATIONAL GALLERY OF AUSTRALIA

1. CAC Act agencies are not required to comply with the Protective Security Policy Framework (PSPF) as a General Policy Order has not yet been issued by the Minister for Finance. However the NGA has been assessed as being fully compliant with 22 of 33 mandatory requirements of the PSPF and an action plan has been developed to achieve compliance with the remaining requirements over time.

NATIONAL LIBRARY OF AUSTRALIA

1. The Library is not formally subject to the Protective Security Policy Framework

NATIONAL MUSEUM OF AUSTRALIA

1. 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 performance against the mandatory requirements of the PSPF, against which it is estimated that we are 70 per cent compliant.

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

1. The agency's current compliance level with the PSPF 2010 is approximately 90%. The security committee has been working on finalising all the required policies and procedures and is on track to be compliant by 31 July 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;

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Security incident report;

Business Continuity Plan; and

Security Plan, including:

- Security Awareness Training Policy Guidelines;
- Responsibilities ASA and ITSA;
- Security Appointments and responsibilities; and
- Closed Circuit Television procedures.

SCREEN AUSTRALIA

1. While Screen Australia is not required to comply with the PSPF, it adopts best practice where appropriate, based on Screen Australia's risk profile, recognising that it is a small agency with limited resources.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. As a CAC Act agency AFTRS is not required to comply with the PSPF.

Audit and review of security practices already forms part of the School's usual management practice through the AFTRS Council. AFTRS 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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BUNDANON TRUST

1. Bundanon Trust has a detailed Risk Management Plan that is reviewed each quarter by the Audit and Risk Committee and the Board of Directors and updated when new risks emerge and existing risks cease to exist.

AUSTRALIA COUNCIL

1. As a CAC Agency, it is not required to comply with the Protective Security Policy Framework. Currently, the agency's information management framework complies with the relevant provisions of the Privacy Act, Work Health and Safety Act and Freedom of Information Act. The agency also has a risk management policy and framework and a business continuity management framework to manage its risk and compliance functions.

CREATIVE PARTNERSHIPS

1. As a CAC Agency, Creative Partnerships Australia is not required to comply with the Protective Security Policy Framework. Currently, the agency's information management framework complies with the relevant provisions of the Privacy Act, Work Health and Safety Act and Freedom of Information Act. The agency also has a risk management policy and framework and a business continuity management framework to manage its risk and compliance functions

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Question: 50

Topic: Office Locations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 12

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. a. Australian National Maritime Museum.
 - b. 2 Murray Street, Pyrmont, NSW.
 - c. Land leased, building owned.
 - d. 11,000 m², (all space categories).
 - e. Approximately 30 of various classifications.
 - f. Nominal rent to cover 100 year land lease (77 years remaining).
 - g. \$84.1 million.

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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.
 - a. Australian National Maritime Museum.
 - b. 58 Pirrama Road, Pyrmont, NSW.
 - c. Land leased, building owned.
 - d. 8,400 m², (all space categories).
 - e. Approximately 100 of various classifications.
 - f. Nominal rent for 100 year land lease (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.

See National Archives of Australia Table 1 in Attachment A for parts b.-d. and f.-i.

See National Archives of Australia Table 2 in Attachment A for part e.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

- 1. a. National Film and Sound Archive of Australia.

See National Film and Sound Archives of Australia in Attachment A for parts b.-i.

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. 50,161 sq.m – total floor area of both sites.
 - e. Parkes: 339 staff (PEO Band C x1) (SES2 equivalent x1) (SES1 equivalent x3) (EL2x23)

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(EL1x23) (NGA6x42) (NGA5x48) (NGA4x41) (NGA3x60) (NGA2x43) (NGA1x54).

Hume: 3 (NGA5x1) (NGA4x1) (NGA3x1).

f. Not applicable.

g. \$285.1 million as at 30 June 2012.

h. \$5.2m.

i. Art gallery.

NATIONAL LIBRARY OF AUSTRALIA

1. The Library operates from four domestic office locations with details as follows:

- (i) a. National Library of Australia.
- b. Main Library Building Parkes, ACT.
- c. Owned.
- d. 46,983sqm.
- e. 499 as follows:

Classification	Total
APS 2	49
APS 3	75
APS 4	90
APS 5	76
APS 6	95
SES and above	7
EL 1	80
EL 2	25
Graduates	2

f. Not applicable.

g. Market Value at 30 June 2012 was \$191,750,000.

h. Depreciation expense in 2011-12 was \$3,555,000.

i. Building used for library services including public reading rooms, galleries, public conference facilities, collection management, cataloguing, collection storage, administration, bookshop and café.

- (ii) a. National Library of Australia.
- b. Repository, Hume, ACT.

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- c. Owned.
 - d. 3,730sqm.
 - e. Nil.
 - f. Not applicable.
 - g. Market Value at 30 June 2012 was \$8,100,000.
 - h. Depreciation expense in 2011-12 was \$187,000.
 - i. Building used for Collection storage and retrieval.
- (iii) a. National Library of Australia.
- b. Annex (store) Hume ACT.
 - c. Leased.
 - d. 2,734 sqm.
 - e. Nil.
 - f. Rent pa \$ 696,199.46 (\$254.64psqm).
 - g. Not applicable.
 - h. Not applicable.
 - i. Building used for Collection storage and retrieval.
- (iv) a. National Library of Australia.
- b. Workshop, Mitchell, ACT.
 - c. Leased.
 - d. 165 sqm.
 - e. Nil.
 - f. Rent \$20,330pa (\$123.21 psqm).
 - g. Not applicable.
 - h. Not applicable.
 - i. Building used for refurbishment and maintenance of exhibition display equipment.

NATIONAL MUSEUM OF AUSTRALIA

1. a. National Museum of Australia.

See National Museum of Australia in Attachment A for parts b.-i.

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ANSWERS TO QUESTIONS ON NOTICE

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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. Staff located at agency's sole location (Old Parliament House, Canberra):

Actual Classification	Total
APSL3	33
APS4	10
APS5	13
APS6	14
EXEC1	15
EXEC2	7
PAOG3	2
SESB1	2
Director	1
Total	97

- f. Not applicable.
- g. At the end of May 2013 the written down value is \$80,428,083 excluding work in progress.
- h. Building depreciation at the YTD May 2013 is \$3,144,061.
- i. Museum of Australian Democracy staff and tenants include café / restaurant functions and office workers.

SCREEN AUSTRALIA

See attachment.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. a. Australian Film, Television and Radio School
- b. Building 130, The Entertainment Quarter, Moore Park, NSW

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c. Leased

d. 12,900 m²

e. All staff in Sydney

As at 26 June 2013 - 122 staff.

<i>No.</i>	<i>AFTRS Classfn</i>	<i>APS Equivalent</i>
1	PEO	PEO
3	SES2	SES2
5	SES1	SES1
18	Academic 3	EL2
17	Academic 2	EL1
11	AFTRS8	EL2
13	AFTRS7	EL1
20	AFTRS6	APS6
12	AFTRS5	APS5
15	AFTRS4	APS4
6	AFTRS3	APS3
1	AFTRS1	APS1

f. Rent is \$407.664 per month, that is \$31 per sqm per month.

g. Not applicable

h. Not applicable

i. Specialist, practice-based higher education and training for screen arts and broadcast industries.

BUNDANON TRUST

1. a. Bundanon Trust

b. Riversdale and Bundanon

c. Owned

d. 1,100 hectares

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- e. 17.5 FTE
- f. Not applicable
- g. Riversdale - \$5.635 million
Bundanon - \$3.255 million,
Earie park - \$250,000
- h. 2 per cent
- i. National Cultural Institution (Arts and Education)

AUSTRALIA COUNCIL

- 1. a. Agency: the Australia Council
- b. Location: 372 Elizabeth Street, Surry Hills.
- c. Leased
- d. Size: 4,434 square metres
- e. Number of staff: 113
- f. Rent per annum: \$ 479.70 +GST per square metre
- g. n/a
- h. n/a
- i. Type of functions and work undertaken: the administration of national arts funding programs.

CREATIVE PARTNERSHIPS

- 1. Creative Partnerships Australia has offices in the following locations:

(b) Location	(c) Leased/Owned	(d) Size/m2	(e) # Staff	(f) Rent/m2	(g) Value	(h) Depreciation	(i) 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

NATIONAL ARCHIVES OF AUSTRALIA

Table 1 – b.-d. and f.-i. – Office Locations

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	5,025m ²	\$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	11,500m ²	\$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	4,432m ²	\$708,546 per annum \$159.87 per square metre	N/A	N/A	Storage of records of national archive
Units 1 & 2, 28 Raws Cres, Hume ACT	Leased	504m ²	\$70,782 per annum \$140.44 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	21,954m ²	\$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	6,432m ²	\$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	900.35m ²	\$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	3,646m ²	\$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	400m ²	\$49,570 per annum \$123.93 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	315.4m ²	\$61,697 per annum (includes outgoings) \$195.62 per square metre	N/A	N/A	Storage of records of national archive
Perth Repository	Leased	3,500m ²	\$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	689m ²	\$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	1,248m ²	\$209,918 per annum \$168.20 per square metre	N/A	N/A	Storage of and public access to records of national archive

Question 50
Attachment A

Table 2 – e. – Number of Staff at each location and classification

Actual Classification	Adelaide	Brisbane	Darwin	East Burwood	Greenway	Hobart	Mitchell	North Melbourne	Parkes	Perth	Sydney	Grand Total
DG									1			1
SES 1									5			5
EL 2		1	1	1			5		15		1	24
EL 1		1		5		1	9	1	48	1	6	72
APS 6	1	1	1	5		1	19	1	60	3	14	106
APS 5		1		3			19	2	42		11	78
APS 4	3	3	3	4		3	13	5	18	6	10	68
APS 3		1		2	2		13		11		10	39
APS 2		3		2	1		4		16	1	5	32
APS 1				1			19	3	2			25
Grand Total	4	11	5	23	3	5	101	12	218	11	57	450

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

Location	Owned or Leased	Size	No of staff and classification	If rented, the amount and breakdown of rent per square metre If owned, the value of the building and depreciation	Type of functions and work undertaken
Acton Buildings: (McCoy Circuit, Acton, ACT)	Owned	7,876	Total: 184 APS1 x 2; APS2 x 13; APS3 x 42; APS4 x 30; APS5 x 33; APS6 x 30; EL1 x 23; EL2 x 8; SES1 x 2; PEO x 1.	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	0	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	0	Current value: \$2,225,000 Written down value (at 30/9/12):	Special purpose bunker style repository (including 3 climate controlled containers). Used to store unstable nitrate film under environmentally controlled and secure conditions

Question 50
Attachment A

				\$2,152,378 Depreciation: \$72,622	
Mitchell 1: (6-8 Baillieu Court, Mitchell, ACT)	Owned	1,718	0	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 ranging from 6 degrees to 15 degrees at 35%RH
Mitchell Annex: 10-12 Baillieu Court, Mitchell, ACT	Leased	1,350	Total: 13 APS2 x 1; APS3 x 6; APS4 x 2; APS5 x 1; APS6 x 1; EL1 x 1; EL2 x 1.	\$87.96	General purpose warehouse facility. No air conditioning in warehouse. Office accommodation for 13 staff has basic air-conditioning
Mitchell 2: (Unit 6, 160 Lysaght Street, Mitchell, ACT)	Leased	960	0	\$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	0	\$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	0	\$114.40	Open warehouse in the process of being converted into an environmentally controlled repository for preservation materials. Expected completion September 2013.
National Library of Australia: Parkes, ACT (Basement)	Leased	28	0	\$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	Total: 30 APS3 x 3; APS4 x 3; APS5 x 13; APS6 x 4; EL1 x 5; EL2 x 2.	\$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	Total: 10 APS 3 x 3; APS4 x 1; APS5 x 1; APS6 x 3; EL1 x 2.	\$294.69	Office accommodation and national audiovisual collection entry and access point. Minimal collection storage space

NATIONAL MUSEUM OF AUSTRALIA

Location	Leased/ Owned	Size	Staff Number	Rent per m2 (ex GST)	Value if owned	Depreciation of owned buildings	Type of functions & work undertaken
1 Lawson Crescent Acton	Owned	16495 m2	193	n/a	\$91,099,015	\$944,809	Public Building (Museum)
8 Mcearnham Place Mitchell	Leased	2188 m2	0	\$131	n/a	n/a	Storage
9-13 Vicars Street Mitchell	Leased	2616 m2	26	\$169	n/a	n/a	Office accommodation ,lab & storage
90 Vicars Street Mitchell	Leased	7120 m2	14	\$131	n/a	n/a	Office accommodation, lab & storage
Unit 1 92-94 Gladstone Street Fyshwick	Leased	630 m2	0	\$105	n/a	n/a	Storage
Limestone House Acton	Leased	144 m2	5	\$208	n/a	n/a	Office accommodation
Medical Superintendents Building Acton	Leased	235 m2	5	\$300	n/a	n/a	Office accommodation
Annexe Building Acton	Leased	1269 m2	32	\$270	n/a	n/a	Office accommodation

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	102 staff: 1 x PEO1 1 x SES02 6 x SES01 20x SAEL2 18x SAEL1	\$476.60	NA		Outcome 3

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Attachment A

			25x SA6 16x SA5 7x SA4 8x SA3				
290 Coventry St South Melbourne VIC	Leased	425	16 staff: 7x SAEL2 3x SAEL1 1 x SAL6 1 x SA5 2 x SA4 2 x SA3	\$287.72	NA		Outcome 3
101 Eton Rd Lindfield NSW	Owned	approx 2.5ha (land area)	3 staff: 1 x SAEL1 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

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Question: 51

Topic: Communications Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 8

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?

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Answer:

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. i. One (1) in number, see below:

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. One (1) in number, see below:

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. i. 1 x EL2, Director Communications and programs
1x 1 PAO2 to advise, plan and implement communication activities for Government agency audiences, Parkes office.
1 x PAO3, Manages Communications Team, Canberra
1 x PAO2, Media Liaison, Parkes
2 x PAO2, Editors, Canberra & Perth
1 x APS4, 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. two.

vi. Nil.

2. No.

NATIONAL FILM AND SOUND ARCHIVE OF AUSTRALIA

1. i. Five ongoing and one non-ongoing staff:

Title/ Classification	Work Summary	Location
Senior Manager, Strategic Communication s, Marketing and Stakeholder Engagement, EL 2	This position directs the strategic development and delivery of communications, marketing and public affairs programs, activities and campaigns, providing high level leadership and management of the section. The role will also oversee the completion and implementation of a Brand Guide to underpin future communications, marketing and public affairs activities.	Sydney, NSW
Manager, Corporate Communication s and ACT Regional Publicity, EL1	This position takes carriage of activities promoting NFSA's ACT operations, engaging with the exhibitions, 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, ACT
Manager, National and Social Media, EL1	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, NSW
Public Awareness Officer, APS4	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	Canberra, ACT

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	publications (target audience, reach, readership cycles etc) to inform advertising and publicity decisions.	
Graphic Designers, APS6 - one Part time, one fulltime non-ongoing	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.	Canberra, ACT

ii. One non-ongoing staff member is currently engaged as an APS6 Graphic Designer in Canberra.

iii. Not applicable.

iv. Two.

v. Three.

vi. Nil.

2. No.

NATIONAL GALLERY OF AUSTRALIA

1. i. Marketing: 4 (SES1 x 1) (EL2 x 1) (EL1 x 1) (NGA4 x 1) Parkes

Online: 1 (NGA6 x 1) Parkes

ii. Marketing: 1 (NGA3 x 1) – Online: 1(NGA4 x 1) Parkes

iii. Nil.

iv. Nil.

v. one.

vi. two.

2. No.

NATIONAL LIBRARY OF AUSTRALIA

1. i. 3.80 – 2 x APS6, 2 x APS5, Communications and Marketing, Canberra.

ii. Nil.

iii. Nil.

iv. Nil.

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v. One.

vi. Nil.

2. No.

NATIONAL MUSEUM OF AUSTRALIA

1. i. Five ongoing at APS6 and ELI level undertook graphic design; marketing and media duties

ii. Three non-ongoing staff at APS3, APS5 and EL2 level undertook communications and marketing duties

iii. Five contract staff at APS3, APS6 and EL2 level and undertook communication, marketing and graphic design duties

iv. 1 x APS6 (listed above)

v. 1 x APS6 (listed above)

vi. Nil.

2. No.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. i. Three Canberra – 1 x PAO3, 1 x APS6, 1 x APS5. They undertake general marketing and promotion work associated with the museum

ii. Two Canberra – 1 x APS5, 1 x APS4. They undertake general marketing and promotion work associated with the museum.

iii. Not applicable.

iv. Nil.

v. One.

vi. One.

2. No.

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SCREEN AUSTRALIA

1.
 - i. One. 1 x SAEL1. 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.

NATIONAL ARCHIVES OF AUSTRALIA

1.
 - i. 2 staff
 - 1xAFTRS6 (APS6 equivalent)
 - 1xAFTRS4 (APS4 equivalent)
 - Prepare and disseminate materials for industry, short courses etc.
 - Organise Events
 - Student Recruitment
 - Based in Sydney
 - ii. 3 staff
 - 1x AFTRS8 (EL2 equivalent)
 - 2xAFTRS6 (APS6 equivalent)
 - Manage recruitment and other events
 - Design and disseminate materials for Industry, short courses etc.
 - Based in Sydney
 - iii. 1 casual, casual classification, layout, Sydney
 - iv. 2
 - v. Nil

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vi. 3

2. AFTRS studios are for teaching activities.

BUNDANON TRUST

1. i. 1x Marketing Manager (P/T – 0.6)

ii. Not applicable.

iii. PR Agency – Articulate PR, National Publicity in Bundanon.

iv. Nil

v. Nil

vi. 1

2. No.

AUSTRALIA COUNCIL

1. i. Nil.

ii. One staff member is employed to develop and implement stakeholder communications plans, promote events and engage with the media. They are employed at Band 6 under the Australia Council's Enterprise Agreement and work at the Sydney office.

iii. 2 contractors have been employed at the Sydney office in 2012-13 to assist in the development of corporate communications and communications for events and announcements.

iv. 0

v. 1

vi. 1

2. No.

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CREATIVE PARTNERSHIPS

1. i. One Full Time Communications & Marketing Manager, based in Melbourne, who undertakes communications, marketing, social media and publications activities nationally.
 - ii. One part time (.8 EFT) Communications and Marketing Co-ordinator, based in Melbourne, who undertakes social media and web site management on a non-ongoing basis.
 - iii. Nil
 - iv. Nil
 - v. Nil
 - vi. Nil
2. The agency has no media studio.

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ANSWERS TO QUESTIONS ON NOTICE

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Budget Estimates 30 May 2013

Question: 52

Topic: Alternative Policy Costings

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

Has the Department undertaken any alternative policy costings or advice? If yes, provide details of what these costings or advice were, including provision of costings or advice documents and assumptions used, and who made the request and when.

Answer:

No.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Agencies

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Question: 53

Topic: Pre-Election Appointments

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 26 July 2013

Number of pages: 1

Provide a list of any appointments made in your portfolio that will commence after the announced election date of 14 September 2013. Provide details of the appointment including position and length.

Answer:

Please refer to the response from the Department of Regional Australia, Local Government, Arts and Sport.