



Australian Government
National Capital Authority

c/- The National Capital Authority

Dear

In late 2007, potential budget savings in respect of the National Capital Authority (NCA) were forecast. As indicated in the recent all-staff meeting, the NCA has now been formally advised to achieve these savings, commencing January 2008. Further to this, the funding for the Griffin Legacy has been withdrawn, causing further budget pressure. Consistent with previous advice, this requires staff reduction. The process for this is outlined in the NCA Redundancy procedures. Clause 1.3 outlines how employees may become potentially excess:

1.3 An employee may be an excess employee if:

(a) the employee is in a classification of employees employed by the NCA which has a greater number of employees than is necessary for the efficient and economical operations of the NCA;

(b) the services of the employee cannot be used effectively because of technological or other changes in work methods or changes in the nature, extent or organisation of the NCA's functions;

1.5 When the Chief Executive believes an employee may become excess, the Chief Executive will hold discussions with the employee to advise him or her of the reasons why he or she may become excess and to consider:

(a) measures that could be taken to resolve the situation, including redeployment opportunities for the employee at or below his or her classification;

(b) referral to a service provider approved by the Chief Executive to provide career planning and other appropriate assistance; and

(c) whether voluntary retrenchment may be appropriate.

Where the employee nominates a representative, the Chief Executive will hold the discussions with the employee's representative.

1.8 Following the discussions in sub-clause 1.5 (above), the Chief Executive may advise the employee in writing that he or she is an excess employee no earlier than four (4) weeks after the commencement of the discussions unless the employee consents to a shorter period.

Given the opportunities that exist in the current labour market, and consistent with clause 1.5, the principal emphasis will be on redeployment of displaced staff within the Attorney-General's portfolio and other government agencies.

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In terms of process, you will see that clause 1.8 means that a potentially excess employee cannot be formally advised that they have progressed to the status of an excess employee until 4 weeks have passed after the initial (potentially excess) discussions. However, if you are genuinely interested in redeployment, it may well be in your interests to truncate the 4 week period where a suitable job vacancy exists within the Attorney-General's portfolio or elsewhere.

Another aspect to consider is the impact of this process on you as an individual. Peter Rainbird will be available to answer any queries you may have on the technical process. To further assist, I draw your attention to the NCA's Employee Assistance Program, provided by Davidson Trahaire Corpsych, who are available to provide individual counseling. Consultations can be provided over the phone or face to face and are paid for by the NCA. Davidson Trahaire can be contacted on 1300 360 364. Please quote our client number: AC3715.

If you have any queries, please contact Peter Rainbird, Human Resources Manager on extension 2898.

Regards,

Annabelle Pegrum
Chief Executive
National Capital Authority

February 2008



Australian Government
National Capital Authority

c/- The National Capital Authority

Dear

In late 2007, potential budget savings in respect of the National Capital Authority (NCA) were forecast. As indicated in the recent all-staff meeting and in individual employee discussions, the NCA has now been formally advised to achieve these savings, commencing January 2008. Consistent with previous advice, this requires staff reduction. The process for this is outlined in the NCA Redundancy procedures which state:

1.3 An employee may be an excess employee if:

(a) the employee is in a classification of employees employed by the NCA which has a greater number of employees than is necessary for the efficient and economical operations of the NCA;

(b) the services of the employee cannot be used effectively because of technological or other changes in work methods or changes in the nature, extent or organisation of the NCA's functions;

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If you have any queries, please contact Peter Rainbird, Human Resources Manager on extension 2898.

Regards,

Annabelle Pegrum
Chief Executive
National Capital Authority

January 2008

From: Annabelle Pegrum
To: Phillip Wales
Date: 15/01/2008 5:28:03 pm
Subject: Fwd: Re: FW: Australia Day Live Agreement

Phil - for your info

>>> Annabelle Pegrum 15/01/2008 5:25:12 pm >>>

M
for you info
A

>>> Annabelle Pegrum 15/01/2008 5:24:33 pm >>>
Dear Warren

I have just seen this email - as it happens I signed off on the agreement and funds earlier today so all is good on that front. However, I am surprised by the tone of your email. Whilst I appreciate your angst you must know that ours is equal if not greater than yours on this issue.

The Australia Day concert has been the NCA flagship event since we first canvassed the mutual opportunity with you years ago. It was hard won and has been extremely successful. We have consistently maintained our financial and staffing commitment to it despite many other demands for our limited funds. Equally Australia Day in the Capital has been forged through your, ours and the ACT efforts over many years and would not have been possible without the efforts of people like Peter and his staff who have contributed far more than their duties as public officers require..

We have done everything possible to progress the event this year and have been very open with you from the first indication that our funding was at risk. It has not been easy for the Authority and I or for Peter and Alison to work in an environment of extreme uncertainty around the 2008 event and the implications for the people dedicated to its delivery.

As ever, subject to future funding, we are deeply committed to Australia Day and hope that if the Government does continue to fund it that we will continue to be your partner. In the event that we cannot do that I trust that the goodwill established over many years will prevail between our organisations and that your Council will not dismiss or forget the contribution of the NCA.

Yours sincerely
Annabelle Pegrum

>>> "Warren Pearson" <Warren.Pearson@australiaday.gov.au> 15/01/2008 1:51:25 pm >>>
Dear Annabelle and Peter

Please find the draft contract with the revisions marked up.

Given the need to expedite the execution of this agreement we have accepted all changes with one exception. We cannot accept one part of clause 8. I have changed the payment date.

Clause 8.5

We do not agree to the transfer of the IP to NCA. We would be happy for the IP to be transferred to the organisation to which the Commonwealth Government of the day assigns responsibility for Australia Day and Australian of the Year Awards programs.

Schedule 4 Fees

I have made the due date Friday 18 January 2008

NADC has been enormously accommodating and patient through our extended contract negotiations with NCA and we now find ourselves facing a major cash flow issue as a result of many months of delay. Further, we have been carrying enormous reputation and financial risk for many months.

Should NADC and NCA:

- not agree on a final contract by COB today, and
- should it not be executed by both parties by 12.00noon tomorrow, and
- should I not receive Annabelle's assurance that we will receive the cleared fund by Friday 18 January then I will have to raise my serious concerns with my board and the Government. Without a signed agreement we will terminate our contracts with Nine and ZigZag before the stage construction is commenced.

I will be available on my mobile phone all afternoon.

Yours sincerely
Warren

Warren Pearson
National Director
National Australia Day Council
Old Parliament House
King George Terrace
Parkes ACT 2603
Phone: (02) 6120 0600
Fax: (02) 6273 8777
Mobile: 0411 206 226
Web: www.australiaday.gov.au
www.australianoftheyear.gov.au

-----Original Message-----

From: Adrian Watts
Sent: Tuesday, 15 January 2008 1:15 PM
To: Warren Pearson
Subject: FW: Australia Day Live Agreement

Adrian Watts
Executive Manager, Corporate
National Australia Day Council
Old Parliament House
King George Terrace
Parkes ACT 2600
Ph: 02 6120 0602
Switch: 02 6120 0600
Fax: 02 6273 8777
Internet:
www.australianoftheyear.gov.au
www.australiaday.gov.au

-----Original Message-----

From: Peter Byron [<mailto:Peter.Byron@natcap.gov.au>]

Sent: Tuesday, 15 January 2008 12:59 PM
To: Adrian Watts
Subject: Australia Day Live Agreement

Adrian

Attached is the revised agreement from AGS. The NCA is keen to be able to retain our interests and ongoing partnership should our financial situation change in the near future - hence some of the inclusions in the agreement which are similar to the previous one. AGS (Leah West) also edited the agreement to include all logos and a general tidy up etc. Let me know if you and Warren are happy and I'll take to Annabelle to get signed.

Regards

Peter

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Australian Government
National Capital Authority

COPY

Robert Cornall
Secretary
Attorney-General's Department
Robert Garran Offices
National Circuit
BARTON ACT 2600

Dear Robert

Further to our meeting of 29 February 2008, I write regarding the redeployment of National Capital Authority (NCA) staff into the Attorney-General's Department (AGD). I understand that redeployment within the AGD portfolio (and to other APS agencies) was part of Government policy regarding the NCA budget savings target.

At this time we have only managed to redeploy one person into AGD. Another person has been accepted by CrimTrac for a 3 month temporary transfer pending separation from the APS (the latter is entirely satisfactory to all parties as the individual has elected to take age retirement under the age (54/11) Commonwealth Superannuation Scheme arrangements).

We have provided the NCA staff list and their curriculum vitas to your Human Resources area. At this time there are only eleven people that we have not been able to redeploy (or temporarily transfer) and I have attached a summary of their details to this letter.

I note that there are positions still being advertised in AGD and seek your support for priority placement, subject of course to the potential NCA person having suitable qualifications and/or experience. I would also appreciate your HR area giving us advice as to which positions may be available on a routine basis so that we can direct staff to that area.

Thank you for your interest in this matter.

Yours sincerely

Annabelle Pegrum AO
Chief Executive

6 March 2008

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Australian Government
National Capital Authority

File No: 07/148
Our Ref: 32886

Andrew Cappie-Wood
Chief Executive
Chief Minister's Department
ACT Government
GPO Box 158
Canberra ACT 2601

COPY

Andrew

Dear Mr ~~Cappie-Wood~~

The National Capital Authority (NCA) has presented the Canberra screening of Tropfest since 2002 and has developed this event from a crowd of 1,500 up to the 20,000 people that recently attended the 2008 event in Commonwealth Park. Tropfest is the world's largest short-film festival and is screened via satellite in most capital cities in Australia and attracts a live audience of over 150,000. The Canberra screening of Tropfest attracts the largest audience outside of Sydney. Canberra also receives significant promotion through live crosses to the Commonwealth Park site during the event.

Due to the implementation of budget savings, the NCA is no longer able to present the Canberra screening of Tropfest and is seeking the ACT Government's interest in presenting this event in 2009 and subsequent years. The delivery of the event has been funded through sponsorship for several years and the NCA's sponsors include TransACT, Australian National University, Service One Members Banking, FM104.7 and WIN Television.

The significant interest shown by the community in Tropfest together with the associated tourism opportunities makes this one of Canberra's most significant events. Should your officers wish to obtain further information on any aspects of this event, they can contact Peter Byron, Director, Exhibition and Outreach telephone 6271 2812.

Yours sincerely

Annabelle Pegrum

Annabelle Pegrum
Chief Executive

5 March 2008

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Australian Government
National Capital Authority

COPY

Sophie Clements
Royal Australian Institute of Architects
ACT Chapter
2a Mugga Way
RED HILL ACT 2603

Dear Sophie

Re: The National Capital Authority Library

Further to your conversation with Graham Scott-Bohanna and Todd Rohl of 22 January 2008, I am writing to confirm the proposed arrangements for the NCA library located in the RAIA offices.

As you know, because of the Government funding cuts to the NCA we are no longer able to maintain the current staffing or collection acquisition arrangements for the library. You will now be aware that Minister Debus has called for an inquiry into the NCA. The Minister has asked that the Committee report be finalised by end June 2008.

I propose that until this inquiry is finalised the library be locked in the compactus at the RAIA. In the interim we would be able to open the library to the public one day each month. A regular opening day is to be mutually agreed with the RAIA. Signage on the compactus, and similar information on our website will advise prospective users of the arrangements and provide contact details for users who require urgent access to the library. NCA staff may need to access the library at other times if required.

I trust that these arrangements are suitable. Please do not hesitate to contact Mr Todd Rohl, Managing Director Planning and Urban Design on (02) 6271 2840 if you require any additional information.

Yours sincerely

Annabelle Pegrum AO
Chief Executive

5 March 2008

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ABN 75 149 374 427



Australian Government
National Capital Authority

COPY

Di Jay
Chief Executive Officer
Planning Institute of Australia
Unit 16, Level 13
11 National Circuit
BARTON ACT 2600

Dear Di

Re: The National Capital Authority Library

Further to your conversation with Graham Scott-Bohanna and Todd Rohl of 22 January 2008, I am writing to confirm the proposed arrangements for the NCA library located in the RAIA offices.

As you know, because of the Government funding cuts to the NCA we are no longer able to maintain the current staffing or collection acquisition arrangements for the library. You will now be aware that Minister Debus has called for an inquiry into the NCA. The Minister has asked that the Committee report be finalised by end June 2008.

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Yours sincerely

Annabelle Pegrum AO
Chief Executive

5 March 2008

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Australian Government
National Capital Authority

xxxxxx

C/- The National Capital Authority

Dear xxxxx

I am writing regarding your employment status with the National Capital Authority (NCA).

In my letter of 22 January 2008, I outlined how employees become excess. Following that initial advice, a formal 4 week period is provided before circumstances are reviewed and a decision is made to proceed to the next step. That 4 week period has passed and I am now writing to notify you that you are an excess employee.

Given the opportunities that exist in the current labour market, and consistent with the NCA redundancy procedures, the principal emphasis will be on redeployment within the Australian Public Service. I am confident that we can find a suitable position for you within the Service.

Peter Rainbird is available to answer any queries you may have on the redeployment process. To further assist, I draw your attention to the NCA's Employee Assistance Program, provided by Davidson Trahaire Corpsych, who is available to provide individual counseling. Consultations can be provided over the phone or face to face and are paid for by the NCA. Davidson Trahaire can be contacted on 1300 360 364. Please quote our client number: AC3715.

If you have any queries, please contact Peter Rainbird, Human Resources Manager on extension 2898.

Regards,

Annabelle Pegrum
Chief Executive

March 2008



Australian Government
National Capital Authority

copy

Ms Lynelle Briggs
Australian Public Service Commissioner
16 Furzer Street
PHILLIP ACT 2606

Dear Ms Briggs

The National Capital Authority (NCA) has had a budget cut of approximately 35% which has resulted in some 40% of staff positions being declared excess (38 people, 31 FTE). Consistent with Government policy we have been managing the staffing reductions largely by redeployment and that process is going as well as could be expected.

Most recently the Government has announced an inquiry into the future role of the NCA and the Minister has requested that it be conducted and the committee report concluded by end June 2008. The NCA has welcomed this inquiry.

However, there is an environment of uncertainty within the NCA which is manifesting itself in a number of ways that are of concern. To the best of our abilities, we are successfully managing loss of corporate knowledge and expertise and the operational and morale issues of many people in a small agency (where most know one another) leaving within a short timeframe.

I am writing to you because of the increasing number of staff, who are not excess, and who are central to the agency meeting its statutory obligations, indicating that they are looking for new positions elsewhere. This is becoming increasingly evident in the Planning Unit where as a result of uncertain future of the NCA and the Australian wide shortage in specialist urban planning skills, our planners are becoming a highly sought after resource in both the public and private sectors.

I can imagine a scenario where I may not have the available resources, with the right qualifications and experience to deliver our statutory responsibilities and where, until the inquiry is concluded, recruitment of suitable people will be extremely difficult.

Further to our phone call today I would appreciate any further advice or assistance the Commission may be able to provide to the NCA in the event this potential risk should eventuate.

Yours sincerely

Annabelle Pegrum AM
Chief Executive

28 February 2008

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Australian Government
National Capital Authority

File No: 07/1121

John Mackay
Chief Executive Officer
ActewAGL/TransACT
GPO Box 366
Canberra City ACT 2601

Dear John

On behalf of the National Capital Authority (NCA), we wish to thank you for the enormous contribution that TransACT has made in partnering with the National Capital Authority to present the Canberra screening of the Tropfest Film Festival since 2003. Through this partnership, the Canberra screening of Tropfest has grown to be the second largest Tropfest site in Australia.

In particular, your contribution to the delivery and promotion of the 2008 Tropfest event has enabled this significant event to occur this year.

As previously discussed, the NCA will no longer have the ability to deliver Tropfest in the future although we will continue discussions with the ACT Government to determine their interest in supporting this event. During these discussions, the NCA will ensure that TransACT receives first option to continue as major sponsor.

Alternatively, TransACT may wish to consider managing the event with the support of our other Tropfest sponsors. Should this be an option, we will be happy to facilitate a meeting to discuss further.

Yours sincerely

Michael Ball
Chairman

Annabelle Pegrum
Chief Executive

Peter Byron
Director, Events and Outreach

22 February 2008

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Australian Government
National Capital Authority

File No: 07/1504

Peter Carlin
Chief Executive Officer
Service One Credit Union
75 Denison St
Deakin ACT 2600

Dear Peter

On behalf of the National Capital Authority (NCA), we wish to thank you for the enormous contribution that Service One Members Banking has undertaken to support the Summer in the Capital festival over the last three years and Winter in the Capital festival in its inaugural year in 2007.

In particular, your significant support over the last two months has enabled the continuation of successful events such as Sunday in the Park and Movies by the Lake in January and February 2008. These events have provided entertainment for thousands of people who have developed an increased appreciation of Canberra's great lakeside venues and a close association with Service One Members Banking.

As previously discussed, the NCA will no longer have the ability to deliver Summer in the Capital or Winter in the Capital in the future although we will continue discussions with the ACT Government to determine their interest in supporting these events. During these discussions, the NCA will ensure that Service One Members Banking receive first option to continue as major sponsor of these events.

Alternatively, Service One Members Banking may wish to consider managing Summer in the Capital and Winter in the Capital with the support of our media partners. Should this be an option, we will be happy to facilitate a meeting to discuss further.

Yours sincerely

Michael Ball
Chairman

Annabelle Pegrum
Chief Executive

Peter Byron
Director, Events and Outreach

22 February 2008

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Dear Timothy

I refer to our recent conversation regarding the implications of budget cuts to the National Capital Authority (NCA) that were announced by the Government.

The NCA has been committed to the effective management and enhancement of the National Carillon and through your contract as Carillon Director you have made a significant contribution to the high standard of management, musical performances and physical attributes of the Carillon.

I am therefore advising you that your current contract C05/30 for *Consultancy Services for the National Carillon Music Director* dated 9 January 2006 will be terminated on 29 February 2008 as per section 14 of the contract.

As discussed I am keen to negotiate a new contract to retain your involvement with the National Carillon. Peter Byron will be in touch with you in the next fortnight with a draft for your consideration.

Thank you for facilitating the meeting of 14 February between Peter Byron, myself and the Carillonists to discuss options for the future of Carillon recitals.

Yours sincerely



Annabelle Pegrum
Chief Executive

16 February 2008

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