

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 146

Topic: Government Advertising

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 14

1. What was the total cost of all advertising for 2011-12?
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 that was undertaken in 2011-12.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. \$16,316
2. Non campaign. Advertising supplement in The Weekend Australian for the AbaF Awards 2011.
3. No
4. No
5. Yes.
6. N/A

AUSTRALIA COUNCIL

1. The Australia Council spent a total of \$48,101 for advertising costs in 2011/12.

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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. See response to QON 12.
6. N/a

BUNDANON

1. \$16,542
2. N/A
3. N/A
4. N/A
5. N/A
6. NIL

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Total 2011-12 \$492,763.56
2. The majority of AFTRS advertising expenditure is for the purposes of recruiting students. A nominal amount (\$34,891) is for recruitment of SES staff or identified Indigenous positions.
3. No
4. No
5. Yes. Further detail would be an unreasonable diversion of resources
6. N/A

SCREEN AUSTRALIA

1. \$26,567.40.

Screen Daily online ad Cannes FF £3,000 Cannes FF 2012 Emap Limited	4,709.58
The Hollywood Report Advert USD \$2000 Ad booking - The Sapphires Prometheus Global Media	1,989.65

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Variety Weekly Print&Internet Ad USD \$3,500 Advertising Variety Weekly Reed Business Information (USA)	3,503.50
Digital Ignition Multiplatform Clinic - Screenhub Pty Ltd	390.00
Full page ad in TIFF daily 1, GBP\$1,750 TIFF 2011 - Emap Limited	2,724.16
Full Page Ad in TIFF Daily 2 GBP1,750 TIFF 2011 - Emap Limited	2,726.28
Full page ad in TIFF daily 4 TIFF 2011,GBP\$1,750 - Emap Limited	2,740.37
Full page as in TIFF daily 3, GBP\$1,750 - TIFF 2011 - Emap Limited	2,724.16
Online advert for Cannes FF 2012 Advert in The Hollywood Reporter - Prometheus Global Media	5,059.70
Black Impact – Koori Mail	545.46

2. No
3. No
4. No
5. yes
6. No other communication programs were undertaken during 2011-12

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. \$695,701
2. Non-campaign advertising. Details are:
 - *AQUA – A Journey into the World of Water*
Advertising to promote an immersive experience that looks at issues of surrounding water conservation.
Marketing advertising spend 1 July 2011 – 30 June 2012 = \$328,251
AAC wristbands Australia
Alternative Media Group
APN Outdoor
Avant Card

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Big Colour Imaging
Cinevation
City of Sydney
Jim Jam Ideas
JQ Pty Ltd
Laissez Faire Catering
Macquarie Radio Network
Media Tree Australia
Reactive Media
Rippling Media
RMK Management
Roller Studios
ROVA Media
Scampe Consulting
Selby's
Sydney Harbour Foreshore Authority
Star Fish
Sunlight Hardwire
The Store
Roads & Transport Authority
Universal McCann
VFX

- *Endeavour* Circumnavigation
Advertising the Australian circumnavigation of James Cook's HMB *Endeavour* tall ship replica – calling in to 15 ports around the country and opening as a touring museum exhibit.
Marketing advertising spend 1 July 2011 – 30 June 2012 = \$73,26
Destination Melbourne
Media Tree
Port Lincoln Times
Star Fish
The West Australian
The West Regional Newspapers
Universal McCann
- *The Fleet are Back*
Advertising surrounding the return of James Cook's HMB *Endeavour* tall ship replica to the Museum following her circumnavigation of Australia.

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Marketing advertising spend 1 July 2011 – 30 June 2012 = \$41,508

ROVA Media

Enigma Communications

- *Fish in Australian Art*
Advertising to promote an art exhibition exploring how fish and fishing have been represented in Australian art.
Marketing advertising spend 1 July 2011 – 30 June 2012 = \$55,503
Art & Australia
Art Almanac
Art Monthly Australia
Australian Art Review
Australian Capital Equity
Australian Museum
Avant Card
Big Colour Imaging
Enigma Communication
Fit For Purpose Communications
JQ Pty Ltd
Media Tree Australia
Reactive Media
Rippling Media
Scampe Consulting
Star Fish
National History Museum
The Store
Tuffrey Art Management
Universal McCann
VFX
- *Remembering Titanic – 100 Years*
Advertising an exhibition surrounding the 100th anniversary of the sinking of Titanic.
Marketing advertising spend 1 July 2011 – 30 June 2012 = \$74,380
Avant Card
Big Colour Imaging
Cup Cake Communications
Daniel Kilstorner

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Enigma Communication
Fit For Purpose Communications
Ink Publishing
Media Tree Australia
Outdoor Revolution
Reactive Media
Rippling Media
Scampe Consulting
The Store
Universal McCann
VFX

- *Tourism*
Advertising our museum and fleet to international and interstate tourists.
Marketing advertising spend 1 July 2011 – 30 June 2012 = \$122,794
AAA Tourism
Aussie Kids
Carrington Publishing
Copeland Publishing
Enigma Communication
Hardie Grant Magazines
JimJam ideas
JQ Pty Ltd
Kids Spot
Metro Transport
NSW Trade & Investment
Sandlip
Sensis Pty Ltd
Sydney Harbour Foreshore Authority\
Star Fish
Tourism Industry Council NSW
YHA Australia

3. No.
4. No.
5. Not applicable. The ANMM is a CAC Act statutory authority and the Guidelines apply to those within FMA Act.
6. The External Relations unit use the services of AAP Medianet in the distribution of their media releases to their extensive networks. For the 2011/12 financial year the total spend for this service was \$10,548.57. During this period the museum was undertaking the Endeavour circumnavigation which resulted in

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the unit relying on this service more in previous years in order to reach media in regional ports all over Australia.

For the 2012/13 financial year the spend on the services provided by AAP Medianet was \$562.48.

NATIONAL ARCHIVES OF AUSTRALIA

1. As reported in the 2011-12 annual report the total cost of advertising for amounts over \$11,900 was \$177,532.
2. Advertising amounts of \$11,900 or more paid, 2011-12

Type	Organisation	Purpose	Cost (\$)
Non-campaign	Adcorp	Recruitment advertising and media advertising for exhibitions and events.	25,400
Non-campaign	National Capital Education Tourism Project	Recruitment advertising and media advertising for exhibitions and events.	12,900
Non-campaign	Universal McCann	Recruitment advertising and media advertising for exhibitions and events.	139,232
	Total		177,532

3. No
4. No
5. Yes, details included in part 2 above.

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6. Balance of 2012-13 year:

On-going programs - recruitment, events and exhibitions.	Non-campaign
What's on (bi-monthly) – going quarterly from December 2012	Non-campaign - \$6500 for year
E-News (monthly)	Non-campaign \$2555 – Switch IT annual hosting fee
Your Memento (quarterly e-magazine)	Non-campaign - \$750
National Archives website	Non-campaign – internal content

NATIONAL FILM AND SOUND ARCHIVE

1. The total payment to advertising and market research organisations in 2011–12 was \$201,930 (GST inclusive), comprising payments to:
 - advertising agencies for recruitment advertising
 - media outlets.
2. Both. NFSA advertising supports the following programs and objectives:
 - Arc Cinema programs and sessions
 - Touring programs: Big Screen, Black Screen, School Screen, Cooee Cabaret
 - 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 services

Advertising activities range from radio and print to online. Details as follows:

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1/4 page adv. - Feb issue Off the Leash Artback NT: Arts Development and Touring	330.00
Adverstising - Aniversary of Darwin Bombing screenings - NT News... Nationwide News Pty Ltd t/a Northern Ter	1,160.00
TITLE PUBLISHING PTY HEATHER MILLARD - Master Card - 03/07/11 Deposit for Production Book ad	934.09
Telstra White Pages Hobart 2011 Jan-Dec 11 Prepayments July 11	176.92
NCAA National Capital Education Education Project Contribution Jan-Dec 2 Prepayments July 11	333.33
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments July 11	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments July 11	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments July 11	583.83
Dept of Land and Property Services Advertising Panels July 11 - June 12 Prepayments July 11	404.92
Naidoc Week - Advertising Budsoar Pty Ltd Koori Mail	572.73
Naidoc Week - Advertising Budsoar Pty Ltd Koori Mail	572.73
Floriade marquee brochure distribution 2011 Economic Development ACT Economic Develo	181.82
Floriade marquee brochure distribution 2011 Economic Development ACT Economic Develo	181.82
Adverstising - in Trade index Commerce and Trade Index	2,722.73
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 02/08/11 Online advertising in City Search	18.31
Adv. in spring seasonal supplement Economic Development ACT Economic Develo	1,818.18
Telstra White Pages Hobart 2011 Jan-Dec 11 Prepayments August 11	176.92
NCAA National Capital Education Education Project Contribution Jan-Dec 2 Prepayments August 11	333.33
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments August 11	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments August 11	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments August 11	583.83
Dept of Land and Property Services Advertising Panels July 11 - June 12 Prepayments August 11	404.92
Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments August 11	577.33
Adv. Spring 2011 - Issue of This Week in Canberra Hardie Grant Magazines	863.64
Full page advert in spring 2011 edition Holiday Happenings Butin & LLOYD Pty Ltd	486.36
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 04/09/11 Citysearch online listing	18.31
Telstra White Pages Hobart 2011 Jan-Dec 11 Prepayments September 11	176.92
NCAA National Capital Education Education Project Contribution Jan-Dec 2 Prepayments September 11	333.33
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments September 11	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments September 11	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments September 11	583.83
Dept of Land and Property Services Advertising Panels July 11 - June 12 Prepayments September 11	404.92
Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments September 11	288.67
Adv. in The Last Post Greg T. Ross Publisher	1,950.00
See Canberra Federal Capital Press of Aust. P/L T/A C	890.91
Floria Program Federal Capital Press of Aust. P/L T/A C	1,386.36
Listing for Australian Government Index RBI Group Australia	797.96
Advertisement RT 105 - Oct -Nov /11 Open City Inc Real Time	515.00
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 03/10/11 Sensis online advertising	18.31
Inside Film Magazine - Oct/Nov 11 IF Media Pty Ltd	2,500.00
Telstra White Pages Hobart 2011 Jan-Dec 11 Prepayments October 11	176.92
NCAA National Capital Education Education Project Contribution Jan-Dec 2 Prepayments October 11	333.33
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments October 11	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments October 11	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments October 11	583.83
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Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments October 11	288.67
Incite Magazine - Advertisement Australian Library and Information Assoc	490.91
Seasonal Supplement Ad. Economic Development ACT Economic Develo	1,818.18
Monthly Switch on Your Brand advertising package Canberra FM Radio Pty Ltd	1,175.00
Adver. in encode Directory Reed Business Information Pty Ltd	1,410.00
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 02/11/11 Citysearch online directory	18.31
Telstra White Pages Hobart 2011 Jan-Dec 11 Prepayments November 11	176.92
NCAA National Capital Education Education Project Contribution Jan-Dec 2 Prepayments November 11	333.33
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments November 11	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments November 11	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments November 11	583.83
Dept of Land and Property Services Advertising Panels July 11 - June 12 Prepayments November 11	404.92
Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments November 11	288.67
Full page Advert in Summer 11/12 Edition Holiday Happenings Butin & LLOYD Pty Ltd	486.36

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NCETP Collaborative Marketing Program 2012 NCAA T/a National Capital Educational To	4,000.00
Advertising in Educational Directory Government Education and Business Direct	3,635.46
Inside Film Magazine - Dec 11/Jan -12 IF Media Pty Ltd	975.00
Adv. in Summer 2011/2012 issue of This Week in Canberra Hardie Grant Magazines	863.64
Monthly Switch on Your Brand advertising package Canberra FM Radio Pty Ltd	1,175.00
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 04/12/11 City Search listing	18.31
Telstra White Pages Hobart 2011 Jan-Dec 11 Prepayments December 11	176.92
NCAA National Capital Education Education Project Contribution Jan-Dec 2 Prepayments December 11	333.33
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments December 11	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments December 11	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments December 11	583.83
Dept of Land and Property Services Advertising Panels July 11 - June 12 Prepayments December 11	404.92
Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments December 11	288.67
Advertising - 2012 National Capital Excursion Planner NCAA T/a National Capital Educational To	1,818.18
Adversiting - Canberra Times - Dec 2011 See Canberra Federal Capital Press of Aust. P/L T/A C	890.91
Monthly Switch on Your Brand advertising package Canberra FM Radio Pty Ltd	1,175.00
NATIONAL FOLK FESTIVAL HEATHER MILLARD - Master Card - 03/01/12 National Folk Festival ad	281.82
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 03/01/12 Citysearch online directory ad	18.31
Canberra Times Ad - Placement Embassy of Japan	- 590.47
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments January 12	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments January 12	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments January 12	583.83
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Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments January 12	288.67
Telstra White Pages Hobart Jan - Dec 12 Prepayments January 12	173.17
Monthly Switch on Your Brand advertising package Canberra FM Radio Pty Ltd	1,175.00
The Production Book 2012 50% Balance due Title Publishing Pty Ltd The Production	934.09
2012 - Meeting Planners Guide Adv. Canberra Convention Bureau	2,036.36
Canberra & Region Holiday Planner 2012 Economic Development ACT Economic Develo	1,227.27
A/c: 160 1476 700 - Hobart Adv. Telstra - 160 1476 700	158.00
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 02/02/12 Monthly Citysearch online listing	18.31
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments February 12	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments February 12	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments February 12	583.83
Dept of Land and Property Services Advertising Panels July 11 - June 12 Prepayments February 12	404.92
Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments February 12	288.67
Telstra White Pages Hobart Jan - Dec 12 Prepayments February 12	173.17
Monthly Switch on Your Brand advertising package Canberra FM Radio Pty Ltd	1,175.00
Advertising - March 2012 - This Week in Canberra - Hardie Grant Magazines	863.64
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 04/03/12 Monthly Advertising	18.31
Full Page Advert in Autumn 2012 Edition Holiday Happenings Butin & Lloyd Pty Ltd	486.36
Telstra White Pages Melbourne & Canberra Apr 11 Prepayments March 12	649.17
Telstra White pages Sydney - May 11 - April 12 Prepayments March 12	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments March 12	583.83
Dept of Land and Property Services Advertising Panels July 11 - June 12 Prepayments March 12	404.92
Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments March 12	288.67
Telstra White Pages Hobart Jan - Dec 12 Prepayments March 12	173.17
Monthly Switch on Your Brand advertising package - March 12 Canberra FM Radio Pty Ltd	1,175.00
SENSIS MELBOURNE HEATHER MILLARD - Master Card - 02/04/12 Monthly Advertising	18.31
Telstra White pages Sydney - May 11 - April 12 Prepayments April 12	514.67
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments April 12	583.83
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Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments April 12	288.67
Telstra White Pages Hobart Jan - Dec 12 Prepayments April 12	173.17
Issue 388 - ARC - Advertising BMA Magazine Radar Media Pty Ltd t/a	418.18
Melbourne, Nothern Territory, Canberra Telstra - 160 1476 700	9,543.00
Ads on Mix 106 April 2012 Canberra FM Radio Pty Ltd	1,175.00
Arc add issue 395 BMA Magazine Radar Media Pty Ltd t/a	418.18
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments May 12	583.83

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Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments May 12	288.67
Telstra White Pages Hobart Jan - Dec 12 Prepayments May 12	173.17
ARC ad issue 396 BMA Magazine Radar Media Pty Ltd t/a	418.18
Add issue 266 National Indigenous Times t/a of Destiny	945.46
Ad 2012 edition Holiday Happenings Butin & Lloyd Pty Ltd	486.36
Monthly Switch on Your Brand advertising package Canberra FM Radio Pty Ltd	1,175.00
Adi in Real Time Open City Inc Real Time	860.00
Ads ub Koori Mail Budsoar Pty Ltd Koori Mail	836.36
Arc Ad Federal Capital Press of Aust. P/L T/A C	2,700.10
SENSIS MELBOURNE Heather Millard - Master Card - 03/06/12 City Search online directory advertising	18.31
SENSIS MELBOURNE Heather Millard - Master Card - 03/06/12 City Search online directory advertising	18.31
Ad in winter issue 2012 Hardie Grant Magazines	863.64
St Kilda Film festival prog City of Port Phillip	700.00
Telstra White Pages Brisbane/Adelaide July 11 - Prepayments June 12	583.83
Dept of Land and Property Services Advertising Panels July 11 - June 12 Prepayments June 12	404.92
Telstra Corporation Perth White Pages July 11 to Jun 12 Prepayments June 12	288.67
Telstra White Pages Hobart Jan - Dec 12 Prepayments June 12	173.17
Filmfest Ltd MIFF Program & Web ads June-Aug 12 Prepayments June 12	2,103.33
Citysearch online listing HEATHER MILLARD Credit Card Accrual June 12	18.19
Canberra Radio Radio ads 10 - 10 June 2012 Year End Supplier Accrual June 12	1,175.01
Canberra Times Ad June 2012 Year End Supplier Accrual June 12	3,197.60
FM Radio Radion Ad Finance Decided Accrual	1,175.00
ARC Advertising - June 11 Federal Capital Press of Aust. P/L T/A C	2,261.03
Advertising - ARC - Issue 375 BMA Magazine	418.18
Advertising - ARC - June 11 The Canberra Times Reversal of June Accruals	-2,261.03
ARC ad in Canberra Times - Jul 2011 Federal Capital Press of Aust. P/L T/A C	2,556.26
ARC - Issue 377- Adv. 11/08/11 BMA Magazine	418.18
ARC- Issue 379 - Half Page Full Colour BMA Magazine	418.18
Av: 000127663/6800 - Aug 2011 Federal Capital Press of Aust. P/L T/A C	2,131.02
Adverstising - Sept 2011 ARC Federal Capital Press of Aust. P/L T/A C	2,381.04
"ARC" Issue 381 - Advertising BMA Magazine Radar Media Pty Ltd t/a	418.18
Advertising - Oct 2011 - ARC Federal Capital Press of Aust. P/L T/A C	2,436.26
ARC - Adv. Issue 383 BMA Magazine Radar Media Pty Ltd t/a	418.18
ARC Ads , In the City, ARC Ads (Japanese Film Festival) Federal Capital Press of Aust. P/L T/A C	4,296.45
Issue 385 - ARC - Advertising BMA Magazine Radar Media Pty Ltd t/a	660.00
Adversiting - Canberra Times - Dec 2011 ARC Federal Capital Press of Aust. P/L T/A C	2,676.27
Advertising - ARC - Issue 386 BMA Magazine Radar Media Pty Ltd t/a	418.18
Advertising - Jan 2011 Federal Capital Press of Aust. P/L T/A C	2,141.02
ARC Advertising - Feb 12 Federal Capital Press of Aust. P/L T/A C	2,040.71
Issue 390 - ARC - Advertising BMA Magazine Radar Media Pty Ltd t/a	418.18
Adv. Canberra times - Mar 2012 Federal Capital Press of Aust. P/L T/A C	3,558.56
ARC Advertising Federal Capital Press of Aust. P/L T/A C	2,178.00
ARC AD BMA Mag Edition 394 BMA Magazine Radar Media Pty Ltd t/a	418.18
ARC ad i issue 392 BMA Magazine Radar Media Pty Ltd t/a	418.18
Thomas Rome Lecture Federal Capital Press of Aust. P/L T/A C	1,643.96
Indigenous Ad Federal Capital Press of Aust. P/L T/A C	1,236.06
ARD Advertising - Feb 12 Federal Capital Press of Aust. P/L T/A C	936.36
DUBSAT PTY LTD Heather Millard - Master Card - 03/06/12 Cooee Cabaret advertising	30.00
EXAMINER NEWSPAPER BRENDAN SMITH - Master Card - 02/02/12 Cooee Cabaret Adverts	948.30
THE ADVOCATE NEWSPAPE BRENDAN SMITH - Master Card - 02/02/12 Cooee Cabaret Adverts	368.18
DAVIES BROTHERS PTY LT JANE CRUICKSHANK - Master Card - 02/02/1 Cooee Cabaret TAS advertising	1,453.64
Ad 18/23/26 May 2012 West Australian Newspaper Limited	4,000.00
Ad on 27/05/12 in Sunday Times Nationwide News Pty Limited t/a The Sund	1,614.00
Facebook advertising WA Cooee Beth Taylor	21.73
COMMUNITY NEWSPAPER Brendan Smith - Master Card - 03/06/12 Ads/promotion WA Cooee Cabaret tour	420.06
MANDURAH MAIL Brendan Smith - Master Card - 03/06/12 Ads/promotion WA Cooee Cabaret tour	130.00
MARGARET RIVER MAIL Brendan Smith - Master Card - 03/06/12 Ads/promotion WA Cooee Cabaret tour	410.00
RURAL PRESS RGNDL MDIA Brendan Smith - Master Card - 03/06/12 Ads/promotion WA Cooee Cabaret tour	330.50
WEST AUSTRALIAN NEWSP JANE CRUICKSHANK - Master Card - 03/06/1 Advertising for Cooee Cabaret	1,859.76

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Ads in NT news and Darwin 17,23, 15/22 June 11 Nationwide News Pty Ltd t/a Northern Ter	1,512.66
45 x 30 secs ads TRFM/Gold1242, 7-11 June 11 Ace Radio Broadcasters Pty Ltd 3TRFM/GOL	690.00
12 x 3 mono ad, 28 Jul, The Naracoorte Herald S.A. REGIONAL MEDIA PTY. LIMITED	193.09
Kimberley Echo - 25th Aug, 1 & 8 Sept 11 Albany Advertiser Pty Ltd	657.82
Film Festival Production Charge Redwave Media Pty	808.00
THE STH ESTN TIMES BRENDAN SMITH - Master Card - 02/08/11 Press advertising Big Screen Mt Gambier	165.60
Ads. 24 & 31 Aug 11 - Bellingen, Courier Regional Publishers Pty Ltd	366.55
Advertising - 24 & 28 Sept 2011 THE TOWNSVILLE BULLETIN The North Queens	399.27
Radio Campaign for - Sept -Oct 11 Hotfm and Seafm in Cairns SOUTHERN CROSS MEDIA AUSTRALIA PTY LTD	1,000.00
Advertising - 23 & 30 Sept 11 The Cairns Post Pty Ltd	1,422.00
A/c; 34955216 - Adv. 27, 31 Aug & Sept 11 - APN Newspapers Pty Ltd	632.16
Radio Advertising - 5-11 Sept 11 Waringarri Media Aboriginal Corporation	436.00
5SE Radio advertising - 1-5 Aug 11 Macquarie Southern Cross Media Pty Limi	650.00
Advertising - 29 Sept & 6 Oct 11 The Tully Times HUGHESNEWS PTY LTD	482.40
Radio Advertising - Kool FM Coastal Broadcasters Pty Ltd	251.81
Radio Advertising - 4KZ Coastal Broadcasters Pty Ltd	279.81
Rodio Advertising Majestic Cinemas Pty Ltd	595.47
Split advertising costs 50% Oatmill Cinema Legal Name: Landmark Cine	489.60
NAMBUCCA GUARDIAN JANE CRUICKSHANK - Master Card - 04/09/1 Advertising - Big Screen Nambucca	900.73
Full Page ad Mallacoota Mouth Mallacoota P-12 College	202.00
advertising - 5.8.10/11/11 Barrier Daily Truth	819.49
Insert - 03/11/11 Barrier Daily Truth	800.00
Advertising - Broken Hill - Nov 11 City Traders	354.55
CAIRNS SUN Master Card - 03/10/11 - Big Screen Cairns advertising (receipt	350.91
BASS RADIO Master Card - 03/10/11 - Big Screen Burnie Radio advertising	1,420.00
Program post office drop box Kununurra Progress Association	181.82
THE ADVOCATE NEWSPAPE BRENDAN SMITH - Master Card - 02/11/11 Media advertising Big Screen Burnie	1,603.09
2011 BH Film Festival - advertising 8-12th Nov 2011 Super BH567 Broken Hill Pty Ltd	420.00
2011 BH Film Festival - Advertising 8-12th Nov 2011 SuperHill 106 FM Pty Ltd 2 BH t/as	280.00
Advertisng - Wilcannia News - Nov 11 Maari Mar Health - Wilcannia News	165.00
Mono Ads - North West Express 23rd Feb & 1st Mar 12 Mallee Printers Pty Ltd	283.50
Colour ads. Sunraysia Daily - Feb & Mar 2012 Sunraysia Publishing Co. Pty Ltd t/a Sun	1,017.60
MILDURA WEEKLY JANE CRUICKSHANK - Master Card - 04/03/1 Big Screen Mildura Advertising	384.55
Sunraysia Publishing JANE CRUICKSHANK - Master Card - 04/03/1 Big Screen Mildura Advertising	399.00
Radio - Advertising SunFM-29 - Feb 12 Southern Cross Media Australia Pty Ltd	550.00
Radio - Advertising SunFM-29 - Feb 12 Southern Cross Media Australia Pty Ltd	495.00
Advertising - Coastal Views & Daily Examiner APN Newspapers Pty Ltd	1,317.56
NFSA Adv. - Eden Magnet & Merimbula News Weekly - April 12 Regional Publishers Pty Ltd	643.27
A/c; 253 - Radio - 2GF - March 12 2GF AM RADIO PTY LIMITED t/a Radio 2 GF	700.00
1 x 1/2 Page full colour display - Adv. April 12 The Outback City Express	650.00
MMouth T112 ad/BigScreen Mallacoota P-12 College	128.00
CLARENCE VALLEY REVI JANE CRUICKSHANK - Master Card - 02/04/1 Advertising for BigScreen Yamba + 1.5% s	629.30
REGIONAL PUBLISHERS JANE CRUICKSHANK - Master Card - 02/04/1 Advertising for BigScreen Mallacoota/Can	643.27
JAMES YEATES/SONS JANE CRUICKSHANK - Master Card - 02/04/1 Advertising for BigScreen Mallacoota/Can	342.00
Radio Advertising 15/05/12 to 20/05/12 Southern Cross Austereo Pty Ltd	491.80
Advertiser 30 may & East Gippsland newspaper 1 june 2012 East Gippsland Newspapers James Yeats &	160.66
Full page mono ad Redgum Review May/June 2012 Briagolong Community House Inc.	80.00
4x12x3 mono ads 29 May, 1, 5 & 8 June 2012 The Gippsland Times	623.46
Distribution of programs 450 @20C each Mallacoota Post Office	81.82
Ed 176 & 177 Country Focus	1,168.45
Ref 62; 18cm X 2 col colour ad, june Gippslander	196.36
South Burnett Mail, 9 Times 11 & 18 May APN Newspapers Pty Ltd	865.82
12x3 mono ad, 13/7/12 - Portland observ Hamilton Spectator	217.80
12x3 mono ad, 12/7/12 South Eastern Times	167.56
12x3 mono ad 11/7/12 Casterton News Hamilton Spectator	165.60
JAMES YEATES/SONS Gordana Bacic - Master Card - 03/06/12 Advertising - Briagolong Big Screen	53.55
GIPPSLAND TIMES Gordana Bacic - Master Card - 03/06/12 Advertising - Briagolong Big Screen	313.40
Naidoc Week - Advertising Budsoar Pty Ltd Koori Mail	572.73
Naidoc Week - Advertising Budsoar Pty Ltd Koori Mail	572.73
Add issue 266 National Indigenous Times t/a of Destiny	945.45
Ads ub Koori Mail Budsoar Pty Ltd Koori Mail	836.37
Use of Metro Online booking system 2011/2012 ATOM/ Metro Magazine	1,700.00
Subscription to booking system 2012/2013 ATOM/ Metro Magazine	1,700.00
Event Ad Federal Capital Press of Aust. P/L T/A C	1,515.91
Canberra Times Ad June 2012 Year End Supplier Accrual June 12	1,672.12

3. No

4. No

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ANSWERS TO QUESTIONS ON NOTICE

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5. Yes, the advertising complied with the five principles in the *Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies*:
- Principle 1: Campaigns should be relevant to government responsibilities
 - Principle 2: Campaign materials should be presented in an objective, fair and accessible manner and be designed to meet the objectives of the campaign
 - Principle 3: Campaign materials should be objective and not directed at promoting party political interests
 - Principle 4: Campaigns should be justified and undertaken in an efficient, effective and relevant manner.
 - Principle 5: Campaigns must comply with legal requirements and procurement policies and procedures

All advertising done by the NFSA aims to inform members of the public about the agency's programs and services, and encourage them to engage with the NFSA national collection. More information can be found in the Annual report (http://nfsa.gov.au/site_media/uploads/file/2012/11/02/NFSA_Annual_report_2012_webversion.pdf).

The combined value of all campaign and non-campaign advertising is below the \$250,000 threshold.

6. Not applicable

NATIONAL LIBRARY OF AUSTRALIA

1. \$56,940 for newspaper advertising promoting the Library.
2. Non-campaign. The Library carries out regular promotion of activities in *The Canberra Times*, at an average weekly cost of \$1,500 (incl GST). The non-campaign master media placement agency used is Adcorp Australia Limited.
3. No.
4. No.
5. Not applicable
6. Not applicable

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NATIONAL GALLERY OF AUSTRALIA

1. \$2.183m
2. All advertising costs relate to Gallery specific programs, i.e. non-campaign. The Gallery 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

NATIONAL MUSEUM OF AUSTRALIA

1. \$438,083
2. Non-campaign advertising. Expenditure is general advertising to promote the Museum to potential visitors and recruitment. Expenditure is direct to magazine/newspaper publishers and media organisations where advertising is placed.
3. No
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

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Media placement - \$215,417; Creative agency \$52,086
2. Advertising is “operational advertising campaign” as defined by the Department of Finance and Deregulation. Advertising was for temporary exhibitions, permanent exhibitions and events. Universal McCann and Adcorp booked all advertising placements, Murrays Australia were an advertising partner, advertising creative services were provided by Zoo Advertising, Goosebumps, Art Direction, Bear Cage and Eye Candy, LDN provided direct mail distribution service.
3. No.
4. No.
5. All advertising by the agency complied with the Guidelines, further information is included in part 2.
6. Direct mail printing cost \$59,226. Printing services provided by Paragon Printers.

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Question: 147

Topic: Hospitality and Entertainment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages:

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.
3. What is the Department/Agency's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved and what are the estimated savings over each year of the forward estimates?

Answer:

Parts 2, 4, 6, 8, of this question do not relate to the Arts agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

1. \$8,836 Event catering – general, \$90,375 Awards. See Appendix A detailing location and purpose.
3. \$49,330 (not included in Q.14(1))
See list of events in Q.14(1)
5. \$14,000, total hospitality budget for AbaF chapter activities 2012-13 and \$92,000 Awards. Events not listed in Appendix A have not been held or scheduled.
7. \$107,800 (not included in Q.14(5)). Events not listed in Appendix A have not been held or scheduled.
9. Not significantly.

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Event Start Date	Event description	Event State
9/07/2012	Australia Cultural Fund Information session	VIC
18/07/2012	Chapter meeting	ACT
18/07/2012	Woodside Better Business: Working with the media	WA
19/07/2012	Australia Cultural Fund Information session	NSW
20/07/2012	Advocacy event with CEDA	SA
24/07/2012	Generating new income models for the arts	NSW
25/07/2012	Volunteer event	VIC
26/07/2012	WOODSIDE BETTER BUSINESS SEMINAR: Governance roundtable on income generation	SA
27/07/2012	AbaF in conjunction with ArtsLaw and PilchConnect	VIC
31/07/2012	Meeting to discuss CBC's Cultural Policy	ACT
31/07/2012	Connect with donors workshop	NSW
2/08/2012	ABaF Tas with Hydro Tas event	TAS
2/08/2012	WOODSIDE BETTER BUSINESS SEMINAR: Making the ask	WA
3/08/2012	Australia Cultural Fund Information session	VIC
16/08/2012	boardroom lunch	WA
16/08/2012	WOODSIDE BETTER BUSINESS SEMINAR: Researching individual donors	NSW
17/08/2012	Connecting function	NT
23/08/2012	WA Councillors Chapter Meeting	WA
28/08/2012	CEO-level lunch hosted by QPAC	QLD

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30/08/2012	AbaF Awards in South Australia (and NT)	SA
30/08/2012	Australia Cultural Fund Information session	NSW
31/08/2012	Networking event	WA
3/09/2012	AbaF Awards 2012 in NSW and ACT	NSW
4/09/2012	AbaF Awards 2012 in Western Australia	WA
5/09/2012	AbaF Awards 2012 in Victoria	VIC
6/09/2012	AbaF Awards 2012 in Tasmania	TAS
6/09/2012	Generating Income for your projects	ACT
11/09/2012	AbaF Awards 2012 in Queensland	QLD
11/09/2012	WOODSIDE BETTER BUSINESS SEMINAR: Generating income for your project	WA
13/09/2012	Chapter meeting	ACT
13/09/2012	Networking Breakfast	ACT
18/09/2012	Forum to the creative industries	NSW
19/09/2012	Connect with business workshop	VIC
20/09/2012	Volunteer event	VIC
25/09/2012	WOODSIDE BETTER BUSINESS SEMINAR: Arts & Copyright with Canberra Business Point	ACT
27/09/2012	Governance forum	TAS
27/09/2012	Networking event	SA

AUSTRALIA COUNCIL

1. The Australia Council has spent \$97,462 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. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
3. As above

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Supplementary Budget Estimates 16 October 2012

5. The Australia Council's hospitality and entertainment spend is expected to be roughly in line with the expenditure for 2011/12.
7. As above
9. 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.

BUNDANON

1. NIL
3. NIL
5. NIL
7. NIL
9. No

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. NIL
3. \$2,139.41
5. \$38,000
AFTRS Student Graduation, on 7 December 2012 at CarriageWorks Sydney
7. No specific plans at this time
9. Expenditure is constantly being reviewed.

SCREEN AUSTRALIA

1. \$37,872.88. 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
3. \$16,049.93. 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
5. \$64,800.12 is currently budgeted for hospitality. Responding at the level of detail required would represent an unreasonable diversion of resources
7. \$60,149.96 is currently budgeted for entertainment. Responding at the level of detail required would represent an unreasonable diversion of resources.

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9. Screen Australia continually monitors its budget, and always seeks to minimise its expenditure on non-program costs. No specific savings have been targeted.

AUSTRALIAN NATIONAL MARITIME MUSEUM

1&3. The ANMM reports on the combined costs for hospitality and entertainment.

Date	Cost excl. GST	Location/Purpose
Various	\$160	2 Murray Street Pyrmont/ Various small events
3/9/12	\$467	2 Murray Street Pyrmont/ Pacific Australian Cultural Asset Protection Conference
Total	\$627	

5 & 7. Total estimated GST exclusive cost is \$25,000.

5/10/12 at the museum for the launch of museum's 100 Stories book & ebook

12/10/12 at the museum for the opening of the museum's 2012 Classic & Wooden Boat Festival

8/12/12 at the museum for the launch of the museum's summer program.

24/01/12, location tbc, for the launch of the museum's summer light show.

9. No reduction in spending is expected.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives has spent \$5,644 on hospitality and entertainment for the 2012-13 year to date as follows:

Entertainment and Hospitality costs for 1 July 2012 to 30 September 2012			
Date	Location	Event	\$Amount
04-June-2012	Canberra	Advisory Council Meeting	933
14-June-2012	Canberra	State Directors planning workshop	786
04-July-2012	Sydney	Constitution Day	1,296
06-July-2012	Sydney	Constitution Speakers Forum	1,761
20-August-2012	Brisbane	International Council of Archives Congress	869

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Total			5,644
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3. Hospitality and entertainment are reported together at part 1 (above).
5. The Archives budget for hospitality expenditure for 2012-13 is approximately \$25,000. Details of actual dates, locations, purpose and cost for all events is not available at this time. Details of known events are:
 - National Archives Advisory Council functions;
 - Design 29 – Creating a capital - \$6000 – 28 February 2013
 - On their Own exhibition - \$1000 – 29 November 2012
7. Hospitality and entertainment are reported together at question 5 (above).
9. No.

NATIONAL FILM AND SOUND ARCHIVE

1. The NFSA's hospitality expense for the financial year to date is \$2,519.14. Further details are an unreasonable application of NFSA resources.
3. The NFSA's entertainment expense for the financial year to date is \$392.73. Incurred on 13/08/2012 at Melbourne for Board Catering for ACMI Conference.
5. 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.
7. 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.
9. Yes – the NFSA is active in ensuring that events and associated hospitality and entertainment are appropriately managed. Internal budgeting processes generally reduce funding for such items each year depending on the business needs of the NFSA.

NATIONAL LIBRARY OF AUSTRALIA

1. Hospitality for 2012-13 year to date (30 September 2012): \$29,623.05

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Arts Portfolio Agencies

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The National Library hosts a number of events for exhibition openings, book launches, seminars, conferences and other events. 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.

3. Entertainment for 2012-13 year to date (30 September 2012): \$21,681.56
The National Library hosts a number of events for exhibition openings, book launches, seminars, conferences and other events. 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
5. See the note in response to part 1 above.
7. See the note above.
9. The National Library is planning to spend within its budget on hospitality and entertainment in 2012-13.

NATIONAL GALLERY OF AUSTRALIA

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

NATIONAL MUSEUM OF AUSTRALIA

1. Total Expenditure \$7,133. See table below.

Hospitality 2012-13 YTD			
9/08/2012	Offsite Restaurant	Council Dinner	1,475

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30/05/2012	National Museum of Australia	Mabo Function	4,530
31/07/2012	National Museum of Australia	Exhibition Launch - Menagerie	1,128
Total Hospitality Expenditure for 2012-13			7,133

3. Nil
5. Approx. \$18,000 for exhibition openings, conferences, public program events and Council hospitality
7. Nil
9. No – Major hospitality expenditure is for Museum exhibition openings.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil
3. Nil
- 5.

PLANNED HOSPITALITY SPEND remainder of 2012-13. All at Old Parliament House	COST
Meals for visitors	300
300 th oral history function	500
Volunteers Christmas Party	2100
Enlighten catering	2000
CIMF catering	2000
Launch catering	5000
BTL launch catering	3600
Award dinner	3836
Fellows Alumni Dinner	1800
Australia Day staff celebration	200
MoAD Birthday	200
Welcome function for new director	300
Ad hoc gifts/flowers	400
Director ad hoc lunches entertaining	700
2 x Council Dinners	2200

7. Nil
9. No specific reductions are planned, but subject to review as is all proposed expenditure.

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Supplementary Budget Estimates 16 October 2012

Question: 148

Topic: Hospitality and Entertainment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages:

1. What is the Department/Agency's hospitality spend for 2011-12? Detail date, location, purpose and cost of all events.
3. What is the Department/Agency's entertainment spend for 2011-12? Detail date, location, purpose and cost of all events.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. \$15,700 – event catering – general,
\$90,643 Awards. See Appendix B detailing location and purpose.
3. \$122,592 Awards, \$16,411 general

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Arts Portfolio Agencies

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Event Start Date	Event description	Event State
1/07/2011	WOODSIDE BETTER BUSINESS SEMINAR: Project Management	TAS
4/07/2011	WOODSIDE BETTER BUSINESS SEMINAR: Project Management	TAS
7/07/2011	WOODSIDE BETTER BUSINESS SEMINAR: Working with the Media	WA
7/07/2011	WOODSIDE BETTER BUSINESS SEMINAR: Networking Seminar	ACT
12/07/2011	Connect with business workshop	NSW
13/07/2011	CEDA lunch	NSW
14/07/2011	WOODSIDE BETTER BUSINESS SEMINAR: Networking seminar	ACT
18/07/2011	Trends in giving to arts revealed	VIC
26/07/2011	boardroom lunch	WA
28/07/2011	Australia Cultural Fund donor thank you event	NSW
28/07/2011	Introducing Volunteering	ACT
28/07/2011	FFS Show me the Money	NSW
3/08/2011	Boardroom lunch	ACT
3/08/2011	Renew Newcastle event	WA
4/08/2011	Business networking event	SA
5/08/2011	Connecting event	SA
10/08/2011	NSW Creative business connections	NSW
11/08/2011	QLD Creative business connections	QLD
17/08/2011	Australia Cultural Fund information session	VIC

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17/08/2011	Councillor meeting	VIC
18/08/2011	Networking event	VIC
19/08/2011	NT Councillor meeting	NT
19/08/2011	WOODSIDE BETTER BUSINESS SEMINAR: lunch & learn	NSW
22/08/2011	Australia Cultural Fund information session	QLD
23/08/2011	Creative business connections	VIC
25/08/2011	FFS Show me the Money workshop	SA
26/08/2011	Creative business connections	TAS
30/08/2011	Connect with business workshop	VIC
31/08/2011	AbaF Awards 2011 in WA	WA
1/09/2011	networking event	TAS
1/09/2011	AICD lunch	QLD
5/09/2011	AbaF Awards 2011 in NSW (and ACT)	NSW
5/09/2011	AbaF Awards 2011 in VIC	VIC
7/09/2011	Connect with business workshop	WA
7/09/2011	AbaF Awards 2011 in QLD	QLD
9/09/2011	AbaF Awards 2011 in SA (and NT)	SA
9/09/2011	Australia Cultural Fund information session	WA
9/09/2011	WOODSIDE BETTER BUSINESS SEMINAR: AbaF's role	WA
12/09/2011	Renew Newcastle presentation	ACT
15/09/2011	Connect with business workshop	TAS
16/09/2011	Networking event	TAS
23/09/2011	Networking event	WA

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27/09/2011	Tas Premier's Arts Partership Fund launch	TAS
27/09/2011	WOODSIDE BETTER BUSINESS SEMINAR: Knowing your brand	WA
28/09/2011	Australia Cultural Fund information session	ACT
29/09/2011	Boardroom lunch	WA
5/10/2011	Connect with business workshop	QLD
11/10/2011	AbaF Awards 2011	WA
12/10/2011	National Cultural Policy	WA
13/10/2011	Artists for a low carbon economy	NSW
14/10/2011	NT Partnership launch	NT
18/10/2011	Volunteer event	VIC
20/10/2011	Australia Cultural Fund information session	VIC
20/10/2011	boardroom lunch	WA
20/10/2011	volunteer program info session	VIC
21/10/2011	Art in Public Places	SA
24/10/2011	Connect with donors workshop	VIC
24/10/2011	Connect with business workshop	ACT
2/11/2011	Boardroom lunch	WA
7/11/2011	Creative Business Connect	VIC
7/11/2011	Networking event	NT
10/11/2011	Networking event	QLD
10/11/2011	WOODSIDE BETTER BUSINESS SEMINAR: Inside view on partnerships	TAS
11/11/2011	Boardroom lunch	WA
16/11/2011	Networking event	ACT

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17/11/2011	Connect with business workshop	VIC
17/11/2011	Seminar on private sector support for museums	WA
17/11/2011	WOODSIDE BETTER BUSINESS SEMINAR: Arts and Online Marketing	ACT
18/11/2011	Councillor event	QLD
21/11/2011	Connect with donors workshop	NSW
22/11/2011	Creative business connections	NSW
22/11/2011	Sustainability and the Arts workshop	VIC
23/11/2011	Gold Book launch	ACT
23/11/2011	Boardroom lunch	WA
23/11/2011	Nielson Design Lecture	QLD
23/11/2011	Networking event	NT
24/11/2011	WOODSIDE BETTER BUSINESS SEMINAR: social media	QLD
25/11/2011	Connecting event	NT
25/11/2011	Connecting event	NT
25/11/2011	Connecting event	QLD
25/11/2011	WOODSIDE BETTER BUSINESS SEMINAR: corporate partner prospects	NSW
29/11/2011	Councillors meeting	SA
29/11/2011	WOODSIDE BETTER BUSINESS SEMINAR: Inside View on Partnerships	TAS
30/11/2011	Councillors event	QLD
30/11/2011	WOODSIDE BETTER BUSINESS SEMINAR: Presenting the proposal	WA
7/12/2011	WOODSIDE BETTER BUSINESS SEMINAR:	VIC

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	trends in major giving	
12/12/2011	Australia Cultural Fund Information Session	NSW
15/12/2011	Networking event	TAS
6/01/2012	Networking event	WA
16/01/2012	Australia Cultural Fund information session	VIC
20/01/2012	WOODSIDE BETTER BUSINESS SEMINAR: researching corporate partner prospects	VIC
31/01/2012	Investing in Australia's Cultural Legacy	VIC
1/02/2012	Connect with donors workshop	VIC
7/02/2012	WOODSIDE BETTER BUSINESS SEMINAR: Proposing to your prospective partner	NSW
13/02/2012	WOODSIDE BETTER BUSINESS SEMINAR: Social Media and online marketing	SA
14/02/2012	Building a case for the arts in Tasmania	TAS
16/02/2012	Councillor Chapter Meeting	WA
16/02/2012	Connect with donors workshop	ACT
20/02/2012	Boardroom lunch	WA
20/02/2012	Australia Cultural Fund information session	NSW
21/02/2012	SA cultural chairs meeting	SA
22/02/2012	Australia Cultural Fund information session	QLD
22/02/2012	Networking event	TAS
23/02/2012	Boardroom lunch	WA
23/02/2012	Australia Cultural Fund information session	SA
23/02/2012	WOODSIDE BETTER BUSINESS SEMINAR: Inside View on Partnerships	ACT
23/02/2012	WOODSIDE BETTER BUSINESS SEMINAR:	TAS

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	Presenting the proposal	
28/02/2012	Art Tasting	SA
29/02/2012	Volunteer thank you	NSW
1/03/2012	WOODSIDE BETTER BUSINESS SEMINAR: Generating Income for your project	NSW
2/03/2012	Volunteering presentation to KPMG	VIC
5/03/2012	Australia Cultural Fund information session	NT
7/03/2012	AbaF Awards 2012 Nominations Briefing in QLD	QLD
7/03/2012	AbaF Awards 2012 Nominations Briefing in WA	WA
7/03/2012	Networking event	ACT
8/03/2012	Networking event	SA
8/03/2012	SA Councillor Meeting	SA
14/03/2012	AbaF Awards 2012 Nominations Briefing in ACT	ACT
14/03/2012	Australia Cultural Fund Information Session	NSW
14/03/2012	ACT Chapter meeting	ACT
14/03/2012	WOODSIDE BETTER BUSINESS SEMINAR: Generating Income for your projects	NSW
15/03/2012	Boardroom lunch	WA
15/03/2012	AbaF Awards 2012 Nominations Briefing in Hobart	TAS
15/03/2012	WOODSIDE BETTER BUSINESS SEMINAR: Generating Income for your projects	NSW
16/03/2012	Presentation to Museums and Galleries NSW	ACT
16/03/2012	AbaF Awards 2012 Nominations Briefing in Launceston	TAS
16/03/2012	WOODSIDE BETTER BUSINESS SEMINAR: Generating Income for your projects	NSW

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20/03/2012	AbaF Awards 2012 Nominations Briefing in SA	VIC
21/03/2012	AbaF Awards 2012 Nominations Briefing in VIC	SA
21/03/2012	Sustainability & Art	VIC
22/03/2012	Australia Cultural Fund information session	SA
22/03/2012	AbaF Partner Thank You Lunch	NSW
23/03/2012	Councillor recruitment lunch	WA
23/03/2012	AbaF Awards 2012 Nominations Briefing in NSW	NSW
27/03/2012	AbaF Awards 2012 Nominations Briefing in NT	NT
28/03/2012	WOODSIDE BETTER BUSINESS SEMINAR: Digital marketing	WA
30/03/2012	Australia Cultural Fund information session	WA
30/03/2012	Art in Conversation event	TAS
30/03/2012	WOODSIDE BETTER BUSINESS SEMINAR: promoting your show	WA
3/04/2012	Australia Cultural Fund information session	VIC
3/04/2012	Australia Cultural Fund information session	VIC
10/04/2012	CEO Institute event	QLD
10/04/2012	CultureLabel NSW Libraries briefing	NSW
11/04/2012	CultureLabel Briefing	NSW
12/04/2012	CultureLabel Seminar	NSW
13/04/2012	CultureLabel NSW festivals briefing	NSW
16/04/2012	CultureLabel QLD Libraries briefing	QLD
16/04/2012	Southbank Precint Development Meeting	VIC
17/04/2012	CultureLabel Lunch	QLD
17/04/2012	CultLabel Briefing	QLD

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

17/04/2012	WOODSIDE BETTER BUSINESS SEMINAR: Governance Roundtable	SA
17/04/2012	WOODSIDE BETTER BUSINESS SEMINAR: Arts and Online Marketing	ACT
18/04/2012	CultureLabel Workshop	QLD
18/04/2012	WOODSIDE BETTER BUSINESS SEMINAR: Good Oil on Partnerships	WA
19/04/2012	CultureLabel VIC Libraries briefing	VIC
19/04/2012	Sustainability and the Arts workshop	VIC
19/04/2012	CultureLabel Briefing	VIC
20/04/2012	CultureLabel Seminar	VIC
26/04/2012	CIIC and AbaF dinner	TAS
1/05/2012	Australia Cultural Fund Information Session	TAS
2/05/2012	Connect with donors workshop	SA
2/05/2012	Connect with donors workshop	QLD
3/05/2012	Australia Cultural Fund Information Session	TAS
4/05/2012	Connect with donors workshop	WA
9/05/2012	Volunteer Thank You event	WA
10/05/2012	Volunteer presentation	
10/05/2012	WOODSIDE BETTER BUSINESS SEMINAR: Building a website	SA
11/05/2012	Creative Leaders Lunch	QLD
15/05/2012	Boardroom lunch	WA
16/05/2012	Australia Cultural Fund information session	VIC
16/05/2012	WOODSIDE BETTER BUSINESS SEMINAR: Muster Branding	WA

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Arts Portfolio Agencies

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16/05/2012	WOODSIDE BETTER BUSINESS SEMINAR: Branding	ACT
17/05/2012	Arts boards event	TAS
17/05/2012	WA Councillors Chapter Meeting	WA
17/05/2012	Australia Cultural Fund information session	NT
18/05/2012	Volunteering presentation	WA
18/05/2012	WOODSIDE BETTER BUSINESS SEMINAR: Generating income for your projects	NT
23/05/2012	CEDA dinner	NT
23/05/2012	Boardroom lunch	WA
23/05/2012	WOODSIDE BETTER BUSINESS SEMINAR: Generating income for your projects	NT
24/05/2012	Art Tasting at the Darwin Entertainment Centre	NT
24/05/2012	Boardroom lunch	NSW
28/05/2012	Chapter meeting	ACT
30/05/2012	Boardroom Lunch	ACT
5/06/2012	Board Network Event	NSW
7/06/2012	Australia Cultural Fund Information Session	NSW
7/06/2012	WOODSIDE BETTER BUSINESS SEMINAR: Building a Website	NSW
7/06/2012	Women's Leadership breakfast	TAS
8/06/2012	Business in the Boardroom event	VIC
13/06/2012	Volunteer Thankyou event	VIC
14/06/2012	Connecting event	SA
14/06/2012	SA chapter meeting	SA
17/06/2012	Australia Cultural Fund information session	NT

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17/06/2012	WOODSIDE BETTER BUSINESS SEMINAR: Making the most of social media	NT
18/06/2012	Venice Biennale Champions function	QLD
27/06/2012	WOODSIDE BETTER BUSINESS SEMINAR: Donor Cultivation	ACT
28/06/2012	WOODSIDE BETTER BUSINESS SEMINAR. Negotiating with your business partner	NSW

AUSTRALIA COUNCIL

1. The Australia Council spent \$472,840 on hospitality and entertainment in 2011/12.
3. As above

BUNDANON

1. Nil
3. Nil

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Total \$250,836.00

Date	Event/Venue	Cost
July 12	Creative Fellowship Announcement	\$2,319
Sep 12	Industry Information AFTRS Theatre and Foyer	\$3,459
Oct 12	Student Graduation (Melb) Chapter House, Melb	\$5,754
Dec 12	Student Graduation (Syd) CarriageWorks	\$37,800
Dec 12	Industry night AFTRS Foyer	\$36,357

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May 12	40 year anniversary AFTRS Foyer	\$165,149
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3. Total \$10,723.70

To provide further detail would be an unreasonable diversion of resources.

SCREEN AUSTRALIA

1. \$ 132,797.07. The majority of expenditure relates to international film markets. Responding at the level of detail required would represent an unreasonable diversion of resources.
3. \$78,040.18. The majority of expenditure relates to stakeholder engagement at international film markets. Responding at the level of detail required would represent an unreasonable diversion of resources.

AUSTRALIAN NATIONAL MARITIME MUSEUM

The ANMM reports on the combined costs for hospitality and entertainment. The table below details the costs for 2012-12.

Cost	Location and purpose
\$ 281	ANMM - miscellaneous C+E
\$ 285	ANMM - miscellaneous Op's
\$ 851	ANMM - miscellaneous Executive
\$ 150	ANMM - miscellaneous External relations
\$ 203	ANMM - miscellaneous Audience
\$ 406	ANMM - miscellaneous Comml services
\$ 3,402	Quarterly council meetings and working dinners
\$ 17,595	ANMM, Dec 19 2011, Stakeholder farewell party for Director
\$ 9,013	ANMM, Dec 6 2011, Aqua Exhibition Opening
\$ 5,108	ANMM, 4 April 2012, Launch winter program
\$ 18,047	ANMM, May 5 2012 , FISH and TITANIC Exhibition Opening
\$ 2,760	Miscellaneous
\$ 453	ANMM, May 5 2012 , FISH and TITANIC Exhibition Opening
\$ 496	Media Call in Darwin for Endeavour
\$ 986	Museum Winter program launch
\$ 60,036	Total for Year

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives spent \$24,715 on hospitality in 2011-12 as follows:

Entertainment and hospitality costs for 2011-12			
Date	Location	Event	\$ Amount
01-Jul-11	Darwin, NT	Commonwealth Records About the Northern Territory' book launch	1,227
04-Jul-11	Darwin, NT	Constitution Day	1,476
28-Jul-11	Canberra, ACT	Meeting with delegates from Indonesian archival institutions	173
29-Jul-11	Melbourne, ACT	National Family History Week launch	650
14-Sep-11	Canberra, ACT	ACT Constitutional Convention	375
22-Sep-11	Canberra, ACT	<i>Waterhouse Natural History Art Prize 2011</i> exhibition launch	4,511
06-Oct-11	Canberra, ACT	Meeting with delegates from Taiwanese archival institutions	41
13-Oct-11	Canberra, ACT	Meeting with delegates from Indonesian archival institutions	48
25-Oct-11	Canberra, ACT	The Australian Institute for the Conservation of Cultural Material	174
31-Oct-11	Canberra, ACT	National Archives Advisory Council Meeting	455
03-Nov-11	Canberra, ACT	National Archives Advisory Council function	720
03-Nov-11	Canberra, ACT	UNESCO Jikji Memory of the World Prize Scholarship Announcement	937
01-Dec-11	Hobart, TAS	Traversing Antarctica: the Australian Experience exhibition launch	666
13-Dec-11	Canberra, ACT	Heraldry & Genealogy Society of Canberra (HAGSOC) function	93
08-Feb-12	Canberra, ACT	Reception to introduce David Fricker to heads of other cultural institutions	1,189
15-Feb-12	Canberra, ACT	Meeting with Chair of Advisory Council	101
10-Mar-12	Canberra, ACT	Canberra Enlighten Festival	5,369
14-Mar-12	Adelaide, SA	Meeting with Head of South Australian State Archives	300
22-Mar-12	Canberra, ACT	Traversing Antarctica: the Australian Experience exhibition Canberra opening	3,834

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Arts Portfolio Agencies

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29-Mar-12	Canberra ACT	National Archives Advisory Council function	1,924
23-Apr-12	Canberra ACT	Director General Meeting	427
24-Apr-12	Canberra ACT	Director General Meeting	23
			24,715

2. Hospitality and entertainment are reported together at part 1 (above).

NATIONAL FILM AND SOUND ARCHIVE

1. The NFSA's hospitality expense for 2011-12 was \$18,739.93. Further details are an unreasonable use of NFSA resources.
2. NFSA's entertainment expense for 2011-12 was \$390.47. Further details are an unreasonable use of NFSA resources.

NATIONAL LIBRARY OF AUSTRALIA

The National Library hosts a number of events for exhibition openings, book launches, seminars, conferences and other events. 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.

1. Total hospitality for 2011-12: \$29,081.04
2. Total entertainment for 2011-12: \$124,364.11

NATIONAL GALLERY OF AUSTRALIA

1. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but did not identify any hospitality spend.
2. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but did not identify any entertainment spend.

NATIONAL MUSEUM OF AUSTRALIA

1. \$59,606. See table attached
3. Nil

<i>Hospitality 2011-12</i>			
Date	Location	Purpose	Cost \$
14/07/2011	Offsite Restaurant	British Museum Exhibition	73

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Arts Portfolio Agencies

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		Consultations	
26/08/2011	Offsite Restaurant	British Museum Exhibition Consultations	67
16/09/2011	National Museum of Australia	Exhibition opening and associated events - Bipotaim	662
20/09/2011	National Museum of Australia	Exhibition opening and associated events - New Horizons	76
21/09/2011	Offsite Restaurant	Exhibition opening and associated events - Bipotaim	82
23/09/2011	National Museum of Australia	Exhibition opening and associated events - New Horizons	52
29/09/2011	National Museum of Australia	Exhibition opening and associated events - New Horizons	11,298
27/10/2011	National Museum of Australia	Exhibition opening and associated events - Off the Walls	796
15/11/2011	National Museum of Australia	Exhibition opening and associated events - Inside	17,591
26/09/2011	Offsite Restaurant	Exhibition opening and associated events - New Horizons	334
28/09/2011	National Museum of Australia	Exhibition opening and associated events - New Horizons	308
30/09/2011	National Museum of Australia	Exhibition opening and associated events - New Horizons	600
30/09/2011	National Museum of Australia	Exhibition opening and associated events - New Horizons	554
30/09/2011	National Museum of Australia	Exhibition opening and associated events - New Horizons	144
31/01/2012	National Museum of Australia	Exhibition opening and associated events - New Horizons	131
1/07/2011	National Museum of Australia	Exhibition opening and associated events - Not Just Ned, a true history of the Irish in Australia	5,608
27/07/2011	Offsite Restaurant	Council Dinners	180
4/08/2011	Offsite Restaurant	Sponsorship Meeting	225

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25/08/2011	National Museum of Australia	Can. Region Visitors Centre & Volunteers	344
30/08/2011	National Museum of Australia	Philanthropy Australia	186
31/08/2011	National Museum of Australia	Council Circle	382
23/10/2011	National Museum of Australia	Aust. Capital Tourism Breakfast	397
3/11/2011	Offsite Restaurant	Indigenous Advisory Committee Dinners	200
15/11/2011	Offsite Restaurant	Council Dinners	153
16/12/2011	Offsite Restaurant	Administration Extension and Café Project	703
6/07/2011	National Museum of Australia	NCAA Meeting	593
15/07/2011	Offsite Restaurant	Platform Conversations	351
9/11/2011	National Museum of Australia	Heritage Workshop	224
24/02/2012	Offsite Restaurant	Council Dinners	835
31/07/2011	National Museum of Australia	Indigenous Community visitation	129
26/03/2012	Offsite Restaurant	CSIRO Project Consultations	239
7/05/2012	Offsite Restaurant	British Museum Exhibition Consultations	800
7/05/2012	Offsite Restaurant	Council Dinners	1,058
29/06/2012	Offsite Restaurant	Awards Presentation	418
3/06/2012	Offsite Restaurant	History Mysteries Launch	2,500
28/11/2012	National Museum of Australia	Friends Function	500
3/03/2012	National Museum of Australia	Enlighten Festival Catering	5,128
9/03/2012	National Museum of Australia	Enlighten Festival Catering	899
8/03/2011	National Museum of Australia	Platform Conversations	449
15/03/2011	National Museum of Australia	Platform Conversations	361
12/04/2012	Offsite Restaurant	Sponsorship Meeting	1,547
3/04/2012	National Museum of Australia	Teachers Event	2,185
31/01/2012	National Museum of Australia	Associated events with New Horizons Exhibition	131
29/02/2012	National Museum of Australia	Associated events with New Horizons Exhibition	112
Total Hospitality Expenditure for 2011-12			59,606

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1.

19/08/2011	OPH	<i>Mrs PM</i> Exhibition launch	172.73
31/08/11	Port Hedland,	Meeting with BHP Billiton sponsors and	481.03

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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	WA	stakeholders	
30/11/11	OPH	Women in leadership conference	5109.89
19/12/11	OPH	Volunteers Christmas party	2045.45
5/01/12	OPH	Behind the lines exhibition launch	954.55
31/01/12	Port Hedland, WA	Meeting with BHP Billiton sponsors and stakeholders	177.75
31/01/12	OPH	Flowers for the Governor General	100
31/01/12	OPH	Behind the lines Exhibition launch	816
10/02/12	OPH	Frank Moorehouse book launch	77.27
17/02/12	OPH	Tickets for Council	197.85
29/02/12	Pork Barrel Café, Canberra	Summer Scholars luncheon	91.64
2/03/12	OPH	Advisory Council dinner	1174.55
21/03/12	OPH	Welcome for S Fox	294.53
13/04/12	Morley WA	Marnti Warajanga Opening	4242.58
22/04/12	Perth, WA	Exhibition launch dinner	587.77
14/06/12	Port Hedland, WA	Dinner with Wangka Maya and BHP personnel	636.05
15/06/12	OPH	Fellows presentation and dinner	1370
19/06/12	OPH	Catering for Fellows final presentation	40.13
22/06/12	OPH	Symposium with ANU	1878.52
		Tourism Awards	1685.67
Multiple	Pilbara, WA	Catering for <i>Marnti Waranjanga</i> BBQs	706
			22839.96

3. Nil.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Question: 149

Topic: Board Appointments FYTD

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

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

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

Please refer to DRALGAS' response to this question

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question

BUNDANON

Please refer to DRALGAS' response to this question

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question

SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question

AUSTRALIAN NATIONAL MARITIME MUSEUM

Please refer to DRALGAS' response to this question

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NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question

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Arts Portfolio Agencies

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Question: 150

Topic: Board Appointments 2011-12

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members for 2011-12.
2. What was the gender ratio on each board and across the portfolio for 2011-12?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

Please refer to DRALGAS' response to this question

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question

BUNDANON

Please refer to DRALGAS' response to this question

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question

SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question

AUSTRALIAN NATIONAL MARITIME MUSEUM

Please refer to DRALGAS' response to this question

NATIONAL ARCHIVES OF AUSTRALIA

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Please refer to DRALGAS' response to this question

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 151

Topic: Freedom of Information

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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/agency to process FOI requests for 2011-12? How many FOI requests did the department/agency receive in 2011-12? How many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
3. What is the total cost to the department to process FOI requests for this financial year to date?
4. 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:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. No
2. N/A
3. N/A
4. N/A

AUSTRALIA COUNCIL

1. Yes. Guidelines issued by the AOIC.
2. This agency does not cost FOI Requests. The agency received 7 FOI requests. All requests were granted.
All requests met the statutory reporting period.
3. The agency does not cost FOI requests.
4. The agency has received 1 FOI request this financial year to date. This request is currently being processed and will meet the statutory timeline.

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BUNDANON

1. N/A
2. N/A
3. N/A
4. N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No
2. NIL as AFTRS did not receive any FOI requests in 2011-12
3. NIL
4. No formal FOI requests received in FYTD 30 September 2012

SCREEN AUSTRALIA

1. No.
2. Nil: all costs were internal only. Eight. None denied; seven released in full; one released in part. Yes. For two requests. No.
3. Nil: all costs internal only.
4. Two. None denied; two released in full. No. N/A. N/A. N/A.

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No
2. The ANMM did not receive any FOI requests in 2011-12.
3. No FOI invoices had been processed at 30th September 2012.
4. Two FOI requests have been received this financial year, one request has been denied and one request is pending. All FOI timelines have been met. One request is outstanding, pending consultation with external agencies

NATIONAL ARCHIVES OF AUSTRALIA

1. Yes, a representative from the Archives attends the regular Australian Government Solicitor's FOI forums and the regular ICON meetings. Staff also attend regular training sessions hosted by the AGS.
2. \$39,885.40 (2011-12). The Archives received nine (9) requests in 2011-12. In one (1) request no documents were identified and access was granted in part

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for the remaining eight (8). One (1) request failed to meet the processing times outlined in the FOI Act but this request has since been completed.

3. \$2,441.80 (2012-13 year to date).
4. The Archives has received 5 requests for this financial year to date. One (1) request was withdrawn, two (2) are ongoing, one (1) was released in full and 1 was partially released. The Archives met the processing times for completed requests.

NATIONAL FILM AND SOUND ARCHIVE

1. NFSA continued to receive information from the OAIC about recommended FOI practices in 2011-2012. Legal advice on FOI is obtained internally or externally as required.
2. Data on NFSA staff and non-staff resources attributable to FOI and IPS is reported in the OAIC's 2011-2012 Freedom of Information Agency Statistics at http://oaic.gov.au/publications/reports/foi_agency_statistics_11-12/index.html
(\$2820 - 94 hours @ \$30.00 per hour) total costs for processing FOI requests in 2011-2012.
However no valid FOI requests were received in 2011-2012.
3. \$500 (estimate).
4. No valid FOI requests have been received in 2012-2013.

NATIONAL LIBRARY OF AUSTRALIA

1. The library follows guidelines issued by the Australian Information Commissioner.
2. This information is publicly available at http://www.oaic.gov.au/publications/reports/foi_agency_statistics_11-12/2011-12_foi_statistics.pdf
3. \$1,191 (relates to a 2011-12 request)
4. Nil (as at 30 September)

NATIONAL GALLERY OF AUSTRALIA

1. No
2. Total cost in 2011-12 of processing FOI requests was \$4,000. 2 requests were received and both were resolved satisfactorily. Processing times were met. No requests remain outstanding.

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3. Costs to date of processing FOI requests is \$3,000. 1 request has been received and has been resolved satisfactorily. Processing times were met. No requests remain outstanding.
4. The Gallery has received one FOI request. The Gallery's FOI processes resulted in a response to the applicant that satisfied the request.

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. The Museum received one FOI request in 2011-12. The Museum granted access in full and met the processing times outlined in the FOI Act for that request.
3. See response to part 2.
4. The Museum has received 2 FOI requests for this financial year to date. The Museum has granted access in full for both requests and has met the processing times outlined in the FOI Act for those requests. No requests remain outstanding.

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. 2011-12 FOI-processing costs to the agency:

Staff hours

- SES 1 hour
- APS6-EL2 – 13 hours
- APS 6- 12 hours

Non-staff costs were \$54

OPH received 1 FOI request in 2011–12, which was granted.

The agency met required processing times.

3. Nil
4. Nil FOI requests have been received by the agency the 2012–13 financial year to date.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Question: 152

Topic: Community Cabinet Meetings

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

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

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

Please refer to DRALGAS' response to this question

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question

BUNDANON

Please refer to DRALGAS' response to this question

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question

SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question

AUSTRALIAN NATIONAL MARITIME MUSEUM

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ANSWERS TO QUESTIONS ON NOTICE

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Please refer to DRALGAS' response to this question

NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question: 153

Topic: Community Cabinet Meetings

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. How many Community Cabinet meetings did the Minister attend in 2011-12? List date and location.
2. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for 2011-12? 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 2011-12?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

Please refer to DRALGAS' response to this question

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question

BUNDANON

Please refer to DRALGAS' response to this question

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question

SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question

AUSTRALIAN NATIONAL MARITIME MUSEUM

Senate Rural and Regional Affairs and Transport Legislation Committee

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Arts Portfolio Agencies

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Please refer to DRALGAS' response to this question

NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question

Senate Rural and Regional Affairs and Transport Legislation Committee

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Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 154

Topic: Reviews

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

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:

AUSTRALIA BUSINESS ARTS FOUNDATION

Please refer to DRALGAS' response to this question

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question

BUNDANON

Please refer to DRALGAS' response to this question

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question

Senate Rural and Regional Affairs and Transport Legislation Committee

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SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question

AUSTRALIAN NATIONAL MARITIME MUSEUM

Please refer to DRALGAS' response to this question

NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 155

Topic: Reviews

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

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:

AUSTRALIA BUSINESS ARTS FOUNDATION

Please refer to DRALGAS' response to this question

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question

BUNDANON

Please refer to DRALGAS' response to this question

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question

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SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question

AUSTRALIAN NATIONAL MARITIME MUSEUM

Please refer to DRALGAS' response to this question

NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 156

Topic: Consultancies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 10

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:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. NIL
2. NIL

AUSTRALIA COUNCIL

1. There are no consultancies undertaken this financial year to date.
2. There are no consultancies planned. As a CAC Agency, it is not required to publish an Annual Procurement Plan on the Austender Website.

BUNDANON

1. One:
 - a. Tonkin Zulaikha Greer Architects
 - b. 4 x weeks
 - c. \$15,230
 - d. Direct source
 - e. \$15,230
2. NIL

Senate Rural and Regional Affairs and Transport Legislation Committee

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. 14 consultancies with total value of \$40,522.79. To provide details would be an unreasonable diversion of resources
2. No specific number of consultancies planned for 2012. AFTRS is not required to publish an Annual Procurement Plan (APP) on the AusTender website.

SCREEN AUSTRALIA

1. Thirteen, which were for people or organisations engaged to provide specialist advice or services on a non-ongoing basis. See attached sheet.
2. It is anticipated that the number of consultancies for calendar 2012 will be broadly similar to that in FY 2011-12. Publication on AusTender is not applicable to Screen Australia.

AUSTRALIAN NATIONAL MARITIME MUSEUM

Consultants July - Sept 2012

Account (Name)	Actuals (A)	Service Provided	Duration	Procurement Method
ADAIR FIRE & SAFETY CONSULTANT	901	Training	Q1	Competitive Quotes
ALLCOM NETWORKS PTY LTD	24,685	IT services	Q1	Competitive Quotes
AUSTRALIAN GOVT SOLICITOR	11,665	Legal services	Q1	Direct Sourcing
CPM ANAO	27,500	Audit Services	Q1	Direct Sourcing
AUSTRALIAWIDE BOAT SALES	3,064	Valuation Services	Q1	Direct Sourcing
AUSTRALIAN VALUATION OFFICE	16,500	Valuation Services	Q1	Direct Sourcing
CPM	26,074	Executive consulting	Q1	Competitive Quotes
ANNIE KEWE	840	Editorial services	Q1	Direct Sourcing
TONY CHARTERS & ASSOCIATES	45,409	Sponsorship Planning	Q1	Direct Sourcing

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COX ARCHITECTURE PTY LTD	149,303	Design	Q1	Direct Sourcing
CORROSION CONTROL ENGINEERING	2,387	Engineering	Q1	Direct Sourcing
COLMAR BRUNTON	79,600	Market Research	Q1	Competitive Quotes
CONSULT POINT	14,108	IT services	Q1	Direct Sourcing
CROWN CABLING	21,846	IT services	Q1	Direct Sourcing
FIREFLY INTERACTIVE	165	IT and design	Q1	Direct Sourcing
FIT FOR PURPOSE COMMUNICATIONS	3,376	Marketing	Q1	Direct Sourcing
SUSAN HOCKING PTY LTD	4,800	Marketing	Q1	Direct Sourcing
IBRS	28,050	IT services	Q1	Competitive Quotes
AUSTEN KAUPE	13,442	Design	Q1	Direct Sourcing
LACCAL CONSULTING PTY LTD	44,616	Executive consulting	Q1	Competitive Quotes
MARKETING ANGELS PTY LTD	1,353	Marketing	Q1	Direct Sourcing
N.S.C.A.	16,016	WH&S services	Q1	Competitive Quotes
NDY MANAGEMENT PTY LIMITED	2,657	Engineering	Q1	Direct Sourcing
OAKTON AA SERVICES P/L	2,189	Audit Services	Q1	Competitive Quotes
OBJECT CONSULTING PTY LTD	13,296	IT services	Q1	Competitive Quotes
PROFESSIONAL ADVANTAGE	28,171	IT services	Q1	Direct Sourcing
PRICEWATERHOUSECOOPERS	42,145	Audit Services	Q1	Competitive Quotes
ROOT PROJECTS AUSTRALIA P/L	37,952	Strategic Planning	Q1	Direct Sourcing
SAVILLS PROJECT MANAGEMENT P/L	42,838	Project manageme	Q1	Market testing

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JENNIFER SANDERS	2,600	Executive consulting	Q1	Direct Sourcing
TIM SHERRATT	5,203	IT services	Q1	Direct Sourcing
SLINGSHOT DESIGN	550	Design	Q1	Direct Sourcing
SPATCHURST DESIGN ASSOCIATES	15,292	Design	Q1	Direct Sourcing
STARFISH ADVERTISING & DESIGN	1,920	Design	Q1	Direct Sourcing
RANDI SVENSEN	3,900	Editorial services	Q1	Direct Sourcing
UPSIDEDOWN PRODUCTIONS P/L	4,455	Production services	Q1	Direct Sourcing
Total	738,867			

- The method of procurement will be determined by the ANMM's procurement policy and guidelines and will vary depending on the scope and estimated value of the consultancy. Consultancy RFTs are advertised on AusTender as and when the requirement arises and is defined

NATIONAL ARCHIVES OF AUSTRALIA

- One consultancy has been undertaken for the 2012-13 financial year to date. Note the response only includes information on consultancies where the total dollar value of the contract is above \$10,000 as per the annual report requirements.

CONSULTANCIES 1 JULY TO 30 SEPT 2012					
Name	Subject Matter	Start Date	End Date	Cost (GST)	Method Of Procurement
Colmar Brunton	2013 Records and Information Study	4-Sep-12	30-Jun-13	40,590	Limited Tender
TOTAL VALUE				40,590	
# Response only includes information on consultancies where the total dollar value of the contract is above \$10,000 as per the annual report requirements.					

- The Archives has no consultancies planned for the remainder of the 2012 calendar year as reported in the APP on the AusTender website.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL FILM AND SOUND ARCHIVE

1. 2012/13 Financial year to date - up to Sept 2012, one consultancy service over \$10,000 – Hays Recruitment, specialised services
2. Budget allocation of \$674,000. As a CAC Agency we are not required to publish APP on AusTender.

NATIONAL LIBRARY OF AUSTRALIA

1. There were 4 consultancies completed this financial year to date with a total value of \$15,378. These are set out in the table below, all figures are GST inclusive.

COMPLETED CONSULTANCIES FYTD				
Name of Consultancy	Subject Matter	Duration	Cost	Method of Procurement
Eric Martin & Associates	Disability Access advice (update of report provided in 2005)	Jul-12	\$2,750	Direct sourcing
Heritage Management Consultants	Review of Library Conservation Management Plan and Heritage Strategy and heritage furniture	Jan 2012 - Jul 2012	\$6,600	Direct sourcing
John Skurr Consulting Services	Report for LG1 Maps stack slab structure	Jul 2012 - Aug 2012	\$4,950	Direct Sourcing
Walter Partners	Probity advice services for Reading Room amalgamation tender	Jun 2012 - Aug 2012	\$1,078	Direct sourcing
Consultancies:	5	TOTAL	\$15,378	

2. In addition to the above there were 38 other consultancies commenced or planned for this calendar year. These are set out in in the table below, all figures are GST inclusive. As the Library is not subject to the Commonwealth Procurement Rules, it is unable to publish its Annual Procurement Plan on AusTender.

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OTHER CONSULTANCIES COMMENCED OR PLANNED FOR 01 JAN – 31 DEC 2012				
Planned, complete and incomplete 01 Jan --31 Dec 2012	Subject Matter	Duration	Cost	Method of procurement
AdminIntelligence Pty Ltd	Review current human resource system configuration and provide advice on and develop enhancements to existing processes	Feb 2012 - Jun 2012	\$11,000	Direct sourcing
Ashurst (formerly Blake Dawson)	General legal advice	Jul 2012 - May 2013	\$4,333 (FYTD)	Open Tender
Attorney-General's Department	Admin Fee associated with Commonwealth-wide Copyright Agency Ltd agreement	Jul 2012 - Jun 2013	\$1,000	Direct Sourcing
Australian Government Solicitor	Advice on partial medical invalidity of a staff member	Nov 2012 - Dec 2012	\$2,500	Open Tender
Clayton Utz	General legal advice	Jul 2012 - May 2013	\$15,732 (FYTD)	Open Tender
Cunningham Martyn Design Pty Ltd	Design and superintend the reading room Amalgamation Project	Nov 2012 - Nov 2016	\$1,601,080	Direct sourcing
Cunningham Martyn Design Pty Ltd	Design services for Foyer, toilets, cloak room and stair refurbishment	Jan 2012 - Oct 2012	\$191,310	Direct sourcing
EC Sustainable Environment consultants	Analysis of waste stream at Parkes site	Feb 2012 - May 2012	\$7,480	Select Tender
Heritage Management Consultants	Provide ongoing heritage advice	Nov 2012 - Dec 2012	\$1,500	Direct sourcing
Defire	Preparation of a fire services upgrade report	Jan 2011 - Dec 2012	\$31,152	Select Tender
GHD Pty Ltd	Engineering Services for Marble Façade Refurbishment Project	Oct 2012 - Jun 2013	\$50,000	Select Tender
GHD Pty Ltd	Engineering Services for Library Window Refurbishment Project	Sep 2012 - Jun 2013	\$43,527	Select Tender
GHD Pty Ltd	Review of proposal for use of solar power	Mar 2012 - Apr 2012	\$15,000	Open Tender
John Raineri and Associates	Lighting Project - Review of lighting in Foyer and Main Reading Room,	Oct 2012 - Jun 2013	\$40,000	Direct Sourcing

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	Phase 2			
John Skurr Consulting Services	Structural advice for Fire Services Upgrade Project	Feb 2010 - Feb 2013	\$19,800	Direct Sourcing
Michael Pearson	Undertake a heritage furniture audit	Mar 2012 - Apr 2012	\$6,000	Direct sourcing
Leo Monus	Development of software for android mobile catalogue application	Feb 2012 - May 2012	\$20,000	Direct sourcing
Minter Ellison Lawyers	Legal advice re extension of legal deposit scheme for e-works	Sep 2012 - May 2013	\$50,000	Open Tender
National Safety Council of Australia	Review Work Healthy Safety System	May 2012 - Dec 2012	\$1,500	Direct Sourcing
Nelson-Tyers Consulting Pty Ltd	Workstation Assessments	Jul 2012 - Jun 2013	\$5,000	Direct Sourcing
Norman Disney Young	Undertake a waste management audit	Feb 2012 - Apr 2012	\$7,150	Open Tender
Oxide interactive	Tailoring of a customer relationship management system for Trove	May 2012 - May 2015	\$12,298	Direct Sourcing
Paul Tilse Architects	Architectural services for fire corridor pressurisation project	Oct 2011- Oct 2013	\$4,400	Direct Sourcing
Paul Tilse Architects	Architectural services for new storage area	Oct 2011- Oct 2013	\$13,866	Direct Sourcing
Pricewaterhouse Coopers	Internal Audit Services	Sep 2010 - Aug 2013	\$240,000	Open Tender
Project Computing	IT Architect/Senior Developer advisory services for information technology projects	Jul 2009 - Jul 2013	\$780,000	Open Tender
Psarn International Pty Ltd	IT Security Review of information security manual and protective security policy framework compliance	Sep 2012 - Nov 2012	\$57,000	Direct sourcing
Step Two Designs	Consultancy to review and provide advisory services to assist with Intranet Design project	Aug 2012 - Oct 2012	\$18,920	Direct sourcing
Rudds Consulting	Design & supervision for mechanical duct in proposed new store room LG2	Jan 2012 - Jan 2013	\$3,300	Direct Sourcing

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Rudds Consulting	Documentation of Emergency Lighting	May 2009 - May 2013	\$29,427	Select Tender
Rudds Consulting	Review of proposal to build a Solar Power Plant at Hume Repository	Jun 2012 - Dec 2012	\$12,485	Direct sourcing
Rudds Consulting	Design for new return air vent - Strong Room	Dec 2011 - Dec 2012	\$1,914	Direct Sourcing
Sellick Consultants PL	Hydraulic Engineering Advice Hydrant Works	Jul 2012 - Jun 2013	\$10,340	Direct sourcing
Steensen Varming (Australia) Pty Ltd	Design and documentation for external façade lighting and surrounds	Nov 2012 - Nov 2014	\$74,140	Direct sourcing
Tania Cleary	Advice on Community Heritage grant applications	May 2010 - May 2013	\$960	Open Tender
Terri Janke & Co	Legal advice on copyright, licensing and Indigenous culture protocols	Jul 2011 - Dec 2012	\$5,000	Direct Sourcing
Value Edge Consulting P/L	Undertake a value review of two management units	Mar 2012 - May 2012	\$35,905	Direct sourcing
Wilde and Woollard	Quantity Survey for Windows Refurbishment Project	Sep 2012 - Jun 2013	\$8,800	Direct Sourcing
Consultancies:	42	TOTAL	\$3,433,819	

NATIONAL GALLERY OF AUSTRALIA

- The Gallery has undertaken 3 consultancies in 2012-13 to 30 September 2012. Please refer to the table below for details of the consultancies.
- The consultancies planned for the Gallery in 2012-13 are below the reporting threshold for the Annual Procurement Plan and the Austender website.

There have been 3 consultants paid more than \$10 000 to 30 September 2012				
Name	Nature of services	Amount	Duration	Selection process
Noetic Solutions	Security Systems	28,000	12/13	Direct Sourcing

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Franchesca Cubillo	Wesfarmers Arts Fellowship	25,680	12/13	Direct Sourcing
Wingrove and Wing	Brand research & Development	12,400	12/13	Direct Sourcing
Total		66,080		

NATIONAL MUSEUM OF AUSTRALIA

1. Two consultancies undertaken to date. Details in the table below.
2. Four consultancies are planned and they are not in the Annual Procurement Plan as the values are below the threshold for the Museum. Details in the table below.

Consultancies 2012-13			
Name	Nature of Services	Amount	Selection Process
Steensen Varming (Australia) Pty Ltd	HVAC Upgrade advice	3,165	Direct Source
Altus Page Kirkland	Asset Management Plan Consultancy	2,336	Direct Source
Total Consultancies YTD 2012-13		5,500	

Planned Consultancies for 2012-13				
Name	Nature of Services	Amount	Selection Process	Timing
Lynn Anderson Consulting	Performance Review of NMA Council	17,500	Direct Source	Jul - Oct 2012
GTA Consultants	Car Park Boom Gate Review	8,400	Direct Source	Jul - Sep 2012
Unknown	Fire Systems Review	5,000	Direct Source	Nov - Dec 2012
Unknown	K Space Redevelopment Concept Presentation	30,000	Expressions of Interest	Nov - Dec 2012

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

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1. Nil to date
2. Nil planned

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ANSWERS TO QUESTIONS ON NOTICE

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Supplementary Budget Estimates 16 October 2012

Question: 157

Topic: Consultancies

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 11

How many consultancies were undertaken in 2011-12? 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.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

NIL

AUSTRALIA COUNCIL

There were three consultancies in 2011-12:

The Nest for the Digital Delivery of Artery Magazine, 31/10/11 to 30/12/11. Select Tender. \$15,400.

Evaluation Training, Consultancy Project, Urbis, August 2011 – July 2012, \$126,000, select tender,

National Touring Framework, Push Management, Open Tender, 11 Oct 2011 – 30 April 2012, \$60,000

BUNDANON

N/A - Research will divert resources excessively.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Approx. 50 consultancies with total value of \$464,000. The details of 10 consultancies with value above \$10,000 are published in AFTRS Annual Report 2011-12.

To provide further details would be an unreasonable diversion of resources

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Arts Portfolio Agencies

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SCREEN AUSTRALIA

Consultants FY 2011-12

Name	Subject matter	Cost	Duration (months)	Procurement method
ABS	Survey	\$ 303,031	12	Direct sourcing
Alphawest Servcies Pty Ltd	IT	\$ 32,520	3	Direct sourcing
Amiel Courtin-Wilson	Workshop	\$ 4,000	1	Direct sourcing
Andrew Gilder	Business Process Review	\$ 278,426	12	Direct sourcing
Aurion Corporation Pty Ltd	IT	\$ 1,650	3	Direct sourcing
Blanks Media	Video production	\$ 3,000	1	Direct sourcing
Bower Bird Films Pty Ltd	Workshop	\$ 4,591	1	Direct sourcing
BRADYWHEALING	Real estate	\$ 2,000	1	Direct sourcing
Brigid Phelan	IT	\$ 960	1	Direct sourcing
Cait Taylor	Video editing	\$ 1,450	1	Direct sourcing
CB Richard Ellis	Real estate	\$ 50,718	3	Direct sourcing
Cognitive Pty Ltd	IT	\$ 40,920	3	Direct sourcing
Colliers International	Real estate	\$ 10,000	2	Direct sourcing
Computer Integrations Australia Pty Ltd	IT	\$ 8,750	1	Direct sourcing
Creatives Loop Ltd	Workshop	\$ 3,895	1	Direct sourcing
Crown Cabling	IT	\$ 8,993	2	Direct sourcing
Data Organisation Pty Ltd	IT	\$ 62,670	3	Direct sourcing
David Caesar	Workshop	\$ 3,000	1	Direct sourcing
E & S Communications Pty Ltd	IT	\$ 432	1	Direct sourcing
Festina Lente Productions	IT	\$ 7,500	1	Direct sourcing
Film Financial Consultants Ltd	Film Audit	\$ 23,529	2	Direct sourcing
Filmtrack	IT	\$ 54,511	4	Direct sourcing
Grant Brecht & Associates Pty Ltd	Training	\$ 4,125	1	Direct sourcing
Ian Clark	Business Process Review	\$ 120,734	6	Direct sourcing
Initialize Films Ltd	Training	\$ 7,064	1	Direct sourcing
Jigsaw Strategic Research	Research	\$ 52,740	3	Direct sourcing
Key Options Pty Ltd	IT	\$ 400	1	Direct sourcing
Mac Advice Melbourne	IT	\$ 3,291	1	Direct sourcing
Michael Funayama	IT	\$ 116,188	4	Direct sourcing
Michael Hauge	Workshop	\$ 1,800	1	Direct sourcing
Rawlinsons Corporate Real Estate Pty Ltd	Real estate	\$ 11,000	1	Direct sourcing
Regina Lee	Script editing	\$ 6,000	1	Direct sourcing
Revcheck	Film Audit	\$ 32,107	2	Direct sourcing
Ruby Boukabou T/A Ruby TV	Interview moderation	\$ 6,354	1	Direct sourcing
SJB Planning NSW Pty Ltd	Real estate	\$ 6,643	1	Direct sourcing
SMS Management&Technology	IT	\$ 11,813	2	Direct sourcing
Squiz Australia Pty Ltd	IT	\$ 10,000	1	Direct sourcing
Stuart Mcdonald	Workshop	\$ 3,000	1	Direct sourcing
Susan Janette Brooks	Workshop	\$ 3,000	1	Direct sourcing
Tecala ICT Pty Ltd	IT	\$ 114,318	4	Tender
Technology One	IT	\$ 44,275	2	Direct sourcing
Wedge Tail Media	Mentorship	\$ 3,520	1	Direct sourcing
Whelans InSites Pty Ltd	Real estate	\$ 12,100	1	Direct sourcing
World Communities	Workshop	\$ 13,450	1	Direct sourcing
Total		\$ 1,490,465		

AUSTRALIAN NATIONAL MARITIME MUSEUM

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Consultants y/end 30 June 2012			
Account (Name)	Actuals (A)	Service Provided	Procurement Method
ADAIR FIRE & SAFETY CONSULTANT	3,803	Training	Competitive Quotes
ALLCOM NETWORKS PTY LTD	138,784	IT services	Competitive Quotes
ASSET TECHNOLOGIES PACIFIC	13,860	Facilities Mangement	Direct sourcing
AUSTRALIAN GOVT SOLICITOR	125,713	Legal services	Direct sourcing
AUSTRALIAN NATIONAL AUDIT OFFICE	50,050	Audit services	Direct sourcing
AUSTRALIAWIDE BOAT SALES	1,866	Valuation services	Competitive Quotes
AUSTRALIAN VALUATION OFFICE	3,970	Valuation services	Direct sourcing
MICHAEL BENNETT CONSULTING	1,320	Design	Direct sourcing
BORG ARCHITECTS P/L	3,950	Design	Direct sourcing
JACQUI BONNER MARKETING	24,750	Marketing	Direct sourcing
ADRIENNE CARLSON	385	Valuation services	Direct sourcing
CAPTIVACTION PTY LTD	11,273	IT web services	Direct sourcing
ANNIE KEWE	2,860	Editorial services	Direct sourcing
TONY CHARTERS & ASSOCIATES	80,123	Sponsorship planning	Direct sourcing
COX ARCHITECTURE PTY LTD	180,789	Design	Direct sourcing
CORROSION CONTROL ENGINEERING	15,652	Engineering	Direct sourcing
CONSULT POINT	12,870	IT services	Direct sourcing
CROWN CABLING	154,484	IT services	Direct sourcing

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D&M RESEARCH PTY LTD	49,500	Market research	Direct sourcing
DTZ AUSTRALIA (LEASING) P/L	197,246	Lease negotiation	Market testing (success fee)
ETHAN GROUP PTY LTD	14,887	IT services	Direct sourcing
FIREFLY INTERACTIVE	8,635	IT and design services	Direct sourcing
FIT FOR PURPOSE COMMUNICATIONS	17,005	Marketing	Direct sourcing
GHD PTY LTD	1,100	Assessment services	Direct sourcing
HENDRY GROUP (NSW) PTY LTD	1,029	Fire safety assessment	Direct sourcing
SUSAN HOCKING PTY LTD	22,100	Marketing	Direct sourcing
ICY CALM PTY LTD	11,000	Marketing	Competitive Quotes
JIMJAM IDEAS PTY LTD	74,471	Marketing	Direct sourcing
AUSTEN KAUPE	51,117	Design	Competitive Quotes
LACCAL CONSULTING PTY LTD	31,746	Executive consulting	Competitive Quotes
CARDNO (NSW/ACT) PTY LTD	5,115	Engineering	Direct sourcing
MARKETING ANGELS PTY LTD	990	Marketing	Direct sourcing
National Safety Council of Australia	62,920	OH&S services	Competitive Quotes
NCS INTERNATIONAL PTY LIMITED	7,376	Risk Management	Market testing
NDY MANAGEMENT PTY LIMITED	81,440	Engineering	Direct sourcing
OAKTON AA SERVICES P/L	16,830	Audit services	Competitive Quotes
OBJECT CONSULTING PTY LTD	104,573	IT services	Competitive Quotes
PARTRIDGE PARTNERS PTY LTD	4,015	Design	Direct sourcing

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PARSONS BRINCKERHOFF AUSTRALIA	5,031	Asbestos services	Direct sourcing
STUART PARNES	10,000	Valuation services	Direct sourcing
PIVOTAL BUSINESS TECHNOLOGY	1,100	Photographic support	Direct sourcing
PROFESSIONAL ADVANTAGE	68,074	Accounting IT services	Direct sourcing
GEMMA PRIDE STYLED SPACE	2,750	Design	Direct sourcing
PRICEWATERHOUSECOOPERS	8,532	Executive consulting	Direct sourcing
ROOT PROJECTS AUSTRALIA P/L	11,000	Strategic Planning	Direct sourcing
SAVILLS PROJECT MANAGEMENT P/L	271,908	Project Management	Market testing
SLINGSHOT DESIGN	4,015	Design	Direct sourcing
SLADE SMITH	2,684	Design	Direct sourcing
SPATCHURST DESIGN ASSOCIATES	36,735	Design	Direct sourcing
STARFISH ADVERTISING & DESIGN	44,790	Design	Direct sourcing
ROBERT ST CLAIR DESIGN	21,175	Design	Direct sourcing
THINC PROJECTS AUSTRALIA P/L	100,562	Consulting superintendents	Competitive Quotes
UPSIDEDOWN PRODUCTIONS P/L	11,096	Production services	Direct sourcing
VICSAIL PTY LTD	825	Valuation services	Direct sourcing
WORKPLACE SAFETY AUSTRALIA	1,430	OH&S services	Direct sourcing
WORLEY PARSONS	16,998	Engineering	Competitive Quotes
TOTAL	2,208,300		

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL ARCHIVES OF AUSTRALIA

The Archives had 20 consultancies undertaken in 2011-12. Details of the consultancies are included in the table below. Total value \$847,577.34.

Note: Response only includes information on consultancies where the total dollar value of the contract is above \$10,000 as per the annual report requirements.

H24 - Consultancies 2011-12				
NAME	SUBJECT MATTER	DURATION	COST (GST Inclusive)	METHOD OF PROCUREMENT
HBO + EMB Interiors (ACT) Pty Ltd	Mitchell refurbishing project - Planning option development and tender specification development	2 months	12,575.75	Limited tender
Recordkeeping Innovation	Review of GDA 25 Records issues for outsourcing	6 weeks	34,069.50	Limited tender
Australian Federal Police	Security Risk Review of the Archives - Parkes & Mitchell facilities	1 month	14,300.00	Limited tender
Property Concept & Management Pty Ltd	Consultant services to identify and access suitable sites for the National Archives Preservation Facility	5 months	79,392.50	Limited tender
Team HR	Facilitation of Leadership Team Planning Workshop	5 months	16,830.00	Limited tender
Peter Tinslay	Valuation of Archives Collection	2 months	42,900.00	Limited tender
IPS Worldwide	Employee Assistance Program	10 months	18,191.80	Open tender
Bill Ross and Associates Pty Ltd	National Archives Preservation Facility Risk Assessment Review	7 months	79,750.00	Limited tender
Andrew Sutherland Consulting Engineers	Fire suppression system installation 91 Murray St - feasibility study	6 weeks	21,835.00	Limited tender
Quality Management Solutions Pty Ltd	Code of Conduct investigation	1 month	13,538.42	Limited tender
Grey Advantage Consulting Pty Ltd	Human Resources Business Planning	5 months	163,700.00	Open tender

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Noetic Solutions Pty Ltd	Strategic review of Strategic Relations and Personal Records Section	4 months	56,072.50	Limited tender
Ethos CRS Consulting	Development of the Digital Transition policy and Digital Continuity Plan Communications Strategy	3 months	21,862.50	Limited tender
UsabilityOne Pty Ltd	Usability testing and evaluation services	1 month	27,764.00	Limited tender
ORIMA RESEARCH	Analysis of Check-up 2.0 survey data	1 month	43,100.00	Limited tender
ORIMA RESEARCH	Staff Survey 2012	5 months	45,135.81	Open tender
Siller Systems Administration	Records Authority submission for Ministerial Councils	2 months	14,000.00	Limited tender
APIS Group Pty Ltd	Consultancy for Mapping of Record search	2 months	97,956.20	Open tender
Eric Wainwright	Consultancy services - Access to Digital Records	5 months	32,000.00	Limited tender
Acumen Contracting & Recruitment Pty Ltd	Security Management Analyst	3 months	12,603.36	Open tender
TOTAL VALUE			847,577.34	
# Response only includes information on consultancies where the total dollar value of the contract is above \$10,000 as per the annual report requirements.				

NATIONAL FILM AND SOUND ARCHIVE

There were 16 consultancies with expenditure over \$10,000 undertaken in 2011-12. Please see pg. 141 in the NFSA's 2011-12 Annual Report. Total value for all consultancies was \$804,614 (GST-inclusive)

NATIONAL LIBRARY OF AUSTRALIA

There were 35 consultancies completed in 2011-12 with a total value of \$1,228,989

Name of Consultancy	Subject Matter	Duration	Cost	Method of Procurement
ACTEW AGL	Confined Space assessment	Jun 2011 - Dec 2011	\$3,465	Direct Sourcing
AdminIntelligence Pty Ltd	Review current human resource system configuration and provide advice on and develop	Feb 2012 - Jun 2012	\$11,000	Direct sourcing

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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	enhancements to existing processes			
Ashurst (formerly Blake Dawson)	General legal advice	Jul 2011 - Jun 2012	\$44,383	Open Tender
Attorney-General's Department	Administrative fee associated with Commonwealth-wide Copyright Agency Ltd agreement	Jul 2011 - Jun 2012	\$778	Direct Sourcing
Bendelta Pty Ltd	Assist in the development of the strategic workforce plan 2012-14	Nov 2011 - Jan 2012	\$29,000	Direct sourcing
Clayton Utz	General legal advice	Jul 2011 - Jun 2012	\$99,925	Open Tender
Cunningham Martyn Design Pty Ltd	Design services for Bookshop, Treasures and Exhibition Gallery Design and Project Superintendence	May 2010 - Jun 2012	\$351,450	Open Tender
Defire	Preparation of a fire services upgrade report	Jan 2011 - Jun 2012	\$31,152	Select Tender
Dimension Data Aust Pty Ltd	IT Data Centre energy assessment	Mar 2011 - May 2012	\$16,056	Direct sourcing
Dysen Pty Ltd	Advice on Building Code compliance, documentation and inspection services for fire services upgrade	Apr 2011 - Jun 2012	\$33,000	Direct Sourcing
EC Sustainable Environment consultants	Analysis of waste stream at Parkes site	Feb 2012 - May 2012	\$7,480	Select Tender
GHD Pty Ltd	Assessment of the marble facade of the Library building	Nov 2011 - Apr 2012	\$21,912	Open Tender
GHD Pty Ltd	Prepare a flood inundation report and emergency response plan for the Parkes site	May 2011 - Jul 2011	\$14,630	Open Tender
Historic Houses Trust	Advice on Community Heritage Grant applications	May 2010 - May 2012	\$2,695	Open Tender
Interiors Australia	Fitout design services for the level 1 office space	Nov 2011 - Jun 2012	\$64,350	Open Tender
Jakeman Business Solutions Pty Ltd	Review of the Library's Protective Security Policy	Dec 2011 - May 2012	\$19,580	Direct sourcing
Jillian Adams	Development of post Forgotten Australian project recording plan and feasibility study	Oct 2011 - Jan 2012	\$10,000	Direct sourcing
John Raineri and Associates	Review of lighting throughout the main building	Nov 2011 - Jun 2012	\$97,000	Select Tender
Leo Monus	Development of software for	Feb 2012 -	\$20,000	Direct sourcing

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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	android mobile catalogue application	May 2012		
Michael Pearson	Undertake a heritage furniture audit	Mar 2012 - Apr 2012	\$6,000	Direct sourcing
National Safety Council of Australia	Review of work health safety management system	May 2011 - Dec 2011	\$4,200	Direct sourcing
National Safety Council of Australia	Review contractor protocols	Feb 2012 - May 2012	\$2,400	Direct Sourcing
Nelson-Tyers Consulting Pty Ltd	Workstation Assessments	Jul 2011 - Jun 2012	\$4,250	Direct Sourcing
Norman Disney Young	Undertake a waste management audit	Feb 2012 - Apr 2012	\$7,150	Open Tender
Norman Disney Young	Mechanical investigation of chiller plant	Sep 2011 - Mar 2012	\$10,000	Open Tender
PreviousNext Pty Ltd	Installation enhancement for a new content management system for the Library's web pages	Apr 2011 - Oct 2011	\$31,867	Select Tender
Pricewaterhouse Coopers	Provision of GST advice on a grant received	Nov-2011	\$3,950	Select Tender
Risk and Continuity Management Pty Ltd	Review of the Library's Business Continuity Plan	Dec 2011 - May 2012	\$18,634	Select Tender
Sara Joynes	Undertake research on and acquisition of Australian collection material in the United Kingdom	Jul 2010 - Sep 2011	\$3,450	Direct sourcing
Steven McPhillips	Analyse and develop aspects of Voyager and ILMS software systems interface	Nov 2011 - May 2012	\$51,650	Direct Sourcing
Teaspoon Consulting Pty Ltd	Analyse and develop aspects of Voyager and ILMS software systems interface	Nov 2011 - May 2012	\$48,950	Direct Sourcing
Value Edge Consulting P/L	Undertake a value review of two management units	Mar 2012 - May 2012	\$35,905	Direct sourcing
Viridis E3 Pty Ltd	Energy Audit and Sustainability Assessment	May 2011 - Nov 2011	\$33,000	Select Tender
VisionAustralia	Undertake accessibility testing of the Trove website	Jun 2011 - Jun 2012	\$29,920	Direct sourcing
Walter Partners	Probity advice for tender processes	Jul 2011 - Mar 2012	\$10,857	Select Tender
Wingrove Design & XXVI	Provision of a brand strategy	Mar 2011 - Aug 2012	\$48,950	Select Tender

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Consultancies:	34	TOTAL	\$1,228,989	
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All figures are GST inclusive.

NATIONAL GALLERY OF AUSTRALIA

The Gallery undertook 14 consultancies in 2011-12. Please refer to the table below for details of the consultancies.

There were 14 consultants paid more than \$10 000 in 2011-12				
Name	Nature of services	Amount	Duration	Selection process
Simon Storey Valuers	Valuation Services	72,050.00	11/12	Direct Sourcing
Charyn Cairns	Digital Asset Management system planning & advice	26,160.32	11/12	Direct Sourcing
Ten and a Half Pty Ltd	Development of product line for shop	21,200.00	11/12	Direct Sourcing
Jirra Lulla Har	Wesfarmers Indigenous Fellowship	20,427.00	11/12	Direct Sourcing
Advanced Structures	Building Advice	10,000.00	11/12	Direct Sourcing
ThreeSides Consulting	Marketing Services	76,876.30	11/12	Direct Sourcing
CBRE Richard Ellis	Valuation Services	23,493.00	11/12	Direct Sourcing
Infront Systems	Information Technology	126,668.00	11/12	Direct Sourcing
Erwood Accelerated Consulting	Tender and contract services	34,791.00	11/12	Direct Sourcing
Wyadogon Enterprises	Risk management	10,560.00	11/12	Direct Sourcing
ANAO	External Audit 2011-12	66,900.00	11/12	Direct Sourcing
Mallesons Stephens Jacques	Legal Services	16,954.85	11/12	Direct Sourcing
Badgery & Raffe Lawyers	Legal Services	13,612.50	11/12	Direct Sourcing
PricewaterhouseCoo	Internal Audit Services	67,250.00	11/12	Direct

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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pers				Sourcing
	Total	586,942.9 7		

NATIONAL MUSEUM OF AUSTRALIA

16 Consultancies – Total Value \$222,444 - Details attached.

Altus Page Kirkland	Asset Management Plan Consultancy	44,394	Open Tender
Content Group	Communications strategy/advice - exhibitions	2,600	Quotations sought
Dysen Pty Ltd	Fire Safety Consultancy	3,894	Direct Source
Equity Partners	Accounting advice	1,500	Direct Source
Food Consultant	Advice and Review of catering contract	525	Quotations sought
Generation Management Group Pty Ltd	Commercial services review	28,000	Quotations sought
Kitty Hilton	Development of Overarching Sponsorship Strategy	16,017	Direct Source
Les Whittet & Associates	BCM Consulting Review	6,000	Quotations sought
Norman Disney & Young	Fire Engineering Advice Main Hall	2,000	Quotations sought
ORC International	Employee Engagement & Diversity survey	9,559	Quotations sought
Rider Levett Bucknall ACT Pty Ltd	Café and AEP pre tender review	4,450	Quotations sought
Robson Environmental	Dust Analysis	6,130	Quotations sought
Shearwater Solutions Pty Ltd	Security Risk review of Cloud Computing	30,400	Quotations sought
SQC Architects	Preparation of design option studies	1,744	Quotations sought
Steensen Varming (Australia) Pty Ltd	HVAC Upgrade advice	60,131	Open Tender
Taylor Thomson	Structural Consultancy on the Loop	5,100	Quotations sought
Total Consultancies 2011-12		222,444	

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

See 2011–12 OPH Annual Report for this information (available online at <http://moadoph.gov.au/about/corporate-documents/>)

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 158

Topic: Media Monitoring

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages:

5. 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?
6. Which agency or agencies provided these services?
7. What is the estimated budget to provide these services for the year 2012-13?
8. What has been spent providing these services this financial year to date?

Answer:

Parts 1-4 do not apply to the Arts Agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

5. \$2,683
6. Media Monitors
7. \$8,000
8. \$2,683

AUSTRALIA COUNCIL

9. 5. \$14,825
10. AAP
11. \$70,000
12. \$14,825

BUNDANON

13. N/A
14. N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

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Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

15. N/A

16. N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

17. Total cost \$1,393.16

18. Media Monitors & CCH Political Alerts

19. Estimated Budget \$5,600.00

20. Spent FYTD \$1,393.16

SCREEN AUSTRALIA

21. \$11,603

22. Media Monitoring and Meltwater

23. \$37,000

24. \$11,603

AUSTRALIAN NATIONAL MARITIME MUSEUM

25. \$1,801 excluding GST

26. Media Monitors.

27. \$8,000 excluding GST

28. \$1,801 excluding GST

NATIONAL ARCHIVES OF AUSTRALIA

5. The total cost of media monitoring services for the 2012-13 financial year to date was \$3,853.

6. Media Monitors

7. The estimated budget for 2012-13 financial year is approximately \$27,000.

8. Nil as the Archives purchases media monitoring services.

NATIONAL FILM AND SOUND ARCHIVE

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

5. The total cost of media monitoring services for this financial year to date is \$4,033.11
6. The services are provided by Media Monitors.
7. The budget allocated for media monitoring in 2012/13 is \$13,000.00
8. We have spent \$4,033.11 this financial year to date.

NATIONAL LIBRARY OF AUSTRALIA

5. \$6,448
6. Media Monitors
7. \$18,000
8. \$6,448

NATIONAL GALLERY OF AUSTRALIA

5. \$7,280
6. Media Monitors
7. \$30,000
8. \$7,280

NATIONAL MUSEUM OF AUSTRALIA

5. \$2,632
6. Media Monitors
7. \$10,000
8. \$2,632 (this is the same question as 5)

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

5. \$5,110.41
6. Media Monitors
7. \$20,000
8. Same as 5. (\$5,110.41).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 159

Topic: Media Monitoring

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

4. What was the actual total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2011-12?
5. Which agency or agencies provided these services?
6. What was the estimated budget to provide these services for the year 2011-12?

Answer:

Parts 1-3 of this question do not apply to the Arts Agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

4. \$7,375
5. Media Monitors
6. \$4,000

AUSTRALIA COUNCIL

4. \$69,352
5. AAP
6. \$70,000

BUNDANON

4. N/A
5. N/A
6. N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

4. Total cost \$6,713.72
5. Media Monitors & CCH Political Alerts

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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6. \$7,000.00

SCREEN AUSTRALIA

4. \$23,196.22
5. AAP Medianet and Meltwater
6. \$50,000

AUSTRALIAN NATIONAL MARITIME MUSEUM

4. \$11,602 excluding GST
5. Media Monitors.
6. \$8,000 excluding GST

NATIONAL ARCHIVES OF AUSTRALIA

4. The total cost of media monitoring services for 2011-12 was \$22,562.
5. Media Monitors
6. The estimated budget for 2011-12 financial year was approximately \$25,000.

NATIONAL FILM AND SOUND ARCHIVE

4. The total cost of media monitoring services for 2011/12 was \$11,663.06
5. The services were provided by Media Monitors.
6. The budget allocated for media monitoring in 2011/12 was \$13,000.00

NATIONAL LIBRARY OF AUSTRALIA

4. \$20,613
5. Media Monitors and AAP
6. \$20,000

NATIONAL GALLERY OF AUSTRALIA

4. \$30,827
5. Media Monitors
6. \$30,000

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL MUSEUM OF AUSTRALIA

4. \$9,211
5. Media Monitors
6. \$9,000

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

4. \$5,409.58
5. Media Monitors
6. Same as 4 (\$5,409.58)

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 160

Topic: Social Media

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 4

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?
3. If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks)
4. If no, will the department/agency monitor usage in the future?
5. 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:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. No.
2. No.
3. N/A
4. No. The Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online does not relate to AbaF. AbaF has a clear policy regarding use of social media including Twitter, Facebook, LinkedIn, blogging, wikis and other online social media vehicles.
5. No.

AUSTRALIA COUNCIL

1. No
2. No
3. N/A
4. There are no plans to monitor social media usage

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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5. No

BUNDANON

1. No.
2. The organisation has policy guidelines but does not directly monitor usage.
3. N/A
4. No
5. No

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No
2. No
3. N/A
4. No
5. Not measured.

SCREEN AUSTRALIA

1. Yes, Screen Australia's Social Media Policy was implemented on August 31
2. No
3. N/A
4. No
5. No

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No
2. The ANMM has the means to monitor usage of social media by staff, noting that it is only monitored ad hoc basis or when there is a suspected breach of the ANMM's covering policy.
3. Not applicable.
4. Monitoring will continue to be undertaken on an ad hoc basis or if there is a suspected policy breach.
5. It is not considered that the use of social media impacts on productivity.

NATIONAL ARCHIVES OF AUSTRALIA

1. Yes, a draft policy has been developed.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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2. The Archives monitors Internet usage of all staff and this includes those staff with approved access to social media sites.
3. The staff with approved access to social media sites are a small percentage and their usage is reported in total Megabytes per website rather than in hours usage.
4. Not applicable.
5. Access to social media sites is limited to staff who require it for business reasons and therefore reduces the effect on employee productivity through its use. As a cultural agency the use of social media has proven beneficial in further enhancing access to the Archives.

NATIONAL FILM AND SOUND ARCHIVE

1. The 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 & 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.
3. Not applicable.
4. There are no current plans to monitor staff usage of social media.
5. 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. 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 Senior Manager."

NATIONAL LIBRARY OF AUSTRALIA

1. No change.
2. The National Library keeps usage logs but does not monitor usage.
3. Not applicable.
4. The National Library has no plans to monitor social media usage.
5. The National Library has no evidence that use of social media impacts on employee productivity.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL GALLERY OF AUSTRALIA

1. There been no change to the social media usage or protocols as a result of the publication of the *Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online*. The Gallery continues to apply its social media policy and strategy to the use of Social Media and online discussion forums. Only authorised staff designated as social media contributors within designated subject areas can communicate on behalf of the Gallery.
2. Yes
3. The Gallery monitors all internet usage, including social media usage 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 Gallery program in accordance with the social media policy.
4. Not applicable.
5. Relevant staff are encouraged to appropriately engage with social media to promote Gallery programs in accordance with the social media policy. The impact of the interaction with social media is seen as a key component of Gallery business.

NATIONAL MUSEUM OF AUSTRALIA

1. No
2. The Museum monitors the use of the Museum's social media channels through its approval of designated staff to engage or publish in those spaces. All web activity on the Museum corporate network is logged.
3. Details of usage such as hours per employee at not available.
4. Yes
5. No

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No changes have been made to the agency's protocols about staff usage of social media since May 2012.
2. Monitoring of social media is for misuse (ie, checking for excessive usage) of social media, rather than actively monitoring usage.
3. No social media metrics are reported on, except when requested by AGIMO or similar for whole of government reporting. Social media sites may be included in weekly reporting for most visited websites or similar, depending on their overall usage ranking. Hours of usage and excessive bandwidth use is monitored weekly as part of general IT Security duties, or during HR investigations.
4. No plans at this time.
5. The management of staff productivity is a matter for the manager of each staff member. In the event that a staff member's productivity is suffering IT could be contacted to provide information on that staff member's internet usage (including social media) as part of their overall performance management.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Question: 161

Topic: Internet

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages:

Has the Department 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:

AUSTRALIA BUSINESS ARTS FOUNDATION

N/A

AUSTRALIA COUNCIL

N/A

BUNDANON

N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

N/A

SCREEN AUSTRALIA

N/A

AUSTRALIAN NATIONAL MARITIME MUSEUM

N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL ARCHIVES OF AUSTRALIA

N/A

NATIONAL FILM AND SOUND ARCHIVE

N/A

NATIONAL LIBRARY OF AUSTRALIA

N/A

NATIONAL GALLERY OF AUSTRALIA

N/A

NATIONAL MUSEUM OF AUSTRALIA

N/A

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Question: 162

Topic: Staff Amenities

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

What amenities are provided to staff? Provide a list.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

Kitchen provisions – water, coffee /tea, milk, refrigerator/freezer, lunch room

AUSTRALIA COUNCIL

All staff have access to kitchen facilities.

BUNDANON

Tea, Coffee, Fruit.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Nil - other than tea, coffee and milk supplies.

SCREEN AUSTRALIA

Amenities provided to staff include:

- kitchen and office supplies
- catering for special events

AUSTRALIAN NATIONAL MARITIME MUSEUM

Staff are provided with basic amenities, ie, meal rooms with kitchen equipment including a fridge, microwave, sandwich maker and dishwasher. A change room, with showers, and a clothes washer and dryer are provided to trades staff.

NATIONAL ARCHIVES OF AUSTRALIA

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL FILM AND SOUND ARCHIVE

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 Lipton Tea Bags, Nescafe Caterers Pack coffee and milk for staff use only.

Acton, Mitchell and Melbourne have showers and changes rooms. Sydney does not. Acton is the only site that has a carer's room. The Acton staff have access to a boomb-gated paid parking area for 16 cars only, this is still a paid carpark at \$5 per day.

NATIONAL LIBRARY OF AUSTRALIA

The following amenities are provided for staff use;

- Showers
- Lunch room/kitchens
- Bike rack

NATIONAL GALLERY OF AUSTRALIA

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

NATIONAL MUSEUM OF AUSTRALIA

The Museum provides the following staff amenities over eight separate buildings:

- Toilets 34
- showers 14
- change rooms 14
- meeting rooms 7
- kitchens 10
- first aid rooms 1
- carer's rooms 0

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

First Aid room, toilets, showers, change rooms, meeting rooms.

Three amenities rooms with fridges, dishwasher, microwave and eating area

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 163

Topic: Coffee Machines

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. Has the department/agency purchased coffee machines for staff usage? If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
2. Why were coffee machines purchased?
3. Where did the funding for the coffee machines come from?
4. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in 2011-12 and how much this financial year to date, include a list of what maintenance has been undertaken Where does the funding for maintenance come from?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. No
2. N/A
3. N/A
4. N/A

AUSTRALIA COUNCIL

1. No
2. N/A
3. N/A
4. N/A

BUNDANON

1. No
2. N/A
3. N/A
4. N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No
2. N/A
3. N/A
4. N/A

SCREEN AUSTRALIA

1. SA inherited a coffee machine from its predecessor agency, the Film Finance Corporation Australia. Since its establishment in 2008, Screen Australia has not purchased any coffee machines.
2. N/A
3. N/A
4. SA spent \$509.14 in 2011-12 (a service of the machine) and \$80 this FYTD on maintenance. The funding comes from the facilities budget.

AUSTRALIAN NATIONAL MARITIME MUSEUM

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

NATIONAL ARCHIVES OF AUSTRALIA

1. No
2. N/A
3. N/A
4. N/A

NATIONAL FILM AND SOUND ARCHIVE

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.
2. Drip coffee machine utilised for Board meetings held in Acton.
3. NFSA internal budget allocation (Bill 1 funding). Machine was purchased utilising account code "Office machines under \$2000"
4. Very irregular use. No regular maintenance plan.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL LIBRARY OF AUSTRALIA

1. Yes. There are two purchased machines in use as follows:
 - (a) Human Resources - Make and model – DeLonghi Fully Automatic Magnifica, Cost \$599 (GST excl); Ongoing costs to date are \$839 ex GST (includes coffee beans and de-scaler); Purchased June 2011.
 - (b) 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.
2.
 - a. To be utilised during training courses.
 - b. Provided as part of an amenity to new work area
3.
 - a. and b. Purchased from Library supplier funds
4.
 - a. The Library is responsible for maintenance costs. No maintenance costs have been incurred. Maintenance funding would be from Library supplier budgets.
 - b. Staff are responsible for maintenance of the machine. No maintenance costs have been incurred.

NATIONAL GALLERY OF AUSTRALIA

1. No
2. N/A
3. N/A
4. N/A

NATIONAL MUSEUM OF AUSTRALIA

1. The National Museum has not purchased coffee machines for staff.
2. N/A
3. N/A
4. N/A

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No.
2. N/A
3. N/A
4. N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 164

Topic: Contractors

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 6

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.
10. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

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

AUSTRALIA COUNCIL

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

BUNDANON

1. No
2. No
3. No
4. No
5. No
6. No
7. No
8. No
9. No
10. N/A - Research will divert resources excessively

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

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.

SCREEN AUSTRALIA

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

Contractors: work undertaken	Amount
Enterprise assessors	\$ 29,500
IT relief staff	\$ 9,600
Script assessors	\$ 97,637

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Offset	
Assessors	\$ 45,406
Publicist	\$ 8,333
Temporary relief staff	\$ 6,394
Total	\$ 196,870

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No
2. No
3. No
4. No
5. No
6. No
7. No
8. No
9. No
10. The preparation of the detailed response that this question requires would require an unreasonable diversion of resources.

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 commenced in the 2012-13 financial year to date with a value over \$10,000, including contractors are publicly available on the AusTender website. Contractors employed by the Archives whose contracts are under \$10,000 are not required to be reported on AusTender and a

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

response on these is not provided as it would require an unreasonable diversion of resources to complete.

NATIONAL FILM AND SOUND ARCHIVE

1. No
2. No
3. No
4. No
5. No
6. No
7. No
8. No
9. No
10. Details of contracts over \$10,000 are available in the NFSA annual report.

NATIONAL GALLERY OF AUSTRALIA

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

NATIONAL LIBRARY OF AUSTRALIA

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

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.

Classic Resources	Supply of Exhibition Furniture	\$651,682
Design Craft Furniture	Supply of Loose Office Furniture	\$500,500
INO Contract Furniture	Supply of Workstations	\$880,000

More details are available online at www.austender.gov.au

The Museum engages a numerous contractors to provide a wide range of services to the Museum. Limited resources do not allow the ability to create a list of all contractors.

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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Question: 165

Topic: Contractors

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 7

For 2011-12:

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.
10. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

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

AUSTRALIA COUNCIL

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

BUNDANON

1. No
2. No
3. No
4. No
5. No
6. No
7. No
8. No
9. No
10. N/A - Research will divert resources excessively

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

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.

SCREEN AUSTRALIA

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

Contractors: work undertaken	Amount
Assessors	\$602,213
Temporary relief staff	\$128,940
Agency staff	\$197,039

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Publicist	\$34,557
Enterprise assessors	\$45,650
Other	\$129,697
Total	\$1,138,09 6

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No
2. No
3. No
4. No
5. No
6. No
7. No
8. No
9. No
10. Details of consultancies can be found at Appendix 19 of the ANMM Annual report 2011-2012. Preparation of a list of all contracts would require an unreasonable diversion of resources.

NATIONAL ARCHIVES OF AUSTRALIA

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

10. Details of all contracts commenced in 2011-12 with a value over \$10,000, including contractors are publicly available on the AusTender website. Contractors employed by the Archives whose contracts are under \$10,000 are not required to be reported on AusTender and a response on these is not provided as it would require an unreasonable diversion of resources to complete.

NATIONAL FILM AND SOUND ARCHIVE

1. No
2. No
3. No
4. No
5. No
6. No
7. No
8. No
9. No
10. Details of contracts over \$10,000 are available in the NFSA annual report.

NATIONAL GALLERY OF AUSTRALIA

1. No
2. No
3. No
4. No
5. No
6. No
7. No
8. No
9. No
10. No contractors were employed by the NGA in 2011-12.

NATIONAL LIBRARY OF AUSTRALIA

1. No
2. No
3. No
4. No

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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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.

ERM Power	Provision of Electricity	\$6,513,186
Synergy Group Australia	Internal Audit Services	\$330,000
Wilson Parking Australia	Security Services	\$3,957,591
Construction Control Australia	Café refurbishment & Administration Building Extension	\$10,897,107

More details are available online at www.austender.gov.au

The Museum engages a numerous smaller contractors to provide a wide range of services to the Museum. A detailed response would be an unreasonable diversion of resource.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 166

Topic: Grants

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

N/A

AUSTRALIA COUNCIL

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

BUNDANON

N/A

SCREEN AUSTRALIA

N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

N/A

AUSTRALIAN NATIONAL MARITIME MUSEUM

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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1. Nil
2. Not applicable.

NATIONAL ARCHIVES OF AUSTRALIA

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

NATIONAL FILM AND SOUND ARCHIVE

1. The NFSA has an MOU with the NLA regarding the Community Heritage Grants Program. The NFSA will contribute \$20,000 ex GST in early 2013.
2. Not applicable.

NATIONAL LIBRARY OF AUSTRALIA

1. The following recipients were awarded fellowships by the Library from 1 July to 30 September 2012 to research aspects of the Library's collections. The recipients are from different parts of Australia and used the funds to travel to Canberra to use the Library's collections.
\$10,267.45 Gary Hickey
\$5,256.70 Dr Lyn Gallacher
\$10,279.95 Prof Davidson
2. Yes, but as an agency regulated by the *Commonwealth Authorities and Companies Act 1997*, it is not a requirement for the National Library to do so

NATIONAL GALLERY OF AUSTRALIA

1. The Gallery does not make grants.
2. Not applicable.

NATIONAL MUSEUM OF AUSTRALIA

1. Nil
2. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil
2. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 167

Topic: Grants

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for 2011-12? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Were all grant agreement details published on its website within the required timeframe? If not, provide details.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

N/A

AUSTRALIA COUNCIL

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

BUNDANON

N/A

SCREEN AUSTRALIA

N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIAN NATIONAL MARITIME MUSEUM

Details of all grants can be found at Appendix 1 of the ANMM Annual report 2011-2012.

NATIONAL ARCHIVES OF AUSTRALIA

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

NATIONAL FILM AND SOUND ARCHIVE

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

N/A

NATIONAL LIBRARY OF AUSTRALIA

1. The following recipients were awarded fellowships by the Library to research aspects of the Library's collections. The recipients are from different parts of Australia and used the funds to travel to Canberra to use the Library's collections.

\$4,000.00	Folk Fellow - Emma Nixon
\$10,200.00	A Thompson
\$10,325.92	S Lawson
\$10,461.69	Dr Chi KongLlai
\$10,622.82	Prof S Nandan
\$12,365.70	L Keogh
\$10,200.00	A Lawrence
\$10,200.00	Dr T Sherratt
\$1,800.00	A Dellios
\$1,800.00	M De Stefani
\$1,800.00	J Piccini
\$1,800.00	R O'Shea

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

\$1,800.00	F Scotney
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Details of recipients of Community Heritage Grants in 2011-12 are available through the following website <http://www.nla.gov.au/chg/recipients-2011>

2. Yes, but as an agency regulated by the *Commonwealth Authorities and Companies Act 1997*, it is not a requirement for the National Library to do so.

NATIONAL MUSEUM OF AUSTRALIA

N/A

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. NIL – OPH administers no grant programs
2. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 168

Topic: Commissioned Reports

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. How many Reports were commissioned by the Government in your department/agency in 2011-12? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
3. What is the current status of each report? Did the Government report within the required timeframe? If not, when is the Government intending to respond to these reports?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

Please refer to DRALGAS' response to this question

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question

BUNDANON

Please refer to DRALGAS' response to this question

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question

SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIAN NATIONAL MARITIME MUSEUM

Please refer to DRALGAS' response to this question

NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 169

Topic: Commissioned Reports

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

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.
2. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

Please refer to DRALGAS' response to this question

AUSTRALIA COUNCIL

Please refer to DRALGAS' response to this question

BUNDANON

Please refer to DRALGAS' response to this question

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

Please refer to DRALGAS' response to this question

SCREEN AUSTRALIA

Please refer to DRALGAS' response to this question

AUSTRALIAN NATIONAL MARITIME MUSEUM

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Please refer to DRALGAS' response to this question

NATIONAL ARCHIVES OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL FILM AND SOUND ARCHIVE

Please refer to DRALGAS' response to this question

NATIONAL LIBRARY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL GALLERY OF AUSTRALIA

Please refer to DRALGAS' response to this question

NATIONAL MUSEUM OF AUSTRALIA

Please refer to DRALGAS' response to this question

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Please refer to DRALGAS' response to this question

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 170

Topic: Government Payments of Accounts

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

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)?
2. 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)
3. 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?
4. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. Yes
2. N/A
3. N/A
4. N/A

AUSTRALIA COUNCIL

1. The Australia Council endeavours to pay all of its accounts within a 30 day period. To attempt to provide details on any late payments would involve an unreasonable diversion of resources. No interest has been paid on accounts in 2012/13 to date.
2. As above
3. As above
4. N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

BUNDANON

1. Yes
2. N/A
3. N/A
4. N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Yes – if a valid complete invoice is provided
2. N/A
3. N/A
4. N/A

SCREEN AUSTRALIA

1. Yes
2. N/A
3. N/A
4. N/A

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Yes.
2. N/A
3. N/A
4. N/A

NATIONAL ARCHIVES OF AUSTRALIA

1. No.
2. 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 this period.

Paid within 30 Days	Paid 30 - 45 Days	Paid 45 - 60 Days	Paid 60 - 90 Days	Paid 90+ Days	Total
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Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

1,311	35	9	-	-	1,355
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3. No

4. Not applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. Yes, the NFSA has paid its accounts to contractors/consultants in accordance with the Government policy in terms of time for payment.
2. N/A
3. N/A
4. N/A

NATIONAL GALLERY OF AUSTRALIA

1. Yes. The Gallery's terms are 30 days for the payment of accounts.
2. N/A
3. N/A
4. N/A

NATIONAL LIBRARY OF AUSTRALIA

1. For 2012-13 year to date 99.03% of invoices were paid within 30 days of receipt of the invoice.
2. 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.
3. 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
4. Not applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL MUSEUM OF AUSTRALIA

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

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Yes-30 days from receipt of valid tax invoice.
2. N/A
3. N/A
4. N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 171

Topic: Government Payments of Accounts

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 4

1. For 2011-12, did the department/agency pay its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e.within 30 days)?
2. 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)
3. For accounts not paid within 30 days, is/was 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?
4. Where interest is being paid, what rate of interest is being paid and how is this rate determined?
5. Have all accounts from 2011-12 been paid? If no, why not?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. Yes
2. N/A
3. N/A
4. N/A
5. Yes

AUSTRALIA COUNCIL

The Australia Council's policy is to pay all accounts within a 30 day period. To attempt to provide details on any late payments would involve an unreasonable diversion of resources. No interest has been paid on accounts in 2011-12.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

BUNDANON

1. Yes
2. N/A
3. N/A
4. N/A
5. Yes

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Yes – if a valid complete invoice is provided
2. N/A
3. N/A
4. N/A
5. Yes if a valid complete invoice provided.

SCREEN AUSTRALIA

1. Yes
2. N/A
3. N/A
4. N/A
5. N/A

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Yes
2. Not applicable
3. Not applicable
4. Not applicable
5. Yes

NATIONAL ARCHIVES OF AUSTRALIA

1. No.
2. 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 this period.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Paid within 30 Days	Paid 30 - 45 Days	Paid 45 - 60 Days	Paid 60 - 90 Days	Paid 90+ Days	Total
5,604	125	27	5		5,761

3. No.
4. Not applicable.
5. Yes.

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.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Yes, all 2011-12 accounts have been paid.

NATIONAL LIBRARY OF AUSTRALIA

1. For financial year 2011-12, 98.54% of invoices were paid within 30 days of receipt of the invoice.
2. 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.
3. 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
4. Not applicable
5. All 2011-12 year accounts received by the Library have been paid.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL GALLERY OF AUSTRALIA

1. Yes
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Yes

NATIONAL MUSEUM OF AUSTRALIA

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

All accounts from 2011-12 have been paid.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No
2. There was a delay in the payment of invoices raised for suppliers that provided images for Behind the Lines exhibition. However this represents less than 1% of invoices processed by the agency.
3. Yes \$328.25 (2011-12)
4. Interest was paid 245 days at 0.02912568% as per Finance website
5. Yes

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 172

Topic: Stationery Requirements

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

2. What are the department/agency's stationery costs for the financial year to date?

Answer:

Part 1 of this question does not apply to the Arts agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

2. \$3,936

AUSTRALIA COUNCIL

2. \$8,321

BUNDANON

2. \$2404

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

2. Total FYTD for stationary and office expenses - \$19,839.08.

SCREEN AUSTRALIA

2. Stationery (business cards only – no expenditure on envelopes, letterhead or with comps):
\$688 (14 sets of 250 cards)

AUSTRALIAN NATIONAL MARITIME MUSEUM

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

2. \$11,834 excluding GST

NATIONAL ARCHIVES OF AUSTRALIA

2. The Archives stationery costs for the 2012-13 financial year to date was \$13,843

NATIONAL FILM AND SOUND ARCHIVE

2. The NFSA's stationery costs for this financial year to date is \$3,723.58.

NATIONAL LIBRARY OF AUSTRALIA

2. \$25,448

NATIONAL GALLERY OF AUSTRALIA

2. \$46,000 to 30 September 2012

NATIONAL MUSEUM OF AUSTRALIA

2. \$10,120

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

2. \$2,307

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 173

Topic: Stationery Requirements

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

2. What were the department/agency's stationery costs for 2011-12?

Answer:

Part 1 of this question does not apply to the Arts agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

2. \$8,396

AUSTRALIA COUNCIL

2. \$82,953

BUNDANON

2. \$14,185

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

2. Total for stationary and office expenses \$110,422.21.

SCREEN AUSTRALIA

2. Stationery (business cards only – no expenditure on envelopes, letterhead or with comps):
\$5012 (38 sets of 250 cards)

AUSTRALIAN NATIONAL MARITIME MUSEUM

2. \$33,605 excluding GST

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL ARCHIVES OF AUSTRALIA

2. The Archives stationery costs for the 2011-12 financial year to date was \$83,314.

NATIONAL FILM AND SOUND ARCHIVE

2. The NFSA's stationery costs for 2011-12 was \$22,258.28

NATIONAL LIBRARY OF AUSTRALIA

2. \$160,737

NATIONAL GALLERY OF AUSTRALIA

2. \$157,053

NATIONAL MUSEUM OF AUSTRALIA

2. \$93,12

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

2. \$13,055

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 174

Topic: Media Subscriptions

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 4

1. Has there been any change to your pay TV subscription since the 2012-13 Budget Estimates (May 2012)
If yes, please provide the reason why, the cost and what channels.
 - a. What is the cost for this financial year to date?
2. Has there been any change to your newspaper subscriptions since the 2012-13 Budget Estimates (May 2012)
 - a. If yes, please provide the reason why, the cost and what newspapers.
 - b. What is the cost for this financial year to date?
3. Has there been any change to your magazine subscriptions since the 2012-13 Budget Estimates (May 2012)
 - a. If yes, please provide the reason why, the cost and what magazines.
 - b. What is the cost for this financial year to date?
4. What was the 2011-12 cost for:
 - a. TV subscriptions
 - b. Newspaper subscriptions
 - c. Magazine subscriptions
5. Does the department/agency provide any media subscriptions to its Ministers/Parliamentary Secretaries? If yes, provide details of what is provided and the cost this financial year to date and for 2011-12.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. No
2. No
3. No
4.
 - a. NIL
 - b. \$3,198
 - c. \$233.40
5. No

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIA COUNCIL

1. The Australia Council does not have any pay TV subscriptions
2. No
 - a. N/a
 - b. \$1386
3. No
 - a. N/a
 - b. \$1607
4.
 - a. 0
 - b. \$3300
 - c. \$10,988
5. No

BUNDANON

1. N/A
2. No
3. No
4. N/A
 - a. N/A
 - b. & c. \$256 total
5. No

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No
 - a. Total FYTD \$3,005.40
2. No
 - a. N/A
 - b. Total FYTD \$739.91
3. No
 - a. N/A
 - b. Total FYTD \$1,725.87
4.
 - a. Total \$12,210.00
 - b. Total \$3,500

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

- c. Total \$7,210
- 5. No

SCREEN AUSTRALIA

- 1. No.
 - a. \$305.46
- 2. No
 - a. n/a
 - b. \$443.25
- 3. Yes
 - a. 'Games TM' (UK) magazine subscription cancelled as no longer required for business purposes, £75.
 - b. Nil.
- 4.
 - a. Pay TV: \$1,735.45
 - b. Newspapers: \$2,643.38
 - c. Magazines: \$3,384.40
- 5. No.

AUSTRALIAN NATIONAL MARITIME MUSEUM

- 1. The ANMM has no pay TV subscriptions.
 - a. Not applicable.
- 2. No.
 - a. Not applicable.
 - b. \$2,254 excl GST.
- 3. No .
 - a. Not applicable.
 - b. \$11,411.00 excl GST.
- 4.
 - a. Nil.
 - b. \$2,235 excl GST.
 - c. No magazines purchased.
- 5. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives does not have any pay TV subscriptions.
 - a. Not applicable.
2. There have been no changes to newspaper subscriptions since the 2012-13 Budget Estimates.
 - a. Not applicable.
 - b. \$1,640.
3. There have been no changes to magazine subscriptions since the 2012-13 Budget Estimates.
 - a. Not applicable.
 - b. \$165.
4.
 - a. The Archives did not have any TV subscriptions in 2011-12.
 - b. \$6,407.
 - c. \$661.
5. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 175

Topic: Travel Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 7

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).
3. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
7. When SES employees travel, 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.

Answer:

Part 1 does not apply to any of the Arts Agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

2.

6810 Food - Not Ent - gst/nfbt	2,246
9400 Accommodation	5,045
9430 Airfares – domestic (economy fare)	22,732

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

9450 Car Parking	293
9470 Land / River Travel	80
9490 Motor Vehicle Hire	72
9550 MV Private Use - Rate Per KM	1,197
9600 Taxis - Business	6,813
9630 Travel General	1,300
Total Expenditure	39,778

3. N/A
6. Yes. Qantas Club. Two employees. Below is an extract from AbaF's travel and accommodation policy:

Airline "Club Lounge" memberships

An airline Club Lounge membership will be provided by AbaF to staff that travel by air on AbaF business on at least a monthly basis.

7. N/A

AUSTRALIA COUNCIL

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: \$28,523
Accommodation and travel allowances: \$30,352
Total: \$58,875
3. The AC does fall under the whole of government travel arrangements but maintains a Travel Policy & Guidelines which require Best Fare of the Day, unless impracticable
- Finance Circular 2009/10 was replaced by 2012/04 which took effect from 1 July 2012 and Finance Circular 2009/11 was replaced by 2012/05 which took effect from 1 October 2012. Both Finance Circulars apply only to agencies subject to the Financial Management and Accountability Act 1997 (FMA Act) and therefore not to the Australia Council which is a CAC agency.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

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

BUNDANON

2. \$3055.39
3. Yes – All travel is booked by 1 x staff member that is familiar with the policy. We always seek lowest possible airfare on the day of booking - pending appropriate time.
6. No
7. No

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

2. FYTD Airfares \$6,371.16
FYTD Accommodation \$6,468.00
FYTD Allowances \$3,637.08
Further details of staff travel would be an unreasonable diversion of resources
3. AFTRS complies with all guidelines for domestic and international travel.
6. Yes, Qantas Club membership is provided to as follows:
3x SES 2
3x SES 1
3x Academic 3 (EL 2)
2x AFTRS 8 (EL 2)
TOTAL - \$2750
The memberships are provided to improve efficiency of executives while travelling by providing working facilities at airports.
7. No

SCREEN AUSTRALIA

2. To attempt to provide this level of detail would involve an unreasonable diversion of resources

Airfares	\$ 108,267.11
Accommodation	\$ 28,103.44

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Meals	\$ 3,456.21
Other	\$ 6,848.25
Total	\$ 146,675.01

3. Finance Circular 2009/10 does not apply to Screen Australia, as it is not an FMA agency. However, Screen Australia's own travel policy requires all employees to seek the lowest practical fare.
6. Finance Circular 2009/11 does not apply to Screen Australia, as it is not an FMA agency. However, Screen Australia's own travel policy requires three quotes to be obtained for international flights.
7. Yes. QANTAS Club memberships to five employees (SAEL2 x 4; SAEL1 x 1). The memberships are provided so that the employees can continue their work in relative peace whilst travelling. Total cost in FY 2011-12: \$1,772.75

AUSTRALIAN NATIONAL MARITIME MUSEUM

2. Travel Costs July 2012 to Sept 2012

AIRFARE COST	ACCOMMODATION	TRANSPORT	MEALS	INCIDENTAL S	TOTAL COST 2012
\$17,676.31	\$ 14,636.56	\$ 1,400.01	\$3,983.76	\$ 1,820.83	\$ 39,517.47

3. The travel policy of the ANMM meets the requirements of the Governments Lowest Practical fare travel policy. It is monitored via the completion of Movement Requisitions that are sighted by HR.
6. Memberships for the following staff are held because of the amount of travel required for the positions:
 Director \$485 for 1 year membership
 1 EL2 \$500 for 2 year membership
 1 EL1 \$450 for 2 year membership
7. No

NATIONAL ARCHIVES OF AUSTRALIA

2. Details of Travel costs are shown below:

Accommodation Allowance	\$55,406
Meals Allowance	\$55,118
Incidentals Allowance	\$14,451
Business Fares	\$28,125

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Economy Fares	\$57,283
Total	\$210,383

3. Yes. The Archives travel requisition forms require travellers to state whether the airfare is the lowest practical fare and where it is not to provide a justification as provided in the travel policies. Compliance with the travel policies is monitored by sample checking forms as they are provided to the Finance Section.
6. Yes. Details of the lounge memberships are shown below. The lounge memberships are provided to SES officers and to staff who travel in excess of 10 times per year. Memberships are reviewed annually.

APS Level	Qantas Club	\$ Amount
SES	4	\$1,740
EL2	3	\$1,305
EL1	2	\$870
APS 5	1	\$435
Total	10	\$4,350

7. No.

NATIONAL FILM AND SOUND ARCHIVE

2. The NFSA's total travel cost for Departmental officers FYTD is \$79,837.50.

	Domestic	International
Airfares	25,633.67	5,631.88
Accommodation	13,541.96	0
Meals	460.99	4,637.60
Other Expenses	29,931.40	0
Total	69,568.02	10,269.48

3. Yes. Advice incorporated in travel policy. Travel monitored by Travel Officer when reconciling travel account at the end of the month.
6. Yes. Qantas membership for two employees cost \$527.28, classification SES1. The NFSA will provide Airline Lounge Membership to employees where the amount of travel undertaken deems it necessary.
7. No.

NATIONAL GALLERY OF AUSTRALIA

2. The agency does not record travel data in a way that would readily allow answers to be provided to these questions. Travel costs to 30 September are:
Domestic travel \$114,541
International travel \$24,197.
3. Yes. The Gallery applies the Government's travel policy which is reviewed on a regular basis to ensure ongoing compliance.
6. Yes. The five Senior Executive Staff of the Gallery are provided with Qantas Club memberships. The cost per membership is \$260.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

7. No.

NATIONAL LIBRARY OF AUSTRALIA

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. Financial year to date spend on travel for departmental officers is \$119,868.
3. The Library voluntarily joined the Whole of Australian Government Travel Arrangements and the Library's travel policy requires staff to comply with Lowest Practical Fare and International Best Fare of the Day policies. 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. 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 Director General approves all overseas travel. The Library obtains monthly travel reports from QBT.
6. The Library currently provides the following QANTAS Lounge memberships:
6 x SES Band 1
8 x EL2
4 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.

NATIONAL MUSEUM OF AUSTRALIA

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. Policies are being followed. The Travel Management Company is required to implement the policy with traveller required to provide reasons for not following policy when making bookings. Monitoring is through reports received monthly from the Travel Management Company.
6. Qantas Club Lounge memberships are provided to two staff at the SES level as part of their remuneration package. Total cost \$550.
7. No.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

2. See breakdown below:

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Airfares	\$9,937
Accommodation	\$11,977
Incidentals	\$6,797 (meals paid for through incidentals)

3. Yes. The agency follows guidelines as issued.
Reports received from the agency's contracted travel management company and checked for anomalies.
6. Yes. Qantas Club memberships for 2 SES (1 Band 1, 1 Agency Head). Holders fly frequently on official business. Cost \$1310 + (GST inclusive)
7. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 176

Topic: Travel Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 4

2. For 2011-12, 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).

Answer:

Part 1 of this question does not apply to the Arts Agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

2.

6810 Food	15,424
9400 Accommodation	33,313
9430 Airfares – domestic (economy fare)	51,036
9450 Car Parking	976
9470 Land / River Travel	616
9490 Motor Vehicle Hire	926
9500 MV Expenses	615
9550 MV Private Use - Rate Per KM	1,731
9600 Taxis - Business	28,292
9610 Taxis - Social	42
9630 Travel General	4,154
Total Expenditure	137,126

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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AUSTRALIA COUNCIL

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: \$ 154,249

Accommodation and travel allowances: \$73,677

Total: \$227,926

BUNDANON

2. Travel , Accom and Incidentals = \$11,345.00
Further research will divert resources excessively

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

2011-12 Staff Airfares \$38,833.89 (43% of total)

2. Total Airfares \$38,833.89
Total Accommodation \$39,047.76
Total Allowances \$16,888.38
Further details of staff travel would be an unreasonable diversion of resources

SCREEN AUSTRALIA

2. To attempt to provide this level of detail would involve an unreasonable diversion of resources.

Airfares	\$ 213,435.81
Accommodation	\$ 169,490.81
Meals	\$ 32,900.66
Other	\$ 50,856.60
Total	\$ 466,683.88

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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AUSTRALIAN NATIONAL MARITIME MUSEUM

ANMM total travel costs 2011/12

AIRFARE COST	ACCOMMODATION COST	TRANSPORT	MEALS	TRAVEL ALLOWANCE	INCIDENTALS	TOTAL COST 2011/12
\$ 109,508	\$50,307	\$22,813	\$ 12,880	\$ 21,877	\$2,420	\$ 219,804

All travel within Australia is economy class

Overseas travel is according to ANMM policy

NATIONAL ARCHIVES OF AUSTRALIA

2. Details of Travel costs are shown below:

Accommodation Allowance	\$181,958
Meals Allowance	\$112,589
Incidentals Allowance	\$29,935
Economy Fares	\$133,150
Business Fares	\$135,507
Total	\$593,139

NATIONAL FILM AND SOUND ARCHIVE

2. The NFSA's total travel cost for Departmental officers in 2011-12 was \$372,022.72. The supply of individual travel details and full breakdowns is an unreasonable use of NFSA resources.

	Domestic	International
Airfares	\$134,703.73	\$22,457.87
Accommodation	\$49,295.17	\$6,356.32
Meals	\$2,320.41	\$6,612.18
Other Expenses	\$148,827.44	\$1,449.60
Total	\$335,146.75	\$36,875.97

NATIONAL LIBRARY OF AUSTRALIA

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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detail would involve an unreasonable diversion of resources. 2011-12 spend on travel for departmental officers was \$349,973.

NATIONAL GALLERY OF AUSTRALIA

2. The agency does not record travel data in a way that would readily allow answers to be provided to these questions. Travel costs to for the 2011-12 financial year were:

Domestic travel	\$279,294.00
International travel	\$118,352.00

NATIONAL MUSEUM OF AUSTRALIA

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.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

2. See break down below:

Airfares	\$17,449
Accommodation	\$11,013
Taxi	\$9,068
Other transport	\$2,058
Incidentals	\$12,070 (Meals paid for through incidentals)

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 177

Topic: Legal Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 6

1. What sum did each portfolio department and agency spend on legal services for 2011-12? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services for 2011-12 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 for 2011-12? Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services for 2011-12 from other sources? Please provide a list of each service and costs.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. \$1,815. Freehills Trademark application.
2. NIL
3. See Q.44(1)
4. NIL

AUSTRALIA COUNCIL

In 2011/12 the legal expenses were \$24,430 all from the Australian Government Solicitor. These services related to human resources matters.

BUNDANON

1. NIL
2. NIL

Senate Rural and Regional Affairs and Transport Legislation Committee

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- 3. NIL
- 4. NIL

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

- 1. Total \$49,189.17 (net of GST)

Q44 - Legal Fees - July 2011 to June 2012

Q3 Total Legal Fees

Legal Firm	Trans date	Amount (Incl GST)	Description	Excl of GST
Australian Government Solicitor	29/07/2011	10,509.95	General employment advice	9,554.50
Australian Government Solicitor	4/08/2011	657.80	Review of AFTRS delegations	598.00
Australian Government Solicitor	10/08/2011	2,185.15	General employment advice	1,986.50
Australian Government Solicitor	11/10/2011	2,864.91	AHRC complaint	2,604.46
Australian Government Solicitor	12/10/2011	231.00	Advice on OHS issue with film shoot	210.00
Australian Government Solicitor	18/10/2011	4,604.60	AFTRS actors agreement	4,186.00
Australian Government Solicitor	9/12/2011	658.90	AHRC complaint	599.00
Australian Government Solicitor	9/11/2012	1,225.40	AHRC complaint	1,114.00
Australian Government Solicitor	9/12/2011	3,086.60	TEQSA, HESA and AFTRS Act interactivity	2,806.00
Baker & McKenzie	21/01/2012	4,400.00	Template construction contract	4,000.00
Baker & McKenzie	24/01/2012	1,011.71	Template construction contract	919.74
Australian Government Solicitor	17/02/2012	9,150.90	Students and WHS bill	8,319.00
Baker & McKenzie	14/02/2012	9,045.17	Assignment of lease	8,222.88
Australian Government Solicitor	14/03/2012	1,936.00	Students and WHS bill	1,760.00
Australian Government Solicitor	16/03/2012	1,540.00	AFTRS award modernisation	1,400.00
Australian Government Solicitor	21/05/2012	1,000.00	General employment & workplace relations	909.09
		54,108.09		49,189.17

- 2. \$36,046.55 (net of GST)

Q44 - Legal Fees - July 2011 to June 2012

Q3 Legal Fees spent with the AGS

Legal Firm	Trans date	Amount (Incl GST)	Description	Excl of GST
Australian Government Solicitor	29/07/2011	10,509.95	General employment advice	9,554.50
Australian Government Solicitor	4/08/2011	657.80	Review of AFTRS delegations	598.00
Australian Government Solicitor	10/08/2011	2,185.15	General employment advice	1,986.50
Australian Government Solicitor	11/10/2011	2,864.91	AHRC complaint	2,604.46
Australian Government Solicitor	12/10/2011	231.00	Advice on OHS issue with film shoot	210.00
Australian Government Solicitor	18/10/2011	4,604.60	AFTRS actors agreement	4,186.00
Australian Government Solicitor	9/12/2011	658.90	AHRC complaint	599.00
Australian Government Solicitor	9/11/2012	1,225.40	AHRC complaint	1,114.00
Australian Government Solicitor	9/12/2011	3,086.60	TEQSA, HESA and AFTRS Act interactivity	2,806.00
Australian Government Solicitor	17/02/2012	9,150.90	Students and WHS bill	8,319.00
Australian Government Solicitor	14/03/2012	1,936.00	Students and WHS bill	1,760.00
Australian Government Solicitor	16/03/2012	1,540.00	AFTRS award modernisation	1,400.00
Australian Government Solicitor	21/05/2012	1,000.00	General employment & workplace relations	909.09
		39,651.21		36,046.55

- 3. See Question 1 table
- 4. \$13,142.62 (net of GST) - Baker & McKenzie

Q44 - Legal Fees - July 2011 to June 2012

Q4 Other Legal sources

Legal Firm	Trans date	Amount (Incl GST)	Description	Excl of GST
Baker & McKenzie	21/01/2012	4,400.00	Template construction contract	4,000.00
Baker & McKenzie	24/01/2012	1,011.72	Template construction contract	919.74
Baker & McKenzie	14/02/2012	9,045.17	Assignment of lease	8,222.88
		14,456.89		13,142.62

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SCREEN AUSTRALIA

1. Employee costs: \$1,518,612;
Office costs: \$23,876; Hospitality: \$568;
Travel costs: \$7,320; Financial charges: \$40
2. \$11,554. Lindfield access license \$1,078; Enterprise agreement \$3,318;
Work, health & safety legislation \$7,158
3. \$3,908. Various matters: Banki Haddock Fiora \$1,582; DLA Piper Australia \$441; Hicksons \$1,885.
4. Other Sources: \$248,480 and Disbursements (primarily Court and ASIC fees): \$5,626 including:
Professional services Redman Entertainment \$186,935; Attorney Generals Dept \$512; Counsel (including in the context of legal proceedings) \$61,033

We note that questions 1 and 3 are exactly the same.

We assume that the words "from private firms" have been inadvertently omitted from question 3 and we have answered accordingly.

Our responses to questions 44(1) and 45(1) report on internal legal expenditure only.

Our responses to all other questions report on external legal expenditure only.

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. The Australian National Maritime Museum spent \$105,500 (excluding GST) on legal services in 2011-12.

July 11 – June 12

Service	\$Amount
Tenancy/lease arrangements	67,115
Enterprise Agreement	1,482
Collection/ Ownership issues	6,819
Museum entry charges	3,536
Contract disputes	11,850
Restaurant contract	7,425
WHS review	7,273
Total exc GST	105,500

2. All services were received from the Australian Government Solicitor.
3. See part 1 above.
4. Nil.

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NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives spent \$374,602 (including GST) on legal services in 2011-12.

Type of Service	\$Amount
Briefs to Counsel	6,615
Disbursements	752
Professional fees paid	367,235
Total	374,602

2. The Archives spent \$207,478 (including GST) on legal services from the Australian Government Solicitor for 2011-12.

Type of Service	\$Amount
Briefs to Counsel	6,615
Disbursements	446
Professional fees paid	200,418
Total	207,478

3. Same as part 1 above.

4. The Archives spent \$167,124 (including GST) on legal services from other sources for 2011-12.

Type of Service	\$Amount
Briefs to Counsel	0
Disbursements	307
Professional fees paid	166,817
Total	167,124

NATIONAL FILM AND SOUND ARCHIVE

1. A summary of expenditure on legal services in 2011-2012 is provided below.

The details of each matter are subject to legal professional privilege.

Australian Government Solicitor (3 matters)	\$9,262
HWL Ebsworth (2 matters)	\$10,896
Meyer Vandenberg (5 matters)	\$12,120
Simpsons Solicitors (1 matter)	\$1,650
Terri Jane and Company Pty Ltd (2 matters)	\$59,364
Total External Legal Services Expenditure	\$ 93,633
Total Internal Legal Services Expenditure	\$198,263
TOTAL LEGAL SERVICES EXPENDITURE	\$291,896

Historical information about the NFSA's legal services expenditure is reported by the Office of Legal Services Coordination (OLSC) at

<http://www.ag.gov.au/Commonwealthlegalservicesexpenditure/Pages/default.aspx>

2. See response to part 1.
3. See response to part 1.
4. See response to part 1.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL LIBRARY OF AUSTRALIA

1. Expenditure for legal services for 2011-12 was \$158,208 (GST inclusive). A list of each service and costs is not readily available.
2. No expenditure was undertaken with the Australian Government Solicitor.
3. See response to part 1.
4. Expenditure for legal services for 2011-12 was \$158,208 (GST inclusive) between the following private firms:

Ashurst	\$44,383
Clayton Utz	\$99,925
Terri Janke and Company	\$13,900

NATIONAL GALLERY OF AUSTRALIA

1. Expenditure for legal services for 2011-12 was \$52,997.67.

Simpsons Solicitors	\$6,677.00
Mallesons Stephen Jacques	\$16,954.85
MinterEllison	\$6,953.32
Cornwall Stodart	\$8,800.00
Badgery & Raffe Lawyers	\$13,612.50
2. Nil
3. See response to part 1.
4. See response to part 1.

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum spent \$440,314.42 on legal services for 2011-12 comprising both in-house and external legal expenditure. In-house legal expenditure amounted to \$239,892.00 whilst the cost of external legal services expenditure was \$200,422.42. It is not possible to list all internal legal services provided and the costs relating to each of those services. Services provided by external law firms included commercial/procurement, workplace relations, leasing and intellectual property advice.
2. The Museum spent \$59,900.60 on legal services received from the Australian Government Solicitor in 2011-12. Their advice was sought on employment/workplace relations, leasing, trademarks and intellectual property matters.
3. This question is the same as question 1 – see response to question 1 above.
4. The Museum spent the following on legal services in 2011-12 from other sources:
 - \$73,426.00 on services provided by Minter Ellison for trademark, intellectual property, and tendering and contractual advice.
 - \$58,898.00 on services provided by Ashurst for workplace relations, property, tendering and commercial advice.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Expenditure for legal services for 2011-12 was \$16,342.47
 - Australian Government Solicitor (variation to catering agreement) \$1,659.20
 - Australian Government Solicitor (variation to catering agreement) \$11,956.00
 - Ashurst Australia (advice regarding liability clause) \$2,727.27
2. Expenditure for legal services from the Australia Government Solicitor for 2011-12 was \$13,615.20
 - Australian Government Solicitor (variation to catering agreement) \$1,659.20
 - Australian Government Solicitor (variation to catering agreement) \$11,956.00
3. See response for part 1.
4. Ashurst Australia-Advice regarding liability clause \$2,727.27

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 178

Topic: Legal Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 5

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:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. NIL
2. NIL
3. NIL
4. NIL

AUSTRALIA COUNCIL

1. This FYTD \$3,300 has been spend on legal services all through the Australian Government Solicitor. These services related to human resources matters.
2. As above
3. As above

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4. As above

BUNDANON

1. NIL
2. NIL
3. NIL
4. NIL

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Total FYTD - \$356.00 (net of GST).

Q45 - Legal Fees - July 2012 to September 2012

Q3 Total Legal Fees

Legal Firm	Trans date	Amount (Incl GST)	Description	Excl of GST
Australian Government Solicitor	8/08/2012	391.60	AHRC complaint	356.00
		391.60		356.00

2. FYTD – \$356.00 (net of GST)

Q45 - Legal Fees - July 2012 to September 2012

Q3 Legal Fees spent with the AGS

Legal Firm	Trans date	Amount (Incl GST)	Description	Excl of GST
Australian Government Solicitor	8/08/2012	391.60	AHRC complaint	356.00
		391.60		356.00

3. See Q.1
4. FYTD – Nil

SCREEN AUSTRALIA

1. Employee costs \$295,491 Office costs \$5,085, Hospitality \$270, Travel costs \$7,251
2. Nil
3. \$47,712. Various film investment projects: Goodmans LLP (Can) \$1,454; DLA Piper Australia \$35,801; DLA Piper UK \$9,510
4. Other Sources: \$28,309 and Disbursements: \$39. Professional services Redman Entertainment \$27,400; Counsel (in the context of legal proceedings) \$909.

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AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Nil.
- 2.

July 12 – Sept 12	
Amount	Service
642	Contract disputes
378	Tenancy/lease arrangements
14	Tenancy/lease arrangements
392	Excl. GST

3. Nil.
4. Nil.

NATIONAL ARCHIVES OF AUSTRALIA

1. Nil.
2. The Archives has spent \$78,295 (including GST) on legal services from the AGS in the 2012-13 financial year to date.

Type of Service	\$Amount
Briefs to Counsel	1,505
Professional fees paid	76,790
Total	78,295

3. The Archives has spent \$35,235 (including GST) on legal services from private firms in the 2012-13 financial year to date.

Type of Service	\$Amount
Disbursements	207
Professional fees paid	35,028
Total	35,235

4. Nil.

NATIONAL FILM AND SOUND ARCHIVE

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Arts Portfolio Agencies

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1. A summary of expenditure on legal services to date in 2012-2013 is provided below. The details of each matter are subject to legal professional privilege.

Ashurst (1 matter)	\$ 6,050
Australian Government Solicitor (1 matter)	\$ 6,952 (estimate)
Meyer Vandenberg (3 matters)	\$ 5,000 (estimate)
<u>Total External Legal Services Expenditure</u>	<u>\$ 17,952 (estimate)</u>
<u>Total Internal Legal Services Expenditure</u>	<u>\$ 40,000 (estimate)</u>
<u>TOTAL LEGAL SERVICES EXPENDITURE</u>	<u>\$ 57,952 (estimate)</u>

2. See response to part 1.
3. See response to part 1.
4. See response to part 1.

NATIONAL GALLERY OF AUSTRALIA

1. \$5,793 Minter Ellison to 30 September
2. Nil
3. \$5,793 Minter Ellison
4. Nil

NATIONAL LIBRARY OF AUSTRALIA

1. Nil.
2. No expenditure this financial year to date has been undertaken with the Australian Government Solicitor.
3. Expenditure on legal services from private firms was \$ 21,015 (all figures are GST exclusive) as follows:
- | | |
|--|----------|
| Ashurst (Wagdy Hanna litigation) | \$3,923 |
| Ashurst (staff employment matters) | \$410 |
| Terri Janke and Company (copyright, licensing and Indigenous culture protocols) | \$950 |
| Clayton Utz (contracts for the Digital Library Infrastructure Replacement project) | \$15,732 |
4. Nil.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL MUSEUM OF AUSTRALIA

1. The Museum spent \$75,327 on in-house legal services this financial year to 30 September 2012. It is not possible to list all internal legal services provided and the costs relating to each of those services. Services provided by external law firms included commercial/procurement and workplace relations advice.
2. The Museum spent \$6,046 on legal services received from the Australian Government Solicitor this financial year to 30 September 2012. Their advice was sought on employment/workplace relations, intellectual property and privacy matters.
3. The Museum spent the following on legal services this financial year to 30 September 2012 from private firms:
 - \$15,907 on services provided by Minter Ellison for tendering and contractual advice.
 - \$38,921 on services provided by Ashurst for workplace relations, property, tendering and commercial advice.
4. None.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil to date.
2. Not applicable.
3. Not applicable.
4. Not applicable.

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ANSWERS TO QUESTIONS ON NOTICE

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Question: 179

Topic: Education Expenses

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 9

1. Has there been a change to the department/agency's guidelines on study since the 2012-13 Budget Estimates (May 2012)? If yes, please provide details.
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:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. No
2. \$123. Reimbursement of text books for employee tertiary marketing study. Remaining budget yet to be utilised.

AUSTRALIA COUNCIL

1. No
2. This FYTD \$14,500 has been spent on education expenses. To provide further detail about these expenses would require unreasonable diversion of resources.

BUNDANON

1. No
2. NIL

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Arts Portfolio Agencies

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No
2. In-house training (excludes staff salary costs)

Title	Category	Cost	Cost per	AFTRS Classification	APS Equivalent
Word 2010	Technology	-	-	1 x AFTRS4 2 x AFTRS 7	1 x APS4 2 x Exec 1
Powerpoint	Technology	-	-	2 x AFTRS4 1 x AFTRS7	2 x APS4 1 x Exec 1
Excel	Technology	-	-	1 x AFTRS3 2 x AFTRS4 2 x AFTRS7	1 x APS3 2 x APS4 2 x Exec 1
Feedback	Supervision	-	-	1 x AFTRS4 1 x AFTRS5 1 x AFTRS6 1 x AFTRS 7	1 x APS4 1 x APS5 1 x APS6 1 x Exec 1

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				1 Academic 3	1 x Exec 2
Media Composer V6	Technology	2251	45 0	1 x AFTRS3 2 x AFTRS6 1 x AFTRS7 1 x AFTRS8	1 x APS3 2 x APS6 1 x Exec1 1 x Exec 2
Online Course Development	Education	1200	30 0	2 xAcademi c2 1 x AFTRS8 1 x SES1	2 x Exec 1 1 x Exec 2 1 x SES1

Study Leave

Course	AFTRS Classificat	APS	Study Leave	Reason Beneficial
Diploma in Library Studies	AFTRS 3	APS 3	3 days	Library officer role
Diploma in Library Studies	AFTRS 3	APS 3	2 days	Library officer role
Master of Business in IT Management	AFTRS 7	Exec c1	2 days	Senior IT Officer

SCREEN AUSTRALIA

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1. No.
2. There is nil YTD education expenses for Screen Australia staff.

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No.
- 2.

Type	Total Cost	Cost per participant	Classification of participants	No of Participants	Leave to Attend in hours	Reason
First Aid Courses	\$2255	\$751	EL 1	1	15.2	Workplace Health & Safety
			APS 6	1	7.6	
			APS 5	1	7.6	
Textiles Symposium	\$653	\$653	APS 6	1	14.7	Develop work skills
APSC Annual Conference	\$2079	\$2079	EL 1	1	15.2	Provide information on APSC and networking for HR managers
Building relationships with your Aboriginal community	\$193	\$193	EL 1	1	3.00	Improve relations between Aboriginal Community & Museum
CertIV Training & assessment	\$3712	\$3712	APS 3	1	73.5	Provide museum with qualified trainers

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Arts Portfolio Agencies

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Diploma of Government-Arts & Cultural Project Management	\$3890	\$1947	APS 6	2	73.5	Provide staff with skills to manage projects
Echo Workshop-Paper Bleaching	\$344	\$344	APS 6	1	7.6	Develop work skills
Introduction to after Effects for Broad Graphics	\$675	\$675	APS 5	1	0	Develop work skills
SQL Level 2 (DML, Basic Scripting Basic DDL)	\$4118	\$2059	APS 6	2	44.1	To manage IT systems upgrade
Small Staff Agency HR Forum	\$302	\$302	APS 6	1	7.35	Networking & developing HR skills
State of Service Report	\$302	\$302	APS 6	1	7.35	Developing HR skills
Launch of Boorun's	\$1039	\$1039	EL 1	1	7.35	Networking with other

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Canoe exhibition						cultural insitutions
Museums Leadership Course	\$5658	\$5658	APS 6	1	38.0	Develop middle managers leadership skills
Psych Testing training	\$996	\$332	APS 6 APS 5 APS 3	1 1 1	5.0 5.0 5.0	Improve quality of staff recruited to the museum
Sustainable buildings for sustainable collections	\$480	\$480	EL 1	1	7.6	Develop work skills
The World is Changing: How will Museum Adapt	\$2956	\$2956	EL 1	1	45.6	Develop work skills
Working with Copyright	\$1086	\$543	APS 3	2	14.7	Develop work skills

NATIONAL ARCHIVES OF AUSTRALIA

1. No, the Archives have not changed the guidelines for Studies Assistance since the 2012-13 Budget Estimates.

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2. The Archives has five (5) participants receiving study assistance. All are external tertiary studies.

Type of course	Benefit to Archives	Total Reimbursement	Classification	Total Hours
Information Services (Digital Recordkeeping & Information Security)	Assist with producing policies, products and advice to support the management of information in the APS and in Australian Government agencies.	\$780	EL1	30
Policy and strategic projects (Master of Information Studies)	Enhance staff knowledge of current records management practices whilst providing a sound understanding of the developments in best practice within the information management profession.	\$846	APS6	Nil
Masters of Liberal Arts (Visual Culture Research)	Develop visual and written content for exhibitions.	\$1074	APS6	30
Advanced Diploma Recordkeeping	Training in recordkeeping to assist meeting strategic goals.	\$2450	APS6	Nil
Graduate Certificate in Professional Writing	Assist the Archives achieve organisational	\$551	APS6	20

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(editing)	goals through strategies, policies and working documents.			
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NATIONAL FILM AND SOUND ARCHIVE

1. No.
2. No in house training.
Tertiary studies
 - Cert IV in Injury Management. \$1540 APS 5 – needed for WHS case management role.
 - Bachelor of Arts – International Relations \$700 (plus 5 hours study leave a week) APS 3 – in line with the NFSA Studies Assistance Policy.
 - Master of Liberal Arts – Museums and Collections \$1250 (plus 5 hours study leave a week) APS 4 – in line with the NFSA Studies Assistance Policy.

NATIONAL LIBRARY OF AUSTRALIA

1. No.
2. For the financial year to date up to 30 September 2012, the total training and development expenditure, excluding staff time was \$89,818. It would require an unreasonable diversion of resources to provide details of courses, costs per participants, classification of each participant, numbers of participants and amount of study leave granted as it relates to the educational expenses.

NATIONAL MUSEUM OF AUSTRALIA

1. There has been no changes to the agency's guidelines on study in 2012/13.
2. The Museum does not record data to report on the number of participants who received educational assistance or a breakdown of the overall expenses on an individual employee basis. Total YTD expenditure is \$57,263 and consists of:

Training Courses	\$29,950
Conference & Seminars	\$24,651
Studies Assistance	\$ 2,662

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No
2. As at 30 September 2012
 - a. Corporate development, Conferences, seminars and Professional development.
 - b. \$20,610 (this includes any training paid in advance)
 - c. \$981 per participant
 - d. SESB1 – APS3
 - e. 21
 - f. Four staff applied for study leave with a total of 9.80 days to 30 Sep 2012:
 - EL1 x 4.10 days
 - APS 4 x 1.90 days
 - APS3 x .90 days
 - APS3 x 2.90 days
 - g. All study approved for study leave was directly related to the position and duties of the employee within the museum.

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Question: 180

Topic: Education Expenses

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 25

1. For 2011-12, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency.

Include:

- a. what type of course
- b. the total cost
- c. cost per participant
- d. the employment classification of each participant
- e. how many participants; and
- f. the amount of study leave granted to each participant (provide a breakdown for each employment classification).
- g. Also include the reason for the study and how it is beneficial for the department/agency.

Answer:

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AUSTRALIA BUSINESS ARTS FOUNDATION

Type of course	Total cost	Cost per participant	classification	# participants	Study leave granted	Reason for study
Text book reimbursement for communications study	178	178	AbaF staff are not employed under the Australian Public Service Act 1999	1	Time to attend course	Part of professional development allocation for staff
IT training	682	682		1		
IT training	681	681		1		
Attend Museums Australia Conference	177	177		1		
Total	1,718					

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AUSTRALIA COUNCIL

1. In 2011/2012 150,000 was spent on education expenses. To provide further detail about these expenses would require unreasonable diversion of resources.

BUNDANON

- a) Horticultural Certificate 3
- b) \$874
- c) \$874
- d) Property Officer
- e) 1
- f) NIL
- g) Staff member

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

In-house training 2011-12 (excludes staff salary costs)

Title/ Presenter	Category	Cost	Cost per participant	AFTRS Classification	APS Equivalent
Neil Peplow	Teaching creative practice	-	-	1 - CEO 2 - SES1 8 - Academic 3 1 – AFTRS8 7 – Academic 2 1 – AFTRS7 1 – AFTRS 6 2 – AFTRS 4	1 CEO 2 SES1 9 Exec 2 8 Exec 1 1 APS6 2 APS4
Ruth Cullen	Teaching creative practice	-	-	1 – SES1 5 – Academic 3	1 SES1 5 Exec 2

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				7 – Academic 2 1 – AFTRS7 1 AFTRS 6	8 Exec 1 1 APSS6
Samantha Lang	Teaching creative practice	-	-	1 – SES2 1 – SES1 1 – SES 1 (spec) 5 – Academic 3 8 – Academic 2 1 – AFTRS7 1 – AFTRS 6 2 – AFTRS 4	1 SES2 2 SES1 5 Exec 2 9 Exec 1 1 APS6 2 APS4
Kim Batterham	Teaching creative practice	-	-	1 – SES2 2 – SES1 7 – Academic 3 8 – Academic 2 1 – AFTRS7 2 – AFTRS 6 1 – AFTRS4	1 SES2 2 SES1 7 Exec 2 9 Exec 1 2 APS6 1 APS4
Ian Brown	Teaching creative practice	-	-	1 – SES1 (spec) 3 – Academic 3 1 – AFTRS8 6 – Academic 2 1 – AFTRS 7 1 – AFTRS6	1 SES1 4 Exec 2 7 Exec 1 1 APS6
Louise Alston	Teaching creative practice	-	-	2 – SES1 1 – SES1 (spec) 5 – Academic 3	3 SES1 5 Exec 2 9 Exec 1

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				8 – Academic 2 1 – AFTRS 7 1 – AFTRS6	1 APS6
Peter Giles	Teaching creative practice	-	-	1 – CEO 1 – SES2 1 – SES1 3 – Academic 3 2 – AFTRS 8 9 – Academic 2	1 CEO 1 SES2 1 SES1 5 Exec 2 9 Exec 1
Rachel Landers	Teaching creative practice	-	-	1 – SES1 6 Academic 3 2 – AFTRS 8 8 – Academic 2 1 AFTRS 6 1 AFTRS 4	1 SES1 8 Exec 2 8 Exec 1 1 APS6 1 APS4
Mike Jones	Teaching creative practice	-	-	2 – SES1 3 Academic 3 9 Academic 2 1 – AFTRS 7 1 – AFTRS4	2 SES1 3 Exec 2 10 Exec 1 1 APS4
Jo-anne McGowan	Teaching creative practice	-	-	1 – CEO 1 – SES1 1 – SES1(spec) 5 – Academic 3 1 – AFTRS8 6 – Academic 2 1 – AFTRS 7	1 CEO 2 SES1 6 Exec 2 7 Exec 1

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Sarah Stollman	Teaching creative practice	-	-	1 – SES2 2 – SES1 6 – Academic 3 7 – Academic 2 1 – AFTRS7 1 – AFTRS6	1 SES2 2 SES1 6 Exec 2 8 Exec 1 1 APS6
Catherine Gleeson	Teaching creative practice	-	-	1 – SES1 7 Academic 3 1 – AFTRS8 9 – Academic 2 1 – AFTRS 7 1 – AFTRS 6	1 SES1 8 Exec 2 10 Exec 1 1 APS6
Edward Primrose	Teaching creative practice	-	-	5 – Academic 3 1 – AFTRS8 3 – Academic 2 1 – AFTRS7 3 – AFTRS6	6 Exec 2 4 Exec 1 3 APS6
Karen Pearlman	Teaching creative practice	-	-	6 – Academic 3 7 – Academic 2 1 – AFTRS 7 2 – AFTRS 6	6 Exec 2 8 Exec 1 2 APS6
Sandra Levy	Teaching creative practice	-	-	2 – SES2 4 – SES1 1 – SES1 (Spec) 12 – Academic3 3 – AFTRS8 8 – Academic2	2 SES2 5 SES1 15 exec 2 10 Exec 1 4 APS6 1 APS5

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				2 – AFTRS7 4 – AFTRS 6 1 – AFTRS5 1 – AFTRS4	1 APS4
Martin Brown	Teaching creative practice	-	-	1 – SES2 3 – SES1 1 – SES1(spec) 3 – Academic 3 1 – AFTRS8 6 – Academic 2 1 – AFTRS7 1 – AFTRS 6 2 – AFTRS4	1 SES2 4 SES1 4 Exec 2 7 Exec 1 1 APS6 2 APS4
A Belletty	Teaching creative practice	-	-	2 – SES1 1 – SES1(spec) 4 – Academic 3 4 – Academic 2 1 – AFTRS7 1 – AFTRS6	3 SES1 4 Exec 2 5 Exec 1 1 APS6
Allen Palmer	Teaching creative practice	-	-	1 – SES2 2 – SES1 6 – Academic 3 1 – AFTRS7 7 – Academic 2	1 SES2 2 SES1 6 Exec 2 8 Exec 1
Erika Addis	Teaching creative practice	-	-	1 – SES1 1 – SES1(spec) 5 – Academic 3	2 SES1 5 Exec 2 7 Exec 1

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				6 – Academic 2 1 – AFTRS7 1 – AFTRS6	1 APS6
Simon Van der borgh	Teaching creative practice	-	-	1 – SES2 2 – SES1 10 – Academic3 10 Academic 2 1 – AFTRS8 1 – AFTRS6 1 _ AFTRS4	1 SES2 2 SES1 11 Exec 2 10 Exec 1 1 APS6 1 APS4
Mark Seton	Teaching creative practice	-	-	1 – SES2 1 – SES1 1 – Academic 3 1 – AFTRS8 7 – Academic 2 1 – AFTRS7 1 – AFTRS6	1 SES2 1 SES1 2 Exec 2 8 Exec 1 1 APS6
Martin Armiger	Teaching creative practice	-	-	1 – SES2 1 – SES1 1 – SES(Spec) 6 – Academic 3 1 AFTRS8 6 Academic 2 1 – AFTRS7 1 – AFTRS6	1 SES2 2 SES1 7 Exec 2 7 Exec 1 1 APS6
Liz Hughes	Teaching creative practice	-	-	1 – SES2 1 – SES1	1 SES2 1 SES1

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				3 – Academic 3 5 – Academic 2 1 – AFTRS7 1 – AFTRS6	3 Exec 2 6 Exec 1 1 APS6
WHS Officer Due Diligence	Governance	4375	312.50	1 – CEO 3 – SES2 5 – SES1 3 – AFTRS8 1 - Academic 3 1 - AFTRS7	1 CEO 3 SES2 5 SES1 4 Exec 2 1 Exec 1
Emergency Response Training	WHS	1095.40	54.77	7 – AFTRS7 5 – AFTRS6 2 – AFTRS 5 5 – AFTRS 4 1 – AFTRS 3	7 Exec 1 5 APS6 2 APS5 5 APS4 1 APS3
Snr First Aid	WHS	2141.25	267.66	1 – Academic 2 1 - AFTRS7 2 – AFTRS6 3 – AFTRS 5 1 - AFTRS 4	2 Exec 1 2 APS6 3 APS5 1 APS4
Fraud Awareness	Governance	-	-	2 – AFTRS8 4 – Academic 2 4 – AFTRS7 4 – AFTRS6 3 – AFTRS5	2 Exec 2 8 Exec 1 4 APS6 3 APS5
OLE	Educational	-	-	1 – SES2	1 SES2

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	Technology			2 – SES1 5 – Academic 3 1 – AFTRS8 11 – Academic2 2 – AFTRS6 1 – AFTRS5 6 – AFTRS4 3 – AFTRS 3	2 SES1 6 Exec 2 11 Exec 1 2 APS6 1 APS5 6 APS4 3 APS3
Meaningful Performance Discussions	Supervision	260	130	1 – SES1 1 - AFTRS6	1 SES1 1 APS6
Time Management	Work methods	-	-	1 – Academic 3 1 – AFTRS8 2 – Academic 2 1 – AFTRS6 1 – AFTRS4	2 Exec 2 2 Exec 1 1 APS6 1 APS4
Intro to Powerpoint	Technology	-	-	3 – Academic 3 4 – Academic 2 1 – AFTRS7 1 – AFTRS4	3 Exec 2 5 Exec 1 1 APS4
Advanced Powerpoint	Technology	-	-	3 – Academic 3 1 – AFTRS 8 7 – Academic 2 2 – AFTRS6 1 – AFTRS5	4 Exec 2 7 Exec 1 2 APS6 1 APS5 3 APS4

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				3 – AFTRS 4	
Premier Video Editing Skills	Technology	-	-	3 – Academic 3 6 – Academic 2 3 – AFTRS4	3 Exec 2 6 Exec 1 3 APS4
Accidental Counselor	Student management	1716	143	3 – Academic 3 1 – AFTRS8 4 – Academic 2 2- AFTRS6 2 – AFTRS 4	4 Exec 2 4 Exec 1 2 APS6 2 APS4
Intro to Photoshop	Technology	-	-	3 – Academic 3 4 – Academic 2 2 – AFTRS 4 1 – AFTRS 3	3 Exec 2 4 Exec 1 2 APS4 1 APS3
Eftpos Training	Finance	-	-	1 – AFTRS 7 1 – AFTRS5 2 – AFTRS 3	1 Exec 1 1 APS5 2 APS3
Design Workshop 2	Technology	-	-	2 – Academic 3 4 – Academic 2	2 Exec 2 4 Exec 1
Design Workshop 3	Technology	-	-	3 – Academic 2	3 Exec 1
Writing for the Web	Writing skills	-	-	2 – Academic 3 3 – Academic 2	2 Exec 2 3 Exec 1
General Finance	Finance	-	-	4 – AFTRS 4	4 APS4

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Study Leave

Course	AFTRS Classificat	APS Equivalen	Study Days	Financial Support	Reason Beneficial
Masters in Creative Writing	AFTRS8	Exec 2	4 days	896.50	Key duty writing
CPA	AFTRS6	APS6	9 days	1570	Snr Finance Officer
Diploma Library Studies	AFTRS 3`	APS3	6 days	-	Library Officer
Master of Information Studies	AFTRS 3	APS3	4 days	-	Library Officer
Diploma Library Studies	AFTRS 3	APS3	9 days	-	Library Officer
Graduate Certificate in Information Technology	AFTRS7	Exec 1	8 days	4495	Snr IT Officer
Masters in Business Technology	AFTRS 8	Exec 2	23	5940	Head of IT
PhD	Academi c 2	Exec 1	7	-	Education requirement
Masters in Creative Writing	Academi c 2	Exec 1	11	-	Education Requirement

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PhD	SES1(sp ec)	SES1	3	-	Education Requirement
PhD	Academi c 2	Exec 1	14	-	Education Requirement

SCREEN AUSTRALIA

1. Total 2011-12 education expenses for Screen Australia staff was \$5,330. 6.4 days study leave in total.
 - a. Responding at the level of detail requested would require unreasonable diversion of resources.
 - b. As above
 - c. As above
 - d. As above
 - e. As above
 - f. As above
 - g. As above

AUSTRALIAN NATIONAL MARITIME MUSEUM

1.

Type	Total Cost	Cost per participant	Classification of participants	No of Participants	Leave to Attend in hours	Reason
First Aid Courses	\$5958	\$852	EL 1	1	7.35	Workplace Health & Safety
			APS 3	2	29.9	
			APS 4	3	51.7	
			APS 5	1	7.35	
Administrative Investigations in APS	\$1932	\$1932	EL 1	1	14.7	Develop work skills
AICCM National Conference	\$1066	\$1066	APS 5	1	22.05	Networking
APS	\$230	\$230	APS 5	1	7.35	Develop work skills

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Recruitment Portal						
New technologies in education	\$425	\$425	APS 6	1	7.35	Develop work skills
Australian Maritime Museum Council Conference	\$547	\$547	APS 6	1	7.35	Networking
Australian Registrars Committee Conference	\$2168	\$722	APS 6 APS 3	1 2	22.05 44.1	Networking
APS Code of Conduct	\$4271	\$71	EL 1 APS 6 APS 5 APS 4 APS 3 APS 2 APS 1	12 13 9 10 13 2 1	24 26 18 20 26 4 2	Improve staff conduct
Connecting:// Sydney	\$650	\$650	APS 3	1	0	Networking and develop work skills
Conservation Workshop	\$2857	\$2857	APS 6	1	38	Develop work skills
Cooks Treasures Seminar	\$338	\$338	APS 6	1	7.6	Networking and develop work skills
Culture Clash	\$282	\$282	APS 5	1	7.35	Develop work skills
Digital IMS	\$701	\$701	EL 1	1	14.7	Upgrade IT systems
Dreamcore	\$662	\$331	EL 1 APS 6	1 1	7.6 5.0	Upgrade IT systems
End Of	\$378	\$378	APS 5	1	4.00	Develop work skills

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Financial Year Processing						
Excel Training	\$1248	\$624	APS 3	2	29.4	Develop work skills
Harassment Contact Officer	\$1616	\$1616	APS 3	1	14.7	Improve staff relations
Historic Naval Ships Association	\$230	\$230	EL 1	1	29.4	Networking
How to Handle Difficult people	\$2589	\$1294	APS 6 APS 4	1 1	7.35 7.35	Develop work skills
Introduction to workforce planning	\$1002	\$1002	EL 1	1	7.36	Develop work skills
ITIL V3 Foundation	\$2782	\$2782	APS 6	1	22.05	Upgrade IT systems
Legal Training for Global Art Collection	\$2818	\$2818	APS 3	1	36.75	Develop work skills
Metal Thread-Work Seminar	\$320	\$320	APS 6	1	7.35	Develop work skills
NAME meeting	\$3216	\$1608	EL 1 APS 5	1 1	14.7 14.7	Networking
Netbiscuits Developer	\$1194	\$1194	APS 6	1	5.0	Upgrade IT systems
OHS Representatives Training	\$5084	\$1694	APS 5 APS 4	2 1	73.5 36.75	Workplace Health & Safety

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Peopling the Past: Private Lives, Public Histories & the Museum	\$977	\$977	APS 3	1	14.7	Develop work skills
Planning and conducting a tender	\$4241	2120	APS 6	2	29.4	Develop work skills
Portal Upgrade	\$6811	\$54	EL 1	12	36.0	Develop work skills
			APS 6	14	40.5	
			APS 5	11	33.0	
			APS 4	10	30.0	
			APS 3	13	39.0	
			APS 2	2	6.0	
			APS 1	1	3.0	
Project management Training	\$61596	\$3850	EL 1	2	73.5	Develop work skills
			APS 6	6	220.5	
			APS 5	5	183.75	
			APS 4	1	36.75	
Sharepoint	\$5954	\$2977	EL 1	1	22.05	Upgrade IT systems
			APS 6	1	15.00	
Using AV material	\$506	\$506	EL 1	1	7.35	Upgrade IT systems
Water Marks	\$1044	\$1044	APS 6	1	14.7	Networking
Changes to WHS Act	\$7661	\$451	EL 2	4	16.0	Workplace Health & Safety
			EL 1	13	52.0	

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NATIONAL ARCHIVES OF AUSTRALIA

1. For breakdown of in-house training expenses see table below.

Type of Course	Total Cost	Cost per participant	Total number of participants	APS	APS	APS	APS	APS	APS	EL	EL	SES
				1	2	3	4	5	6	1	2	1
				STUDY LEAVE GRANTED (HRS)								
Bullying and Harassment	\$6,200	\$124	50	0	3	7	13	9	13	3	2	0
Chemical Handling Workshop	\$3,850	\$148	26	0	1	9	3	6	5	2	0	0
Disaster Training Workshop	\$15,030	\$307	49	2	0	0	5	2	4	5	2	1
Effective Writing in the APS	\$2,420	\$134	18	0	0	4	6	4	2	1	1	0
Emergency Response Training	\$18,351	\$77.	237	13	21	29	34	46	49	34	10	1
Giving and Receiving Feedback	\$6,578	\$365	18	1	2	0	5	6	4	0	0	0
Introduction to Staff Selection	\$8,550	\$244	35	0	0	2	9	10	8	6	0	0
Legal Awareness	\$6,180	\$107	58	0	7	11	14	15	8	3	0	0
Management Foundations Program	\$69,629	\$2,321	30	0	0	3	8	11	8	0	0	0
Managing Projects	\$6,336	\$633.	10	0	0	1	2	4	2	1	0	0
Positive	\$8,607	\$253	34	1	1	4	10	7	8	3	0	0

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Working Relationships												
Winning Applications and Job Interviews	\$2,750	\$211	13	3	1	1	2	6	0	0	0	0
Working on Projects	\$3,421	\$228	15	0	0	1	4	5	5	0	0	0
Writing for the Web	\$4,200	\$233	26	0	1	0	1	11	7	5	1	0
Coaching Skills	\$3333	\$256	13	0	0	0	3	3	5	0	2	0
Courageous Conversations	\$5,300	\$883	6	0	0	0	0	0	1	3	2	0
Financial Accountability	\$6,826	\$569	12	0	0	0	0	0	1	9	2	0
Microsoft Excel	\$7,065	\$294	24	1	0	4	7	4	3	5	0	0
Microsoft Word	\$4,040	\$289	14	0	0	2	3	5	3	1	0	0
Microsoft Outlook	\$2,500	\$357	7	0	0	2	3	0	2	0	0	0
Trim	\$33,132	\$602	55	0	3	8	17	8	14	4	1	0
Think on Your Feet	\$9,350	\$1,870	5	0	0	0	0	2	3	0	0	0
Time Management	\$3,399	\$226	15	0	2	3	4	2	3	1	0	0

For breakdown of tertiary studies expenses see table below.

Course	Benefit to the Archives	Total Reimbursement	Classification	Total Hours
Graduate Certificate in Professional Writing (editing)	Assist the Archives achieve organisational goals through strategies, policies and	\$847	APS5	20
		\$551	APS6	20
		Total: \$1398		

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	working documents.			
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	APS4	30
		Nil	APS3	30
		Nil	APS6	30
Public Sector Management Program	Improve leadership capability.	\$1488	APS6	67.5
Masters of Arts - History	Assist the Archives achieve organisational goals through an enhanced understanding of the history discipline within archival and museum work.	\$4388	APS5	30
Graduate Diploma of Science (Information Science)	Support the Archives' strategic and operational needs.	\$675	APS6	30
Masters of Information Studies	Support the work of the Archival Business Systems to assist the delivery and management of information services.	\$1640	APS6	97.50

- g. Application of user centred design principles in the development of training and other products helps to ensure products and programs are effective and meet the needs of users and the target audience.

NATIONAL FILM AND SOUND ARCHIVE

1.

In house training

- a. Getting that Selection Right
- b. \$2525

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- c. 16 participants at \$157.81 each, one full day attendance
 - d. APS 3 x1, APS 4x3, APS 5 x4, APS 6 x6, EL 1x2.
 - e. 16
 - f. Not applicable
 - g. Not applicable
-
- a. Getting the Most out of Meetings
 - b. \$1650
 - c. 6 participants at \$275 each for 3 hour course
 - d. APS 3x1, APS 5x2, EL1 x3
 - e. 6
 - f. Not applicable
 - g. Not applicable

Tertiary Studies

- a. Graduate Certificate in Audio Visual Archiving
 - b. \$7872
 - c. From \$1616 to \$3232
 - d. APS 2x1, APS 3x1, APS 5x1
 - e. 3
 - f. Up to 5 hours per week per participant
 - g. In line with the NFSA Studies Assistance Policy
-
- a. Certificate IV Museum Practice
 - b. \$610.36
 - c. \$134.46 and \$475.90
 - d. APS 5x1, APS 2x1
 - e. 2
 - f. Up to 5 hours per week per participant
 - g. In line with the NFSA Studies Assistance Policy
-
- a. Certificate IV Government – Injury Management
 - b. \$2000
 - c. \$2000
 - d. APS 5
 - e. 1
 - f. Up to 5 hours per week per participant
 - g. In line with the NFSA Studies Assistance Policy
-
- a. Bachelor of Arts – International Relations

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- b. \$1400
 - c. \$1400
 - d. APS 3x1
 - e. 1
 - f. Up to 5 hours per week per participant
 - g. In line with the NFSA Studies Assistance Policy
-
- a. Master of Liberal Arts – Museums and Collections
 - b. \$1250
 - c. \$1250
 - d. APS 4x1
 - e. 1
 - f. Up to 5 hours per week per participant
 - g. In line with the NFSA Studies Assistance Policy
-
- a. Certificate IV Project Management
 - b. \$2952
 - c. \$492
 - d. APS 4x1, APS 5x4, ELx1
 - e. 6
 - f. Up to 5 hours per week per participant
 - g. In line with the NFSA Studies Assistance Policy
-
- a. Diploma Project Management
 - b. \$2400
 - c. \$1200
 - d. APS 6x2
 - e. 2
 - f. Up to 5 hours per week per participant
 - g. In line with the NFSA Studies Assistance Policy

NATIONAL LIBRARY OF AUSTRALIA

1. For 2011-12, the total training and development expenditure, excluding staff time was \$389,415. It would require an unreasonable diversion of resources to provide details of courses, costs per participants, classification of each participant, numbers of participants and amount of study leave granted as it relates to the educational expenses.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL MUSEUM OF AUSTRALIA

1. The Museum does not record data to report on the number of participants who received educational assistance or a breakdown of the overall expenses on an individual employee basis. Total 2011-12 expenditure was \$243,524 and consisted of:

Training Courses	\$171,128
Conference & Seminars	\$ 50,431
Studies Assistance	\$ 21,965

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

- 1.
- a. Corporate development, Conferences, seminars and Professional development.
 - b. \$90,671
 - c. \$662 per participant
 - d. SESB1 to APS3
 - e. 137
 - f. Eight staff applied for study leave with a total of 51.1 days across all levels:
 - EL1 x 5 days
 - EL1 x 5.6 days
 - APS5 x 8.8 days
 - APS4 x 6 days
 - APS4 x 5 days
 - APS3 x 3.8 days
 - APS3 x 4.3 days
 - APS3x 12.6 days
 - g. All study approved for study leave was directly related to the position and duties of the employee within the museum.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL GALLERY OF AUSTRALIA

See Attachment for in-house training. Tertiary training below.

Certificate III in Library / Information Service
\$440 (1 participant)
40 hours
Direct relevance to current position

Certificate IV in Library / Information Science
\$480 (1 participant)
Direct relevance to current position

Arts PhD
Nil cost (1 participant)
42 hours
Direct relevance to current position

Advanced Diploma in Library / Information Science
Nil cost (1 participant)
37 hours
Direct relevance to current position

Advanced Diploma in Library / Information Science
\$356 (1 participant)
67 hours
Direct relevance to current position

Bachelor Cultural Heritage Conservation
Nil cost (1 participant)
42 hours
Development into a conservation role

Masters in Interdisciplinary and Cross Cultural Research
Nil cost (1 participant)
84 hours
Direct relevance to current position

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Masters in Facilities Management

\$1500 (1 participant)

67 hours

Direct relevance to current position

Diploma Business Administration

\$750 (1 participant)

Direct relevance to current position

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Attachment – National Gallery of Australia, in-house training.

2011/12																		
Type of Course	NGA2		NGA3		NGA4		NGA5		NGA6		EL1		EL2		SES		TOTAL	
	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost
Admin					3	1919	5	3304	1	825	4	2110	2	598			15	8756
Bus/Prof/Te	1	710	3	2944.5	5	3515.69	10	5,496.00	7	10189.18	10	11949.9	5	7080.49			41	41885.76
ch																		
Care for							1	481.56	2	154							3	635.56
Collection																		
IT			1	350	9	7466.86			1	350							11	8166.86
Leadership /	6	2129.6	34	14481.28	35	14976.29			3	1277.76	2	882.5					80	33747.43
Mgt																		
WHS	10	1761	24	4309	11	2366	10	2929	10	2734	4	2213	3	1090			72	17402
Total	17	4600.6	62	22084.78	63	30243.84	26	12210.56	24	15529.94	20	17155.4	10	8768.49	0	0	222	110593.61
2012/13																		
Type of Course	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost	No	\$Cost
Admin			4	291.8	4	291.8	8	1280.65	10	2243.6	11	802.45	8	1035.7			45	5946
Bus/Prof/Te																		
ch			7	3831.76	10	6615	5	6,167.00	8	9785.98	10	21492.33	9	22589			49	70481.07
Care for																		
Collection			2	990	1	495	1	495									4	1980
IT																	0	0
Leadership /															1	950	1	950
Mgt																		
WHS	8	1466.23	22	4086.1	11	2300.88	13	2425.5	9	1854.45	3	1665.85					66	13799.01
Total																	165	93156.08

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 181

Topic: Executive Coaching and Leadership Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 4

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 (d), 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 Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. NIL
2. NIL
3. NIL

AUSTRALIA COUNCIL

In 2011/2012 150,000 was spent on education expenses. To provide further detail about these expenses would require unreasonable diversion of resources.

BUNDANON

1. DFG
 - a. \$5000
 - b. 1 SES
 - c. 1 SES 4 x Days
 - d. Museums Australia
2.
 - a. Museum Leadership Program
 - b. Group Based
 - c. 1 x Employee SES
 - d. 40 Hours
 - e. \$5000
 - f. Complete package
3.
 - a. Macquarie University
 - b. 1 SES
 - c. 40 hours
 - d. NIL

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Nil
2. N/A
3. N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

SCREEN AUSTRALIA

1. Total YTD executive coaching and leadership training expenses for Screen Australia staff are \$1,081.
 - a. Responding at the level of detail requested would require unreasonable diversion of resources.
 - b. As above
 - c. As above
 - d. As above
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 NATIONAL MARITIME MUSEUM

1. a. Nil.
 - b. None.
 - c. None.
 - d. Not applicable.
2. Not Applicable.
3. Not Applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. a. Nil. No employee of the Archives has accessed Executive Coaching and/or Leadership Training in the current financial year.
 - b. Executive level 2 (26) and Senior Executive Service staff (5) have the opportunity to request access to Executive Coaching and/or Leadership Training Services.
 - c. Nil.
 - d. Not applicable.
2. Not applicable
3. Not applicable

NATIONAL FILM AND SOUND ARCHIVE

1. a. \$1,480
 - b. 2 – Senior Executive.
 - c. 2 – no study leave granted.
 - d. Sue Adams Executive Coaching and Facilitation Service, APSC SES Events Package and Leadership Training.
2. a. Sue Adams Executive Coaching and Facilitation Service - Executive Coaching, APSC – SES events and Leadership Training.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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- b. Executive Coaching – one on one, APSC Training – group based
 - c. 2 – Senior Executive
 - d. Executive Coaching – 1.5 hours, APSC Training approx. 6 hours
 - e. Executive Coaching - \$660, APSC Events and Training - \$820
 - f. See above.
3. a. APSC venue.
- b. 1 – Senior Executive.
 - c. Approx. 6.
 - d. Nil.

NATIONAL GALLERY OF AUSTRALIA

- 1. Nil such services purchased this financial year.
- 2. Not applicable.
- 3. Not applicable

NATIONAL LIBRARY OF AUSTRALIA

- 1. For the financial year up to 30 September 2012, the total training and development expenditure, excluding staff time was \$89,818. It would require an unreasonable diversion of resources to provide details of courses, costs per participants, classification of each participant, numbers of participants and amount of study leave granted as it relates to the educational expenses.
- 2. Nil
- 3. Not Applicable

NATIONAL MUSEUM OF AUSTRALIA

- 1. Nil such services purchased this financial year.
- 2. Not applicable.
- 3. Not applicable

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

- 1. Nil.
- 2. Not Applicable.
- 3. Not Applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 182

Topic: Executive Coaching and Leadership Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 5

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for 2011-12:
 - 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 (d), 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 Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

NIL

AUSTRALIA COUNCIL

In 2011/2012 150,000 was spent on education expenses. To provide further detail about these expenses would require unreasonable diversion of resources.

BUNDANON

1.
 - a. NIL
 - b. NA
 - c. NA
 - d. NA
2. N/A
3. N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Nil
2. N/A
3. N/A

SCREEN AUSTRALIA

1. Total executive coaching and leadership training expenses in FY 2011-12 for Screen Australia staff was \$60,232.
 - a. Responding at the level of detail requested would require unreasonable diversion of resources
 - b. As above
 - c. As above
 - d. As above
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.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. a. Total spending \$16,598 (including GST)
 - b. 1 employee at EL 2 classification
 - c. 1 employee at EL 2 classification used 161.7 hours study leave
 - d. Getty Leadership Institute

2. a. Getty Leadership Institute providing Leadership training for Senior Managers at museums worldwide.
 - b. Group base training
 - c. 1 employee at the EL 2 classification.
 - d. 161.7 hours study leave
 - e. Total spending \$16,598
 - f. \$5,500 as complete package for the course.

3. a. Location of course was Los Angeles USA
 - b. 1 employee at the EL 2 classification
 - c. 161.7 hours study leave
 - d. Air Fares \$3,980 (including GST)

NATIONAL ARCHIVES OF AUSTRALIA

1. a. The Archives spent \$11,342 in relation to Executive Coaching and/or Leadership Training Services for 2011-12.
 - b. All Executive level and Senior Executive Service staff had the opportunity to use Executive Coaching and/or Leadership Training Services.
 - c. One EL2 who had approval for a total of 40 hours coaching
One SES Band 1 had approval for a total of 5 hours coaching
 - d. Grey Advantage, C A Mauk and Associates
2. a. Grey Advantage (One-on-One Coaching Services), C A Mauk and Associates (One-on-one Coaching Services)
 - b. The services provided were on a one-on-one basis.
 - c. One EL2 received coaching from Grey Advantage.
One SES Band 1 received coaching from C A Mauk and Associates
 - d. A total of 40 hours for one EL2 was provided by Grey Advantage.
A total of five hours for one SES Band 1 was provided by C A Mauk and Associates
 - e. Grey Advantage \$9,280
C A Mauk and Associates \$2,062
 - f. Fees were charged on an hourly basis
3. All services were provided at Archives' premises.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL FILM AND SOUND ARCHIVE

1. a. \$3630
b. 1 – Senior Executive
c. See response to b. Nil study leave
d. Australian Institute of Executive Coaching
2. a. Learning to be an executive coach
b. Group based
c. 1 – Senior Executive
d. 3 days
e. \$3630
f. See response to d) and e).
3. a. AIM Childers Street, Canberra ACT.
b. 1 – Senior Executive.
c. 3 days.
d. Nil.

NATIONAL GALLERY OF AUSTRALIA

1. a. \$15,840.00
b. 4 staff, all Executive Level 2
c. 4 staff, all Executive Level 2 over 5 days
d. Museums Australia
2. a. Museum Leadership Training
b. Group Based
c. 4 staff, all Executive Level 2
d. 37.5 hours for all Executive Level 2
e. \$15,840
f. Complete Package
3. a. Macquarie Graduate School of Management
b. 4 staff, all Executive Level 2
c. 37.5 hours for all Executive Level 2
d. Nil

NATIONAL LIBRARY OF AUSTRALIA

For 2011-12, the total training and development expenditure, excluding staff time was \$389,415. It would require an unreasonable diversion of resources to provide details of courses, costs per participants, classification of each participant, numbers of participants and amount of study leave granted as it relates to the educational expenses.

NATIONAL MUSEUM OF AUSTRALIA

1. a. \$1,098
b. 2 x EL2
c. 2 x EL2. No study leave granted.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

- d. Centre for Public Management
2. a. The Executive Coaching service were purchased for individual employees
- b. The service was one-on-one
- c. 2 x EL2
- d. Total of 3hrs for all employees
- e. \$1,098
- f. \$366 per hour
3. Service provided at the Museum

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
2. Not Applicable.
3. Not Applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 183

Topic: Media Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 4

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 (d), 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 Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

NIL

AUSTRALIA COUNCIL

There has been no media training to date this year.

BUNDANON

1.
 - a. Nil
 - b. N/A
 - c. N/A
 - d. N/A
2. .
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A
 - e. N/A
 - f. N/A
3. .
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Nil
2. N/A
3. N/A

SCREEN AUSTRALIA

N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. Nil.
2. Not Applicable.
3. Not Applicable.

NATIONAL ARCHIVES OF AUSTRALIA

1. Nil.
2. Not Applicable.
3. Not Applicable.

NATIONAL FILM AND SOUND ARCHIVE

1. Nil.
2. Not Applicable.
3. Not Applicable.

NATIONAL GALLERY OF AUSTRALIA

1. Nil.
2. Not Applicable.
3. Not Applicable.

NATIONAL LIBRARY OF AUSTRALIA

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

NATIONAL MUSEUM OF AUSTRALIA

1. Nil.
2. Not Applicable.
3. Not Applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Nil.
2. Not Applicable.
3. Not Applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 184

Topic: Media Training

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 5

1. In relation to media training services purchased by each department/agency, please provide the following information for 2011-12:
 - 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 (d), 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 Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

NIL

AUSTRALIA COUNCIL

There was no media training in 2011/12.

BUNDANON

1.
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A
2.
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A
 - e. N/A
 - f. N/A
3.
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. Nil
2. N/A
3. N/A

SCREEN AUSTRALIA

1.
 - a. \$9,000 + GST

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

- b. 16. PEO x 1; SES2 x 1; SES1 x 4; SAEL2 x8; SAEL1 x 1; SA6 x 1.
 - c. 15. PEO x 1; SES2 x 1; SES1 x 4; SAEL2 x 7; SAEL1 x 1; SA6 x 1. No study leave granted.
 - d. Zavesky Consulting
- 2.
- a.
- 2 x four hour Advanced Media Spokesperson training sessions – four participants in each session.
- 1 x four hour Beginner Media Spokesperson & Presentation Training – three participants
- 1 x six-hour media and presentation skills workshop - five participants
- b. Group based
 - c. 15. PEO x 1; SES2 x 1; SES1 x 4; SAEL2 x 7; SAEL1 x 1; SA6 x 1.
 - d. PEO x1: 4 hours
 - SES2 x1: 4 hours
 - SES1 x 4: 4 hours
 - SAEL2 x4: 4 hours
 - SAEL2 x3: 6 hours
 - SAEL1 x1: 6 hours
 - SA6 x1: 4 hours
 - e. \$9,000 + GST
 - f. Complete package.
3. N/A: own premises.

AUSTRALIAN NATIONAL MARITIME MUSEUM

- 1. Nil.
- 2. Not Applicable.
- 3. Not Applicable.

NATIONAL ARCHIVES OF AUSTRALIA

- 1.
 - a. \$18,775 (GST exclusive).
 - b. A range of identified staff who engage with media ranging from APS 5 – SES Band 1 were offered training.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

- c. 27 attendees from APS 5 to SES Band 1 (5 SES, 1 PAO2, 1 PAO 3, 8 EL2, 1 APS 5, 8 EL1, 3 APS 6). No study leave granted, as the training was in-house, with the exception of one instance when the person attended an external training course.
 - d. Media Manoeuvres.
- 2.
- a. Executive media skills, senior executive media skills, and social media integration.
 - b. Both. One attendee attended an external course, one SES person attended one on one coaching, and the rest of the training was in house for two group sessions.
 - c. SES – Band 1 – individual coaching.
One APS 6 – external course.
27 (APS 5 – SES) - group sessions.
 - d. Can only provide estimates. SES – est 30 hours total/ EL1-60 hours/ PAO3-7 hours/ APS5-7 hours/POA2-10 hours/ EL2-60 hours/ APS 6-21 hours/ APS 5-7 hours.
 - e. \$18,775 (GST exclusive).
 - f. Executive media skills (package \$3920), Executive media skills package (\$5900), SES media skills (package, \$4620) attending public course social media (\$654.50). All GST exclusive.
- 3.
- a. Hotel – Forrest Inn
 - b. Between 1 and 10
 - c. Please refer to response 2.c above.
 - d. Costs were covered by Media Manoeuvres and were part of the overall package. Specialised equipment was required at the location, so it provided better value for money than providing the training in-house.

NATIONAL FILM AND SOUND ARCHIVE

1. Nil.
2. Not Applicable.
3. Not Applicable.

NATIONAL GALLERY OF AUSTRALIA

1. Nil.
2. Not Applicable.
3. Not Applicable.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

National Library of Australia

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

National Museum of Australia

1. Nil.
2. Not Applicable.
3. Not Applicable.

Old Parliament House/ Museum of Australian Democracy

1.
 - a. \$5,385.
 - b. 10, APS5 to SES.
 - c. 10, SES x1, EL2 x2, EL1 x3, PAO3 x1, AP6 x1, APS5 x2. Study leave not applicable as the training session was onsite.
 - d. Fenton Communications.
2.
 - a. Media awareness training.
 - b. Group based training.
 - c. Please refer to response 1.c above.
 - d. The training session was four hours for all attendees
 - e. See response 1.a
 - f. Complete package, please refer to response 1.a above
3. Not applicable. Training was provided onsite.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 185

Topic: Paid Parental Leave

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. Please list how many staff in each portfolio 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.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. AbaF has 20 employees who may be eligible for Parental Leave Pay (i.e. are an Australian citizen, have met the Parental Leave work test, and have received an individual adjusted taxable income of \$150,000 or less).
2. NIL

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.

1x Australia Council Band 3

1x Australia Council Band 4

BUNDANON

1. NIL
2. NIL

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. As eligibility is based on primary caring responsibility, the number of eligible staff cannot be identified.
2. In financial year to date there were 2 staff
Classification: AFTRS 7
APS equivalent: EL1

SCREEN AUSTRALIA

1. 90
2. 1; SA6

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. All APS staff are eligible for Paid Parental Leave. ANMM had 105 APS employees at 30 September 2012.
2. An APS 3 employee has received Paid Parental Leave in the 2012-13 financial year to date.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave scheme to employees.
2. The number of staff who received paid parental leave from 1 July 2012 to 30 September 2012:

Classification	Number of Staff
APS4	1
APS6	2
EL1	1
Total	4

NATIONAL FILM AND SOUND ARCHIVE

1. The Government's Paid Parental Leave arrangements are available to all eligible Australians. The National Film and Sound Archive does not assess eligibility for the Paid Parental Leave Scheme. As eligibility is based on primary caring responsibility, the number of eligible staff cannot be identified.
2. One APS 4 employee.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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NATIONAL GALLERY OF AUSTRALIA

1. All.
2. 3 staff (1xNGA3, 1xNGA6 and 1xEL1).

NATIONAL LIBRARY OF AUSTRALIA

1. It is not the role of the Library to determine eligibility and this role falls to that of the Families Assistance office. However as advised by department of Human Services – Centrelink, 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 (newborn or recently adopted) are eligible to receive payment under the Government’s Paid Parental Leave Scheme. As eligibility is based on primary caring responsibilities, the number of eligible staff cannot be identified.
2. The National Library of Australia provides employees with payments under the Government’s Paid Parental Leave scheme. Up to 30 September 2012, 5 staff received payments – 1 x APS4, 1 x APS5, 2 x APS6, 1 x EL1

NATIONAL MUSEUM OF AUSTRALIA

1. All APS staff that meet the Parental Leave eligibility criteria.
- 2.

Classification	No. of Staff
APS6	1
APS4	1
Total	2

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. All staff that meet the Parental Leave eligibility criteria.
2. Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 186

Topic: Paid Parental Leave

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

For 2011-12 to date 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.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

NIL

AUSTRALIA COUNCIL

NIL

BUNDANON

NIL

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

In 2011-12 financial year there was 1 employee.

Classification: Academic 2

APS Equivalent: EL1

SCREEN AUSTRALIA

Two; SAEL1 and SA5.

AUSTRALIAN NATIONAL MARITIME MUSEUM

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

1. No employees were receiving Paid Parental Leave in 2011-2012 financial year.

NATIONAL ARCHIVES OF AUSTRALIA

1. The number of staff who received paid parental leave during 2011-12:

Classification	Number of Staff
APS2	1
APS3	1
APS4	2
APS5	1
APS6	3
Total	8

NATIONAL FILM AND SOUND ARCHIVE

1. Five staff were in receipt of payments under the Paid Parental Leave scheme in 2011-12:
APS 3x1, APS 4x2, APS 5x1, APS 6x1

NATIONAL GALLERY OF AUSTRALIA

1. Two staff (1xNGA3 and 1xNGA6).

NATIONAL LIBRARY OF AUSTRALIA

1. Three staff received payments during 2011-12 – 1 x APS4, 1 x APS5, 1 x APS6.

NATIONAL MUSEUM OF AUSTRALIA

1. The number of staff who received paid parental leave during 2011-12:

Classification	No. of Staff
APS5	2
APS2	1
Total	3

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. Two staff received payments during 2011-12: EL1 x 1 and APS5 x 1.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 187

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

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

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

N/A

AUSTRALIA COUNCIL

N/A

BUNDANON

N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

N/A

SCREEN AUSTRALIA

N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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AUSTRALIAN NATIONAL MARITIME MUSEUM

N/A

NATIONAL ARCHIVES OF AUSTRALIA

N/A

NATIONAL FILM AND SOUND ARCHIVE

N/A

NATIONAL LIBRARY OF AUSTRALIA

N/A

NATIONAL GALLERY OF AUSTRALIA

N/A

NATIONAL MUSEUM OF AUSTRALIA

N/A

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

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Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 188

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. For 2011-12, 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 2011-12, 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 2011-12, 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:

AUSTRALIA BUSINESS ARTS FOUNDATION

N/A

AUSTRALIA COUNCIL

N/A

BUNDANON

N/A

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

N/A

SCREEN AUSTRALIA

N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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AUSTRALIAN NATIONAL MARITIME MUSEUM

N/A

NATIONAL ARCHIVES OF AUSTRALIA

N/A

NATIONAL FILM AND SOUND ARCHIVE

N/A

NATIONAL LIBRARY OF AUSTRALIA

N/A

NATIONAL GALLERY OF AUSTRALIA

N/A

NATIONAL MUSEUM OF AUSTRALIA

N/A

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

N/A

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 189

Topic: Corporate Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

1. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - a. How cars are owned by each department/agency?
 - b. Where is the car/s located?
 - c. What is the car/s used for?
 - d. What is the cost of each car for this financial year to date?
 - e. How far did each car travel this financial year to date?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

NIL

AUSTRALIA COUNCIL

N/A - There are no corporate cars owned by the Australia Council.

BUNDANON

NIL

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1.
 - a. 4
 - b. Moore Park NSW
 - c. Private use executive employment package
 - d. \$1023, \$340, \$974 and \$968
 - e. 4168km, 2488km, 2383km and 6176km

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

SCREEN AUSTRALIA

1. No changes since Budget Estimates 2012-13

AUSTRALIAN NATIONAL MARITIME MUSEUM

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

NATIONAL ARCHIVES OF AUSTRALIA

1. There has been no change since Budget Estimates 2012-13.

NATIONAL FILM AND SOUND ARCHIVE

1. Not applicable. The NFSA does not own any vehicles. They are leased.

NATIONAL GALLERY OF AUSTRALIA

1. Not applicable. No cars are owned by the NGA.

NATIONAL LIBRARY OF AUSTRALIA

1.
 - a. One
 - b. Hume ACT
 - c. To transport National Library Collection material between the Library's offsite storage facilities located in Hume ACT and the main Library building to support collection delivery services to the general public.
 - d. \$1,436.02.
 - e. 6,337km from 1 July to 31 October 2012.

NATIONAL MUSEUM OF AUSTRALIA

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

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

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

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 190

Topic: Corporate Cars

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

For 2011-12:

- a. How cars are owned by each department/agency?
- b. Where is the car/s located?
- c. What is the car/s used for?
- d. What was the cost of each car?
- e. How far did each car travel?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

NIL

AUSTRALIA COUNCIL

NIL

BUNDANON

- a. 6
- b. 5 @ Riversdale & 1 @ Bundanon.
- c. Fleet Vehicles and Property Utilities
- d. Approx 15k (Nett)
- e. Approx 40,000kms each.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

- a. 4
- b. Moore Park NSW

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

- c. Private use ex executive employment package
- d. \$4,839, \$4,308, \$6,022 and \$8,173
- e. 16,673km, 9,953km, 9,535km and 24,707km

SCREEN AUSTRALIA

NIL

AUSTRALIAN NATIONAL MARITIME MUSEUM

- a. Four (4)
- b. Primarily at the Australian National Maritime Museum, 2 Murray Street, Darling Harbour, NSW
- c. All are pool cars for general museum purposes during the day. At other times four senior managers are able to use them for private purposes.
- d. – e. See table below:

Corporate Car expenses - GST INCLUSIVE 2011/2012 year					
Regp	NMM003	NMM004	NMM005	NMM006	Total
Total cost	\$ 3,006.50	\$ 4,488.02	\$ 2,363.91	\$ 4,413.61	\$ 14,272.04
Kilometres travelled	19162	15661	16000	17,198	

NATIONAL ARCHIVES OF AUSTRALIA

There has been no change since Budget Estimates 2012-13.

NATIONAL FILM AND SOUND ARCHIVE

Not Applicable. The National Film and Sound Archive does not own any vehicles. They are leased.

NATIONAL GALLERY OF AUSTRALIA

Not applicable. No cars are owned by the NGA.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

NATIONAL LIBRARY OF AUSTRALIA

- a. One
- b. Hume ACT
- c. To transport National Library Collection material between the Library's offsite storage facilities located in Hume ACT and the main Library building to support collection delivery services to the general public
- d. \$71,238 exclusive of GST for purchase; \$7,345.02 running costs for the vehicle
- e. 18,913 km from 1 July 2011 to 4 July 2012.

NATIONAL MUSEUM OF AUSTRALIA

Not applicable. The National Museum does not own corporate cars.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

Not applicable. The Old Parliament House does not own corporate cars.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 191

Topic: Taxi Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 7

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

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. \$6,813.24

Nat/Buss Devp & Services	1,094.90
Nat/Cultural Development	29.37
Nat/Connect with Business	215.98
Nat/Aw 12 Nat Event	139.71
Nat/AbaF Mgt	1,800.29
Nat/AbaF Board	239.74
Nat/Infrastructure & HR	258.79
Nat/IT Mgt	143.19
ACT/ACT Chapter	105.96
NSW/NSW Chapter	379.41
NT/NTChapter	141.31
Qld/QLD Chapter	782.45
SA/SA Chapter	72.45

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Tas/TAS Chapter	338.36
Vic/VIC Chapter	367.21
WA/WA Chapter	704.12
Total	6,813.24

2. Travel for meetings and events

AUSTRALIA COUNCIL

1. The Australia Council spent \$40,857 on taxis and other land transport (including buses and trains) in 2012/13 (YTD.)

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

2. As above. 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.

BUNDANON

1. \$1616.71
2. Work Related Travel

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

TAXI Expenses July 12 - Sept 12	
SCREEN	1,078.04
EDUCATION	0
COUNCIL & DIRECTORATE	1,264.67
RADIO	422
TECHNOLOGY & INFRASTRUCTURE	330.07
OPEN PROGRAM RUNNING COSTS	1,747.26
CORPORATE & PRODUCTION SERVICES	1,690.34
GLOBAL CHARGES	2,144.91
FOUNDATION DIPLOMA	50.68
GRADUATE CERTIFICATE	386.68
GRADUATE DIPLOMA	1,301.71
MASTERS	1,292.71
OPEN PROGRAM COURSES	586.31
	12,295.38

- 1.
2. To provide transport for staff travelling on School business.

SCREEN AUSTRALIA

1. \$25,523.35

Description	Jul-Sep 2012
Development	2,288.50
Marketing	2,236.03
Indigenous Film Development	1,321.41
Head of Production Investment & EA	1,299.88
Office of the Chief Executive & EA	562.82
Strategy and Research Unit	2,334.29
SA Board	1,983.58

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Documentaries	1,862.48
Production Investment - Fiction	2,590.46
State & Industry Partnerships (Enterprise) Unit	687.57
Business Process Review (to 30/6/12)	80.28
Information Communication Technology	410.66
Chief Operating Officer	1,570.36
Producer Offset	1,700.77
Human Resources Unit	310.19
Public Relations	1,230.59
General Counsel & Legal Affairs	635.53
Finance	219.64
Recoupment	245.70
Publishing & Information Services	1,073.57
Manager Governance	109.59
All Media	0.00
Sydney Facilities	18.00
Melbourne Facilities	224.70
Information Management	0.00
Media RING	60.55
Program Operations	450.05
Contracts Management	16.15

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Total	25,523.35
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2. Taxis are used for staff to travel to meetings with stakeholders.

AUSTRALIAN NATIONAL MARITIME MUSEUM

1.

	2012/2013 to date
Marketing	\$142.49
Public Affairs	\$70.82
External Relations	\$80.96
Executive	\$ -
Finance	\$45.82
Commercial Services	\$845.51
Corp Services	\$492.74
Governance	\$591.88
Personnel	\$269.20
Temp Exhibitions	\$545.07
Registration	\$46.36
Maritime Technology	\$384.57
ICT	\$105.61
Communities	\$433.52
Design	\$311.18
Conservation	\$53.36
Fleet	\$ -
Visitor Programs	\$151.86
Audience/Northey cc	\$ -
TOTALS PER YR	\$4,570.95

2. Official travel.

NATIONAL ARCHIVES OF AUSTRALIA

1. \$13,751. Breakdown by business group is provided below:

Branch	Amount
Access and Communication	\$897
Corporate Services	\$1,347
Executive	\$1,986
Government Information Management	\$995
National Co-ordination	\$6,450
Operations and Preservation	\$2,076

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Total \$13,751

2. Work related meetings, and to and from airports for interstate and overseas travel.

NATIONAL FILM AND SOUND ARCHIVE

1. \$9,231.41. The breakdown of cost is as follows:

Division	Total
CEO Group	3,692.13
Collection, Stewardship and Curatorial	5,067.15
Access & Outreach	3,503.57
Corporate Services	-3,031.44 - due to recoding
Total	9,231.41

2. Travel to and from conferences, seminars, meetings, trainings, and events.

NATIONAL GALLERY OF AUSTRALIA

1. Please refer to table below.

Taxi Costs 2012-13 – By Business Group 1 July to 30 September 2012	
A2 - Finance	828.05
A4 – HRM	46.81
C2 - Learning Services	691.05
C3 - Access Services	139.51
C5 - Australian Art	921.25
C6 - International Art	365.02
D1 - DMC Program Management	1,312.87
D7 - Foundation Office	388.11
D8 - Marketing	193.27
E2 - Exhibitions Coordination	19.09
E3 - Travelling Exhibitions	1,359.31
E5 - Registration	180.42
E9 - Conservation	55.59
X1 - Executive	1,979.47
Total	8,479.82

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

2. To conduct Gallery business.

NATIONAL LIBRARY OF AUSTRALIA

1. \$7,233.
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. \$4,744 and the breakdown is:

Collections, Content & Exhibitions	\$1,373
Directorate (Including Council)	\$1,225
Operations	\$942
Audience, Programs & Partnerships	\$1,205
2. Travel to attend meetings, and to and from airport for interstate travel.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. \$2,546.26

Executive	\$1194.60
Audience Programs and Partnerships Branch	\$664.91
Business Operations and Heritage Branch	\$686.75
2. Travel to and from airports to accommodation and Old Parliament House, travel to meetings, and travel to pick up and deliver goods.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 192

Topic: Taxi Costs

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 8

1. How much did each department/agency spend on taxis in 2011-12? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for taxi costs?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. \$28,156.59.

Nat/Buss Devp & Services	5,265.50
Nat/R Pratt Schol'ship	485.23
Nat/Cultural Development	250.68
Nat/Prof Dev - General	297.73
Nat/Connect with Business	50.82
Nat/Connect with Business - FFS	23.65
Nat/Artist Business - FFS	46.93
Nat/Better Boards	272.74
Nat/ACF Info Session	120.85
Nat/Connect with Donors	555.86
Nat/Better Business	0.00
Nat/Aw 11 Nat Event	611.25
Nat/Aw 12 Nat Event	234.83
Nat/Marketing & Brandin	122.30

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Nat/AbaF Mgt	5,474.32
Nat/Finance	17.66
Nat/AbaF Board	774.97
Nat/Infrastructure & Hr	1,394.99
Nat/IT Mgt	20.18
ACT/ACT Chapter	235.05
NSW/NSW Chapter	2,403.13
NSW/Aw11 State Event	276.79
NT/NTChapter	299.88
Qld/QLD Chapter	2,011.75
QLD/Aw 11 State Event	133.81
SA/SA Chapter	1,008.10
SA/Aw 11 State Event	57.01
Tas/TAS Chapter	1,967.59
TAS/Aw 11 State Event	77.09
Vic/VIC Chapter	491.22
VIC/Aw11 State Event	179.53
WA/WA Chapter	2,904.45
WA/Aw 11 State Event	48.90
WA Chapter	41.80
Total	28,156.59

2. Travel for meetings and events

AUSTRALIA COUNCIL

1. The Australia Councils spent \$258,131 on taxis and other land transport (including buses and trains) in 2011/12.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

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

2. As above. 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.

BUNDANON

1. \$2146.10
2. Work Related Travel

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

- 1.

TAXI Expenses 2011-12	
SCREEN	5,916.43
EDUCATION	1,146.60
SCREEN PRODUCTION	613.47
COUNCIL & DIRECTORATE	6,132.45
RADIO	1,896.44
TECHNOLOGY & INFRASTRUCTURE	442.9
OPEN PROGRAM RUNNING COSTS	10,877.34
CORPORATE & PRODUCTION SERVICES	1,424.38
GLOBAL CHARGES	566.26
GRADUATE CERTIFICATE	395.34
GRADUATE DIPLOMA	6,194.05
MASTERS	1,468.24
OPEN PROGRAM COURSES	6,073.50
	43,147.40

2. To provide transport for staff travelling on School business.

SCREEN AUSTRALIA

1. \$136,460.49

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Description	Jul 2011 - Jun 2012
Development	14,510.00
Marketing	11,598.60
Indigenous Film Development	11,195.30
Head of Production Investment & EA	10,776.50
Office of the Chief Executive & EA	10,650.17
Strategy and Research Unit	10,294.07
SA Board	9,204.33
Documentaries	8,547.51
Production Investment - Fiction	8,498.59
State & Industry Partnerships (Enterprise) Unit	7,704.37
Business Process Review (to 30/6/12)	6,432.85
Information Communication Technology	5,983.75
Chief Operating Officer	4,967.10
Producer Offset	4,571.58
Human Resources Unit	3,520.29
Public Relations	2,584.45
General Counsel & Legal Affairs	2,490.88
Finance	1,204.04
Recoupment	627.11

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Publishing & Information Services	418.61
Manager Governance	309.44
All Media	282.17
Sydney Facilities	157.88
Melbourne Facilities	124.61
Information Management	106.29
Media RING	0.00
Program Operations	0.00
Contracts Management	0.00
Total	136,760.49

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

AUSTRALIAN NATIONAL MARITIME MUSEUM

- 1.

	2011/2012
Marketing	\$1,356.01
Public Affairs	\$593.83
External Relations	\$1,317.09
Executive	\$2,451.69
Finance	\$932.50
Commercial Services	\$1,850.00
Corp Services	\$1,215.08
Governance	\$3,955.95
Personnel	\$900.88
Temp Exhibitions	\$3,460.69
Registration	\$557.64
Maritime Technology	\$976.78
ICT	\$2,419.63
Communities	\$1,225.77
Design	\$1,687.19
Conservation	\$250.49
Fleet	\$326.89
Visitor Programs	\$1,533.04
Audience/Northey cc	\$26.63

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

TOTALS PER YR \$27,037.78

2. Official travel.

NATIONAL ARCHIVES OF AUSTRALIA

1. \$87,872. A breakdown by business group is provided below:

Branch	\$ Amount
Access and Communication	11,271
Corporate Services	6,771
Executive	11,950
Government Information Management	7,189
National Coordination	35,506
Operations and Preservation	15,185
Total	87,872

2. Work related meetings, and to and from airports for interstate and overseas travel.

NATIONAL FILM AND SOUND ARCHIVE

1. \$72,959.65. The breakdown of cost is as follows:

Division	Total
CEO	22,490.74
Collection, Stewardship and Curatorial	25,165.86
Access & Outreach	14,013.54
Corporate Services	11,289.51
Total	72,959.65

2. Travel to and from conferences, seminars, meetings, trainings, and events.

NATIONAL GALLERY OF AUSTRALIA

1. Please refer to the attached tables.

Taxi Costs 2011-12 – By Business Group	
A2 - Finance	4,652.95
A3 - Business Services	11.81
A4 – HRM	862.99
A5 - Business Services	132.41
C1 – CES Program Management	1,100.09
C2 - Learning Services	4,693.59

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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C3 - Access Services	11,891.93
C4 - Research Library	624.31
C5 - Australian Art	10,233.13
C6 - International Art	3,554.56
C7 - Publications	794.11
D1 - DMC Program Management	3,703.98
D3 - Imaging & Digital Services	1,103.01
D4 - Information Systems	1,092.15
D5 - Sponsorship & Development	376.25
D6 - Membership	254.96
D7 - Foundation Office	878.05
D8 - Marketing	3,172.36
D9 - Commercial Operations	967.13
E1 - ECS Program Management	1,225.02
E2 - Exhibitions Coordination	330.59
E3 - Travelling Exhibitions	11,428.03
E5 - Registration	5,203.13
E7 - Building Services	17.91
E8 - Security	314.22
E9 - Conservation	1,416.51
X1 - Executive	9,961.87
X2 - Council	45.21
Total	80,042.26

2. To conduct Gallery business.

NATIONAL LIBRARY OF AUSTRALIA

1. \$36,254.
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. \$38,331 and the breakdown is:

Collections, Content & Exhibitions	\$1,373
Directorate (Including Council)	\$1,225
Operations	\$942
Audience, Programs & Partnerships	\$1,205
2. Travel to attend meetings, and to and from airport for interstate travel.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. \$15,988.65

Executive	\$3337.68
Interpretation and Programs Branch	\$8194.68
Corporate and Heritage Branch	\$4456.20
2. Travel to and from airports to accommodation and Old Parliament House, travel to meetings, travel to pick up & deliver goods.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 193

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 6

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update if there have been any changes since Budget Estimates 2012-13 (May 2012):
 - 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:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. CEO, Company Secretary/Executive Director Operations and Executive Director Business Development. AbaF staff are not employed under the Australian Public Service Act 1999.
2.
 - a. Misconduct will be investigated as outlined in AbaF's Human Resources policy.
 - b. Credit cards are reconciled monthly and all expenses approved by the staff member with description of the expense and reason.
 - c. Misconduct will be investigated as outlined AbaF's Human Resources policy.
 - d. No.
 - e. Credit cards are provided to three senior AbaF staff members: CEO, Company Secretary/Executive Director Operations and Executive Director Business Development. AbaF policy regarding credit card use is clear. Statements are checked by the Finance Officer and any discrepancies are brought to the attention of the Executive Director Operations and CEO.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

AUSTRALIA COUNCIL

1. 27 Australia Council employees have a corporate credit card.

Staff members who are required to commit the Council to expenditure and approve payments, and who have delegation to do so may be issued with a credit card.

Cardholders include:

- Leadership Team members
 - Interstate based Managers for Artsupport Australia
 - Staff members with specific procurement responsibilities
2. Since Budget Estimates 2012-13, there have been no changes to the Australia Council's credit card policy and no instances of corporate card misuse.

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 Enterprise Agreement and the immediate recommendation for dismissal.

BUNDANON

1. Chief Executive Officer
Chief Operations Officer
Collections Manager
2. Nil

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

- 1.

1x PEO

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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3x SES 2

4x SES 1

1x Academic 3 (EL 2)

5x AFTRS 8 (EL 2)

2x AFTRS 7 (EL 1)

3x AFTRS 6 (APS 6)

2.

- a. Disciplinary proceedings implemented.
- b. Maintain and review appropriate credit limits and reconcile statements promptly.
- c. Disciplinary proceedings implemented.
- d. Nil
- e. Maintain and review appropriate credit limits and reconcile statements promptly

SCREEN AUSTRALIA

1. 31 credit cards in issue. Chair x 1; PEO x 1; SES2 x1; SES1 x 5; SAEL2 x 17; SAEL1 x 4; SA6 x 1; SA5 x 1.
2. No changes since Budget Estimates 2012-13.

AUSTRALIAN NATIONAL MARITIME MUSEUM

1.

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

2. No changes.

NATIONAL ARCHIVES OF AUSTRALIA

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

Corporate Credit Card Holder	Staff Level
------------------------------	-------------

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Director General	1
SES Officers	3
EL 2	10
Public Affairs Officer 3	1
EL 1	9
APS 6	8
APS 5	6
APS 4	3
Total	41

2. No Changes.

NATIONAL FILM AND SOUND ARCHIVE

1.

Staff Level	No of credit cardholders
APS3	2
APS4	3
APS5	6
APS6	11
EL1	16
EL2	8
SES1	2
CEO	1
Total	49

2. No changes since Budget Estimates 2012-13.

NATIONAL GALLERY OF AUSTRALIA

1. 85 credit cards across SES, EL2, EL1, NGA 6, NGA5, NGA 4, NGA 3 and NGA 2 staff levels.

2.

- a. The matter is investigated and reported to the Gallery Executive. Where action is recommended it is endorsed by Gallery Executive in line with the Gallery's Policy on Credit Cards and Fraud Control Policy.
- b. Each credit card holder must acquit and approve expenditure on a monthly basis. Each monthly acquittal is required to be reviewed and approved by the credit card holder's supervisor. The acquittal is provided to the Finance Section for review and processing.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

- c. Under the Gallery's Policy on Credit Cards and Fraud Control Policy the matter is investigated and appropriate action is taken. The breach of policy is reported in the bi-annual Certificate of Compliance.
- d. No
- e. All Credit Card Holders must sign a Credit Card Holder Agreement detailing their responsibilities, ongoing education, and monthly review.

NATIONAL LIBRARY OF AUSTRALIA

- 1. Director-General: 1
SES Level 1: 3
EL2: 3
EL1: 10
APS6: 5
APS4: 3.
- 2. No changes.

NATIONAL MUSEUM OF AUSTRALIA

- 1. SESB2 x 1
SESB2 x 3
EL2 x 2
EL1 x 2
APS6 x 1
APS5 x 2
APS4 x 2
- 2. No changes and no instances of misuse.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

- 1. EL2- 4
EL1- 5
APS6 1
APS5 1

Senate Rural and Regional Affairs and Transport Legislation Committee

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2. No changes.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question: 194

Topic: Credit Cards

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 2

For 2011-12 how many instances of corporate credit card misuse were there? List staff classification and what the misuse was, and the action taken.

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

NIL

AUSTRALIA COUNCIL

NIL

BUNDANON

NIL

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

NIL

SCREEN AUSTRALIA

NIL

AUSTRALIAN NATIONAL MARITIME MUSEUM

Nil.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL ARCHIVES OF AUSTRALIA

In 2011-12 there were four recorded occurrences of credit card misuse. The types of misuse were:

- An EL2 exceeded their \$5000 credit card limit when travelling. The card holder was notified of the incident, reminded of their responsibility as a card holder and an agency breach was noted.
- An APS6 incorrectly made a credit card payment for work related domestic travel, which was then repaid. The card holder was notified of the incident, reminded of their responsibility as a card holder and an agency breach was noted.
- An SES Band 1 incorrectly made a credit card payment for work related domestic travel, and the travel allowance was amended. The card holder was notified of the incident, reminded of their responsibility as a card holder and an agency breach was noted.
- An EL1 had an occurrence where a number of disputed transactions on a card were identified. The transactions were identified by the card holder and reported to the bank, the card was cancelled immediately and a new credit card issued to the card holder.

NATIONAL FILM AND SOUND ARCHIVE

NIL

NATIONAL GALLERY OF AUSTRALIA

There were two instances of misuse were reported in the recent Certificate of Compliance. The same NGA4 Level (APS4 equivalent) staff member was responsible for both instances of accidental misuse and the matters were minor. All NGA Credit Card holders were reminded of their responsibilities under the Credit Card Policy.

NATIONAL LIBRARY OF AUSTRALIA

NIL

NATIONAL MUSEUM OF AUSTRALIA

NIL

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

NIL

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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Question: 195

Topic: Provision of Equipment (2012-13 financial year to date)

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 8

3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) was provided to department/agency staff? If yes provide details of what was provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

Answer:

Part 1 and 2 of this Question do not relate to the Arts agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

3. All staff are provided with a desktop computer and telephone. Some staff are provided with a laptop as their primary computer as travel is an essential part of their role. Senior staff are provided with a mobile phone to ensure accessibility as required. AbaF staff are not employed under the Australian Public Service Act 1999.

Laptop computer x 4

Mobile phone x 11

AUSTRALIA COUNCIL

3. One laptop computer and five mobile devices were provided to staff in 2012/13 (YTD) at a total cost of \$5204

The total ongoing cost of all mobile devices provided to staff in 2012/13 (YTD) was \$11,701.

The Australia Council has a policy of providing mobile devices and computer to its leadership team only. Exceptions are made where a need can be clearly demonstrated.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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BUNDANON

NIL

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

3. The attached table summarises equipment issued to staff according to broad classifications:

The following table summarises equipment issued to staff according to broad classifications:

Equipment type	Average unit cost	Reason for issue
<i>Senior Executive Staff (actual devices issued to an Executive depend on business requirement.).</i>		
DVD Player	\$337	Tools of trade
DVD Recorder	\$862	Tools of trade
External Hard Drive	\$263	Tools of trade
Laptop	\$2209	Tools of trade
Mobile Phone	\$850	Tools of trade
Printer	\$423	Tools of trade
Television	\$1850	Tools of trade
Tablet device	\$854	Tools of trade
<i>General Staff (actual devices issued to general staff positions will depend on business requirement. Listed below is a range of equipment types which may be issued to approximately 20 staff).</i>		
Laptop	\$2092	Tools of trade
Mobile Phone	\$850	Tools of trade
<i>Teaching Staff (actual devices issued to teaching staff positions will depend on business requirement. Listed below is a range of equipment types which may be issued to approximately 30 staff)</i>		
External Hard Drive	\$600	Tools of trade
Laptop	\$2424	Tools of trade
Mobile Phone	\$850	Tools of trade
Tablet device	\$700	Tools of trade

Additionally 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.

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ANSWERS TO QUESTIONS ON NOTICE

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SCREEN AUSTRALIA

62 - Equipment Allocation Financial Year 2012-13 (as at Sept 30)

3

Classification	Laptop 53		Apple iPhone 4/4s 43		iPad 2/3 5		USB Modems 10	
	Original Purchase Price	Original Purchase Price	Period Plan Charge	Original Purchase Price	Period Plan Charge	Original Purchase Price	Period Plan Charge	
SAEL2	\$ 2,242	\$ 831	\$ 95			N/A	\$ 134	
SAEL2	\$ 2,242							
SA6	\$ 2,242							
SA6	\$ 2,242	\$ 831	\$ 95					
SAEL2	\$ 2,242							
SAEL2	\$ 2,282	\$ 831	\$ 95					
SAEL2	\$ 2,242	\$ 831	\$ 32					
SAEL2	\$ 2,242	\$ 831	\$ 95			N/A	\$ 134	
SAEL2	\$ 2,242	\$ 831	\$ 95					
SAEL2	\$ 2,242	\$ 831	\$ 95					
SAEL1	\$ 2,242	\$ 792	\$ 32					
SAEL2	\$ 2,242	\$ 831	\$ 95					
SAEL1	\$ 2,242	\$ 792	\$ 191	\$ 729	\$ 191			
SA5	\$ 2,242							
SES01	\$ 2,242	\$ 831	\$ 95					
SES01	\$ 2,242	\$ 831	\$ 95			N/A	\$ 134	
SA6		\$ 831	\$ 95					
SES02	\$ 2,282	\$ 831	\$ 95	\$ 769	\$ 191	N/A	\$ 134	
SAEL1	\$ 2,242	\$ 831	\$ 95			N/A	\$ 134	
SAEL2	\$ 2,282	\$ 781	\$ 191					
SAEL1	\$ 2,242	\$ 831	\$ 95					
SA6	\$ 2,242	\$ 831	\$ 95					
SES01	\$ 2,242	\$ 831	\$ 95					
SAEL1	\$ 2,242	\$ 831	\$ 95			N/A	\$ 134	
SA5	\$ 2,242	\$ 854	\$ 95					
SAEL2	\$ 2,242	\$ 831	\$ 95					
SAEL1		\$ 831	\$ 95					
SAEL1	\$ 2,242	\$ 831	\$ 95					
SAEL2	\$ 2,242							
SAEL2	\$ 2,242	\$ 831	\$ 95					
SES01	\$ 2,242	\$ 831	\$ 95					
SAEL2	\$ 2,242	\$ 831	\$ 95			N/A	\$ 134	
SAEL2	\$ 2,242	\$ 781	\$ 95			N/A	\$ 134	
SAEL1	\$ 2,242							
SAEL2	\$ 2,282	\$ 831	\$ 95					
SA6	\$ 2,242			\$ 729	\$ 191			
SAEL1	\$ 2,242							
SAEL2	\$ 2,242	\$ 831	\$ 95					
SAEL1	\$ 2,242	\$ 831	\$ 95					
SA6	\$ 2,242							
SAEL1	\$ 2,242	\$ 781	\$ 95					
SAEL2	\$ 2,242	\$ 831	\$ 95					
SAEL1	\$ 2,242							
SES01	\$ 2,242	\$ 831	\$ 95					
SES01	\$ 2,242	\$ 831	\$ 95					
PEO1	\$ 2,282	\$ 792	\$ 95	\$ 717	\$ 191			
SA6	\$ 2,242	\$ 831	\$ 95					
SAEL2	\$ 2,242	\$ 792	\$ 95					
SAEL1	\$ 2,242							
SAEL2		\$ 831	\$ 32					
SAEL2	\$ 2,242							
SAEL1	\$ 2,242	\$ 831	\$ 95					
SAEL1	\$ 2,242							
SAEL2	\$ 2,282	\$ 831	\$ 95			N/A	\$ 134	
SAEL2	\$ 2,242	\$ 831	\$ 95					
Totals	\$ 116,800	\$ 34,616	\$ 4,009	\$ 2,944	\$ 763	\$ -	\$ 1,203	

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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AUSTRALIAN NATIONAL MARITIME MUSEUM

Mobile/smartphones/pads/laptops with wireless and 3G connectivity are provided to staff for ANMM business use. Electronic equipment is issued on the basis of business need, not on the basis of classification. It is not issued for private use.

NATIONAL ARCHIVES OF AUSTRALIA

2012-13				
Equipment type	Staff Classification	Number	Purchase cost (\$)	Ongoing cost
Tablets	SES, Director General	5	744	\$105/month
Mobile phones	Executive Level 2	5	275	\$200/month
	Executive Level 1	2	275	\$10/month
	APS6	3	275	\$15/month
	APS5	2	275	\$10/month
	APS4	1	275	\$5/month
	APS2	1	275	\$5/month
	PA02	1	275	\$20/month
Blackberry	SES, Director General	5	425	\$200/month
	Executive Level 2	3	425	\$120/month
	Executive Level 1	3	425	\$120/month
	APS6	1	425	\$40/month
Laptops	SES	5	2,041	Note 1
	Executive Level 2	8	2,041	NIL
	Executive Level 1	10	2,041	NIL
	APS6	4	2,041	NIL
	PA03	1	2,041	NIL

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ANSWERS TO QUESTIONS ON NOTICE

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Mobile broadband (Telstra)	Executive Level 2	2	NIL	\$180/month
Mobile Data Sim Cards (Optus)	Executive Level 2	1	NIL	\$20/month
	APS4	1	NIL	\$20/month
RAS tokens	SES, Director General	6	100	Not applicable
	Executive Level 2	5	100	NIL
	Executive Level 1	5	100	NIL
	APS6	3	100	NIL
	APS5	1	100	NIL
	APS4	1	100	NIL
Note 1: Purchase price of laptops includes support cost.				

NATIONAL FILM AND SOUND ARCHIVE

Equipment	Purchase cost	Ongoing cost	Staff
Nokia mobile ph	Not applicable	\$82.56	2 (EL1, EL2)
Sony Ericson ph	Not applicable	\$59.96	1 (APS5)
Telstra Mob WiFi	Not applicable	\$560	5 (CEO, EL2)
Apple iPhone	Not applicable	\$224.85	4 (CEO, APS5)
Apple iPad	Not applicable	\$322.95	7 (CEO, EL1, APS6, APS5)
Vodafone dongles	Not applicable	\$419.80	7 (EL2, EL1, APS5)
Mobile phones	Not applicable	\$2,608.34	42 (all levels)

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The NFSA has 42 mobile phones for allocated staff, using the whole of Government mobile phone plan. No mobile phones have been purchased by the NFSA this financial year (2012-13).

USB drives are provided upon request from Corporate Operations Branch. 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

No specific equipment is provided to Gallery staff outside the equipment required to undertake Gallery activities.

NATIONAL LIBRARY OF AUSTRALIA

The Library provides mobile phones, including smartphones such as iPhones, for the use of staff in positions who are required to be on-call. The cost of the phones is \$19,665 and classifications of staff with phones are below. The ongoing cost of the phones to 30 September was \$6,408.72.

APS 5	1
APS 6	2
EL 1	7
EL 2	6
SES	6
Director-General	1
	23

The Library provides laptops and tablet computers for the use of staff where their work requires them to have access to portable computing capability. The cost is \$29,768 and classifications of staff with laptops and / or tablet computers are below. The ongoing cost to 30 September was \$1,035.

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APS 6	2
EL 1	8
EL 2	2
SES	5
Director-General	2
	18

NATIONAL MUSEUM OF AUSTRALIA

Item	Reason	APS Classification	Quantity	Equipment Unit Cost (\$ ex GST)	Procurement Costs (\$ ex GST)	Ongoing Cost (\$ ex GST)
Laptop	Requirement to work whilst travelling or working outside their standard office.	APS3 to EL2	Fleet – 43 Purchased 12/13 – 5 devices	\$1,528	\$7,643	\$295
Mobile Phone	For staff who are highly mobile or must be contactable away from their desk or outside business hours.	APS4 to EL2	Fleet – 43 Purchased 12/13 – 5 devices	\$169	\$845	\$1,425
Smart Phone	For staff who are highly mobile, must be contactable and have access to corporate email away from their desk or outside business hours.	APS5 to SES	Fleet - 37	\$620- \$720	None purchased this financial year	\$10,738
Tablets	To improve productivity	EL1 & SES,	Fleet - 11	\$626-	None	\$397

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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	of senior staff or address WH&S requirements.			\$844	purchased this financial year	
--	--	--	--	-------	--	--

Notes:

1. Eligibility for all mobile electronic devices is determined by business need.
2. Quantities include a number of pool devices for short term loan.
3. Quantity breakdown by APS classification would require an unreasonable use of resources.
4. Thumb drives now cost less than \$10 and are regarded as stationery items and not included in this list.
5. The Museum also uses tablets as part of a visiting school education program and for interactive exhibits.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

- iPads – Two iPad 3s (~\$800 per unit) purchased in 2011-12, are available for staff use.
- Wireless cards are available for loan for staff travelling outside the office for use with a corporate laptop. Whilst no wireless cards have been purchased since 01/07/12 the agency has changed its data plans under the AGIMO Telecommunications Commodities and Carriage Panel. The agency has 4 data plans (2 wireless cards, 2 iPads) at a cost of \$100 per month.
- Vasco token. The agency uses RSA tokens. These are provided to EL1 and above. Other staff can be assigned a token with a demonstrated business need. RSA tokens include an annual licensing fee (\$376 per year). The cost to assign tokens is approximately \$30 per token which is done as required.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Supplementary Budget Estimates 16 October 2012

Question: 196

Topic: Provision of Equipment

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 10

3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) was provided to department/agency staff for 2011-12, provide details of what was provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.

Answer:

Parts 1 and 2 of the question do not relate to the Arts agencies

AUSTRALIA BUSINESS ARTS FOUNDATION

3. All staff are provided with a desktop computer and telephone. Some staff are provided with a laptop as their primary computer as travel is an essential part of their role. Senior staff are provided with a mobile phone to ensure accessibility as required. AbaF staff are not employed under the Australian Public Service Act 1999.

Laptop computer x 4

Mobile phone x 11

AUSTRALIA COUNCIL

3. Three computers and seven mobile were provided to managers at a cost of \$8,980 in 2011/12.

The running costs for all mobile devices in 2011/12 was \$60,105.

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ANSWERS TO QUESTIONS ON NOTICE

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The Australia Council has a policy of providing mobile devices and computer to its leadership team only. Exceptions are made where a need can be clearly demonstrated.

BUNDANON

- CEO received 11" HP laptop FYE11.
- \$1650
- NIL ongoing cost.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

3. The attached table summarises equipment issued to staff according to broad classifications:

The following table summarises equipment issued to staff according to broad classifications:

Equipment type	Average unit cost	Reason for issue
<i>Senior Executive Staff (actual devices issued to an Executive depend on business requirement.).</i>		
DVD Player	\$337	Tools of trade
DVD Recorder	\$862	Tools of trade
External Hard Drive	\$263	Tools of trade
Laptop	\$2209	Tools of trade
Mobile Phone	\$850	Tools of trade
Printer	\$423	Tools of trade
Television	\$1850	Tools of trade
Tablet device	\$854	Tools of trade
<i>General Staff (actual devices issued to general staff positions will depend on business requirement. Listed below is a range of equipment types which may be issued to approximately 20 staff).</i>		
Laptop	\$2092	Tools of trade
Mobile Phone	\$850	Tools of trade
<i>Teaching Staff (actual devices issued to teaching staff positions will depend on business requirement. Listed below is a range of equipment types which may be issued to approximately 30 staff)</i>		

Senate Rural and Regional Affairs and Transport Legislation Committee

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Equipment type	Average unit cost	Reason for issue
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.

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SCREEN AUSTRALIA

63 - Equipment Allocation Financial Year 2011-2012 as at 30th June

Classification	Laptop 49		Apple iPhone 4/4s 39		iPad 2/3 4		USB Modems 18	
	Original Purchase Price	Original Purchase Price	Period Plan Charge	Original Purchase Price	Period Plan Charge	Original Purchase Price	Period Plan Charge	
SAEL2	\$ 2,242	\$ 831	\$ -			N/A	\$ -	
SA6	\$ 2,242							
SA6	\$ 2,242	\$ 831	\$ -					
SAEL2	\$ 2,242							
SAEL2	\$ 2,282	\$ 831	\$ -			N/A	\$ 534	
SAEL2	\$ 2,242							
SAEL2	\$ 2,242	\$ 831	\$ 191			N/A	\$ -	
SAEL2	\$ 2,242	\$ 831	\$ -					
SAEL2	\$ 2,242	\$ 831	\$ -					
SAEL1	\$ 2,242	\$ 831	\$ -					
SAEL1	\$ 2,242	\$ 792	\$ -	\$ 729	\$ -	N/A	\$ -	
SA5	\$ 2,242							
SES01	\$ 2,242	\$ 831	\$ -					
SES01	\$ 2,242	\$ 831	\$ -			N/A	\$ -	
SA6		\$ 831	\$ 255					
SES02	\$ 2,282	\$ 831	\$ -			N/A	\$ -	
SAEL1	\$ 2,242	\$ 831	\$ -			N/A	\$ -	
SAEL2	\$ 2,282	\$ 781	\$ -			N/A	\$ -	
SAEL1	\$ 2,242	\$ 831	\$ -					
SA6	\$ 2,242	\$ 831	\$ -					
SES01	\$ 2,242	\$ 831	\$ -			N/A	\$ 534	
SAEL1	\$ 2,242	\$ 831	\$ 191			N/A	\$ 267	
SA5	\$ 2,242	\$ 854	\$ -					
SAEL2	\$ 2,242	\$ 831	\$ -					
SAEL1	\$ 2,242	\$ 831	\$ -					
SAEL1	\$ 2,242	\$ 831	\$ -					
SAEL2	\$ 2,242							
SAEL2	\$ 2,242	\$ 831	\$ -			N/A	\$ -	
SES01	\$ 2,242	\$ 831	\$ -			N/A	\$ -	
SAEL2	\$ 2,242	\$ 831	\$ -			N/A	\$ -	
SAEL2	\$ 2,242	\$ 781	\$ -			N/A	\$ -	
SAEL1	\$ 2,242							
SAEL2	\$ 2,282	\$ 831	\$ -					
SA6	\$ 2,242			\$ 729	\$ 150			
SAEL1	\$ 2,242							
SAEL2	\$ 2,242	\$ 831	\$ -					
SAEL1	\$ 2,242	\$ 831	\$ 64					
SA6	\$ 2,242							
SAEL1	\$ 2,242	\$ 781	\$ -					
SAEL2	\$ 2,242	\$ 831	\$ 127					
SAEL1	\$ 2,242							
SES01	\$ 2,242	\$ 831	\$ -			N/A	\$ -	
SES01	\$ 2,242	\$ 831	\$ -					
PEO1	\$ 2,282	\$ 792	\$ -	\$ 717	\$ 191	N/A	\$ 534	
SA6	\$ 2,242	\$ 831	\$ -					
SAEL1	\$ 2,242							
SAEL1	\$ 2,242	\$ 831	\$ -					
SAEL1	\$ 2,242							
SAEL2	\$ 2,282	\$ 831	\$ -			N/A	\$ -	
SAEL2	\$ 2,242	\$ 831	\$ -					
Totals	\$ 107,834	\$ 31,370	\$ 827	\$ 2,175	\$ 341	\$ -	\$ 1,869	

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AUSTRALIAN NATIONAL MARITIME MUSEUM

Mobile/smartphones/pads/laptops with wireless and 3G connectivity are provided to staff for ANMM business use. Electronic equipment is issued on the basis of business need, not on the basis of classification. It is not issued for private use.

NATIONAL ARCHIVES OF AUSTRALIA

2011-12				
Equipment type	Staff Classification	Number	Purchase cost	Ongoing cost
Tablets	SES, Director General	6	744	\$105/month
Mobile phones	Executive Level 2	5	275	\$200/month
	Executive Level 1	2	275	\$10/month
	APS6	3	275	\$15/month
	APS5	2	275	\$10/month
	APS4	1	275	\$5/month
	APS2	1	275	\$5/month
	PA02	1	275	\$20/month
Blackberry's	SES, Director General	5	425	\$200/month
	Executive Level 2	3	425	\$120/month
	Executive Level 1	3	425	\$120/month
	APS6	1	425	\$40/month
Laptops	SES	5	2,041	Note 1
	Executive Level 2	9	2,041	NIL
	Executive Level 1	10	2,041	NIL
	APS6	4	2,041	NIL
	PA03	1	2,041	NIL
Mobile	Executive Level 2	2	NIL	\$180/month

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broadband (Telstra)				
Mobile Data Sim Cards (Optus)	Executive Level 2	1	NIL	\$20/month
	APS4	1	NIL	\$20/month
Note 1: Purchase price of laptops includes support cost.				

NATIONAL FILM AND SOUND ARCHIVE

Equipment	Purchase cost	Ongoing cost	Staff
Nokia mobile ph	\$179	\$216.48	2 (EL1, EL2)
Sony Ericson ph	N/A	\$119.92	1 (APS5)
Telstra Mob WiFi	\$452	\$781.93	5 (CEO, EL2)
Apple iPhone	\$2550	\$423.61	4 (CEO, APS5)
Apple iPad	\$6000	\$323.14	7 (CEO, EL1, APS6, APS5)
Vodaphone dongles	N/A	\$1350.76	7 (EL2, EL1, APS5)
Mobile phones	\$171	\$10,035.24	42 (all levels)

The NFSA has 42 mobile phones for allocated staff, using the whole of Government mobile phone plan.

USB drives are provided upon request from Corporate Operations Branch. These are of a nominal cost to NFSA.

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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

No specific equipment is provided to Gallery staff outside the equipment required to undertake Gallery activities.

NATIONAL LIBRARY OF AUSTRALIA

The Library provides mobile phones for the use of staff in positions who are required to be on-call. The cost of the phones is \$26,089 and classifications of staff with phones are below. The ongoing cost in 2011-12 was \$23,776.81.

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

The Library provides laptops and tablet computers for the use of staff where their work requires them to have access to portable computing capability. The cost is \$30,794 and classifications of staff with laptops and / or tablet computers are below. The ongoing cost in 2011-12 was \$4,140.

APS 5	1
APS 6	2

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EL 1	8
EL 2	2
SES	5
Director-General	2
	20

NATIONAL MUSEUM OF AUSTRALIA

Item	Reason	APS Classification	Quantity	Equipment Unit Cost (\$ ex GST)	Total Procurement Cost (\$ ex GST)	Ongoing Cost (\$ ex GST)
Laptop	Requirement to work whilst travelling or working outside their standard office.	APS3 to EL2	Fleet - 38	\$1,950	None purchased 11/12 financial year	\$313
Mobile Phone	For staff who are highly mobile or must be contactable away from their desk or outside business hours.	APS4 to EL2	Fleet – 58 Purchased 11/12 – 6 devices	\$158- \$173	\$977	\$9,873
Smart Phone	For staff who are highly mobile, must be contactable and	APS5 to SES (2)	Fleet – 38 Purchased 11/12 –	\$620- \$720	\$11,520	\$32,436

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	have access to corporate email away from their desk or outside business hours.		18 devices			
Tablets	To improve productivity of senior staff or address WH&S requirements.	EL1 & SES	Fleet – 11 Purchase d 11/12 – 5 units	\$626- \$763	\$3,677	\$683

Notes:

1. Eligibility for all mobile electronic devices is determined by business need.
2. Quantities include a number of pool devices.
3. Quantity breakdown by APS classification would require an unreasonable use of resources.
4. Thumb drives now cost less than \$10 and regarded as stationery items.

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

- Two iPad 3s (~\$800 per unit) purchased in 2011-12, are available for staff use.
- Wireless cards are available for loan for staff travelling outside the office for use with a corporate laptop. A Telstra 4G card was purchased to update an existing wireless card at a cost of \$219.
- 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 – 1 Blackberry was purchased for a Deputy Director in 2011–12. The Blackberry Plan is \$65 per month.
- 2 x Mobile Phones (smart phones) at a cost of \$842.50 each, provided to BCP Managers EL2 and SES Band 1.

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ANSWERS TO QUESTIONS ON NOTICE

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Supplementary Budget Estimates 16 October 2012

Question: 197

Topic: Electricity Purchasing

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 5

1. Provide details of any update of the department/agency electricity purchasing agreement if there has been a change since Budget Estimates 2011-12 (May 2012).
2. What are the department/agency electricity costs for 2011-12?
3. What are the department/agency electricity costs for this financial year to date?

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. All staff are provided with a desktop computer and telephone. Some staff are provided with a laptop as their primary computer as travel is an essential part of their role. Senior staff are provided with a mobile phone to ensure accessibility as required. AbaF staff are not employed under the Australian Public Service Act 1999.
2. Laptop computer x 4
3. Mobile phone x 11

AUSTRALIA COUNCIL

1. A new 29-month contract was entered into with Origin Energy on 1 August 2012 following a public Request for Tenders that closed on 6 June 2012.
2. The electricity costs for 2011-12 were \$141,823.81
3. The electricity costs for 2012-13 (YTD) was \$60,577.87

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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BUNDANON

Nil

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. A two year supply contract for Electricity commenced on July 1st 2012 with Origin Energy. The savings achieved through the new contract will be 17% in year 1 and 14% in year (estimated compared to 2012 financial year period pricing).
2. Total \$327,448.93
3. Total FYTD \$97,570.20

SCREEN AUSTRALIA

1. Lindfield site contracted to TRuEnergy. Reason: Best price quoted and transparency of carbon charges.
2. \$ 245,058
3. \$ 62,986 (approx, as some bills are quarterly not spanning convenient quarter ends)

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. There has been no change.
2. \$845,486 (GST exclusive), including bills for period 1.7.2011 to 30.6.2012.
3. \$224,577 (GST exclusive), including bills for period 1.7.2012 to 30.9.2012.

NATIONAL ARCHIVES OF AUSTRALIA

1. The Archives entered a new electricity contract for the Burwood East Repository from 1 August 2012.
2. \$966,914 (GST exclusive).
3. \$232,491 (GST exclusive).

Senate Rural and Regional Affairs and Transport Legislation Committee

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NATIONAL FILM AND SOUND ARCHIVE

1. No change.
2. Electricity Costs for 2011-12:

Site	Address	Cost (\$) (GST inc.)	Period
Acton HQ	McCoy Circuit, Acton, ACT, 2601	309162.08	Twelve Months
MA	10-12 Baillieu Court Mitchell ACT 2911	15194.94	
M1	6-8 Baillieu Court Mitchell ACT 2911	87909.99	
M2	Unit 6, 160 Lysaght Street Mitchell ACT 2911	29852.64	
M4	23 Essington Street Mitchell ACT 2911	15282.21	
M5 (Empty)	18-20 Baillieu Court Mitchell ACT 2911	954.70	20/1/12 - 21/6/12 (new lease)
MN	16 Vicars St Mitchell ACT 2911	37103.71	
Sydney 1	Level 1, 45 Murray Street Pyrmont NSW 2009	15007.80	(3 monthly bills) 14/5/11 - 11/5/12
Sydney 2	Level 2, 45 Murray Street Pyrmont NSW 2009	13280.53	(3 monthly bills) 14/5/11 - 11/5/12
Melbourne	Level 3, 144 Flinders Street Melbourne VIC 3000	5595.73	

3. Electricity Costs for financial year to date:

Site	Address	Cost (\$) (GST inc.)	Period
Acton HQ	McCoy Circuit, Acton, ACT, 2601	132344.86	Jul - Oct (4 months)

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MA	10-12 Baillieu Court Mitchell ACT 2911	6379.10	21/6/12 - 22/10/12
M1	6-8 Baillieu Court Mitchell ACT 2911	35607.64	Jul - Oct (4 months)
M2	Unit 6, 160 Lysaght Street Mitchell ACT 2911	10565.71	Jul - Oct (4 months)
M4	23 Essington Street Mitchell ACT 2911	6740.06	22/6/12 - 22/10/12 (4 months)
M5 (Empty)	18-20 Baillieu Court Mitchell ACT 2911	444.64	21/6/12 - 22/10/12 (4 months)
MN	16 Vicars St Mitchell ACT 2911	14517.33	Jul - Oct (4 months)
Sydney 1	Level 1, 45 Murray Street Pyrmont NSW 2009	15007.80	(3 monthly bills) 14/5/11 - 11/5/12
Sydney 2	Level 2, 45 Murray Street Pyrmont NSW 2009	13280.53	(3 monthly bills) 14/5/11 - 11/5/12
Melbourne	Level 3, 144 Flinders Street Melbourne VIC 3000	1561.47	Jul - Sep (3 months)

NATIONAL GALLERY OF AUSTRALIA

1. No change in arrangements since Budget Estimates 2011-12 (May 2012).
2. \$1,347,307 (GST Exclusive).
3. \$392,999 (GST Exclusive) to 30 September 2012.

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ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

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NATIONAL LIBRARY OF AUSTRALIA

1. No change.
2. \$831,029 (GST exclusive).
3. \$228,961 (GST exclusive).

NATIONAL MUSEUM OF AUSTRALIA

1. No change.
2. \$1,071,957.00 (GST exclusive).
3. \$328,217.70 (GST exclusive).

OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. No change. A whole-of-government contract with ERM is in place.
2. \$461,734.07 (GST inclusive).
3. \$136,565.43 (GST inclusive).

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question: 198

Topic: Shredders

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 3

1. Did the department/agencies purchase any shredders in 2011-12? 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.
2. Has the department/agencies purchased any shredders since Budget Estimates 2011-12 (May 2012)? 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:

AUSTRALIA BUSINESS ARTS FOUNDATION

1. No
2. No

AUSTRALIA COUNCIL

1. No
2. No

BUNDANON

1. Yes, One.

\$188

To shred paper after the old one become old and worn out.

To destroy commercially sensitive information – that is not needed to be archived.

2. No.

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AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

1. No.
2. No.

SCREEN AUSTRALIA

1. No.
2. No.

AUSTRALIAN NATIONAL MARITIME MUSEUM

1. No.
2. No.

NATIONAL ARCHIVES OF AUSTRALIA

1. One shredder was purchased at the cost of \$2,295.00 (GST exclusive) as part of its office equipment cyclical replacement program. The shredder was purchased for use in the Agency Security Office for the destruction of personal and security related material.
2. No.

NATIONAL FILM AND SOUND ARCHIVE

1. No.
2. No.

NATIONAL GALLERY OF AUSTRALIA

1. No.
2. No.

NATIONAL LIBRARY OF AUSTRALIA

1. No.
2. No.

NATIONAL MUSEUM OF AUSTRALIA

1. No.
2. No.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

1. One cross-cut shredder was purchased at the cost of \$1044.55 (GST exclusive). The shredder is used to destroy sensitive and classified documents to ensure compliance with the Protective Security Policy Framework security requirements.
2. No.

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

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Question: 199

Topic: Protective Security Policy Framework

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 14

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:

AUSTRALIA BUSINESS ARTS FOUNDATION

N/A

AUSTRALIA COUNCIL

As a CAC Agency, the Australia Council is not required to comply with the protective security policy framework.

BUNDANON

Internal Risk Management Plan covers all risks adequately.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

In May 2012 the Australian Federal Police (AFP) were asked by AFTRS to undertake a Security Risk Review of its Moore Park NSW campus. Whilst not directed by the Minister, AFTRS has elected to review the requirements of the Australian Government Protective Security Policy (PSPF) in order to establish an appropriate security plan for the school and has asked the AFP to conduct the security review in that context.

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The AFP inspected the Moore Park campus on 10 May 2012 and assessed the AFTRS' current operating environment, previous security history and the efficacy and cohesion of its protective security measures. An action list was generated following the finds, all of which have been actioned or are in planning where more substantial infrastructure was required.

SCREEN AUSTRALIA

Screen Australia is not required to comply with the Government's Protective Security Framework. However, it strives to comply with Government best practice in this area.

AUSTRALIAN NATIONAL MARITIME MUSEUM

The ANMM has in place effective protective security programs that ensure its capacity to function; the public's confidence in the Government and the ANMM; official resources and information the Government holds on trust, both from and for the public, and those provided in confidence by other countries, are safeguarded; and, the safety of those employed to carry out the functions of government and those who are clients of government.

NATIONAL ARCHIVES OF AUSTRALIA

In May 2012, as part of the Archives internal audit program, KPMG undertook an assessment of the Archives' compliance with the 33 mandatory requirements of the Protective Security Policy Framework (PSPF). KPMG found that overall, the Archives is compliant or progressing towards compliance.

Security risks are managed in a similar manner to all other risks. The Archives' *Risk Management Handbook* sets out the methodology, likelihood descriptors and process used by this plan for the management of security risk within the Archives. The degree of protection applied to official resources will depend on the business impact level of the compromise, loss of integrity or loss of availability of the protectively marked official resources.

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The methodology used by the Archives to determine the protection required is based on the principles of general risk analysis and risk management as outlined in the *Australian Standard for Risk Management AS/NZS ISO 31000:2009* the *Australian Standards Handbook 167:2006 Security Risk Management*.

The Archives have developed a security framework. The security framework is a set of policies, plans and procedures to systematically manage our security arrangements, comply with Australian Government policy, and mitigate our identified and agreed security risks.

The Archives' security framework allows for the mitigation of the security risk environment by a systematic identification and analysis of security risks and the implementation, monitoring, review, and continual improvement of agreed controls for each identified security risk.

The Archives' security framework and specific security policy, procedures and plans are in the Archives' electronic recordkeeping system.

NATIONAL GALLERY OF AUSTRALIA

A full Security Risk Assessment and Review of the Gallery's business operations was undertaken in July 2012. The Gallery was assessed as fully compliant in 21 of the 33 mandatory requirements of the Protective Security Policy Framework (PSPF).

Although non-compliant in 12 areas, the ability to become fully compliant will, in most cases, only require minor adjustments to current security arrangements.

Following the risk review an 'Action Plan' has been developed identifying responsibilities and target date for completion. Current security policies and procedures are being progressively amended to reflect the requirements of the PSPF.

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NATIONAL LIBRARY OF AUSTRALIA

The NLA has introduced the majority of the PSPF requirements and is moving towards full compliance including the introduction of the new physical security zone system and the new information security classification scheme. The NLA has a well developed risk assessment process and methodology and has a detailed risk register assessing the identified risks across the organisation. The risk register is updated annually. The NLA has developed a number of agency specific policies and procedures including a Protective Security Policy and Procedures Manual, and emergency escalation response procedures including actions to be undertaken in the event of a raising of the National Terrorism Public Alert level.

A review of IT Security Policies is currently being undertaken in respect of compliance against the seven mandatory requirements of the PSPF as well as compliance, where applicable, to the ISM and ISO 27001. Updates to those policies will be made where gaps in policy are identified. The Library's IT Strategic Plan commits to IT Security Better practices identified in ISO27001, compliance where practical to the ISM and compliance to the PSPSF.

The review and subsequent updates to policies is scheduled to be completed and implemented by 30 June 2013.

NATIONAL MUSEUM OF AUSTRALIA

The Museum is currently 70 per cent compliant with the mandatory requirements of the PSPF. As a CAC Agency the Museum is not required to comply with the PSPF however the Museum has adopted the PSPF as best practice.

Security risks are managed by Physical Security Risk Reviews and an IT security Risk Management Plan.

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OLD PARLIAMENT HOUSE / MUSEUM OF AUSTRALIAN DEMOCRACY

OPH is currently 80 per cent compliant with the new Protective Security Policy Framework. Policies that have been approved and in place are;

- Access and Pass procedures
- Alert and Threat Plan
- Security risk register
- Classification guide for staff
- Email and new classifications
- Information security procedures
- IT security awareness
- Key combination and personal identification number procedure
- Personnel security procedure
- Protective security procedure
- Protective security policy
- Protective security plan
- Security awareness training
- Security breach procedures
- Security incident reporting and investigation procedure
- Security incident report
- ICT security policy
- ICT security plan
- Pre-employment checklist and pre vetting
- Fraud control policy
- Business continuity plan
- Contact reporting guidelines.

Drafted policies and procedures ready to be approved

- Security awareness training policy
- Responsibilities of ASA and ITSA
- Business continuity management planning policy
- Security risk management plan
- Security audits and reporting
- Closed Circuit Television procedures

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Arts Portfolio Agencies

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NATIONAL FILM AND SOUND ARCHIVE

The NFSA has assessed its compliance against the mandatory requirements of the PSPF. Evaluation on the NFSA's alignment with Mandatory Requirements of the PSPF - at November 2012 is detailed below.

<i>Governance</i>			<i>Current NFSA Status</i>	<i>Goal</i>
1	GOV-1	Agencies must provide all staff, including contractors, with sufficient information and security awareness training to ensure they are aware of, and meet the requirements of this Framework.	Under Development – NFSA Staff are being to be refreshed with new developments.	Various training sessions to be undertaken before December 2012 covering: Governance, Personnel, Information and Physical Security. To be part of induction program. Protective Security awareness has featured at All Staff Meetings. Security Intranet page to be organised and sufficient information supplied. ASA to organise.
2	GOV-2	To fulfil their security obligations, agencies must appoint: <ul style="list-style-type: none"> a member of the Senior Executive Service as the security executive, responsible for the agency protective security policy and oversight of protective security practices an agency security adviser (ASA) responsible for the day-to-day performance of protective security functions, and an information technology security adviser (ITSA) to advise senior management on the security of the agency's Information Communications Technology (ICT) systems. 	Compliant - All three appointees are in place. These form a Committee on Protective Security to allow collaborative efforts to meet the PSPF requirements during the reporting period.	To ensure appointees maintain currency, awareness and continuity in filling these roles. Security Committee's role and responsibilities are to be included in overarching NFSA Security policy.
3	GOV-3	Agencies must ensure that the agency security adviser (ASA) and information technology security adviser (ITSA) have detailed knowledge of	Ongoing - All three appointees are progressively increasing knowledge	Security training and private study to be in place by end of 2012-2013. Briefings and round table discussions are being implemented.

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		agency-specific protective security policy, protocols and mandatory protective security requirements in order to fulfil their protective security responsibilities.	of existing policy and future requirements.	
4	GOV-4	Agencies must prepare a security plan to manage their security risks. The security plan must be updated or revised biannually or sooner when changes in risks and the agency's operating environment dictate.	Compliant - An NFSA Security Plan compliant with the PSPF is in place	A NFSA Security Plan has been developed and will be updated or revised biannually.
5	GOV-5	Agencies must develop their own set of protective security policies and procedures to meet their specific business needs.	Under Development - Policies and procedures covering all aspects of the PSPF are being developed within the NFSA. (Many individual Branch procedures and guidelines are in place and need to be referenced to PSPF or current security practice)	<i>NFSA Protective Security Policy, PSPF Governance Arrangements, Information Policy, and Physical Security Policy</i> , are being developed concurrently with defining NFSA's specific needs, threats and circumstances.
6	GOV-6	Agencies must adopt a risk management approach to cover all areas of protective security activity across their organisation, in accordance with the Australian Standard for Risk Management AS/NZS ISO 31000:2009 and the Australian Standards HB 167:2006 Security risk management.	Compliant - NFSA is currently utilising the <i>NFSA Risk Framework</i> which complies with AS/NZS ISI 3100	To be revised to address PSPF concerns.
7	GOV-7	For internal audit and reporting, agencies must: <ul style="list-style-type: none"> undertake an annual security assessment against the mandatory requirements detailed within this Framework, and 	Under Development - While there is no requirement to report to the Minister until July 2013 data must be	NFSA Governance Section to be briefed on reporting requirements. Planned and prepared before July 2013

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		<ul style="list-style-type: none"> report their compliance with the mandatory requirements to the relevant portfolio Minister. <p>The report must:</p> <ul style="list-style-type: none"> contain a declaration of compliance by the agency head, and state any areas of non-compliance, including details on measures taken to lessen identified risks. <p>In addition to their portfolio Minister, agencies must send a copy of their annual report on compliance with the mandatory requirements to:</p> <ul style="list-style-type: none"> the Secretary, Attorney-General's Department, and the Auditor General. <p>Agencies must also advise any non-compliance with mandatory requirements to:</p> <ul style="list-style-type: none"> the Director, Defence Signals Directorate for matters relating to the <u>Australian Government ICT Security Manual (ISM)</u>. the Director-General, Australian Security Intelligence Organisation for matters relating to national security, and the heads of any agencies whose people, information or assets may be affected by the non-compliance. 	<p>collected.</p> <p>The first year from 2011 to 2012 has been an implementation and transition period. Agencies had until July 2012 to develop or adapt policies including agency classification guides, plus make any adjustments to their security infrastructure including ICT systems.</p> <p>The NFSA is on track to comply fully by July 2013</p>	
8	GOV-8	<p>Agencies must ensure investigators are appropriately trained and have in place procedures for reporting and investigating security incidents and taking corrective action, in accordance with the provisions of:</p> <ul style="list-style-type: none"> <i>Australian Government Guidelines on Security Incidents and Investigations</i>, and/or 	<p>Partially Compliant - ASA trained at basic awareness level.</p>	<p>Plans to utilise outside contractors to undertake the investigation of any major incident. Minor incidents to be investigated by ASA and ITSA reporting to SES.</p>

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		<ul style="list-style-type: none"> The Australian Government Investigations Standards. 		
9	GOV- 9	<p>Agencies must give all employees, including contractors, guidance on</p> <ul style="list-style-type: none"> sections 70 and 79 of the <i>Crimes Act 1914</i>, section 91.1 of the <i>Criminal Code 1995</i>, the <i>Freedom of Information Act 1982</i> and the <i>Information Privacy Principles</i> contained in the <i>Privacy Act 1988</i> <p>including how this legislation relates to their role.</p>	<p>Compliant -</p> <p>Guidance provided under People & Culture Branch and PLO</p> <p>Information Privacy Principles and Privacy act 1988 provided in induction training.</p>	<p>Further training for staff and contractors to be organised by ASA and Legal Branch before end of 2012.</p>
10	GOV-10	<p>Agencies must adhere to any provisions concerning the security of people, information and assets contained in multilateral or bilateral agreements and arrangements to which Australia is a party.</p>	<p>Compliant – In all agreements where the NFSA has direct involvement.</p>	<p>Advise to be included in NFSA Protective Security Policy document (Legal to assist)</p>
11	GOV-11	<p>Agencies must establish a business continuity management (BCM) program to provide for the continued availability of critical services and assets, and of other services and assets when warranted by a threat and risk assessment.</p>	<p>Compliant – Existing Business Continuity Plan and Risk Management Framework in place. Testing of BCP has been undertaken.</p>	<p>Current NFSA BCP has been revised with appropriate risk assessment August 2012 and approved by CEO.</p> <p>Alignment with PSPF is to be maintained. Security Committee to monitor.</p>
12	GOV-12	<p>Agencies must ensure the contracted service provider complies with the requirements of this policy and any protective security protocols.</p>	<p>Compliant - NFSA Contractor Protocols have advice on PSPF. Contractors are issued with protocols in Acton, Mitchell, Pyrmont and Melbourne.</p>	

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13	GOV-13	<p>The following agencies must comply with the <i>Commonwealth Fraud Control Guidelines – May 2002</i>:</p> <ul style="list-style-type: none"> all agencies that are subject to the <i>Financial Management and Accountability Act 1997</i>, and <i>Commonwealth Authorities and Companies Act 1997</i> agencies that are at least 50% budget funded for their operating costs. 	Compliant – annual reporting underway.	CFO to continue compliance with Fraud Control Guidelines.
<i>Personnel security</i>			<i>Current NFSA Status</i>	<i>Goal</i>
14	PERSEC 1	<p>Agencies must ensure that Australian Government employees, contractors and temporary staff who require ongoing access to Australian Government information and resources:</p> <ul style="list-style-type: none"> are eligible to have access have had their identity established are suitable to have access, and are willing to comply with the Government’s policies, standards, protocols and guidelines that safeguard that agency’s resources (people, information and assets) from harm. <p>Access to higher levels of classified resources is dependent upon the granting of the requisite security clearance.</p>	<p>Compliant – Recruitment processes in place ensure employee suitability, eligibility access, and willingness to comply.</p> <p>Majority of staff in a cultural agency do not require security clearances at all and a small number require Baseline clearance.</p>	NFSA to develop designated security assessed positions (DSAPs) by ASA and PCB before any recruitment takes place.
15	PERSEC 2	<p>Agencies must, as part of their risk management approach to protective security, identify designated security assessed positions (DSAPs) within their organisation that require access to CONFIDENTIAL, SECRET and TOP SECRET assets and information.</p> <p>Agencies must ensure that security</p>	Under Review – Although extremely unlikely, access to Secret and Top Secret information at NFSA to be reviewed before 2013.	SES positions to be reviewed before 2013.

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		vetting is only applied where it is necessary.		
16	PERSEC 3	Agencies must maintain a DSAP register.	Under Development – Separate Register to be established and evolve from current spread sheet before 2013.	To be developed by P&C and ASA before end of 2012. Security Committee to monitor.
17	PERSEC 4	Security clearances must be sponsored by an Australian government agency. Security clearances are not available on demand or on a speculative basis.	Compliant – All Security clearance requirements are based on NFSA job requirements.	All security clearance requests come through ASA. Security Committee to monitor.
18	PERSEC 5	All Government agencies must follow the Australian Government Personnel Security Protocol for personnel security as contained in supplementary material within the Protective Security Policy Framework. Only the Australian Government Security Vetting Agency and exempt agencies can grant, continue, deny, revoke or vary a security clearance. Exempt agencies can only issue clearances for their own agency.	Compliant and has begun using the AG Personal Security Protocol.	All security clearance requests come through the ASA.
19	PERSEC 6	Agencies must have in place personnel security aftercare arrangements, including the requirement for individuals holding security clearances to advise the AGSVA or the relevant exempt agency of any significant change in personal circumstance that may impact on their continuing suitability to access security classified resources.	Under Development – Exit procedures are in place. Majority of a Cultural agency's Staff do not require security clearances.	Extend existing Exit Procedures. To be developed by P&C and ASA before end of 2012. Security Committee to monitor.

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<i>Information security</i>			<i>Current NFSA Status</i>	<i>Goal</i>
20	INFOSEC 1	Agency heads must provide clear direction on information security through the development and implementation of an agency information security policy and an agency information security plan.	To be completed by ITSA (Tony Watson)	
21	INFOSEC 2	Each agency must establish a framework to provide direction and coordinated management of information security. Frameworks must be appropriate to the level of security risks to the agency's information environment.		
22	INFOSEC 3	Agencies must implement policies and procedures for the security classification and protective control of information assets (in electronic and paper-based formats) which match their value, importance and sensitivity.		
23	INFOSEC 4	Agencies must document and implement operational procedures and measures to ensure information, ICT systems and network tasks are managed securely and consistently, in accordance with the level of required security.		
24	INFOSEC 5	Agencies must have in place control measures based on business owner requirements and assessed/accepted risks for controlling access to all information, ICT systems, networks (including remote access), infrastructures and applications. Agency access control rules must be consistent with agency business requirements and information classification as well as legal obligations.		
25	INFOSEC 6	Agencies must have in place security measures during all stages of ICT system development, as well as when new ICT systems are implemented into		

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		the operational environment. Such measures must match the assessed security risk of the information holdings contained within, or passing across, ICT networks infrastructures and applications.		
26	INFOSEC 7	Agencies must ensure that agency information security measures for all information processes, ICT systems and infrastructure adhere to any legislative or regulatory obligations under which the agency operates.		
<i>Physical security</i>			<i>Current NFSA Status</i>	<i>Goal</i>
27	PHYSEC 1	Agency heads must provide clear direction on physical security through the development and implementation of an agency physical security policy and an agency physical security plan.	Compliant - Existing NFSA Physical Security Plan in place and refers to PSPF.	ASA to review existing document before December 2012 and seek CEO approval through Security Committee.
28	PHYSEC 2	Agencies must have in place policies and procedures to: <ul style="list-style-type: none"> • identify, protect and support employees under threat of violence, based on a threat and risk assessment of specific situations. In certain cases, agencies may have to extend protection and support to family members and others • report incidents to management, human resources, security and law enforcement authorities, as appropriate • provide information, training and counselling to employees, and • maintain thorough records and statements on reported incidents. 	Compliant – Key documents in place and procedures being developed.	
29	PHYSEC 3	Agencies must ensure they fully integrate protective security early in the process of planning, selecting, designing and modifying their facilities.	Compliant – included in project planning and addressed in any capital project plan or accommodation	Rigorous practice to continue

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			variations.	
30	PHYSEC 4	Agencies must ensure that any proposed physical security measure or activity does not breach relevant employer occupational health and safety obligations.	Compliant – health and safety obligations included in the implementation of any new physical security measure.	Practice to continue
31	PHYSEC 5	Agencies must show a duty of care for the physical safety of those members of the public interacting directly with the Australian Government. Where an agency’s function involves providing services, the agency must ensure that clients can transact with the Australian Government with confidence about their physical wellbeing.	Compliant – Physical Security and safety interacting with the public addressed through building compliance and appropriate controls.	Identified in existing Physical Security Plan. ASA to monitor.
32	PHYSEC 6	Agencies must implement a level of physical security measures that minimises or removes the risk of ICT equipment and information being made inoperable or inaccessible, or being accessed, used or removed without appropriate authorisation.	Compliant. – Physical Security in depth and access control to all major ICT assets.	ITSA to monitor and implement improvements (if required) before July 2013
33	PHYSEC 7	Agencies must develop plans and procedures to move up to heightened security levels in case of emergency and increased threat. The Australian Government may direct its agencies to implement heightened security levels.	Under Development – Heightened security levels addressed in Business Continuity Planning. Individual risk to a cultural agency is assessed as low. Procedures and technology in place for a lock down of Headquarters and remote lock down of vaults.	ASA to undertake assessment before July 2013 and ensure inclusion (if required) within new Physical Security Plan.

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Question: 200

Topic: Office Locations

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages: 18

1. Please provide a list of all office locations for DRALGAS 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:

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AUSTRALIA BUSINESS ARTS FOUNDATION

Location	Leased/Owned	Size/m2	# Staff	Rent/m2	Value	Depreciation	Functions
Adelaide	In-kind	30	2	N/A	N/A	N/A	office
Brisbane	In-kind	30	2	N/A	N/A	N/A	office
Canberra	In-kind	30	2	N/A	N/A	N/A	office
Darwin	In-kind	20	1	N/A	N/A	N/A	office
Hobart	In-kind	30	2	N/A	N/A	N/A	office
Sydney	Leased	60.2	3	364.5	N/A	N/A	office
Melbourne	Leased	297	13	350	N/A	N/A	office
Perth	In-kind	30	2	N/A	N/A	N/A	office

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AUSTRALIA COUNCIL

- a. the Australia Council
- b. 372 Elizabeth Street, Surry Hills.
- c. Leased
- d. 4,434 square metres
- e. 121
- f. Rent per annum: \$527.64 per square metre
- g. n/a
- h. n/a
- i. The Australia Council's core business of funding the arts takes place at the Surry Hills building.

The Australia Council also has Artsupport Australia staff located in offices provided by state arts agencies in Victoria, Western Australia and the Northern Territory

BUNDANON

- a. Bundanon Trust
- b. Shoalhaven District
- c. Owned
- d. 1100 hectares
- e. 18.3 FTE
- f. NA
- g. Riversdale - \$5.635M, Bundanon \$3.255M, Earie park \$250k
- h. 2%
- i. National Cultural Institution. (Arts and Education)

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

- a. Australian Film, Television and Radio School
- b. The Entertainment Quarter, 130 Bent Street Moore Park NSW 2021
- c. Leased
- d. 12,974 sqm
- e.

Location	Classification	Head Count	FTE Count
NSW	A1	1	1
NSW	A3	6	6

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NSW	A4	17	16.4
NSW	A5	11	10.4
NSW	A6	1	1
NSW	A6X	18	18
NSW	A7	16	15
NSW	A8	10	10
NSW	ACA2	21	18.3
NSW	ACA3	15	14.8
NSW	PEO	1	1
NSW	SES01	4	4
NSW	SES01S	1	1
NSW	SES02	3	3
NSW	CASUAL	44	
VIC	ACA3	1	0.4
VIC	CASUAL	2	
AFTRS			
Total		172	120.3

- f. Rent is \$407,664 per month (\$4,891,968 per year). That is \$31 per sqm per month or \$377 per sqm per year).
- g. N/A
- h. N/A
- i. Specialist, practice based higher education for screen arts and broadcast industries.

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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	101 staff: 1 x PEO1 1 x SES02 6 x SES01 21x SAEL2 23 x SAEL1 19x SA6 14x SA5 10x SA4 6x SA3	\$476.60	NA		Outcome 3

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<p>290 Coventry St South Melbourne VIC</p>	<p>Leased</p>	<p>425</p>	<p>10 staff: 5x SAEL2 1 x SAL6 1 x SA5 1 x SA4 2 x SA3</p>	<p>\$287.72</p>	<p>NA</p>		<p>Outcome 3</p>
<p>101 Eton Rd Lindfield NSW</p>	<p>Owned</p>	<p>approx 2.5ha (land area)</p>	<p>4 staff: 1 x SAEL1 1 x SA6 1 x SA5 1 x SA3</p>	<p>NA</p>	<p>i) \$23,146,239 as at 30 June 2012</p>	<p>Accumulated depreciation is \$14,298,674 on gross book value of \$37,444,913</p>	<p>Facilities and services for film and TV production and exhibition includes office space, sound stage and cinema available for rent to filmmakers</p>

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AUSTRALIAN NATIONAL MARITIME MUSEUM

1.
 - a. The ANMM has two locations.
 - b. Main Exhibition Building, 2 Murray Street, Sydney, 2000 and W7 and Maritime Heritage Centre, 58 Pirrama Road, Pyrmont, 2009.
 - c. Owned.
 - d. 11,700 m2 Main Exhibition Building and 8,390 m2 W7 Maritime Heritage Centre.
 - e. 45 in the Main Exhibition Building and 90 in the W7 Maritime Heritage Centre.
 - f. Not applicable.
 - g. \$81,000,000 Main Exhibition Building as at 30/06/2012 and \$11,200,000 W7 Maritime Heritage Centre as at 30/06/12.
 - h. 3.45% pa Main Exhibition Building and 4.50% pa W7 Maritime Heritage Centre.
 - i. Museum, object storage and museum support/administration.

NATIONAL ARCHIVES OF AUSTRALIA

See table below for response to a - d and f - i.

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
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National Archives Building, East Block, Queen Victoria Terrace, Parkes ACT	Leased	5,025m2	\$1,708,160 per annum \$340 per square metre	Not applicable	Not applicable	Head office, public exhibition and research spaces
Mitchell Repository, Flemington Rd, Mitchell ACT	Leased	11,500m2	\$1,210,804 per annum \$105.28 per square metre	Not applicable	Not applicable	Preservation and storage of records of national archive
Greenway Repository, Rowland Rees Cres, Greenway ACT	Leased	4,432m2	\$674,806 per annum \$152.26 per square metre	Not applicable	Not applicable	Storage of records of national archive
Units 1 & 2, 28 Raws Cres, Hume ACT	Leased	504m2	\$68,888 per annum \$136.68 per square metre	Not applicable	Not applicable	Storage of office services equipment, furniture, exhibition furniture and heritage items from the Museum of Australian Democracy at Old Parliament House

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Sydney Repository, 120 Miller Road, Chester Hill NSW	Leased	21,954m2	\$2,015,499 per annum \$91.81 per square metre	Not applicable	Not applicable	Preservation, storage of and public access to records of national archive
Melbourne Repository 31 Vision Drive, Burwood East VIC	Leased	6,432m2	\$1,354,416 per annum \$210.57 per square metre	Not applicable	Not applicable	Preservation and storage of records of national archive
Melbourne Office, 99 Shiel St, North Melbourne VIC	Leased	900.35m2	\$160,520 per annum \$178.29 per square metre	Not applicable	Not applicable	Provision of public access to and storage of records of national archive
Brisbane Repository, 16 Corporate Drive, Cannon Hill QLD	Leased	3,646m2	\$407,282 per annum \$111.73 per square metre	Not applicable	Not applicable	Storage of and public access to records of national archive
Adelaide Office, 26-28 Leigh St, Adelaide SA	Leased	400m2	\$47,663 per annum \$119.16 per square metre	Not applicable	Not applicable	Provision of public access to records of national archive

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Adelaide Repository, 11-13 Derlangger Ave, Collinswood SA	Leased	315.4m2	\$59,610 per annum (includes outgoings) \$189 per square metre	Not applicable	Not applicable	Storage of records of national archive
Perth Repository	Leased	2,500m2	\$621,535 per annum \$248.61 per square metre	Not applicable	Not applicable	Storage of and public access to records of national archive
Hobart Office 91 Murray St, Hobart TAS	Leased	689m2	\$98,905 per annum \$143.55 per square metre	Not applicable	Not applicable	Provision of public access to and storage of records of national archive
Darwin Repository, Trower Road, Millner NT	Leased	1,248m2	\$209,918 per annum \$168.20 per square metre	Not applicable	Not applicable	Storage of and public access to records of national archive

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See table below for response to e.

Number of staff at each location and classification as at 30 September 2012:

Actual Classification	Adelaide	Brisbane	Darwin	East Burwood	Greenway	Hobart	Mitchell	Melbourne	Parke	Perth	Sydney	Total
DG									1			1
APS 1				1	1		18		2			22
APS 2		2		1	1		6	3	22	1	7	43
APS 3		1		1	2		16	2	11		13	46
APS 4	2	3	3	4		3	16	4	19	8	16	78
APS 5		1		2			20	3	37		15	78
APS 6	1	2		2		1	15	2	52	1	8	84
EL 1		1		6		1	10	1	43	1	8	71
EL 2			1	1			3		17		4	26
PA 2									3			3
PA 3									3			3
PRO 1							1				1	2
SES 1									7			7
Grand Total	3	10	4	18	4	5	105	15	217	11	72	464

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NATIONAL FILM AND SOUND ARCHIVE

See table below for answers to a. – d, f and i.

Location	Leased or Owned	Size	If rented, the amount and breakdown of rent per square metre	Type of functions and work undertaken
Acton Buildings: (McCoy Circuit, Acton, ACT)	Owned	7,876	Not applicable	NFSA Headquarters and Annex Buildings: Public Gallery, Arc Cinema, Theatrette, café and shop, Preservation and collection facilities, Office accommodation and Collection storage .
Residence Building: (McCoy Circuit, Acton, ACT)	Owned	200	Not applicable	Historic building now used to provide ad-hoc residential accommodation and study facilities for visiting scholars to the NFSA Centre for Scholarly and Archival Research (CSAR)
Nitrate Vaults: (16 Vicars Street, Mitchell, ACT)	Owned	225	Not applicable	Special purpose bunker style repository (including 3 climate controlled containers). Used to store unstable nitrate film under environmentally controlled and secure conditions.
Mitchell 1: (6-8 Baillieu Court, Mitchell, ACT)	Owned	1,718	Not applicable	Facility used to store Preservation Collection material under various environmentally controlled conditions.

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Mitchell Annex: 10-12 Baillieu Court, Mitchell, ACT	Leased	1,350	\$87.96	General purpose warehouse facility. No air conditioning to Collection storage area. Office accommodation has basic air-conditioning.
Mitchell 2: (Unit 6, 160 Lysaght Street, Mitchell, ACT	Leased	960	\$126.50	Facility used to store Duplicate and Access AV Collection material in environmentally controlled conditions (18 degrees, 45%RH).
Mitchell 4: (Unit 5, 23 Essington Street, Mitchell, ACT)	Leased	482	\$97.93	Facility used to store paper based Collection material at 20 degrees and 50%RH.
Mitchell 5: (18-20 Baillieu Court, Mitchell, ACT)	Leased	1,300	\$114.40	Open warehouse in the process of being converted into an environmentally controlled repository for preservation materials.
National Library of Australia: Parkes, ACT (Basement)	Leased	28	\$928	Spaced 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	\$833.40	Office accommodation and Collection entry and access point. Minimal Collection storage space.
Melbourne: Level 3, 114 Flinders Street, Melbourne, VIC	Leased	267	\$294.69	Office accommodation and Collection entry and access point. Minimal Collection storage space.

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e. Acton (182)

APS 2 (11), APS 3 (43), APS 4 (33), APS 5 (30), APS 6 (28), Cadet (2), EL 1 (25), EL 2 (8), SES 1 (2).

Mitchell (13)

APS 2 (1), APS 3 (6), APS 4 (3), APS 5 (1), APS 6 (1), EL 1 (1)

Sydney (32)

APS 3 (3), APS 4 (3), APS 5 (14), APS 6 (5), EL1 (5), EL2 (2)

Melbourne (12)

APS 3 (4), APS 4 (1), APS 5 (2), APS 6 (3), EL 1 (2).

g. and h. see table below:

Building	Current Value	H. Depreciation	G. Written Down Value at 30/09/2012
Acton	\$21,590,315	\$1,465,138	\$20,125,177
Mitchell 1	\$5,714,161	\$367,578	\$5,346,583
Mitchel Nitrate	\$2,225,000	\$72,622	\$2,152,378
	\$29,529,476	\$1,905,338	\$27,624,138

NATIONAL GALLERY OF AUSTRALIA

1.

a. National Gallery of Australia

b. Parkes Place, Parkes, Canberra and an off-site warehouse at, Hume, Canberra

c. Owned

d. 44,824 sq.m. This is the total floor area (public and non-public) of Parkes and Hume sites.

e. 303 staff at Parkes (21xNGA1, 57xNGA2, 40xNGA3, 43xNGA4, 45xNGA5, 44xPNGA6, 25xEL1, 23xEL2, 3xSES1 equivalent, 1xSES2 equivalent and 1xPEO Band C

3 staff at Hume (1xNGA3, 1xNGA4 and 1xNGA5)

f. N/A

g. \$285.100m

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- h. \$5.327m
- i. Art Gallery

NATIONAL LIBRARY OF AUSTRALIA

- 1. The Library operates from four office locations with details as follows:
 - a. The below four buildings are all National Library of Australia.
 - b. **Main Library Building, Parkes, ACT**
 - c. Owned
 - d. 46,983sqm
 - e. 467 as follows:

Classification	Number
APS 2	45
APS 3	77
APS 4	84
APS 5	75
APS 6	84
EL 1	70
EL 2	24
Graduate	1
SES and above	7

- 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.

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b. Repository, Hume, ACT

- 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.

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.

b. Workshop , Mitchell ACT

- c. Leased.
- d. 165sqm.
- 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.

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NATIONAL MUSEUM OF AUSTRALIA

See table below for answers to a – d, f and i.

Location	Leased or Owned	Size	Usage	Rent per m2 (ex GST)	Value if owned
1 Lawson Crescent Acton	Owned	16495 m2	Public Building (Museum)	Not applicable	\$91,099,015
8 Mcearnach Place Mitchell	Leased	2188 m2	Collections Storage	\$131	Not applicable
9-13 Vicars Street Mitchell	Leased	2616 m2	Collections storage, Office accommodation, and laboratory	\$169	Not applicable
90 Vicars Street Mitchell	Leased	7120 m2	Office accommodation, laboratory and collections storage	\$131	Not applicable
Unit 1 92-94 Gladstone Street Fyshwick	Leased	630 m2	Exhibition furniture and library storage	\$105	Not applicable
Limestone House Acton	Leased	144 m2	Office accommodation	\$208	Not applicable
Medical Superintendents Building Acton	Leased	235 m2	Office accommodation	\$300	Not applicable
Annexe Building Acton	Leased	1269 m2	Office accommodation	\$270	Not applicable

- h. The Museum revalued the building at 30 June 2012 on a net basis. The effect of this form of revaluation is to remove all depreciation and an independent valuer assess the current value of the building. The Museum recognises the current value of the building as advised by the valuer therefore there is no depreciation on the building.

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

- a. Museum of Australian Democracy/Old Parliament House
- b. 18 King George Terrace, Parkes ACT
- c. Owned
- d. 17,081 m² - net lettable area
- e.

Actual Class	Ongoing	Non-ongoing	Non-Ongoing Casual/Irregular	Total
APSL3	14	3	16	33
APSL4	6			6
APSL5	13	1	1	15
APSL6	11	2		13
DIRECT	1			1
EXEC1	14	2		16
EXEC2	6			6
SES B1	2			2
Grand Total	67	8	17	92

- f. Not applicable.
- g. \$83,530,000.
- h. Please refer to the 2011-12 Old Parliament House Annual Report. The report is available at <http://moadoph.gov.au/about/corporate-documents/>.
- i. Please refer to the 2011-12 Old Parliament House Annual Report.

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Question: 201

Topic: Staff

Asked By: Senator HEFFERNAN

Type of Question: Written

Date set by the committee for the return of answer: 7 December 2012

Number of pages:

For DRALGAS and agencies, please provide – in relation to all public relations, communications and media staff – the following:

By Department or agency:

- a. How many ongoing staff, the classification, the type of work they undertake and their location.
- b. How many non-ongoing staff, their classification, type of work they undertake and their location
- c. How many contractors, their classification, type of work they undertake and their location

Answer:

AUSTRALIA BUSINESS ARTS FOUNDATION

- a. 1, AbaF staff are not employed under the Australian Public Service Act 1999, position responsible for AbaF communications and marketing including media liaison, publications, social media, strategy and marketing, Melbourne
- b. 1, AbaF staff are not employed under the Australian Public Service Act 1999, position supports communications function with responsibility for delivering online communications, website updates and e-news, basic design, Melbourne
- c. Nil

AUSTRALIA COUNCIL

- a. Nil
- b. 2 Staff: 1 x Australia Council Band 4, 1 x Australia Council Band 6
- c. Nil

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Note: Australia Council staff are employed either under the Australia Council Enterprise Agreement or Individual Employment Agreements (IEAs).

BUNDANON

- a. 1, Marketing Manager, Riversdale property. Public Service Classifications are not applied in our organisation
- b. Nil
- c. Nil

SCREEN AUSTRALIA

- a. 1; EL1; Public affairs; Woolloomooloo, NSW.
- b. 0; N/A; N/A; N/A.
- c. One Public Affairs person on a retainer, supplying strategic communications advice as required, based in Sydney, but not in Screen Australia's offices.

AUSTRALIAN FILM, TELEVISION AND RADIO SCHOOL

- a. Nil
- b. Nil
- c. Nil

AUSTRALIAN NATIONAL MARITIME MUSEUM

a. Ongoing staff – One (1) in number		
Classification	Work Summary	Location
Executive Level 1	The Manager, Communication and Public Affairs is responsible for promoting the museum's mission and strategic priorities to a wide audience through the local and national and international news media and other means.	Sydney, NSW
b. Non-ongoing staff– One (1) in number		

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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

c. Nil

NATIONAL ARCHIVES OF AUSTRALIA

a.

Number ongoing staff	Classification	Type of work	Location
1	PAO3	Manages the Communications team	Parke, ACT
1	PAO2	Media liaison	Parke & Perth
2	PAO2	Editors	Parke
1	PAO2	Communications, events, and marketing activities	Parke
1	PAO2	Government Communications	Parke
1	APS5	Social media	Parke
2	APS5	Graphic designers	Parke
1	APS3	Publications and distributions	

b.

Number non-ongoing staff	Classification	Type of work	Location
1	EL1	Editor and publication management	Parke, ACT
1	APS6	Graphic designer	Parke

c. Nil

NATIONAL FILM AND SOUND ARCHIVE

a. 5 staff members

Manager, Corporate Communications and ACT Regional Publicity

EL1, Canberra

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This position takes carriage of activities promoting NFSA's ACT operations, engaging with the exhibitions, events, outreach and cinema programming teams (and others as needed) to deliver strategic communication.

The manager is responsible for internal communications for the NFSA, providing conceptual lead and advice in driving engaging and participatory communication.

Manager, Development and Stakeholder Engagement

EL1, Canberra

This position manages key NFSA stakeholder relations, particularly with the AV industry, and will provide the CEO and Senior Management with market and stakeholder intelligence to explore engagement opportunities.

The position is currently being recruited

Manager, National and Social Media

EL1, Sydney

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.

Public Awareness Officer

APS4, Canberra

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

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NFSA's media tracking and gathering of information about publications (target audience, reach, readership cycles etc) to inform advertising and publicity decisions.

Graphic Designer

APS6, Canberra

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.

- b. 2 staff members

Currently the acting Manager, Development and Stakeholder Engagement and Graphic Designer are both non-ongoing, until the former position is recruited and the latter returns from maternity leave in 2013.

- c. Nil

NATIONAL GALLERY OF AUSTRALIA

- a. 3 staff (1xNGA4, 1xEL2 and 1xSES1) undertake marketing and communications activity and 1 staff (NGA6) works on online media, all at the Gallery in Parkes, ACT.
- b. 1 staff (EL1) undertakes marketing activity and 2 staff (1xNGA2 and 1xNGA3) work on online media, all at the Gallery in Parkes.
- c. Nil

NATIONAL LIBRARY OF AUSTRALIA

- a.

No. of staff	classification	Type of work	Location
2	APS6 (including one	These staff proactively	Canberra

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	journalist)	promote the Library's services, collection resources, activities and events to the media	
1	APS5	These staff proactively promote the Library's services, collection resources, activities and events to the media	Canberra

b. Nil

c. Nil

NATIONAL MUSEUM OF AUSTRALIA

a.

No. of staff	classification	Type of work	Location
1	EL1	Media	Canberra
1	APS6	Media	Canberra
1	EL1	Communications and Marketing	Canberra

b.

No. of staff	classification	Type of work	Location
1	APS3	Communications and Marketing	Canberra

c. Nil

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OLD PARLIAMENT HOUSE/ MUSEUM OF AUSTRALIAN DEMOCRACY

As at 30 September 2012:

a.

No. of staff	classification	Type of work	Location
1	APS6	General marketing and promotion work associated with the museum	Canberra
1	APS5	General marketing and promotion work associated with the museum	Canberra

b.

No. of staff	classification	Type of work	Location
1	PAO3	General marketing and promotion work associated with the museum	Canberra

c. Nil