

Senate Rural and Regional Affairs and Transport Legislation Committee

ANSWERS TO QUESTIONS ON NOTICE

Arts Portfolio Agencies

Additional Estimates 13 – 16 February 2012

Question: 26b

Topic: Climate Change - Staffing

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

Are there climate change sections or areas that work on climate change in your Department / Agency? If yes, list details.

Answer:

Not applicable.

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Question: 65

Topic: Staffing FYTD

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 9

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

Answer:

Australia Business Arts Foundation (AbaF):

1.

Classification	No of staff
FTE 1	1
FTE 0.6	1
Total	2

Note: AbaF staff are not employed under the *Australian Public Service Act 1999*.

2. Nil.

3. Nil.

Australia Council:

1.

Classification	No of staff
Australia Council Band 2	1
Australia Council Band 3	2
Australia Council Band 4	1
Total	4

2.

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Classification	No of staff
Australia Council Band 1	1
Australia Council Band 2	7
Australia Council Band 3	14
Australia Council Band 4	19
Australia Council Band 5	15
Australia Council Band 6	11
Australia Council IEA	25
Total	92

3. 21 employees have been employed on contract this financial year. The average length of their employment period is 1.4 years.

Australia National Maritime Museum (ANMM):

1.

Classification	No of staff
APS Level 3	1
APS Level 4	4
APS Level 5	1
APS Level 6	1
Executive Level 1	1
Total	8

2.

Classification	No. of staff
APS Level 3	6
APS Level 4	2
APS Level 5	1
APS Level 6	10
Executive Level 1	1
Executive Level 2	3
Total	23

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3. 34 employees were employed by the ANMM on contract during this financial year to date. The average length of employment was 17 months.

Australian Film, Television and Radio School (AFTRS):

1.

Classification	No of staff
APS4 equivalent	4
APS5 equivalent	1
APS6 equivalent	4
Total	9

2.

Classification	No of staff
Academic 2	22
Academic 3	15
APS6 equivalent	2
EL1 equivalent	1
EL2 equivalent	6
PEO	1
SES 1	4
SES 1 (specialist)	2
SES 2	3
Technical Trainees	2
APS6 equivalent	1
Academic 2	2
Academic 3	1
Total	62

3. 474 employees have been employed on contract.
Average length of employment 47.38 calendar days (includes casuals)

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Bundanon Trust (BT):

1. 1, part-time Marketing Manager (Bundanon Staff are not classified under APS levels).
2. Nil
3. Not applicable.

National Archives of Australia (NAA):

1.

Classification	No. of staff
NAA1	1
NAA2	2
NAA3	5
NAA4	4
NAA5	2
NAA6	9
Executive Level 1	1
Total	24

2.

Classification	No. of staff
NAA1	7
NAA2	2
NAA3	3
NAA4	7
NAA5	4
NAA6	3
Executive Level 1	5
Executive Level 2	1
Total	32

3. 18 employees were employed by the NAA on contract during this financial year to date.
The average length of employment was 6.1 weeks.

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National Film and Sound Archive of Australia (NFSA):

1.

Classification	No. of staff
APS2	1
APS3	1
APS4	1
APS5	9
APS6	2
EL1	3
EL2	2
Total	19

2.

Classification	No. of staff
APS2	3
APS3	13
APS4	2
APS5	5
APS6	2
EL1	2
EL2	1
Casual	10
Total	38

3. 13 employees were employed by the NFSA on contract during this financial year to date. The average length of employment was 2.88 months (excluding casuals).

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National Gallery of Australia (NGA):

1.

Classification	No. of Staff
NGA2	1
NGA3	1
NGA3/4	1
NGA4	1
NGA4/5	1
NGA5	2
NGA5/6	1
NGA6	3
EL1	3
EL2	3
Total	16

2.

Classification	No. Staff
NGA1	42
NGA2	34
NGA3	18
NGA3/4	3
NGA4	4
NGA4/5	1
NGA5	16
NGA5/6	2
NGA6	3
EL1	3
EL2	1
SES Band 1 equivalent	3

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SES Band 2 equivalent	1
SES Band 3 equivalent (Principal Executive Officer Band C)	1
Total	127

3. 151 employees were employed at the NGA on contract during this financial year to date. The average length of employment was 509 days.

National Library of Australia (NLA):

1.

Classification	No. of staff
APS2	3
APS3	7
APS4	2
APS5	9
APS6	3
EL1	3
EL2	1
Total	28

2.

Classification	No. of staff
APS2	15
APS3	4
APS4	8
APS5	10
APS6	1
EL1	1
Total	39

3. 79 employees (excluding casual employees) have been employed on contract at the NLA this financial year to date. The average length of employment was 330 calendar days.

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National Museum of Australia (NMA):

1.

Classification	No. of staff
APS4	3
APS5	3
APS6	3
EL1	1
EL2	1
Visitor Services Employee (VSE)2	4
VSE4	2
Total	17

2.

Classification	No. of staff
APS3	5
APS4	9
APS5	9
APS6	3
EL1	4
Visitor Services Employee (VSE)2	8
Total	38

3. 5 employees were employed by the NMA on contract during this financial year to date.
The average length of employment was 4.6 weeks.

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Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1.

Classification	No. of staff
APS 3	1
APS 5	3
EL1	1
Total	5

2.

Classification	No. of staff
APS 3	4
APS 4	1
APS 5	3
APS 6	2
EL1	1
TOTAL	11

3. OPH paid two employees on contract through the finance system. The average length of their employment was one month.

Screen Australia (SA):

1. One ongoing staff member has been recruited this financial year - SA4.

2.

Classification	No of staff
EL2	1
EL1	4
SA6	2
SA5	1
SA4	2
SA3	1
Total	11

Note: SA is equivalent to APS.

3. Eight employees have been on contract. Average length of employment is four months.

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Question: 66

Topic: Staffing 2010-11

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 9

1. How many ongoing staff left in the year 2010-11? What classification were these staff?
2. How many non ongoing staff left in the year 2010-11? What classification were these staff?

Answer:

Australia Business Arts Foundation (AbaF):

1.

Classification	No. of staff
FTE 1	1
FTE 1	1
Total	2

Note: AbaF staff are not employed under the *Australian Public Service Act 1999*.

2. Nil.

Australia Council:

1.

Classification	No. of staff
Australia Council Band 2	2
Australia Council Band 3	9
Australia Council Band 4	3
Australia Council	1

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Band 5	
Total	15

2.

Classification	No. of staff
Australia Council Band 2	5
Australia Council Band 3	9
Australia Council Band 4	6
Australia Council Band 5	5
Australia Council Band 6	2
Australia Council IEA	3
Total	30

Australia National Maritime Museum (ANMM):

1.

Classification	No. of staff
1APS Level 3	2
APS Level 4	4
APS Level 5	5
APS Level 6	3
Executive Level	4
Total	18

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2.

Classification	No. of staff
APS Level 3	10
APS Level 4	1
APS Level 5	5
APS Level 6	5
Executive Level 1	1
Total	22

Australian Film, Television and Radio School (AFTRS):

1.

Classification	No. of staff
APS3 equivalents	7
APS4 equivalents	5
APS 5 equivalents	3
Total	15

2.

Classification	No. of staff
EL2 equivalent	2
EL1 equivalent	1
APS6 equivalent	2
APS4 equivalent	1
Academic 3	4
Academic 2	8
SES 2	1
SES 1	1
Total	20

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Bundanon Trust (BT):

1. Two, a Finance Officer and an Administration Officer (Bundanon Trust staff are not classified at APS levels).
2. Nil.

National Archives of Australia (NAA):

- 1.

Classification	No. of staff
NAA1	1
NAA3	1
NAA4	9
NAA5	8
NAA6	12
Executive Level 1	3
Executive Level 2	5
Total	39

- 2.

Classification	No. of staff
NAA1	9
NAA2	19
NAA3	10
NAA4	11
NAA5	6
NAA6	7
Executive Level 1	1
Executive Level 2	3
Total	66

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National Film and Sound Archive of Australia (NFSA):

1.

Classification	No of staff
APS 2	1
APS 3	3
APS 5	1
APS 6	3
EL 2	2
SES 1	1
TOTAL	11

2.

Classification	No of staff
APS 2	5
APS 3	7
APS 4	1
APS 5	5
APS 6	4
EL 1	1
EL 2	1
TOTAL	24

National Gallery of Australia (NGA):

1.

Classification	No. of staff
NGA2	2
NGA3	4
NGA3/4	1
NGA4	5
NGA5	3
NGA5/6	1

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NGA6	7
EL1	4
EL2	2
Total	29

2.

Classification	No. of staff
NGA1	15
NGA2	8
NGA3	19
NGA3/4	2
NGA4	6
NGA5	8
NGA5/6	1
NGA6	1
EL2	3
Total	63

National Library of Australia (NLA):

1.

Classification	No. of Staff
APS2	6
APS3	6
APS4	8
APS5	7
APS6	9
EL1	3
EL2	3
SES	1
Total	43

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2.

Classification	No. of Staff
APS2	25
APS3	8
APS4	1
APS5	3
APS6	2
EL1	1
Director-General	1
Total	41

National Museum of Australia (NMA):

1.

Classification	No. of Staff
APS2	2
APS3	2
APS4	9
APS5	5
APS6	6
EL1	6
EL2	4
Total	34

2.

Classification	No. of Staff
APS2	14
APS3	6
APS4	27
APS5	2
APS6	9
EL1	5

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EL2	1
Total	64

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1.

Classification	No. of staff
APS 3	6
APS 4	3
APS 5	2
APS 6	2
EL1	2
EL2	2
TOTAL	17

2.

Classification	No. of staff
APS 3 (Casual)	4
APS 3	1
APS 4	4
APS 5	5
APS 6	4
EL1	1
TOTAL	19

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Screen Australia (SA):

1.

Classification	No. of staff
SA3	2
SA4	4
SA5	5
SA6	2
EL1	2
TOTAL	15

2.

Classification	No. of staff
SA3	2
SA4	2
SA5	2
EL1	3
EL2	2
TOTAL	11

Note: SA is equivalent to APS

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Question: 67

Topic: Staff Reductions

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 4

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

Answer:

Australia Business Arts Foundation (AbaF):

1. There are no plans for staff reduction.
2. Not applicable.

Australia Council:

1. There are no plans for staff reduction.
2. Not applicable.

Australia National Maritime Museum (ANMM):

1. No.
2. N/A.

Australian Film, Television and Radio School (AFTRS):

1. There are no plans for staff reduction.
2. Not applicable.

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Bundanon Trust (BT):

1. This current financial year Bundanon staffing profile has reduced by 2.3 positions. There are no plans for further staff reductions.
2. N/A.

National Archives of Australia (NAA):

1. Yes the staffing structure in the Archives' Hobart office will be reduced by two staff on 1 May 2012. This will be achieved in accordance with the relevant provisions of the Archives' Enterprise Agreement 2011-2014. No services/programs will be cut.
2. The Archives is co-locating its Hobart office with the Tasmanian Archive and Heritage Office as a result of budget measures implemented in the 2009-10 Mid-year Economic Fiscal Outlook.

National Film and Sound Archive of Australia (NFSA):

1. Yes the NFSA will be reducing staff numbers in 2011-12 (up to 7) and 2012-13 (up to 8). The exact 2012-13 reduction number will be determined based on confirmed 2012-13 appropriations from Government, other revenue sources and further administrative (non-salary) cost efficiencies, i.e. consultancies and contractors, travel, stationery and training costs. The NFSA will be relying on natural attrition to achieve this reduction, and if targets are not achieved will have to examine its key performance indicators and potential reduction to public programs.
2. The main reasons for these reductions are the annual impact of the efficiency dividend, annual employee salary increases, and the increase in general utilities and supplier expenses.

National Gallery of Australia (NGA):

1. No.
2. N/A.

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National Library of Australia (NLA):

1. Yes the Library is planning to reduce staffing levels by 12 ASL in 2012-13. It is expected that no redundancies will be necessary. The expected service changes etc include to:
 - cease a number of one off projects;
 - reduce overseas collecting;
 - reduce the amount of retrospective cataloguing;
 - review the approach to indexing Australian journals;
 - leave the position of Curator of Music vacant;
 - streamline the issue of supervised use collection materials;
 - reduce the reviewing of data loads for Libraries Australia;
 - recover the administrative costs associated with managing joint purchasing arrangements for National and State Libraries Australasia;
 - review customer support operations for the Resource Sharing Division; and
 - cease participation in the graduate program post the 2012 intake.
2. The changes reflect a review of the Library's strategic priorities and respond to increases in operating costs, providing access to and preserving a growing collection and offsetting the efficiency dividend.

National Museum of Australia (NMA):

1. Yes the Museum's planned staffing reductions for outyears are outlined below.

Financial Year	Reduction Target	How this will be Achieved?
2012/13	6	Natural attrition and/or realignment of resources to meet strategic objectives
2013/14	6	Natural attrition and/or realignment of resources to meet strategic objectives

2. The planned staff reductions will enable the Museum to meet ongoing staffing costs in the outyears in response to the combined effects of increases in the efficiency dividend and fixed costs.

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Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Yes. Up to four positions over the next twelve months. It is envisaged one will be a voluntary redundancy and others will be through natural attrition. These reductions will be managed through efficiencies in program delivery.
2. To meet budget.

Screen Australia:

1. There are no plans for staff reduction.
2. Not applicable.

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Question: 68

Topic: Efficiency Dividend

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 7

1. What is the effect of the efficiency dividend increase from 1.5 per cent to 4 per cent on the department/agency's budget bottom line during financial years 2012-13, 13-14, 14-15?
2. What percentage of the department/agency's budget is designated to staffing?
3. What is the size of the department/agency's staffing establishment? Include figures for FTE, PT, casual, contractors, and consultants.
4. What specific strategies will the department/agency adopt to ensure continued operation within budget?
5. Will or has consideration been made to reducing staffing compliment including contractors, and consultants?

Answer:

Australia Business Arts Foundation (AbaF):

1. Not applicable.
2. 44%
3. AbaF has 27 staff in total (21 x FTE 1, 3 x FTE 0.8, 2 x FTE 0.6, 1 x FTE 0.4).*
4. Monitoring income targets closely. Adjusting expenditure budgets immediately following any changes in income. Regular reporting and communication with managers who have budget responsibility.
5. No.

*These figures do not include workshop presenters or the company contracted to produce the national AbaF Awards event.

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Australia Council:

1. The Australia Council was exempt from the efficiency dividend increase.
2. 2011-12 budget: 7 per cent.
3. 122 (FTE).
4.
 - a. Continued focus on internal efficiencies
 - b. Discontinuation of lapsing programs
 - c. A reduction in funding allocation to cross art form strategic initiatives.
5. The Australia Council reduced its staffing level from approximately 150 FTEs to 120 FTEs, in 2008-09.

Australia National Maritime Museum (ANMM):

1. N/A.
2. For the current financial year the figure is 29 per cent of our total budget or 42 per cent of our operational budget.
3. The staffing establishment FTE inclusive of 112.4 full time and 11.6 part time and casual staff is 124. Contractors and consultants are not part of the staffing establishment and therefore not included in the FTE.
4. The only specific strategy we have at this stage is to seek to increase our revenues from non-government sources.
5. Possibly but not at this stage.

Australian Film, Television and Radio School (AFTRS):

1. Increase does not apply to AFTRS.
2. As per the Portfolio Budget Statement, AFTRS designated expenditure to staffing is \$16,757K = 58.1% of total expenses
3. The School's staffing establishment (full time and part time staff) is 125 FTE. The average staffing level at end of February 2012 was 148 positions including contractors/consultants. AFTRS utilised a large number of relevant industry consultants and contractors for the delivery of our Award and Short courses which are not defined in the staffing establishment as it would be an unreasonable diversion of resources.

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4. Although the efficiency dividend increase did not apply, AFTRS aims to generate increased revenue from its Open short courses and award course income and reduce administrative expenditure through increased efficiency and continuous improvement measures.
5. No.

Bundanon Trust (BT):

1. Salaries will not reflect CPI increases and loss of staff and programs will be inevitable.
2. 48 per cent is designated to staffing.
3. Bundanon had 16.6 staff as at 31 January 2012 which included FTE 9 staff, PT 9 staff (FTE = 5.7), Casual FTE 1.9.
4. Reduction in staffing and program delivery.
5. The staffing profile has been reduced by 13 per cent this financial year.

National Archives of Australia (NAA):

1. N/A.
2. The percentage of employee expenditure budget to total expenditure budget is 61 per cent for 2011-12.
3. The Archives has 411.72 Full Time Equivalent (FTE) staff as at 31 January 2012 which includes 41.58 part time FTE and 10.37 casual FTE and 4 contractors. Consultants are not classified as employees and therefore are not subject to this question.
4. The Archives continues to examine its business priorities and pursue efficiencies including through its spending and improved use of technology to ensure continued operation within budget. In line with the government's commitment to maintain face-to-face archive services in each state and territory, the Archives has identified opportunities and progressed arrangements for co-locating with state and territory archives.

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5. The Archives continually examines priorities and pursues efficiencies to ensure continued operation within budget as part of this the need for contractors and consultants is reviewed. Two staff positions will be reduced in the Archives' Hobart Office effective 1 May 2012 as part of the arrangement to co-locate with the Tasmanian Archive and Heritage Office.

National Film and Sound Archive of Australia (NFSA):

1. N/A.
2. 57 per cent (2011-12) is designated to staffing.
3. As at 31 December 2011, 200 ongoing and 44 non-ongoing staff. FTE for contractors and consultancies are not recorded.
4. The NFSA continues to work within its revenue (appropriation and non-appropriation revenue) base. In 2012-13 the organisation will implement as part of a new business model a restructure of functions to better harness organisational synergies to enhance alignment of the operations of the NFSA with corporate objectives and in particular government policy opportunities such as those provided through the National Cultural Policy and the National Broadband network. The NFSA will also implement a targeted information communication technology and digital strategic plan, investigate expansion of partnerships and pursue external fundraising opportunities, increase staff capacity and capability through focused workforce development initiatives, review corporate and administrative operations and further utilisation of video conferencing technology infrastructure. Specific cost areas for review in developing NFSA's 2012-13 budget will also be cost efficiencies, i.e. consultancies and contractors, travel, stationery and training costs.
5. The NFSA continues to review its staffing arrangements and will also focus on reducing expenditure on contractors and consultant through the 2012-13 internal budgeting process.

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National Gallery of Australia (NGA):

1. N/A
2. 44.2 per cent is designated to staffing
3. 248 staff. FTE for contractors and consultants are not recorded. Measures are in place to contain expenditure on contractors and consultants to reasonable limits.
4. The Gallery is aiming to achieve a balanced budget in 2011-12 after allowing for the 1.5 per cent efficiency dividend. The Gallery maintains an ongoing program of review of staffing and programs and adjusts program elements to ensure a balance between program and resourcing.
5. The Gallery expects the current full-time equivalent level of staffing of 244 to be maintained in 2011-12.

National Library of Australia (NLA):

1. N/A
2. 50 per cent is designated to staffing.
3. The Library had 438.3 full time equivalent staff as at 31 January 2012 which included 372 full time staff and the full time equivalent of 66.3 part time and casual staff. Contractors and consultancies are not classified as employees.
4. The Library constantly reviews budgets and expenditure and prioritises work to be undertaken including the services that are provided. See also the answer to question 3 above.
5. The Library constantly reviews budgets and expenditure and prioritises work to be undertaken including the services that are provided. See also the answer to question 3 above.

National Museum of Australia (NMA):

1. N/A.
2. 44 per cent is designated to staffing.
3. As at 31 January 2012, the National Museum of Australia had 222.23 Full Time Equivalent (FTE), 177 Full Time FTE and 45.23 Part-time FTE.

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The Museum employed a further 0.45 FTE as casual employees. Contractors and consultants are not classified as employees and are therefore not included in this response.

4. In 2010-11 the Museum undertook 20 voluntary staff redundancies. In 2011-12 the Museum undertook one voluntary staff redundancy. The temporary exhibition program has been reduced and travelling exhibitions are now wholly dependent on sources of revenue outside of the Museum's operational budget.
5. The Museum's current planned staffing reductions are for 6 positions through natural attrition and/or realignment of resources to meet strategic objectives and in 2013-14 a further 6 positions through similar process.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. N/A.
2. The percentage of the staffing budget to total expenses in 2011-12 equated to 53 per cent. The percentage of staff budget to total expenses (excluding depreciation and amortisation) in 2011-12 equated to 56 per cent.
3. The staffing establishment for 2011-12 is 77 FTE. This is represented by 55 full time positions, 3 FTE in casual pool which is filled by approximately 15 individual casuels, the remaining 19 FTE positions are filled by 35 part time staff. Contractors and consultants are not part of the agency staffing establishment.
4. The agency is managing within budget by reviewing supplier costs including existing contracts for savings, prioritising activities and reviewing the agency establishment structure into the future.
5. Yes.

Screen Australia (SA):

1. Not applicable to Screen Australia.
2. 13.5 per cent.
3. FTE: 110.69. PT: 12. Casual: 1. ABN Contractors: 6. Consultants: 11.

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4. Although the efficiency dividend increase did not apply, Screen Australia aims to reduce administrative expenditure through increased efficiency and continuous improvement measures.
5. No.

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Question: 69

Topic: Staffing – SES Numbers

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 5

Please list the SES positions you have in your department/agency in the years 2007-08, 2008-09, 2009-10, 2010-11 and financial year to date. Identify the different levels and how many are permanent positions.

Answer:

Australia Business Arts Foundation:

Not Applicable. AbaF staff are not employed under the *Australian Public Service Act 1999*.

Australia Council:

The Australia Council staff are appointed under the *Australia Council Act 1975*. The Council does not employ SES positions under these governing arrangements.

Australia National Maritime Museum (ANMM):

Not applicable as the Museum does not have any SES positions.

Australian Film, Television and Radio School:

Year	Number of SES Positions	Level	No. of Permanent Positions
2007-08	3	SES2	*
2007-08	5	SES1	*
2008-09	3	SES2	*
2008-09	4	SES1	*
2009-10	3	SES2	*
2009-10	5	SES1	*

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2010-11	3	SES2	*
2010-11	5 (1 specialist)	SES1	*
2011-YTD	3	SES2	*
2011-YTD	6 (2 specialist)	SES1	*

*Note: All are non-ongoing positions.

Bundanon Trust (BT):

1 SES equivalent staff member. 2011-12 is year 3 of a five year contract.

National Archives of Australia (NAA):

Year	Number of SES Positions	Level	No. of Permanent Positions
2007-08	5	SES1	5
2008-09	5	SES1	5
2009-10	5	SES1	5
2010-11	5	SES1	5
FYTD	5	SES1	5

National Film and Sound Archive of Australia (NFSA):

Year	Number of SES Positions	Level	No. of Permanent SES Positions
2007 – 08	N/A *	*	*
2008 – 09	2	SES Band 1	2
2009 – 10	2	SES Band 1	2
2010 – 11	2	SES Band 1	2
FYTD	2	SES Band 1	2

*Note: 2007-08 – NFSA as a statutory body did not exist.

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National Gallery of Australia (NGA):

Year	Number of SES Positions	Level	No. of Permanent SES Positions
2007 – 08	1	SES Band 2	*
	3	SES Band 1	
2008 – 09	1	SES Band 2	*
	3	SES Band 1	
2009 – 10	1	SES Band 2	*
	3	SES Band 1	
2010 – 11	1	SES Band 2	*
	3	SES Band 1	
FYTD	1	SES Band 2	*
	3	SES Band 1	

*Note: All are non-ongoing positions.

National Library of Australia (NLA):

Year	No. of SES positions	Level	No. of permanent SES positions
2007-08	8	SES Band 1	8
2008-09	7	SES Band 1	7
2009-10	7	SES Band 1	7
2010-11	7	SES Band 1	7
FYTD	6	SES Band 1	6

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National Museum of Australia (NMA):

Year	No. of SES positions	Level	No. of permanent SES positions
2007-08	3	SES Band 1	3
2008-09	3	SES Band 1	3
2009-10	3	SES Band 1	3
2010-11	3	SES Band 1	3
FYTD	3	SES Band 1	3

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

Year	Number of SES Positions	Level	No. of Permanent SES Positions
2007 – 08	N/A *	*	*
2008 – 09	2	SES Band 1	2
2009 – 10	2	SES Band 1	2
2010 – 11	2	SES Band 1	2
FYTD	2	SES Band 1	2

*Note: Old Parliament House became an Executive Agency on 1 July 2008

Screen Australia (SA):

As Screen Australia is a dual employer, employing under both the *Screen Australia Act 2008*, and the *Public Service Act*, it engages both SES and SES-equivalent employees.

2007-08: Not applicable. Screen Australia came into existence on 1 July 2008.

Year	Number of SES Positions	Level	No. of Permanent Positions
2008-09	1	SES2	0
2008-09	6	SES1	5
2009-10	1	SES2	0
2009-10	6	SES1	1

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2010-11	1	SES2	0
2010-11	6	SES1	1
2011-YTD	1	SES2	0
2011-YTD	6	SES1	1

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Question: 70

Topic: Staffing - Graduates

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 3

1. How many graduates have been engaged this year? Where have they been placed in the department/agency? Were these empty positions or are they new positions?
2. List what training will be provided, the name of the provider and the cost.

Answer:

Australia Business Arts Foundation (AbaF):

1. The Australia Business Arts Foundation does not have a graduate recruitment program.
2. Not applicable.

Australia Council:

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

Australia National Maritime Museum (ANMM):

1. Nil.
2. Not applicable.

Australian Film, Television and Radio School (AFTRS):

1. The Australian Film, Television and Radio School does not have a graduate recruitment program.
2. Not applicable.

Bundanon Trust (BT):

1. Nil.
2. Not applicable.

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National Archives of Australia (NAA):

1. The National Archives of Australia has not engaged any graduates this year. The Archives is hosting two graduates from the Department of the Prime Minister and Cabinet in each rotation of the Department's graduate program.
2. Training is provided by the Department of the Prime Minister and Cabinet.

National Film and Sound Archive of Australia (NFSA):

1. Nil.
2. Not applicable.

National Gallery of Australia (NGA):

1. Nil.
2. Not applicable.

National Library of Australia (NLA):

1. One graduate was engaged this calendar year. Graduates in the Library are on a rotation program and work in three of the six divisions working on project work and some operational tasks. They work in positions which are specific for graduate employees.
2. Training specific to the graduate will be the Graduate Development Program which is conducted by the Australian Public Service Commission at an estimated cost of \$7,500.

National Museum of Australia (NMA):

1. Nil.
2. Not applicable.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Nil.
2. Not applicable.

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Screen Australia (SA):

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

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Question: 71

Topic: Government Advertising

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 23

1. What was the total cost of all advertising for 2007-08, 2008-09, 2009-10 and 2010-11?
2. For each of those years, list whether the advertising is campaign or non-campaign and details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
4. 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.
5. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
6. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

Answer:

Australia Business Arts Foundation (AbaF):

1. 2007-08: \$34,005, 2008-09: \$28,398, 2009-10: \$19,762, 2010-11: \$27,848
Employment advertising listings, Business listings, AbaF Awards supplement in *The Australian*.
2. Non-campaign. See attached.
3. No.
4. Yes. The guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies are not applicable to CAC agencies.

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5. N/A.
6. Non campaign. AbaF Gold Book is planned for late 2012 and is again budgeted to cost \$13,000 to print and \$11,000 to design.

Australia Council:

1. 2007-08: \$326,506 (staff recruitment: \$226,000, other: \$100,506)
2008-09: \$63,938 (staff recruitment: \$35,500, other: \$28,438)
2009-10: \$49,885 (staff recruitment: \$23,411, other: \$26,474)
2010-11: \$55,567 (staff recruitment: \$24,239, other: \$31,328)
2. There were no campaign related expenses. The Australia Council does not record advertising data in a way that would readily allow an answer to be provided to the question of which businesses provided the advertising service. To attempt to provide this level of detail would involve an unreasonable diversion of resources.
3. No.
4. The guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies are not applicable to CAC agencies. Each advertising item was relevant to the Australia Council's responsibilities to strengthening and developing the arts sector. The advertising was undertaken in an efficient, cost-effective manner and complied with legal requirements such as privacy and intellectual property.
5. No other communications programs are planned, or have been undertaken.
6. Recruitment advertising and advertising of grants and initiatives.

Australia National Maritime Museum (ANMM):

1. Total cost of advertising by financial year:

2007-08	2008-09	2009-10	2010-11
625,867	442,775	307,799	421,967

2. All advertising in all years was non-campaign in nature and facilitated by Universal McCann. The great majority of the expenditure was for the marketing of museum exhibitions, programs and events. The compilation of more detailed information would require an unjustifiable diversion of resources.

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3. No.
4. Not applicable.
5. Not applicable.
6. Recruitment advertising, procurement advertising and marketing advertising for our exhibitions and events.

Australian Film, Television and Radio School (AFTRS):

1. The total cost of all advertising for 2010- 2011, 2009-2010, 2008-2009, 2007-2008 by the Australian Film Television and Radio School (AFTRS) is as follows:

2010- 2011	STUDENT RECRUITMENT AND OPEN ADVERTISING	\$370,643.82
2010- 2011	BRAND AWARENESS CAMPAIGN	\$215,500.00
2010- 2011	HR STAFF RECRUITMENT ADVERTISING	\$54,455.31
2010- 2011	TOTAL:	\$640,599.13
2009-2010	STUDENT RECRUITMENT ADVERTISING	\$211,804.59
2009-2010	HR STAFF RECRUITMENT ADVERTISING	\$37,787.40
2009-2010	TOTAL:	\$249,591.99
2008-2009	STUDENT RECRUITMENT ADVERTISING	\$213,513.20
2008-2009	HR STAFF RECRUITMENT ADVERTISING	\$81,372.51
2008-2009	TOTAL:	\$294,885.71
2008-2009	STUDENT RECRUITMENT ADVERTISING	\$74,831.04
2008-2009	HR STAFF RECRUITMENT ADVERTISING	\$78,528.03
2008-2009	TOTAL:	\$153,359.07

2. In, 2009-2010, 2008-2009, 2007-2008 all advertising undertaken by The Australian Film Television and Radio School (AFTRS) was focused on recruiting students into AFTRS courses and filling staff vacancies at the School.
In 2010 – 2011, in addition to advertising to recruit students and staff AFTRS also conducted a brand awareness advertising campaign to support student recruitment activities. AFTRS advertising was not campaign related and not aligned to any program.

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3. The Australian Film Television and Radio School (AFTRS) did not receive any advice about advertising from the Department of Finance and Deregulation.
4. All advertising undertaken by the Australian Film Television and Radio School complied with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies. The guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies are not applicable to CAC agencies.

Details for each advertising item:

2010-11

STUDENT RECRUITMENT ADVERTISING:

ACP ACTION SPORTS PTY LTD	1,000.00
ALCHEMEDIA PUBLISHING PTY LTD	2,500.00
AUSTRALIAN CINEMATOGRAPHERS SOCIETY - SA	2,089.80
AUSTRALIAN MUSIC CENTRE	181.82
CARTRAGE PTY LTD	4,805.00
COMMUNITY BROADCASTING ASSOC AUST	2,570.00
CUMBERLAND NEWSPAPER GROUP	3,759.64
DG INTERNATIONAL PTY LTD	2,695.00
DHARMA MEDIA PTY LTD	3,250.00
FACEBOOK	295.46
FAIRFAX MEDIA	33,723.46
Fbi RADIO	1,580.00
FILMINK	10,700.00
FOCAL ATTRACTIONS PTY LTD	2,000.00
FURST MEDIA PTY LTD	1,160.00
GOOGLE	4,049.07
IF MEDIA (IF AWARDS)	2,000.00
INTERMEDIA GROUP	1,000.00
JOHN FAIRFAX PUBLICATIONS PTY LTD	174,887.50
MUSIC NETWORK MAGAZINE PTY LTD	700.00
NATIONAL INDIGENOUS TIMES	909.09
NATIONWIDE NEWS	9,200.99
NEXTMEDIA PTY LTD	3,000.00

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NICHE MEDIA PTY LTD	5,490.00
OPEN CITY INC REALTIME	1,255.00
RADIOINFO	2,420.00
SCENE MAGAZINE	528.00
SCREEN HUB PTY LTD	2,200.00
SETFORM LIMITED	2,357.90
SYDNEY EDUCATIONAL BROADCASTING LTD	300.00
THE CANBERRA TIMES	3,600.00
THE MUSIC NETWORK	421.00
THE SLATTERY MEDIA GROUP	1,000.00
THE TRANSMISSION GROUP P/L TA SHOUT OUT LOUD PRINT	409.09
UTIMES T/U BNP CONSULTING	750.00
VAL MORGAN & CO (AUST) PTY LTD	81,856.00
BRAND AWARENESS CAMPAIGN: 2011 ONLY	
APN OUTDOOR (TRADING) PTY LTD	115,500.00
EYE CORP AUSTRALIA PTY LTD	100,000.00
HR RECRUITMENT ADS:	
ADCORP AUSTRALIA LIMITED	45,028.53
AUSTRALIAN PUBLIC SERVICE COMMISSION	119.04
CAREERONE	710.00
CBT CORP PTY LTD (UNIJOBS.COM.AU)	475.00
D & D ADVERTISING DARLINGHURST	800.00
FAIRFAX MEDIA	280.00
FOCAL ATTRACTIONS PTY LTD	220.00
GRAPEVINE JOBS	2,263.65
KOORI MAIL	818.18
LOOPED	300.00
MY CAREER.COM	820.00
NATIONAL INDIGENOUS TIMES	1,486.36
RADIOINFO	240.00
SEEK	825.00
VANILLA BLUE PTY LTD	69.55

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2009-10

STUDENT RECRUITMENT ADVERTISING:

4 PEOPLE MEDIA PTY LTD	627.27
ACP ACTION SPORTS PTY LTD	1,800.00
ADVERTISER NEWSPAPERS PTY LIMITED	970.00
ART ALMANAC	475.00
AUSTRALASIAN PERFORMING RIGHT ASSOCIATION LIMITED	1,144.54
AUSTRALIAN TEACHERS OF MEDIA	1,800.00
CARTRAGE PTY LTD	1,185.82
COMMUNITY BROADCASTING ASSOC AUST	700.00
CUMBERLAND NEWSPAPER GROUP	3,216.81
DAVIES BROTHERS PTY LTD	4,103.89
DG INTERNATIONAL PTY LTD	2,592.00
DHARMA MEDIA PTY LTD	2,970.00
FACEBOOK	1,239.00
FAIRFAX MEDIA	17,000.00
Fbi RADIO	1,050.00
FILMINK	3,000.00
FURST MEDIA PTY LTD	2,220.00
IF MAGAZINE	2,100.00
IF PRODUCTION PTY LTD	5,288.60
JOHN FAIRFAX PUBLICATIONS PTY LTD	143,240.80
MAP MAGAZINE	650.00
MASS MEDIA PROMOTIONS	208.84
NATIONAL INDIGENOUS TIMES	909.09
NEWMEDIA PTY LTD	422.72
NICHE MEDIA PTY LTD	3,990.00
OPEN CITY INC REALTIME	950.00
PAUL CALLAGHAN	200.00
QUEENSLAND NEWSPAPERS	524.20
QUEENSLAND WRITERS CENTRE	45.45
RADIOINFO	2,000.00
SCENE MAGAZINE	2,226.00

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SUMEA	204.56
THE MUSIC NETWORK	900.00
THE SLATTERY MEDIA GROUP	1,000.00
YAFFA PUBLISHING GROUP PTY LTD	850.00

HR RECRUITMENT ADVERTISING:

ADCORP AUSTRALIA LIMITED	29,538.17
APN EDUCATIONAL MEDIA	600.00
ARTS HUB	150.00
CAMPUS REVIEW	1,440.00
GRAPEVINE JOBS	2,822.73
KOORI MAIL	1,157.86
NATIONAL INDIGENOUS TIMES	1,338.64
SEEK	740.00

2008-09:

STUDENT RECRUITMENT ADVERTISING:

ALLURE MEDIA	600.00
AUSTEREO	1,000.00
AUSTRALIAN TEACHERS OF MEDIA	-350.00
BORED STUDENT	1,485.00
CARTRAGE PTY LTD	1,400.00
COMMUNITY BROADCASTING ASSOC AUST	2,020.00
CUMBERLAND NEWSPAPER GROUP	2,880.00
DAVIES BROTHERS PTY LTD	628.59
DG INTERNATIONAL PTY LTD	2,400.00
DHARMA MEDIA PTY LTD	6,753.95
DIGITAL MEDIA WORLD	2,050.00
FACEBOOK	1,539.93
FAIRFAX MEDIA	17,025.61
Fbi RADIO	300.00
FILMINK	1,200.00
FURST MEDIA PTY LTD	2,345.00
GOOGLE	300.00

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IF MAGAZINE	10,500.00
INTERMEDIA GROUP	1,840.00
JOHN FAIRFAX PUBLICATIONS PTY LTD	119,721.59
KOORI MAIL	5,926.45
MASS MEDIA PROMOTIONS	650.14
MERGE MAGAZINE - SPECIALIST PRESS PTY LTD	378.00
MR MOTO	120.00
NATIONAL INDIGENOUS TIMES	3,594.09
NATIONWIDE NEWS	18,185.32
NEWMEDIA PTY LTD	90.91
NEWSTEAD PRESS	299.00
NOVA 969	1,400.00
OPEN CITY INC REALTIME	500.00
SCENE MAGAZINE	1,616.00
SUMEA	613.62
THE CANBERRA TIMES	4,500.00
HR RECRUITMENT:	
ADCORP AUSTRALIA LIMITED	7,715.77
GRAPEVINE JOBS	450.00
HMA BLAZE P/LTD	72,354.74
SEEK	852.00
2007-08:	
STUDENT RECRUITMENT ADVERTISING:	
AUSTRALIAN TEACHERS OF MEDIA	350.00
AUSTRALIAN WRITERS GUILD LTD	222.73
BUSPAK ADVERTISING GROUP P/L	28,879.05
CARTRAGE PTY LTD	2,450.00
COMMUNITY BROADCASTING ASSOC AUST	1,700.00
DAVIES BROTHERS PTY LTD	711.18
DHARMA MEDIA PTY LTD	1,885.00
ENCORE DIRECTORY	500.00
FACEBOOK	1,607.74

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FAIRFAX MEDIA	22,135.77
FURST MEDIA PTY LTD	650.00
GOOGLE	1,250.00
JOHN FAIRFAX PUBLICATIONS PTY LTD	2,100.00
NEWMEDIA PTY LTD	2,090.91
OPEN CITY INC REALTIME	360.00
RADIOWISE MEDIA NETWORKS	2,000.00
SAUCE PUBLISHING	167.75
SCENE MAGAZINE	1,170.91
SPEARHEAD GROUP PTY LTD	1,000.00
XPRESS MAGAZINE	1,600.00
YAFFA PUBLISHING GROUP PTY LTD	2,000.00
HR RECRUITMENT:	
HMA BLAZE P/LTD	74,983.03
IF PRODUCTION PTY LTD	300.00
NEW HOBSONS PRESS PTY LTD	2,880.00
SEEK	165.00
SPAA - NSW	200.00

5. The Australian Film Television and Radio School (AFTRS) did not undertake any other communication programs.
6. The Australian Film Television and Radio School will continue to advertise to assist in recruiting students into AFTRS courses and fill staff vacancies at the School.

Bundanon Trust (BT):

1. Total cost of advertising by financial year:

2007-08	2008-09	2009-10	2010-11
33,399	27,421	15,705	20,634

2. Non-campaign. The preparation of an answer for the total spend and the business that provided the advertising services would be an unreasonable diversion of resources.
3. No.

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- 4. Not applicable.
- 5. Not applicable.
- 6. Nil.

National Archives of Australia (NAA):

- 1. Total cost of advertising by financial year (as per Annual Report):

2007-08	2008-09	2009-10	2010-11
126,280	165,128	112,140	112,170

- 2.

Year	Type	Program	Total Spend	Supplier
2007-08	Non-campaign	On-going programs - recruitment, events and exhibitions.	126,280	HMA Blaze Pty Ltd
2008-09	Non-campaign	On-going programs - recruitment, events and exhibitions.	141,863 12,265 11,000	HMA Blaze Pty Ltd Prime Television TMP Worldwide
2009-10	Non-campaign	On-going programs - recruitment, events and exhibitions.	112,140	Adcorp
2010 -11	Non-campaign	On-going programs - recruitment, events and exhibitions.	25,284 86,886	Adcorp Universal McCann

Note: Figures reported are based on information from the Archives Annual Reports.

- 3. No.
- 4. Yes except for reporting period 2009-10 where the Archives did not comply with the guidelines. This was reported in the Certificate of Compliance Non-Compliance Schedule.
- 5.

Other Communications Program	Total Spend	Supplier
What's On (bi-monthly)	7,2240	Paragon Printing

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E-News (monthly)	2,555.50	Switch IT (annual hosting service)
Your Memento (quarterly e-magazine)	160 605.23	Aussie Wordpress (annual hosting service) Push Agency (technical assistance)
National Archives website	Internally produced program	Not applicable.

6.

Other Communications Program	Type
On-going programs - recruitment, events and exhibitions.	Non-campaign
What's on (bi-monthly)	Non-campaign
E-News (monthly)	Non-campaign
Your Memento (quarterly e-magazine)	Non-campaign
National Archives website	Non-campaign

National Film and Sound Archive of Australia (NFSA):

1. Total cost of advertising by financial year:

2007-08	2008-09	2009-10	2010-11
*	274,790	253,591	254,758

*2007-08 – NFSA did not exist as a statutory body

2. Non-campaign.
3. Not applicable.
4. Yes. Each advertising item was relevant to Government responsibilities, was objective, fair, accessible, and was not directed towards party political interests. The advertising was undertaken in an efficient, cost-effective manner and complied with legal requirements such as privacy and intellectual property.
5. The NFSA undertook no other communications programs.
6. The NFSA will undertake continued advertising of NFSA programs and activities, using print media, radio and online.

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National Gallery of Australia (NGA):

1. Total cost of advertising by financial year:

2007-08	2008-09	2009-10	2010-11
1.221m	1.489m	4.046m	2.725m

2. Non campaign.
3. No.
4. Not applicable.
5. All advertising related to Gallery specific programs.
6. Non-campaign advertising, i.e. Gallery specific advertising, in 2011-12 is forecast to be \$2.103m.

National Library of Australia (NLA):

1. Total cost of advertising by financial year:

2007-08	2008-09	2009-10	2010-11
119,765	148,493	97,607	153,095

2. Non campaign.
3. No.
4. Not applicable.
5. Not applicable.
6. The National Library will continue to promote its services through advertisements and promotional material.

National Museum of Australia (NMA):

1. Total cost of advertising by financial year:

2007-08	2008-09	2009-10	2010-11
952,923	742,968	842,765	784,327

2. Non-campaign.
3. No.
4. Not applicable. 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.

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5. Not applicable.
6. The Museum will continue to place general advertising to promote the museum to potential visitors and recruitment and tender advertising as required.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Total cost of advertising and market research by financial year:

2007-08	2008-09	2009-10	2010-11
*	600,517	370,873	372,447

*2007-08 –OPH became an Agency on 1 July 2008.

2. Non campaign. Comprised payments to advertising agencies, market research organisations, public relations agencies and media advertising organisations.
3. No.
4. All advertising by the agency complied with the Guidelines.
5. No other communications programs have been undertaken.
6. Ongoing, non-campaign advertising of the Museum of Australian Democracy's activities, exhibitions and programs.

Screen Australian (SA):

1. 2007-08: Not applicable. Screen Australia was formed on 1 July 2008.
 2008-09: \$98,739
 2009-10: \$81,020
 2010-11: \$49,055
2. Non-campaign in all cases.
 2007-08: Not applicable. Screen Australia was formed on 1 July 2008.
 2008-09: Breakdown not available.

Year	Programs	Spend	Business supplier
2009-10	Toronto International Film Festival	\$21,563	Screen International Product Guide Screen International dailies
2009-10	G'Day USA	\$5,655	LA Black Tie Program

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2009-10	Berlin Film Festival	\$9,552	Screen International Variety
2009-10	Cannes Film Festival	\$44,250	Screen International Variety
2010-11	Toronto International Film Festival	\$11,508	Screen Daily The Hollywood Reporter
2010-11	MIPCOM	\$9,378	MIPCOM The Hollywood Reporter
2010-11	Berlin Film Festival	\$3,332	Screen Daily
2010-11	Cannes Film Festival	\$24,837	Funds Book Film Business Asia Screen International The Hollywood Reporter

3. No.
4. Yes. The guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies are not applicable to CAC agencies.
5. No other communications programs have been undertaken.
6. Screen Australia is intending to undertake approximately the same level of advertising in 2011-12 as it did in 2010-11. Estimated spend is approximately \$60,000. Most of Screen Australia's advertising and communication programs are related to particular film markets and projects premiering at those markets.

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Arts Portfolio Agencies

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Question: 72

Topic: Hospitality and Entertainment

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 22

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.
3. What is the Department's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.

Answer:

Australia Business Arts Foundation (AbaF):

1. AbaF events YTD have cost \$376,807 (\$23,384 non Awards, \$273,604 Awards cash, \$103,203 Awards in-kind)

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Event Start Date	Event Name	Event State
01-Jul-11	FFS Better Business	TAS
04-Jul-11	FFS Better Business	TAS
07-Jul-11	BB: Working w Media	WA
07-Jul-11	Better Business	ACT
12-Jul-11	Connect w Business	NSW
14-Jul-11	Better Business	ACT
18-Jul-11	Vic Sofitel Breakfast	VIC
26-Jul-11	BAE boardroom lunch	WA
28-Jul-11	FFS Show Me Money	NSW
28-Jul-11	AICD Speed Dating	ACT
28-Jul-11	ACF Donor Function	NSW
03-Aug-11	Boardroom lunch Mint	ACT
03-Aug-11	CBC: Marcus Westbury	WA
04-Aug-11	Business networking	SA
05-Aug-11	AbaF connecting	SA
10-Aug-11	NSW Creative bus con	NSW
11-Aug-11	QLD Creat bus connec	QLD
17-Aug-11	ArtsCentre Breakfast	VIC
17-Aug-11	ACF info session	VIC
18-Aug-11	AbaF & MTC Hamlet	VIC
19-Aug-11	WBB Lunch & learn	NSW
19-Aug-11	NT Councillor Meetin	NT
19-Aug-11	NT Bus. Connecting	NT
22-Aug-11	ACF info session	QLD
23-Aug-11	VIC Crea bus connect	VIC
25-Aug-11	FFS Show me the \$	SA
26-Aug-11	TAS Creative Bus Con	TAS
30-Aug-11	FFS Connect with bus	VIC

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31-Aug-11	WA awards 2011	WA
01-Sep-11	2011 AbaF Awards TAS	TAS
05-Sep-11	2011 VIC Awards	VIC
05-Sep-11	2011 AbaF Awards,NSW	NSW
07-Sep-11	Connect w Business	WA
07-Sep-11	QLD State Awards	QLD
09-Sep-11	ACF Info Session WA	WA
09-Sep-11	WBB Into to AbaF	WA
12-Sep-11	ACT Creative Busines	ACT
15-Sep-11	TAS Connect w Bus	TAS
16-Sep-11	Terrapin Event	TAS
23-Sep-11	BAE: Wesfarmers	WA
27-Sep-11	WBB: Branding	WA
27-Sep-11	PAPF Partner Launch	TAS
28-Sep-11	ACF info session	ACT
29-Sep-11	BOA boardroom lunch	WA
05-Oct-11	Connect w business	QLD
11-Oct-11	AbaF Awards Dinner	WA
13-Oct-11	Artists for a low ca	NSW
14-Oct-11	NT Pshp Launch	NT
18-Oct-11	Volunteer Thankyou	VIC
20-Oct-11	ACF info session	VIC
20-Oct-11	GD boardroom lunch	WA
20-Oct-11	WBB info session	VIC
21-Oct-11	CBC -- Art in Public	SA
24-Oct-11	Connect w Donors	VIC
24-Oct-11	Connect with Bus	ACT
03-Nov-11	CWB half day	SA
07-Nov-11	DSO Connecting	NT
10-Nov-11	WBB Inside view LST	TAS

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10-Nov-11	Rowland PM Club	QLD
11-Nov-11	Thinker in Residence	WA
16-Nov-11	Treasures	ACT
17-Nov-11	Connect w Business	VIC
17-Nov-11	WBB Arts & Online	ACT
18-Nov-11	Councillors Lunch	QLD
21-Nov-11	Connect w Donors	NSW
22-Nov-11	Sustainability & art	VIC
22-Nov-11	Creative Business Co	NSW
23-Nov-11	Award winners lunch	WA
23-Nov-11	ACT Gold Book launch	ACT
23-Nov-11	NT Networking	NT
24-Nov-11	WBB Social Media	QLD
25-Nov-11	WBB Research Partner	NSW
25-Nov-11	Minister Lunch SLQ	QLD
25-Nov-11	Darwin Vs Matilda	NT
25-Nov-11	Dinner @ Pee Wee's	NT
29-Nov-11	WBB Inside View Hob	TAS
30-Nov-11	WBB: Presenting Prop	WA
30-Nov-11	Qld Christmas Party	QLD
07-Dec-11	WBB Major donors	VIC
12-Dec-11	ACF Info session	NSW
06-Jan-12	ShWA Opening Night	WA
16-Jan-12	ACF Info session	VIC
20-Jan-12	WBB Research Partner	VIC
31-Jan-12	GS boardroom lunch	VIC

2. Not applicable.
3. \$2,402.
4. Not applicable.
5. See below for event details. Total budget for remainder of year is \$44,780.

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event_startdate	event_name	event_EvState
01-Feb-12	Connect w donors	VIC
07-Feb-12	WBB Proposing prosp	NSW
13-Feb-12	WBB:Social media	SA
16-Feb-12	Connect with donors	ACT
20-Feb-12	How AbaF & ACF help	NSW
20-Feb-12	Gantner lunch	WA
21-Feb-12	Chair Function	SA
22-Feb-12	QLD ACF	QLD
23-Feb-12	WBB Inside view	ACT
23-Feb-12	WBB Proposal	TAS
23-Feb-12	Philanthropy 1:01	SA
23-Feb-12	Marsh boardrm lunch	WA
29-Feb-12	Volunteer thank you	NSW
01-Mar-12	WBB: Generating Y	NSW
02-Mar-12	KPMG Volunteering	VIC
07 Mar 2012	2012 WANoms Briefing	WA
07 Mar 2012	2012 Noms Brief QLD	QLD
07 Mar 2012	ABallet at Govt Hse	WA
07 Mar 2012	City Arts City Busin	ACT
08 Mar 2012	Councillor Meeting	SA
08 Mar 2012	Adelaide Festival	SA
13 Mar 2012	WBB Generating incom	NSW
13 Mar 2012	ACF info session	NSW
14 Mar 2012	WBB Generating incom	NSW
14 Mar 2012	ACF info session	NSW
14 Mar 2012	2012 Noms briefing	ACT
15 Mar 2012	Hobart Nom Brief	TAS
15 Mar 2012	WBB Generating incom	NSW

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15 Mar 2012	GD Boardroom Lunch	WA
15 Mar 2012	ACF info session	NSW
16 Mar 2012	WBB Generating incom	NSW
16 Mar 2012	Nom Brief Launceston	TAS
20 Mar 2012	Awards Nominations	VIC
21 Mar 2012	Sustainability & Art	VIC
21 Mar 2012	SA Noms briefing	SA
22 Mar 2012	PartnerThankYouLunch	NSW
22 Mar 2012	ACF SA	SA
23 Mar 2012	NSW Awards noms	NSW
23 Mar 2012	Doric boardrm lunch	WA
28 Mar 2012	WBB Digital Marketin	WA
29 Mar 2012	BC Board Development	NSW
30 Mar 2012	ACF info session	WA
30 Mar 2012	WBB Promoting show	WA
03 Apr 2012	Connect with bus	NSW
03 Apr 2012	ACF info session	VIC
09 Apr 2012	WBB: Donor Panel	WA
10 Apr 2012	Marsh boardrm lunch2	WA
17 Apr 2012	CultureLabel Lunch	QLD
17 Apr 2012	CultureLabel Forum	QLD
18 Apr 2012	CultureLabel Worksho	QLD
19 Apr 2012	FFS Sust Arts	VIC
19 Apr 2012	WBB Building website	SA
19 Apr 2012	CultureLabel Briefin	VIC
20 Apr 2012	CultLab Seminar	VIC
20 Apr 2012	WBB: Inside View	VIC
26 Apr 2012	ACF Info session	TAS
02 May 2012	Connect with donors	SA
02 May 2012	Connect with donors	QLD

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02 May 2012	ACF info session	VIC
02 May 2012	Design and Sustainab	ACT
04 May 2012	Connect w donors	WA
07 May 2012	WBB Good Oil	WA
08 May 2012	Connect w Donors	TAS
08 May 2012	WBB Making the ask	SA
09 May 2012	WBB: Partner pro	ACT
11 May 2012	Robyn Archer Lunch	QLD
17 May 2012	Chapter Meeting	WA
17 May 2012	Thank you to Chairs	TAS
22 May 2012	WBB Inside view	NSW
23 May 2012	WBB Donor panel	QLD
01 Jun 2012	WBB: Making the ask	WA
06 Jun 2012	WBB: Meking the ask	ACT
07 Jun 2012	ACF Info session	NSW
18 Jun 2012	WBB Donor panel	TAS
18 Jun 2012	WBB Donor panel	SA
30 Jun 2012	WBB Donor 2	TAS

6. Not applicable.
7. Event details as above.
8. Not applicable.

Australia Council:

1. The Australia Council has spent approximately \$181, 000 (YTD) on hospitality and entertainment. 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.

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2. The Australia Council has spent approximately \$181, 000 (YTD) on hospitality and entertainment. 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. The Australia Council has spent approximately \$181, 000 (YTD) on hospitality and entertainment. 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.
4. Not applicable.
5. The Australia Council's hospitality and entertainment expenses in 2011-12 are expected to be approximately in line with 2010-11 expenses.
6. The Australia Council's hospitality and entertainment expenses in 2011-12 are expected to be approximately in line with 2010-11 expenses.
7. The Australia Council's hospitality and entertainment expenses in 2011-12 are expected to be approximately in line with 2010-11 expenses.
8. Not applicable.

Australia National Maritime Museum (ANMM):

1. The museum does not distinguish between hospitality and entertainment expenditure. The combined spend this financial year is \$27,523. Of this \$26,608 was spent on two functions held at the museum. One was for the opening of the exhibition *Aqua* on 6th December 2011 and the other was a stakeholders event staged in conjunction with our 20th anniversary celebrations and the departure of our retiring Director on 19th December 2011. The compilation of more detailed information on the remaining spend would require an unjustifiable diversion of resources.
2. Not applicable.
3. The museum does not distinguish between hospitality and entertainment expenditure. The combined spend this financial year is \$27,523. Of this \$26,608 was spent on two functions held at the museum. One was for the opening of the exhibition *Aqua* on

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6th December 2011 and the other was a stakeholders event staged in conjunction with our 20th anniversary celebrations and the departure of our retiring Director on 19th December 2011. The compilation of more detailed information on the remaining spend would require an unjustifiable diversion of resources.

4. Not applicable.
5. The only major spend planned for the remainder of the current financial year will be for the launch of our Autumn/Winter program including our *Fish in Australian Art* exhibition. The event will be held at the museum on 4th April 2012 and the budget is \$15,000.
6. Not applicable.
7. The only major spend planned for the remainder of the current financial year will be for the launch of our Autumn/Winter program including our *Fish in Australian Art* exhibition. The event will be held at the museum on 4th April 2012 and the budget is \$15,000.
8. Not applicable.

Australian Television, Film and Radio School (ATFRS):

1. Based on definition supplied, ATFRS had the following hospitality events this financial year

Date	Location	Purpose	Cost
Jul-12	AFTRS foyer	Creative Fellowship Announcement	2,319.00
Sep-12	AFTRS theatre & foyer	Industry information	3,457.00
Oct-12	Chapter House (Melb)	Student Graduation Melbourne	5,754.00
Dec-12	Carriage Works	Student Graduation Sydney	37,800.00
Dec-12	AFTRS foyer	Industry night	36,357.00

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85,687.00

2. Not applicable.
3. Based on definition supplied, AFTRS has had one entertainment event this financial year: Date 28/10/11, Location: Terra Rossa restaurant - Melbourne. Purpose: Creative Enterprise - partnership with Film Vicitoria, Cost: \$780.00.
4. Not applicable.
5. No specific plans confirmed at this time.
6. Not applicable.
7. No specific plans confirmed at this time.
8. Not applicable.

Bundanon Trust (BT):

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

National Archives of Australia (NAA):

1. Total hospitality spend for the financial year to date, refer to table at 3.
2. Nil .
3. Total hospitality spend for the financial year to date.

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Hospitality costs for the period 01 July 2011 to 31 January 2012 (inclusive)			
Date	Location	Purpose	Amount (exc. GST)
01-July-2011	Darwin, NT	Commonwealth Records About the Northern Territory book launch	1,227
04-July-2011	Darwin, NT	Constitution Day function	1,476
28-July-2011	Canberra, ACT	Meeting with delegates from Indonesian archival institutions	173
29-July-2011	East Burwood, VIC	National Family History Week launch	650
14-September-2011	Canberra, ACT	ACT Constitutional Convention	375
22-September-2011	Canberra, ACT	Waterhouse Natural History Art Prize 2011 exhibition launch	4,511
06-October-2011	Canberra, ACT	Meeting with delegates from Taiwanese archival institutions	41
13-October-2011	Canberra, ACT	Meeting with delegates from Indonesian archival institutions	48
25-October-2011	Canberra, ACT	The Australian Institute for the Conservation of Cultural Material Meeting	174
03-November-2011	Canberra, ACT	NAA Advisory Council function	1,174
03-November-2011	Canberra, ACT	UNESCO Jikji Memory of the World Prize Scholarship Announcement	937
01-December-2011	Hobart, TAS	Traversing Antarctica: the Australian Experience exhibition launch	666
13-December-2011	Canberra, ACT	Heraldry & Genealogy Society of Canberra (HAGSOC) function	93
			11,546

4. Nil.
5. Total planned hospitality spend for the remainder of the financial year, refer to table at 7.
6. Nil.
7. Total planned hospitality spend for the remainder of the financial year.

Date	Location	Purpose	Amount (exc. GST)
01-February-2012	Melbourne, VIC	Meeting of D-G, State Office Director, Council Member and former Council Chair	150
08-February-2012	Canberra, ACT	Reception to introduce new Director-General to other Heads of Cultural Institutions	507
20-February-2012	Canberra, ACT	Reception to introduce new Director-General to Strategic, Accountability and Partner contacts	682
09-10 March 2012	Canberra, ACT	Canberra Enlighten Festival	4,686
22-March-2012	Canberra, ACT	Traversing Antarctica: the Australian Experience exhibition opening	3,834
22-March-2012	Canberra, ACT	NAA Advisory Council function	1,200
			11,059

8. Nil.

National Film and Sound Archive of Australia (NFSA):

1. Answered in the table at 7.
2. Nil.
3. Answered in the table at 7.
4. Nil.

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5. Relevant Branches and Sections are allocated with internal budgets each year to manage any events.
6. Nil.
7. See table. Additionally as a major cultural institution the NFSA manages a number of events throughout the year. These events are approved through the Senior Executive Group and managed through the NFSA events calendar.

Description	YTD as at 29/2/12	Budget \$	Type of Expenditure
Hospitality (Food & Drink, Non-taxable)	6,487.19	20,700.00	External Clients and Stakeholders / Oral History Guests / CEO Presentations / NFSA Stakeholder and External Events
Hospitality (Non-meal)	97.36	996.00	Minor
Corp. Entertainment (Staff Hospitality)	152.20	900.00	Miscellaneous: tea, coffee, juice, biscuits and sandwiches
Meal Entertainment	4,579.60	3,348.00	External Clients and Stakeholders / Screening expenditure / Indigenous Guests / Events / Dinners
Gifts to Non-Staff	150.36	0.00	Gifts to Non-staff
Events Catering	21,179.78	23,004.00	External Clients and Stakeholders / Event Openings /Event Sponsorship
	32,646.49	48,948.00	

8. Nil.

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National Gallery of Australia (NGA):

1. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but did not identify any hospitality spend.
2. Nil.
3. Nil.
4. Nil.
5. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but did not identify any hospitality spend.
6. Nil.
7. The NGA incurs marketing and promotional expenditure associated with the delivery of NGA programs but did not identify any hospitality spend.
8. Nil.

National Library of Australia (NLA):

1. Answered in table at 7.
2. Nil.
3. Nil.
4. Nil.
5. Answered in table at 7.
6. Nil.
7. Refer to table.

Event Description	Date provided	Where provided	\$ Amount (Ex GST)
Lunch with Woodside Valley Foundation, Perth	19/07/2011	Red Herring Restaurant	211.75
Family History Event	3/08/2011	National Library of Australia	168.18
Kenneth Myer Lecture	4/08/2011	National Library of Australia	4,313.00
Ray Mathew Lecture	22/08/2011	National Library of	2,874.77

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		Australia	
Canberra Times Digitisation Lunch	25/08/2011	National Library of Australia	1,658.32
Book talk: NLA publication sales	1/09/2011	National Library of Australia	2,948.07
Development Dinner for Sydney patrons	9/09/2011	Queen's Club, Sydney	1,942.88
External launch publication sales: Book Launch	17/09/2011	National Library of Australia	337.91
External launch publication sales: Book Launch	22/09/2011	National Library of Australia	2,804.52
External launch publication sales: Book Launch	26/09/2011	National Library of Australia	436.66
Treasures Gallery Dinner	6/10/2011	Members Dining Room OPH	7,940.31
Treasures Gallery Opening	6/10/2011	National Library of Australia	10,186.18
Treasures Gallery VIP viewing	10/10/2011	National Library of Australia	2,398.18
Treasures Gallery VIP viewing	10/10/2011	National Library of Australia	502.40
Treasures Gallery teacher's viewing	24/10/2011	National Library of Australia	661.82
Seymour Lecture and dinner	24/10/2011	National Library of Australia	5,555.37
Australian Book Review anniversary celebrations	25/10/2011	National Library of Australia	1,722.10
External launch publications sales: Book launch	1/11/2011	National Library of Australia	1,182.41
External launch publications	15/11/2011	National Library of Australia	852.02

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sales: Book launch		Australia	
Canberra Times digitisation fund raising function	18/11/2011	National Library of Australia	1,123.54
External launch publications sales: Book launch	20/11/2011	National Library of Australia	1,022.73
Handwritten exhibition launch	25/11/2011	National Library of Australia	8,266.08
Handwritten sponsors dinner	25/11/2011	National Library of Australia	9,797.82
Handwritten teacher's viewing	30/11/2011	National Library of Australia	822.73
Book talk: NLA publications sales	1/12/2011	National Library of Australia	1,804.03
Launch of Kenneth Myer tapestry	2/12/2011	National Library of Australia	3,131.67
Book talk: NLA publications sales	8/12/2011	National Library of Australia	609.85
Book talk: NLA publications sales	21/03/2012	National Library of Australia	est 1,500.00
Patrick White exhibition launch	12/04/2012	National Library of Australia	est 6,000.00
Total			81,651.76

8. Nil.

National Museum of Australia (NMA):

1. Answered in table at 7.
2. Nil.
3. Answered in table at 7.
4. Nil.
5. Answered in table at 7.

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6. Nil.
7. Refer to table.

Expenditure to 31 Jan 2012

Date	Location	Purpose	Cost \$
14/07/2011	Offsite Restaurant	British Museum Exhibition Consultations	73
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	334

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		Horizons	
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
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

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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
Total			42,313

8. Nil.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Refer to table

Date	Location	Purpose	Cost \$
19/08/11	OPH	Mrs PM Exhibition launch – stakeholders’ afternoon tea	172.73
31/08/11	Port Headland	Meeting with BHP Billiton sponsors and stakeholders	481.03
19/12/11	OPH	Volunteers Christmas Party	2,045.45
05/01/12	OPH	Behind the Lines Exhibition Launch	954.55
05/01/12	OPH	Women in Leadership Conference	2,244.81
31/01/12	OPH	Women in Leadership Conference	1,152.81
31/01/12	Port Headland	Meeting with BHP Billiton sponsors and stakeholders	177.75
31/01/12	OPH	Flowers for Governor-General	100.00
31/01/12	OPH	Behind the Line Exhibition Launch	816.00

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10/02/12	OPH	Afternoon Tea - Frank Moorehouse Book Launch	77.27
15/02/12	OPH	Women in Leadership Conference	1,713.63
29/02/12	Pork Barrel Cafe	Summer Scholars Luncheon	91.64
Total			10,027.67

2. Not applicable.
3. The agency does not have entertainment costs other than official hospitality.
4. Not applicable.
5. The total 2011-12 Budget is \$39,873 (excl GST), see below for details:

Account Description	Location	Commentary	Total
- Official Hospitality	- Canberra	Table at the Tourism Awards dinner	1,500.00
	- Functions TBA	Functions TBA	500.00
	- OPH - Canberra	Annual Fellows dinner	1,500.00
		Australia Day staff celebration	200.00
		Behind the Lines - Launch event catering	2,000.00
		Dinner for retiring Council members	1,500.00
		Enlighten - Launch event catering	6,000.00
		Heads of Cultural agencies meeting	100.00
		Moad and building 85th birthday	200.00
		Mrs PM morning tea	173.00
		Other ad-hoc hospitality	600.00
		Volunteers Christmas Party	2,100.00
		Welcome reception for Women In Leadership conference	7,000.00
	- Western Australia	Perth + Port Hedland opening events catering; Community access events catering; VIP openings/events at Pilbara communities.	10,000.00
Grand Total			39,873.00

6. Not applicable.
7. The agency does not have entertainment costs other than official hospitality.
8. Not applicable.

Screen Australia (SA):

1. Hospitality and entertainment expenditure in 2011-12 to date:

Date	Location	Purpose	Budget
8-18/09/11	Toronto, Canada	Reception for 250 Australian and international	\$9,262

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		industry filmmakers and executives to celebrate the Australian line-up at Toronto International Film Festival	
3-6/10/11	Cannes, France	MIPCOM (2 events): Australian function - an informal gathering held at the Screen Australia stand offering an opportunity to network, meet up with other Australians and key intl execs South-East Asian matchmaking event (Tues 5 Oct) focused on connecting Australian filmmakers with South-East Asian commissioners, distributors and producers hoping to forge potential co-production partnerships.	\$4,987
6-14/10/11	Busan, Korea	Reception for 300 Australian and international industry filmmakers and executives to celebrate the Australian line-up	\$6,874
16-27/ 11/11	Amsterdam, Netherlands	Amsterdam International Documentary Fest Amsterdam	\$1,532

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9-19 February 2012	Berlin, Germany	Berlinale international film festival	\$4,220
26 September 2011	Sydney NSW	Berlin International Festival Visitor, Sydney function to meet filmmakers of new Australian films	\$247
4 October 2011	Melbourne VIC	Berlin International Festival Visitor, Melbourne dinner to meet filmmakers of new Australian films	\$947
10 November 2011	Sydney NSW	Critics Week Festival Visitor, Sydney function to meet filmmakers of new Australian films	\$2470
10 November 2011	Sydney NSW	Critics Week Festival Visitor, Sydney dinner to discuss 2012	\$341
7 December 2011	Sydney NSW	Staff screening and Christmas function	\$9,460
12 December 2011	Sydney NSW	Cannes Festival Visitor, Sydney function to meet filmmakers of new Australian films	\$1,139
14 December 2011	Sydney NSW	Cannes Festival Visitor, Sydney lunch for 2012 discussions	\$575
24 August 2011	Canberra ACT	Parliamentary screening: <i>The Cup</i>	\$3,272

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October 2011	Canberra ACT	Parliamentary screening: A <i>Few Best Men</i>	\$3,506
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2. Not applicable.
3. See response to Question 1.
4. Not applicable.
5. Expected hospitality and entertainment expenditure for the remainder of FY 2011-12:

Date	Location	Purpose	Budget
21 March 2012	Canberra ACT	Parliamentary screening: <i>Wish You Were Here</i>	\$3,500
April 2012	Sydney NSW; Melbourne VIC	Toronto International Festival Visitor: function to meet filmmakers of new Australian films	\$2,000
1-4 April 2012	Cannes, France	MIPTV 2012, 2 events in total. Australian stand function; digital content matchmaking event	\$3,120
16-27 May 2012	Cannes, France	Cannes Film Festival, 6-7 events in total	\$40,000
June 2012	Sydney NSW	Venice International Festival Visitor, function to meet filmmakers of new Australian films	\$500

6. Not applicable.
7. See response to Question 5.
8. Not applicable.

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Question: 73

Topic: Board Appointments

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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 ration on each board and across the portfolio
3. Please detail any board appointments for this financial year to date.

Answer:

Details of all Boards within the Arts portfolio agencies have been included in the DRALGAS response to this question.

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Question: 74

Topic: Grants

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 2

Has the Department complied with interim requirements relating to the publication of discretionary grants?

Answer:

Australia Business Arts Foundation (AbaF):

Not applicable.

Australia Council:

Australia Council, regulated under the *Commonwealth Authorities and Companies Act 1997*, is not required to comply with the Commonwealth Grant Guidelines. All grants provided by the Australia Council can be found at:

<http://www.australiacouncil.gov.au/grants>

Australia National Maritime Museum (ANMM):

Yes.

Australian Television, Film and Radio School (ATFRS):

Not applicable.

Bundanon Trust (BT):

Not applicable.

National Archives of Australia (NAA):

The Archives failed to publish details of a grant awarded in May 2011 on our website within 7 days.

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National Film and Sound Archive of Australia (NFSA):

Not applicable.

National Gallery of Australia (NGA):

Not applicable.

National Library of Australia (NLA):

The NLA, as an Australian Government Agency regulated under the *Commonwealth Authorities and Companies Act 1997*, is not required to comply with the Commonwealth Grant Guidelines. However, the NLA does publish information on individual grant recipients on its website at <http://www.nla.gov.au/awards-and-grants>

National Museum of Australia (NMA):

Not applicable.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

Not applicable.

Screen Australia (SA):

Screen Australia, regulated under the *Commonwealth Authorities and Companies Act 1997*, is not required to comply with the Commonwealth Grant Guidelines. However, Screen Australia regularly publishes the details of its grants, loans and investments.

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Question: 75

Topic: Freedom of Information

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 7

1. Has the Department/agency received any advice on how to respond to FOI requests?
2. What was the total cost to the department to process FOI requests for 2009-10 and 2010-11?
3. What is the total cost to the department to process FOI requests for this financial year to date?
4. How many FOI requests did the Department receive for the financial year 2009-10 and 2010-11? For each financial year, 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?
5. 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? Do any of these requests remain outstanding?
6. How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?

Answer:

Australia Business Arts Foundation (AbaF):

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

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Australia Council:

1. The agency relies on the information and the Guidelines issued by the Australian Information Commissioner issued under s 93A of the Act published December 2010.
2. The Australia Council receives approximately 3 to 4 FOI requests per year. Costs for processing these are met from the Council's budget for administration.
3. The Australia Council receives approximately 3 to 4 FOI requests per year. Costs for processing these are met from the Council's budget for administration.
4. The Australia Council received 4 requests in 2009/2010. Three FOI requests were granted in full and one granted partly. Two FOI requests were received in 2010-11. Of these, 1 FOI request was fully granted and 1 was partly granted. All requests were processed in the statutory timeframe. There are no outstanding FOI requests.
5. The Australia Council has received 4 FOI requests this financial year to date. Three requests were fully granted, and 1 request was granted in part. The processing times were met and there are no outstanding FOI requests.
6. Nil. The Australia Council has never issued conclusive certificates.

Australia National Maritime Museum (ANMM):

1. Nil.
2. Nil.
3. Nil.
4. Nil.
5. Nil.
6. Nil.

Australian Film, Television and Radio School (AFTRS):

1. Yes. The Australian Film, Television and Radio School received advice from the Australian Government Solicitor (AGS) about the duty to assist a person to make an FOI request. Apart from that, only general information has been received from the AGS and the Office of the Australian Information Commissioner on the *Freedom of Information Act 1982*.

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2. The total processing cost for FY 2009 - 2010: NIL
The total processing cost for FY 2010 - 2011: NIL
3. The total processing cost for period 1 July 2011 to 31 January 2012: NIL
4. Number of FOI requests received for FY 2009-2010: 0
Number of FOI requests received for FY 2010-2011: 0
5. The other questions in Question 4 are not applicable.
Number of FOI requests received for period 1 July 2011 to 31 January 2012: 0
6. The other questions in Question 5 are not applicable.
Number of Conclusive certificates issued during period
1 July 2011 to 31 January 2012: 0

Bundanon Trust (BT):

1. Nil.
2. Nil.
3. Nil.
4. Nil.
5. Nil.
6. Nil.

National Archives of Australia (NAA):

1. Yes. A representative from the Archives attended the FOI practitioner's forum in December 2011 hosted by the Office of the Australian Information Commissioner. Training is also provided by the Australian Government Solicitors.
2. 2009-10 – \$67.70
2010-11 – \$1,598.40
3. \$17299.65.
4. 2009-10 – 1 valid FOI request was received and granted.
2010-11 – 1 valid FOI request was received and granted.
The Archives met processing times with both requests.

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5. The Archives has received 4 valid FOI requests for this financial year to date. All requests have been granted. The Archives has met the processing times outlined in the FOI Act. One request remains outstanding and is due for completion on 30 March 2012.
6. Nil.

National Film and Sound Archive of Australia (NFSA):

1. Yes. In recent years the NFSA has received general advice about the FOI Act and specific advice about the handling of some FOI requests. This has included internal and external legal advice.
2. **2009-2010:** All costs of FOI reported by the NFSA was \$2,798, as reported in the FOI Annual Reports 2009-2010 of PMC at http://www.oaic.gov.au/publications/reports.html#annual_reports
2010-2011: not recorded and not prompted for reporting in quarterly statistical returns.
3. N/A for processing of FOI requests. Negligible cost for reporting quarterly statistical returns.
4. **2009-2010:** The NFSA received one request for access to documents under section 15 of the FOI Act. The request was processed in full within statutory deadlines and with access granted in full.
2010-2011: The NFSA received two requests for access to documents under section 15 of the FOI Act. The requests were processed within statutory deadlines. One was granted in part during the financial year. One was pending at the end of the financial year.

Most of the information requested and more detail is publicly available at:

Annual Reports of the NFSA at <http://nfsa.gov.au/about/corporate/annual-reports/>

Information Publication Scheme Disclosure Log of the NFSA at

<http://nfsa.gov.au/about/information-publication-scheme/>

Annual Reports of the OAIC and PMC at

http://www.oaic.gov.au/publications/reports.html#annual_reports

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5. No FOI applications received. The one outstanding application from the previous financial year was denied. The request was processed within statutory deadlines.
6. Not applicable.

National Gallery of Australia (NGA):

1. No
2. Nil.
3. Nil.
4. The Gallery received one FOI request in 2009-10 and one FOI request in 2010-11. The Gallery's FOI processes resulted in a response to the applicant that satisfied the request.
5. The Gallery has received one FOI request FYTD. The Gallery's FOI processes resulted in a response to the applicant that satisfied the request.
6. Nil.

National Library of Australia (NLA):

1. The NLA follows guidelines issued by the Australian Information Commissioner.
2. 2009-10: Nil
2010-11: Nil
3. \$3,584
4. 2009-10: No requests received.
2010-11: 1 request received. 0 requests denied and 1 request granted within required processing times. No requests outstanding.
5. 2 request received. 0 requests denied and 1 request granted within required processing times. No requests outstanding.
6. Nil

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National Museum of Australia (NMA):

1. No.
2. 2009-10: Nil
2010-11: \$492.89 (based on estimated hourly rates for 3 hours at EL2 rate and 1 hour at SES1 rate, as recorded in the Museum's FOI statistical return for 2010-11)
3. Nil.
4. 2009-10: Nil
2010-11: 1 request received. 1 request granted within processing times outlined in FOI Act. Nil requests remain outstanding.
5. Nil.
6. Nil.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Old Parliament House received advice regarding the application of the Cabinet and deliberative documents exemptions in November 2012. No other advice on how to respond to FOI requests has been received.
2. Nil.
3. Unknown at this stage, as costs have not been estimated as yet.
4. No requests were received in either financial year.
5.
 - One request has been received this financial year to date
 - Nil have been denied and nil have been granted – an access decision is still pending.
 - No.
 - None (Not applicable).
 - Not applicable.
6. Nil.

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Screen Australia (SA):

1. No.
2. Not applicable: internal costs only. No external costs were incurred.
3. Not applicable: internal costs only. No external costs were incurred.
4. 2009-10: Nine requests received.

One request denied; four requests granted in full; one granted in part; two lapsed; one awaiting payment.

No.

One request is pending: Screen Australia is awaiting payment of charges levied under the Act.

2010-11: six FOI requests received.

Six requests granted in full.

No.

No.

5. Ten requests received.

None denied; eight granted in full; two pending.

No.

Two remain outstanding.

6. Nil: conclusive certificates were abolished on 7 October 2009.

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Question: 76

Topic: Community Cabinets

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

1. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?
2. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel?
3. 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.
4. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

Answer:

Not applicable.

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Question: 77

Topic: Reviews FYTD

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 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. What is the estimated cost of each of these Reviews?
6. What reviews are planned?
7. When will each of these reviews be concluded?

Answer:

Australia Business Arts Foundation (AbaF):

Nil

Australia Council:

Nil

Australia National Maritime Museum (ANMM):

Nil

Australian Film, Television and Radio School (AFTRS):

Nil

Bundanon Trust (BT):

Nil

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National Archives of Australia (NAA)

Nil

National Film and Sound Archive of Australia (NFSA):

Nil

National Gallery of Australia (NGA):

Nil

National Library of Australia (NLA):

Nil

National Museum of Australia (NMA):

Nil

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

Nil

Screen Australia (SA):

Nil

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Question: 78

Topic: Consultancies

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 15

1. How many consultancies were undertaken in 2007-08, 2008-09 and 2009-10?
2. 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 (i.e. open tender, direct source, etc). Also include total value for all consultancies.
3. 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 (AbaF):

1. 2007-08: Nil
2008-09: Nil
2009-10: Nil
2. Nil.
3. Nil. The Australia Business Arts Foundation, as a CAC Agency, is not required to publish an Annual Procurement Plan.

Australia Council:

1. 2007-2008: 1
2008-2009: 2
2009-2010: 4
2. One consultancy has been undertaken this financial year.
Name of consultant: The Nest

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Subject matter: Digital Delivery of Artery Magazine

Duration: 1/10/11 to 30/12/11

Cost: \$50,000

Method: Select Tender

3. Currently, there are no consultancies planned for the balance of this calendar year. The Australia Council, as a CAC Agency, is not required to publish an Annual Procurement Plan.

Australia National Maritime Museum (ANMM):

1. 2007-08: 54
2008-09: 65
2009-10: 55
2. The requested details are in the table below.
3. The capital program for the current calendar year, which, to a large degree will determine the consultancies that may or may not be required, is still being developed. At this stage only three with an estimated total value of \$92,000 are envisaged; two relate to ICT systems upgrades and one to sponsorship development.

When complete the APP will, as has been the case in the past, be published on the AusTender website in accordance with the required deadlines.

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CONSULTANT	COST	SUBJECT MATTER	DURATION	Procurement Method
ADAIR FIRE & SAFETY CONSULTANT	1,783	Training	July 11 - Feb 12	Competitive Quotes
ALLCOM NETWORKS PTY LTD	89,515	IT services	July 11 - Feb 12	Competitive Quotes
ASSET TECHNOLOGIES PACIFIC	13,860	Facilities Management	July 11 - Feb 12	Direct Sourcing
AUSTRALIAN GOVT SOLICITOR	116,149	Legal services	July 11 - Feb 12	Direct Sourcing
CPM ANAO	50,050	Audit	July- Sept	Direct Sourcing
AUSTRALIAWIDE BOAT SALES	1,866	Valuation services	Aug-11	Competitive Quotes
AUSTRALIAN VALUATION OFFICE	3,970	Valuation services	Aug-11	Direct Sourcing
MICHAEL BENNETT CONSULTING	1,320	Design	Aug-11	Direct Sourcing
BORG ARCHITECTS P/L	2,988	Design	July - Dec 11	Direct Sourcing
JACQUI BONNER MARKETING	24,750	Marketing	July 11 - Feb 12	Direct Sourcing
ADRIENNE CARLSON	385	Valuation services	July 11 - Feb 12	Direct Sourcing
CAPTIVACTION PTY LTD	9,075	IT web services	July 11 - Feb 12	Direct Sourcing
ANNIE KEWE	2,080	Editorial services	July 11 - Feb 12	Direct Sourcing
TONY CHARTERS & ASSOCIATES	44,263	Sponsorship planning	July 11 - Feb 12	Direct Sourcing
COX ARCHITECTURE PTY LTD	173,144	Design	July 11 - Feb 12	Direct Sourcing
CORROSION CONTROL ENGINEERING	10,878	Engineering	July 11 - Feb 12	Direct Sourcing
CROWN CABLING	131,384	IT services	July 11 - Feb 12	Direct Sourcing
DTZ	197,246	Tenancy negotiations	July 11 - Jan 12	Market testing
ETHAN GROUP PTY LTD	14,887	IT services	July 11 - Feb 12	Direct Sourcing
FIREFLY INTERACTIVE	8,635	IT and design services	July 11 - Feb 12	Direct Sourcing
FIT FOR PURPOSE COMMUNICATIONS	10,000	Design	July 11 - Feb 12	Direct Sourcing
GHD PTY LTD	1,100	Assessment services	July 11 - Feb 12	Direct Sourcing
SUSAN HOCKING PTY LTD	22,100	Marketing	July 11 - Feb 12	Direct Sourcing
ICY CALM PTY LTD	11,000	Marketing	July 11 - Feb 12	Competitive Quotes
JIMJAM IDEAS PTY LTD	74,471	Creative Development	July 11 - Feb 12	Direct Sourcing
AUSTEN KAUPE	27,885	Design	July 11 - Feb 12	Competitive Quotes
CARDNO (NSW/ACT) PTY LTD	4,455	Engineering	July 11 - Feb 12	Direct Sourcing
N. S. C. A.	42,328	OH&S	July 11 - Feb 12	Open tender
NCS INTERNATIONAL PTY LIMITED	7,376	Environmental management	July- Sept	Market testing
NDY MANAGEMENT PTY LIMITED	81,440	Engineering	July 11 - Feb 12	Direct Sourcing
OAKTON AA SERVICES P/L	12,540	Audit	July 11 - Feb 12	Competitive Quotes
OBJECT CONSULTING PTY LTD	88,969	IT services	July 11 - Feb 12	Competitive Quotes
PARTRIDGE PARTNERS PTY LTD	2,640	Design	July- Sept	Direct Sourcing
PARSONS BRINCKERHOFF AUSTRALIA	5,031	Asbestos services	July 11 - Feb 12	Direct Sourcing
STUART PARNES	10,000	Curatorial services	July- Sept	Direct Sourcing
PIVOTAL BUSINESS TECHNOLOGY	1,100	Photographic support	July 11 - Feb 12	Direct Sourcing
PROFESSIONAL ADVANTAGE	45,958	IT and Accounting	July 11 - Feb 12	Direct Sourcing
GEMMA PRIDE STYLED SPACE	2,750	Design	July- Sept	Direct Sourcing
PRICEWATERHOUSECOOPERS	8,532	Executive consulting	July 11 - Feb 12	Direct Sourcing
SAVILLS	214,253	Project Management	July 11 - Feb 12	Market testing
SLINGSHOT DESIGN	2,376	Design	July 11 - Feb 12	Direct Sourcing
SLADE SMITH	2,684	Design	July 11 - Feb 12	Direct Sourcing
SPATCHURST DESIGN ASSOCIATES	27,489	Design	July 11 - Feb 12	Direct Sourcing
STARFISH ADVERTISING & DESIGN	30,238	Design	July 11 - Feb 12	Direct Sourcing
THINC PROJECTS AUSTRALIA P/L	94,050	Consulting superintendents	July - Dec 11	Competitive Quotes
UPSIDEDOWN PRODUCTIONS P/L	11,096	Production services	July 11 - Feb 12	Direct Sourcing
VICSAIL PTY LTD	825	Valuation services	Aug-11	Direct Sourcing
WORLEY PARSONS	16,998	Engineering	July - Dec 11	Competitive Quotes
TOTAL	1,757,913			

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Australian Film Television and Radio School (AFTRS):

1. At a threshold of \$10K, AFTRS has engaged the following number of consultancies:

2007-08: 17

2008-09: 13

2009-10: 8

- 2.

Consultants - AFTRS July 11 to January 12					
Consultancy	Project	Duration	Amount	Purpose	Selection Criteria
CB RICHARD ELLIS	Melbourne	9 months	20,582.22	Lease assignment	Select tender
IXION CORPORATION PTY LTD	Council Governan	3 months	16,000.00	Council Governance	Select tender
				Review	
THE LANTERN GROUP	Media Services	12 months	38,500.00	Publist/ media specialist services	Select tender
			75,082.22		

- 3.

Consultants - AFTRS commitments Jan 12 to December 12					
Consultancy	Project	Duration	Amount	Purpose	Selection Criteria
IPSOS Public Affairs P/L	Alumni survey	12 months	49,281.00	Alumni research project	Select tender
			49,281.00		

AFTRS is not required to publish an Annual Procurement Plan (APP) on the AusTender website.

Bundanon Trust (BT):

1. 2007-08: 4

2008-09: 5

2009-10: 2

2. Consultancies financial year to date:

Name	Subject Matter	Duration	Cost \$	Method of procurement
Jock Waugh	Land Management Implementation Plan	31 December – 1 March 2012	6,000	direct source

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Zara Stanhope	Curatorial consultant	November 2011 – May 2012	12,000	direct source
Total No. 2			18,000	

3. No further consultancies are planned for this calendar year. Bundanon is not required to publish on the AusTender website.

National Archives of Australia (NAA):

1. 2007-08: 9
2008-09: 26
2009-10: 14

Note: the Archives collects information on consultancies above \$10,000 or more, answers to this Question on Notice are made on this basis.

2. Consultancies above \$10,000 financial year to date.

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Name of Consultant	Subject matter	Duration	Cost	Method of Procurement
Quality Management Solutions	HR Investigation	1 month	\$ 12,298.56	Direct source
HBO + EMB Interiors (ACT) Pty Ltd	Mitchell refurbishing project - Planning option development and tender specification development	2 months	\$ 11,432.50	Direct source
Grey Advantage	HR Business Planning, Capability Framework and Coaching services	5 months	\$ 148,818.18	Open source
Recordkeeping Innovation	Review of GDA 25 Records issues for outsourcing	6 weeks	\$ 30,972.27	Direct source
Australian Federal Police	Security Risk Review of the Archives - Parkes & Mitchell facilities	1 month	\$ 13,000.00	Direct source
Property Concept & Management Pty Ltd	Consultant services to identify and access suitable sites for the National Archives Preservation Facility	5 months	\$ 72,175.00	Direct source
Bill Ross & Associates Pty Ltd	Preparation and presentation of Public Works Committee	7 months	\$ 72,500.00	Open source
Andrew Sutherland Consulting Engineers	Feasibility study for the provision of fire suppression systems installation at 91 Murray St Hobart	6 weeks	\$ 19,850.00	Open source
Team HR	Facilitation of Leadership Team Planning Workshop	5 months	\$ 15,300.00	Direct source
Ethos CRS consulting	Research and write communication strategy - Digital transition policy	3 months	\$ 19,875.00	Direct source
Noetic Solutions	Research and write communication strategy - Digital transition policy	4 months	\$ 50,975.00	Open source
Peter Tinslay	Valuation of Archives Collection	2 months	\$ 39,000.00	Direct source
IPS Worldwide	Employee Assistance Program	10 months	\$ 16,538.00	Open source
Total			\$ 522,734.51	

3. Two additional consultancies have been planned for this year. They are not included in the Annual Procurement Plan (APP) because the Archives only publishes procurements greater than \$80,000 in value in its APP. The value of consultant services provided to the Archives is generally less than this threshold and consequently not included in the APP. Details of the two additional consultancies are:

Name of Consultant	Subject matter	Duration	Cost	Method of Procurement
Savills Project Management Pty Ltd	Provision of Project Management services for	4 months	\$58,000.00	Direct source

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	Mitchell			
Duchini Architecture Pty Ltd	Supply Architectural services	4 months	\$18,630.00	Direct source
		Total	\$76,630.00	

National Film and Sound Archive of Australia (NFSA):

1. 2007-08: N/A

2008-09: 28

2009-10: 27

2. Consultancies financial year to date:

YTD 2011/12 (Jul-Feb) Consultancies over \$10,000			
Name	Subject Matter	Cost \$	Method of procurement
Hays Specialist Recruitment (Australia)	Recruitment Agency Services	51,141	Written quotation
Ian Adkins	Screen Australia FilemakerPro Integration	14,844	Written quotation
PriceWaterhouse Coopers	Internal Audit Services & Rights Management Review	23,505	Written quotation
The Interaction Consortium	Development of NFSA Website	43,897	Written quotation - Specialised Services
Zoo Advertising Pty Ltd	NFSA Branding	70,333	Written quotations
Total No. 5		203,720	

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3. The NFSA will use AusTender for 20 Consultancy services this calendar year. The NFSA is not required to submit an APP as we are not required to do this as a CAC agency.

National Gallery of Australia (NGA):

1. 2007-08: 32
 2008-09: 32
 2009-10: 29
2. Consultancies financial year to date:

There have been 5 consultants paid more than \$10 000 to 29 February 2012				
Name	Subject Matter	Duration	Amount \$	Method of procurement
Erwood Accelerated Purchasing	Tender and contract services	11/12	13,862	Direct Sourcing
Infront Systems	Digital Asset Management system planning & advice	11/12	29,060	Direct Sourcing
Kleimeyer Industries	Development of product line for shop	11/12	13,980	Direct Sourcing
National Consulting Pty Ltd	Financial systems support	11/12	11,850	Direct Sourcing
Threesides Pty ltd	Marketing services	11/12	47,801	Direct Sourcing
Total No. 5			116,553	

3. The Consultancies planned for the Gallery in 2011-12 are below the reporting threshold for the Annual Procurement Plan and the Austender website.

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National Library of Australia (NLA):

1. 2007-08: 52
2008-09: 46
2009-10: 40
2. Consultancies financial year to date:

Consultancies Undertaken	Subject matter	Duration	Cost \$	Method of procurement
Bendelta Pty Ltd	Assist in the development of the strategic workforce plan 2012-14	Nov 2011 to Jan 2012	29,000	Direct sourcing
Jill Adams	Development of a post Forgotten Australian Project recording plan and feasibility study	Oct 2011 to Jan 2012	10,000	Direct sourcing
National Safety Council of Australia	Review of OHS Management System	July to December 2011	4,200	Direct sourcing
PreviousNext Pty Ltd	Installation enhancement for a new content management system for the Library's web pages	Apr 2011 to Oct 2011	31,867	Select Tender
Pricewaterhouse Coopers	Provision of GST advice on a grant received	November 2011	3,950	Select Tender
Sara Joynes	Undertake research on and acquisition of Australian collection material in the United Kingdom	Jul 2010 to Sep 2011	1,293	Direct sourcing
Wingrove Design & XXVI	Provision of a brand strategy	Mar 2011 to Aug 2011	48,950	Select Tender
TOTAL NUMBER - 7			129,260	

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3. 29 consultancies are planned during this calendar year. These are set out below.
As the Library is not subject to the Commonwealth Procurement Guidelines, it is unable to publish its Annual Procurement Plan on AusTender.

Table 2. Incomplete FYTD and/or Planned Consultancies 01 Jan -31 Dec 2012

Planned Consultancies	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 to Jun 2012	10,000	Direct sourcing
Ashurst	General legal advice	Jul 2011 to May 2012	28,583 (FYTD)	Open Tender
Clayton Utz	General Legal advice	July 2011 to May 2012	0 (FYTD)	Open Tender
Cunningham Martyn Design Pty Ltd	Detailed design Services for Foyer refurbishment	Jan 2012 to Jun 2013	142,600	Direct sourcing
Cunningham Martyn Design Pty Ltd	Design services for Treasures, Exhibition Galleries, bookshop and foyer master plan	May 2010 to Jun 2012	131,450	Open Tender
Dimension Data Aust Pty Ltd	Data Centre Energy Assessment	Mar 2011 to May 2012	16,056	Direct sourcing
Defire	Preparation of a fire services upgrade report	Jan 2011 to Jun 2012	31,152	Select Tender
DLA Piper Australia	General legal advice	Jul 2011 to May 2012	200 (FYTD)	Open Tender
Dysen Pty Ltd	Advice and inspections for	Apr 2011 to	33,000	Direct

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Planned Consultancies	Subject Matter	Duration	Cost \$	Method of procurement
	fire services upgrade	Jun 2012		sourcing
GHD	Review of proposal for use of solar power	Mar 2012 to Apr 2012	15,000	Open Tender
GHD	Assessment of marble facade of Library building	Nov 2011 to Mar 2012	21,912	Open Tender
Historic Houses Trust	Advice on Community Heritage Grant applications	May 2010 to May 2013	2,450 (FYTD)	Open Tender
Interiors Australia	Fitout design services for office space	Nov 2011 to Jun 2012	58,500	Open Tender
Jakeman Business Solutions Pty Ltd	Review of the Library's Protective Security Policy	Dec 2011 to May 2012	17,800	Direct sourcing
John Raineri and Associates	Energy review of lighting throughout the building	Nov 2011 to Jun 2012	97,000	Select Tender
Leo Monus	Development of software for android mobile catalogue application	Feb 2012 to Mar 2012	20,000	Direct sourcing
Michael Pearson	Undertake a heritage Furniture audit	Mar 2012 to Apr 2012	6,000	Direct Sourcing
Minter Ellison	General legal advice	Jul 2011 to May 2012	400 (FYTD)	Open Tender
National Safety Council of Australia	Development of contractor protocols	December 2011 to January 2012	2,250	Direct sourcing
Norman Disney Young	Undertake a waste management audit	Feb 2012 to Apr 2012	6,500	Open Tender
Pricewaterhouse Coopers	Internal Audit Services (three year contract)	Sep 2010 to Aug 2013	240,000	Select Tender
Risk and	Review of the Library's	Dec 2011 to	16,940	Select Tender

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Planned Consultancies	Subject Matter	Duration	Cost \$	Method of procurement
Continuity Management Pty Ltd	Business Continuity Plan	May 2012		
Rudds Consulting	Provision of detailed documentation for fire stair pressurisation systems	Apr 2011 to Sep 2012	100,100	Direct sourcing
Steven McPhillips	Analyse and develop Voyager and ILMS software systems interface - package 1	Nov 2011 to May 2012	62,500	Direct Sourcing
Tania Cleary	Advice on Community Heritage grant applications	May 2010 to May 2013	14,781 (FYTD)	Open Tender
Teaspoon Consulting Pty Ltd	Analyse and develop Voyager and ILMS software systems interface - package 2	Nov 2011 to May 2012	56,864	Direct Sourcing
Terri Janke & Co	Legal advice on copyright, licensing and indigenous culture protocols.	Jul 2011 to Dec 2012	15,658 (FYTD)	Direct sourcing
VisionAustralia	Undertake accessibility testing of the Trove website	Jun 2011 to Mar 2012	29,920	Direct sourcing
Walter Partners	Probity advice for Tender processes	Jul 2011 to Feb 2012	6,090 (FYTD)	Select Tender
TOTAL NUMBER - 29				

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National Museum of Australia (NMA):

1. 2007-08: 8
2008-09: 8
2009-10: 8
2. Consultancies this financial year:

Name	Subject Matter	Duration	Cost \$	Total value \$	Method of procurement
Content Group	Communications strategy/advice – exhibitions	July 2011	2,600	2,600	Quotations sought
Kitty Hilton	Development of overarching sponsorship strategy	August – October 2011	16,017	16,017	Direct source
Generation Management Group	Review of Commercial Operations	Oct 2011 – February 2012	12,000	28,000	Direct source
Total No. 3			30,617	46,617	

3. 1 planned consultancy is published on AusTender in the APP. The category is Land use planning. The estimated date of approach to market is Quarter 4 2011/12.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. 2007-08: Not applicable – agency established in 2008-09
2008-09: 7
2009-10: 6
2. Consultancies financial year to date:

Name	Subject Matter	Duration	Cost \$	Method of procurement
Draftfcb	Implementation of	24/02/2011 to	48,703.60	Open

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Melbourne Pty Ltd	2011-12 awareness program and website	30/09/2011		
Eric Martin & Associates	Architectural services and drawings	05/07/2011 to 15/02/2012	15,780.00	Open
Fenton Strategic Communications Pty Ltd	Risk mitigation and Media Activity Part B 2011-12	03/06/2011 to 30/08/2011	21,312.12	Open
Komosion Pty Ltd	Social media discussion paper, including scoping and organisational feasibility	19/08/2011 to 31/08/2011	19,625.00	Open
Total No. 4			105,420.72	

3. Consultants planned for the calendar year are shown below:

Name	Subject Matter	Duration	Cost	Method of procurement
Blake Dawson	IP Register	01/03/2012 to 30/05/2012	\$40,000.00	Direct
Total			\$40,000.00	

Please note that budget has not been allocated from 1 July 2012 to 31 December 2012.

Screen Australia (SA):

- 2007-08: Not applicable: Screen Australia was formed on 1 July 2008.
2008-09: 21, which were for people or organisations engaged to provide specialist advice or services on a non-ongoing basis.
2009-10: 16, which were for people or organisations engaged to provide specialist advice or services on a non-ongoing basis.

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2. 11, which were for people or organisations engaged to provide specialist advice or services on a non-ongoing basis.

Name	Amount	Project	Duration	Procurement method
Alphawest Servcies Pty Ltd	\$31,520	EDMS Implementation	3 months	Direct sourcing
Amelior Partners Pty Ltd	\$203,120	BPR	3 months	Direct sourcing
Cognitive Pty Ltd	\$27,266	Screen Name Integration	3 months	Direct sourcing
Data Organisation Pty Ltd	\$53,228	Screen Titles Integration	3 months	Direct sourcing
Film Financial Consultants Ltd	\$23,529	Film Audits	3 months	Direct sourcing
Filmtrack	\$54,511	RDRMS	6 months	Direct sourcing
Revcheck	\$32,107	Film Audits	3 months	Direct sourcing
Squiz Australia Pty Ltd	\$10,000	Intranet migration	2 months	Direct sourcing
Sue O'Dea Consulting P/L	\$186,314	BPR	3 months	Direct sourcing
Tecala ICT Pty Ltd	\$95,718	System Architecture	3 months	Direct sourcing
Technology One	\$40,000	RDRMS	3 months	Direct sourcing
Total	\$757,313			

3. It is anticipated that the number of consultancies for calendar 2012 will be broadly similar to that in FY 2010-11. Publication on AusTender is not applicable to Screen Australia. Screen Australia, as a CAC Agency, is not required to publish an Annual Procurement Plan.

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Question: 79

Topic: Media Monitoring

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 6

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2007-08, 2008-09, 2009-10 and 2010-11?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2007-08, 2008-09, 2009-10 and 2010-11
3. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide this same services for the year 2011-12?
 - c. What has been spent providing these services this financial year to date?
4. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
 - a. Which agency or agencies provided these services?
 - b. What is the estimated budget to provide this same services for the year 2011-12?
 - c. What has been spent providing these services this financial year to date?

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Answer:

Australia Business Arts Foundation (AbaF):

1. Nil.
2. 2007-08: \$10,516

2008-09: \$5,167

2009-10: \$4,406

2010-11: \$5,557
3. Nil.
4. a. Media Monitors
b. \$6,000
c. \$4,328

Australia Council:

1. Not Applicable
2. 2007-08: \$51,864

2008-09: \$54,272

2009-10: \$56,904

2010-11: \$53,000
3. N/A
4. a. AAP
b. Full year costs for 2011-12 are expected to be approximately in line with 2010-11
c. \$43,179

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Australia National Maritime Museum (ANMM):

1. Nil.
- 2.

2007-08	2008-09	2009-10	2010-11
\$4,775	\$6,594	\$5,215	\$7,337

3. Nil.
4. a. Media Monitors
 - b. \$8,000
 - c. \$5,355

Australian Film, Television and Radio School (AFTRS):

1. The Australian Film Television and Radio School (AFTRS) did not provide any media monitoring clips or services to the Ministers Office in: 2007-08, 2008-09, 2009-10 and 2010-11
2. Total cost of media monitoring services provided to the Australian Film Television and Radio School (AFTRS) for the following years:

2007-08	\$8,457.62
2008-09	\$7,844.03
2009-10	\$1,417
2010-11	\$1,863
Total Spend:	\$19,581.65

3. The Australian Film Television and Radio School (AFTRS) did not provide any media monitoring clips services to the Minister's office this financial year:
2012-2011
4. a. Slice Media Pty Ltd
 - b. Estimated spend based on current levels is \$5,400 for the 2011-2012 financial year.

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- c. To date to the Australian Film Television and Radio School (AFTRS) has spent \$1,141.08.

Bundanon Trust (BT):

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

National Archives of Australia (NAA):

1. Nil.
- 2.

2007-08	2008-09	2009-10	2010-11
\$18,743	\$19,090	\$25,222	\$29,114

3. Nil.
4. a. Media Monitors
b. \$30,100
c. \$14,931

National Film and Sound Archive of Australia (NFSA):

1. Nil.
- 2.

2007-08	2008-09	2009-10	2010-11	YTD as at 29/2/12
N/A	\$11,134.57	\$14,058.82	\$12,709.43	\$5,896.25

3. Nil.
4. See answer 2, above.

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National Gallery of Australia (NGA):

1. Nil.
- 2.

2007-08	2008-09	2009-10	2010-11
\$20,689	\$21,314	\$21,261	\$25,642

3. Nil.
4. a. Media Monitors
 - b. \$25,000
 - c. \$16,229 to 29 February 2012

National Library of Australia (NLA):

1. Nil.
- 2.

2007-08	2008-09	2009-10	2010-11
\$14,221	\$16,443	\$17,048	\$18,121

3. Nil.
4. a. Media Monitors and AAP
 - b. \$25,000
 - c. \$11,437

National Museum of Australia (NMA):

1. Nil.
- 2.

2007-08	2008-09	2009-10	2010-11
\$11,933	\$11,352	\$9,511	\$10,510

3. Nil.
4. a. Media Monitors and AAP
 - b. \$10,000
 - c. \$6,092

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Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Nil.

2.

2007-08	2008-09	2009-10	2010-11
N/A	\$4,691.34	\$9,286.36	\$10,015.63

3. Nil.

4. a. Media Monitors and AAP

b. \$9,500

c. \$7,435.13 (excl GST)

Screen Australia (SA):

1. Not applicable.

2. The total cost of media monitoring services for Screen Australia was:

2007-08: N/A: Screen Australia was formed on 1 July 2008.

2008-09: \$48,113

2009-10: \$75,188

2010-11: \$75,495.

3. Not applicable.

4. \$10,511

a. Media Monitors and Australian Associated Press for print and broadcast services.

Meltwater provided online services.

b. \$22,000

c. \$10,511.

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Question: 80

Topic: Social Media

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 4

Has there been any changes to department and agency social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since publication of the Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online? If yes, please explain and provide copies of any advice that has been issue. If no, please explain why not.

Answer:

Australia Business Arts Foundation (AbaF):

No. The Australia Business Arts Foundation is not governed by the Australian Public Service Act and therefore not subject to APSC Circular 2012/1.

Australia Council:

No. The Australia Council is not governed by the Australian Public Service Act and therefore not subject to APSC Circular 2012/1.

Australia National Maritime Museum (ANMM):

There has been no change to the museums protocols re access and protocols for use of social media since publication of APSC Circular 2012/1.

The ANMM provides access and permits staff to use all forms of social media noting that such use, and any comments made are covered by the APS Code of Conduct and the museum's Communication Systems Use Policy.

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All staff have been recently trained in the Code of Conduct and how it applies to them at work, home and elsewhere. A copy of APSC Circular 2012/1 has also been provided to all staff to provide further guidance on making public comment.

Australian Film, Television and Radio School (AFTRS):

No. AFTRS' employees are not covered by the Public Service Act and therefore are not subject to the APSC Circular 2012/1. The School's policy on participation in social media is regularly reviewed in accordance with the School's policy review instructions and cycle.

Bundanon Trust (BT):

No. Bundanon has appropriate policies to guide staff use of social media.

National Archives of Australia (NAA):

No. The Archives' current practices reflect the protocols set out in the circular.

National Film and Sound Archive of Australia (NFSA):

The following new process has been implemented to ensure awareness and engagement with the social media policy:

- a. Any staff member provided with administrator access that enables them to post or contribute to an NFSA social media account as NFSA will be asked to sign that they have read the policy.
- b. The social media policy is included on the NFSA Intranet with other policies for staff.
- c. Exit form for departing staff will be modified to require sign off from the social media officer who will remove administrator access (if it has been provided) to NFSA social media accounts.

A series of workshops is scheduled to further train staff in the appropriate use of social media.

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National Gallery of Australia (NGA):

There been no change to the social media or protocols about staff access and useage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs 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 applies its existing media policy to the use of Social Media, Youtube and online discussion forums. Only authorised staff designated as media spokespeople on subject areas can communicate on behalf of the Gallery.

National Library of Australia (NLA):

The NLA's Social Media Policy was updated by adding sections reflecting the changed APSC Code of Conduct including section 10.9 titled 'Commenting in an unofficial capacity'. The updated policy is on the Library's web site, see <http://www.nla.gov.au/policy-and-planning/social-media>

National Museum of Australia (NMA):

No, there haven't been any changes. The National Museum of Australia's guidelines on social media participation and use of IT infrastructure support Museum staff access to and use of social media and are consistent with APSC Circular 2012/1 Revisions. The Museum actively participates in Twitter, Facebook, Flickr, YouTube, Wikipedia and blogging social media platforms. This extends the reach and understanding of the Museum's role in collecting, conserving and disseminating our nation's stories.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

OPH has reviewed the circular and our existing online engagement guidelines substantially align with the guidelines contained in the Australian Public Service Commission's Circular 2012/1. Remaining elements have been identified and will be implemented as soon as resources allow.

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Screen Australia (SA):

No. Screen Australia is not governed by the Australian Public Service Act and therefore not subject to APSC Circular 2012/1.

Screen Australia developed a social media protocol for practitioners in the Public Relations and Marketing areas in May 2011. However, it is at present in the process of developing an agency-wide policy based on the Commission's Circular.

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Question: 81

Topic: Contractors

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 3

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.
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.
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.
4. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
5. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
6. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
7. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
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.
9. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

Answer:

Australia Business Arts Foundation (Abaf):

1 – 9: No.

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Australia Council:

1 – 9: No.

Australia National Maritime Museum (ANMM):

1 – 9: No

Australian Film, Television and Radio School (AFTRS):

1 – 9: No.

Bundanon Trust (BT):

1 – 9: No

National Archives of Australia (NAA):

1 – 9: No

National Film and Sound Archive of Australia (NFSA):

1 – 9: No

National Gallery of Australia (NGA):

1 – 9: No

National Library of Australia (NLA):

1 – 9: No

National Museum of Australia (NMA):

1 – 9: No

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. No
2. No
3. No
4. Yes, McCann WorldGroup Pty Ltd has the same ABN as McCann Erickson. Marketing have used McCann WorldGroup Pty Ltd for Television and Newspaper marketing from late 2009 to early 2011. In total \$101,949.31 has been paid over 22 invoices.
5. No
6. No
7. No
8. No
9. No

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Screen Australia (SA):

1 – 9: No.

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Question: 82

Topic: Discretionary Grants

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 12

1. Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
2. Has the Department complied with interim requirements relating to the publication of discretionary grants?

Answer:

Australia Business Arts Foundation (AbaF):

1. Nil.
2. AbaF provides grants to artists and arts organisations through the Australia Cultural Fund and Premier's Arts Partnership Funds. These grants are not Commonwealth Government funds.

Australia Council:

1. Yes. All grants provided by the Australia Council can be found at <https://online.australiacouncil.gov.au/GrantsList/f?p=113:1:2532328755200215>
2. Yes. All grants provided by the Australia Council can be found at <https://online.australiacouncil.gov.au/GrantsList/f?p=113:1:2532328755200215>

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Australia National Maritime Museum (ANMM):

1. The details are in the table below.

RECIPIENT	GRANT	INTENDED USE OF GRANT	LOCATION
Coffs Harbour Regional Museum	\$10,000	Cataloguing of regional maritime heritage images.	Coffs Harbour, NSW
Alexandria Council – Friends of the P.S. Oscar W	\$10,000	Restoration work on the river barge ‘ <i>Dart</i> ’	Fleurieu Peninsula, SA
Mannum Dock Museum of River History	\$10,000	Development of an interactive display ‘All Steamed Up’	Mannum, SA
South Australian Maritime Museum	\$9,500	Enhancement of the Passengers database by including links to collection items	Port Adelaide, SA
National Trust of Australia	\$9,350	Conservation of ship portraits	Runnymede, TAS
Holbrook Submarine Museum	\$7,700	Repair and conservation of <i>HMASOtway</i> components.	Holbrook, NSW
Norfolk Island Museum	\$7,198	Conservation of whaling artefacts for the post 1856 Norfolk Island maritime exhibition	Norfolk Island
Richmond River Historical Society	\$5,988	Interpretation and display of the medical chest from the <i>SS St George</i>	Lisomore, NSW
City of Bunbury	\$5,000	Koombana Bay archaeological dig (for shipwrecks)	Bunbury, WA
City of Mandurah	\$4,981	Fabrication of a (conservation) cradle for the <i>Wilson</i> tunnel hulled fishing boat	Mandurah, WA
Balmoral Beach Club	\$4,730	Digitisation of the collection	Balmoral, NSW

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Narooma Visitor Information Centre & Lighthouse Museum	\$4,500	Preservation needs and collection management assessment	Narooma, NSW
Budamurra Aboriginal Society	\$3,600	Budamurra majuri (indigenous canoe) building project	Ulladulla, NSW
Walgett District Historical Society	\$3,200	Build of the <i>Wandering Jew</i> paddle steamer model for exhibition	Walgett, NSW
Echuca Historical Society Inc.	\$2,500	Conservation of river history photographs, books and artefacts	Echuca, VIC
Port Stephens Historical Society	\$1,600	<i>Inner Light</i> exhibition enhancements	Port Stephens, NSW

2. Yes.

Australian Film, Television and Radio School (AFTRS):

1. Not applicable.
2. Not applicable.

Bundanon Trust (BT):

1. Not applicable.
2. Not applicable.

National Archives of Australia (NAA):

1.

RECIPIENT	GRANT (GST INC)	INTENDED USE OF GRANT	LOCATION
University of Canberra, ACT	1,210.00	Project entitled 'Walter and Marion' (working title) - A biographical play about Walter Burley Griffin and Marion Mahony'	ACT
The University of	440.00	Project entitled 'The Creative Role of	NSW

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Sydney, NSW		Australian Writers in ABC Television Drama to 1981'	
Macquarie University, NSW	7,646.10	Project entitled 'Public Intimacies: Revisiting the Royal Commission on Human Relationships 1974-77'	NSW
Hannah Forsyth, NSW	5,000.00	Project entitled 'Knowledge as a Nation-building Project in the 1940s and 1950s'	NSW
The University of Melbourne, VIC	5,351.50	Project entitled 'A Comprehensive Guide to Commonwealth Records on Australia's War Crimes Investigations and trials of the Japanese 1945-51'	VIC

2. The Archives failed to publish details of a grant awarded in May 2011 on our website within 7 days.

National Film and Sound Archive of Australia (NFSA):

1. Not applicable.
2. Not applicable.

National Gallery of Australia (NGA):

1. Not applicable.
2. Not applicable.

National Library of Australia (NLA):

1. Community Heritage Grants announced in November 2011:

RECIPIENT	GRANT	INTENDED USE OF GRANT	LOCATIO N
AIDS Action Council of the ACT Incorporated	1,200	Archival storage materials	ACT
National Trust of Australia (ACT)	4,000	Significance Assessment of the ACT Classification Collection	ACT
1st Mosman 1908 Scout Group	5,000	Collection Management Policy	NSW

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		development	
Australian Golf Heritage Society Incorporated	4,400	Significance Assessment of the collection	NSW
Australian Turf Club (Australian Jockey Club Heritage Society)	4,000	Significance Assessment of the Australian Jockey Club Heritage Society collection	NSW
Campbelltown City Council Library	4,000	Significance Assessment of the Local Studies Collection	NSW
Coonamble Heritage and Historical Museum Committee for Coonamble Shire Council	4,000	Significance Assessment of the Neville Owen Photographic Collection	NSW
Deaf Society of New South Wales	4,000	Significance Assessment of the collection	NSW
Eleanor Dark Foundation Ltd	4,000	Significance Assessment of the collection	NSW
Goulburn and District Historical Society Incorporated	9,600	Preservation of drawings from the E.C. Manfred Architecture Collection	NSW
Lady Denman Heritage Complex	4,500	Significance Assessment of the Halloran Surveying and Science and the Sea Collections	NSW
Leichhardt Women's Community Health Centre Incorporated	4,000	Significance Assessment of the collection	NSW
Macleay River Historical Society Incorporated	5,500	Significance Assessment of the collection	NSW
Marrickville Council	4,000	Significance Assessment of the Local Studies Collection and the Marrickville Library and History Services Collection	NSW

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Mosman Regional Art Gallery and Cultural Centre	4,000	Preservation Needs Assessment of the Mosman Art Collection	NSW
Museums and Galleries Foundation of NSW	13,600	Four Workshops in Collection Management and Preventive Conservation	NSW
National Trust of Australia (NSW)	9,000	Disaster Prevention and Object Handling Workshops and three Disaster Management Bins	NSW
New England Regional Art Museum Ltd	8,500	Preservation Needs Assessments of the Howard Hinton and Chandler Coventry Collections	NSW
Newcastle Maritime Museum Society Incorporated	4,000	Significance Assessment of the collection	NSW
Norfolk Island Museum	3,700	Disaster Management Bins set-up	NSW
Singleton Public Library	4,600	Preservation Needs Assessment of the Family History Archives Collection	NSW
Sulphide Street Railway and Historical Museum	6,000	Preservation Needs Assessment of the collection	NSW
Sturt Craft Centre (Winifred West Schools)	4,000	Preservation Needs Assessment of the Sturt permanent collection	NSW
Sydney Legacy	4,000	Significance Assessment of the Heritage Collection	NSW
Trustees of the Roman Catholic Church (Diocese of Wagga Wagga)	4,000	Significance Assessment of the Diocesan Archives	NSW
Tumut and District Historical Society Incorporated	5,000	Significance Assessment of the Tumut Museum collection	NSW
Veech Library, Catholic Institute of Sydney	4,000	Preservation Needs Assessment of the Veech Library Special	NSW

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		Collections	
Elcho Island Art Centre	5,000	Significance Assessment of the collection	NT
Jilamara Arts and Crafts Association	2,500	Digital transfer of audiovisual material	NT
Ngaanyatjarra Council (Aboriginal Corporation)	6,000	Significance Assessment of the Tjumalampa-ya Collection	NT
Strehlow Research Centre	13,000	Conservation and preservation of Carl Strehlow's handwritten manuscript Volume III Leben	NT
Tiwi Design Aboriginal Corporation	5,000	Significance Assessment of the Tiwi Design archive collection	NT
Burnett War Memorial Museum Association	4,000	Preservation Needs Assessment of the collection	QLD
Capricorn Coast Historical Society Incorporated	8,800	Archival storage equipment	QLD
Cairns Historical Society	4,000	Significance Assessment of the archival and photographic collections	QLD
Cultural Heritage Network - Toowoomba Region Incorporated	5,500	Disaster Preparedness Training Workshop (Toowoomba)	QLD
Girl Guides Queensland	1,700	Archival storage materials	QLD
Gold Coast and Hinterland Historical Society Incorporated	4,200	Preservation Needs Assessment of the Museum collection	QLD
Kilcoy District Historical Society Incorporated	4,400	Disaster Preparedness Workshop (Lockyer Valley)	QLD
Mackay Regional Council	10,500	Significance Assessments of four Museum Collections (Mackay region)	QLD
Rockhampton and District	4,400	Significance Assessment of the	QLD

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Historical Society Incorporated		collection	
Charles Sturt Memorial Museum Trust Incorporated	4,000	Preservation Needs Assessment of the collection	SA
History Trust of South Australia (History SA)	6,500	Disaster Preparedness and Response Training Workshop (Fleurieu Peninsula region)	SA
National Trust of South Australia	3,500	Migration and Digitisation of NTSA Property Files	SA
National Trust of South Australia (Collingrove Homestead)	4,500	Preservation Needs Assessment of the collection	SA
Nora Heysen Foundation Incorporated	4,000	Significance Assessment of the collection	SA
Port Adelaide Enfield Public Library Service	4,000	Significance Assessment of the Local History Collection	SA
South Australian Police History Incorporated	13,700	Environmental control equipment	SA
Whyalla Public Library	5,000	Preservation Needs Assessment of the collection	SA
Friends of the Theatre Royal	6,300	Significance Assessment of the Theatre Royal collection	TAS
R.A.Rodda Museum of Pathology, School of Medicine, University of Tasmania	4,000	Conservation Training Workshop	TAS
Spring Bay Maritime and Discovery Centre	11,200	Significance Training Workshops	TAS
University of Tasmania, School of Maths and Physics	5,500	Significance Assessment of the Grote Reber Collection	TAS
Woolmers Foundation Incorporated	3,500	Shelving units for the archive collection	TAS

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Alfred Hospital Nurses League Incorporated	4,400	Significance Assessment of the archive collection	VIC
Altona Laverton Historical Society Incorporated	880	Significance Assessment Training Workshop	VIC
Arts Project Australia Incorporated	4,000	Preservation Needs Assessment of the collection	VIC
Australian Gliding Museum Incorporated	3,400	Digitisation of the photographic collection	VIC
Australian Multicultural Foundation	1,830	Archival storage materials	VIC
Australian Racing Museum	4,000	Preservation Needs Assessment of the collection	VIC
Cinema and Theatre Historical Society Incorporated, Mechanics' Institute of Victoria and Australian Railway Historical Society	7,000	Joint Collection Management System Project	VIC
Golden Dragon Museum	4,000	Preservation Needs Assessment of the collection	VIC
Kastellorizian Association of Victoria Incorporated	4,000	Significance Assessment of the collection of archives and artefacts	VIC
Royal Melbourne Philharmonic Society Incorporated	4,000	Significance Assessment of the Rare Scores collection	VIC
Shepparton Heritage Centre Incorporated	5,000	Significance Assessment of the collection	VIC
St Vincent's Hospital, Melbourne	4,000	Significance Assessment of the Archives Collection	VIC
Sunshine and District Historical Society Incorporated	4,000	Significance Assessment of the collection	VIC
Upper Yarra Valley Historical	4,000	Significance Assessment of the	VIC

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Society		collection	
Victorian Spiritualists' Union Incorporated	4,400	Significance Assessment of the collection	VIC
Vision Australia Limited	2,125	Archival storage materials	VIC
Anglican Parish of Swan	4,000	Preservation Needs Assessment of the collection	WA
Benedictine Community of New Norcia Incorporated	4,000	Significance Assessment of the Vestment Collection	WA
Broome Historical Society	5,000	Significance Assessment of the collection	WA
Fellowship of Australian Writers (WA)	4,000	Significance Assessment of the collection	WA
Kimberley Land Council	6,300	Significance Assessment of the historical collection	WA
Manjimup Historical Society Incorporated	4,200	Collection Management Software Training Workshop and Disaster Management Bin	WA
Old Fairbridgians Association Incorporated	4,400	Significance Assessment of the Museum collection	WA
Ravensthorpe Historical Society Incorporated	2,800	Archival storage materials and collection management software upgrade	WA
Royal Western Australian Historical Society Incorporated	4,000	Significance Assessment of the collection	WA
St Brigid's Convent of Mercy Perth Incorporated (Sisters of Mercy West Perth)	2,000	Conservation treatment of the photographic collection	WA
Wangka Maya Pilbara Aboriginal Language Centre	6,000	Significance Assessment of the collection	WA
Warmun Art Aboriginal	10,000	Archival storage materials (transport	WA

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Corporation		and storage modules)	
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Other discretionary grants for 2011-12 to 31 January are:

- Harold White Fellowships are awarded to established scholars and writers to spend between three and six months at the Library researching collection material in their areas of expertise. In 2011-2012 Fellowships were awarded to Professor Jim Davidson (\$10,200), Dr Chi Kong Lai (\$10,200), Prof Satendra Nandan (\$10,200) , Dr Tim Sherratt (\$10,200) and Mr Luke Keogh (\$10,200).
- The above Harold White Fellowships were funded from the Library's budget. The following Harold White Fellowships were awarded to Dr Anthony Lawrence (\$10,200) and to Dr Lyn Gallacher (\$10,000) and these were funded from the Kollsman Trust. A Japan Fellowship was awarded to Dr Gary Hickey (\$10,200) funded from the Harold S Williams Trust.
- Japan Study Grants support scholars in Japanese studies who live outside Canberra to undertake research in the Library's Japanese and Western languages collections for up to four weeks. In 2011-12 grants were awarded to Dr Miyume Tanji (\$4000) and Ms Kumiko Kawashima (\$3000). Japan Study Grants are funded from the Harold S Williams Trust.
- Folk Festival Fellowship is jointly funded by the National Folk Festival and the Library. The Library contributes \$4,000 from its budget. The fellowship was awarded to Chris Stone and Emma Nixon.
- Summer scholarships are awarded to support younger scholars who have commenced postgraduate study and undertaking any research which can be supported by the Library's collections. Scholarships were awarded to Robert O'Shea, Michelle De Stefani, Alexandra Dellios, Jon Piccini, and Fiona Scotney. Each scholar receives \$1800 in stipend and airfares. Summer Scholarships are funded from donations and held in the Library's General Trust.

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2. The National Library, as an Australian Government Agency regulated under the *Commonwealth Authorities and Companies Act 1997*, is not required to comply with the Commonwealth Grant Guidelines. However, the National Library does publish information on individual grant recipients on its website at <http://www.nla.gov.au/awards-and-grants>

National Museum of Australia (NMA):

1. Not applicable.
2. Not applicable.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Not applicable.
2. Not applicable.

Screen Australia (SA):

1. Screen Australia's funding processes are governed by its published guidelines, and as such, funding (including grants, loans, and investments) occurs within these criteria. All Screen Australia grants are published in Appendix 3 of Screen Australia's 2010-11 annual report.
2. Screen Australia, as an Australian Government Agency regulated under the *Commonwealth Authorities and Companies Act 1997*, is not required to comply with the Commonwealth Grant Guidelines.

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Question: 83

Topic: Commissioned Reports

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 3

1. How many reports were commissioned by the government in your portfolio in 2007-08, 2008-09, 2009-10 and 2010-11?
2. How many Reports have been commissioned by the Government in your portfolio this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
 - a. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
 - b. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

Australia Business Arts Foundation (AbaF):

1. Not applicable.
2. Not applicable.

Australia Business Arts Foundation (Abaf):

1. Not applicable.
2. Not applicable.

Australia Council:

1. Not applicable.
2. Not applicable.

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Australia National Maritime Museum (ANMM):

1. Not applicable.
2. Not applicable.

Australian Film, Television and Radio School (AFTRS):

1. Not applicable.
2. Not applicable.

Bundanon Trust (BT):

1. Not applicable.
2. Not applicable.

National Archives of Australia (NAA):

1. Not applicable.
2. Not applicable.

National Film and Sound Archive of Australia (NFSA):

1. Not applicable.
2. Not applicable.

National Gallery of Australia (NGA):

1. Not applicable.
2. Not applicable.

National Library of Australia (NLA):

1. Not applicable.
2. Not applicable.

National Museum of Australia (NMA):

1. Not applicable.
2. Not applicable.

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Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Not applicable.
2. Not applicable.

Screen Australia (SA):

1. Not applicable.
2. Not applicable.

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Question: 84

Topic: Government Payment of Accounts

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 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)? If not, why not, and 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)
 - a. 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?
 - b. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

Australia Business Arts Foundation (AbaF):

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

Australia Council:

1. The Australia Council's policy is to pay all accounts within a 30 day period, which it endeavours to do. To attempt to provide details on any late payments would involve an unreasonable diversion of resources. No interest has been paid on accounts in 2010-11 and 2011-12.

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Australia National Maritime Museum (ANMM):

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

Australian Film, Television and Radio School (AFTRS):

1. In the first seven months of the 2011-12 financial year, AFTRS paid 2,520 creditors including contractors and consultants. Of these 2,222 (i.e. 88 per cent) were paid within 30 days. The balance of 298 (12 per cent) accounts had various deficiencies that required rectification by the supplier before they could be processed. Consequently they could not be paid within 30 days. However when these invoices were returned fully corrected they were treated as urgent and paid within 1 business day of receipt of the corrected valid tax invoice.
 - a. Nil interest has been paid in either 2010-11 or 2011-12 because any delays were the fault of the supplier, not the fault of AFTRS as we strictly adhere to government policy in regard to payment terms.
 - b. Not Applicable

Bundanon Trust (BT):

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

National Archives of Australia (NAA):

1. The Archives paid 97.2 per cent of all supplier invoices on time (i.e. in 30 days or less) for the period from 1 July 2011 to 31 January 2012 (inclusive). The remaining portion of invoices (2.8 per cent) were paid late as a result of internal delays in receiving properly authorised invoices for payment processing.

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The table below provides a further 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
Invoices paid	3131	73	14	4	0	3222
Payment performance	97.2%	2.3%	0.4%	0.1%	0.0%	100.0%

- a. No.
- b. Not applicable.

National Film and Sound Archive of Australia (NFSA):

1. The NFSA is a Commonwealth Authority and the Australian Government payment policy does not apply. However, the NFSA pays all accounts within 30 days and where possible earlier for small businesses and sole traders.
 - a. Not applicable.
 - b. Not applicable.

National Gallery of Australia (NGA):

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

National Library of Australia (NLA):

1. The NLA is a Commonwealth Authority and the Australian Government payment policy does not apply. However, for the financial year to date 98.9% of invoices have been paid with 30 days of receipt of the invoice.
 - a. Not applicable.
 - b. Not applicable.

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National Museum of Australia (NMA):

1. The NMA 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.
 - a. Not applicable.
 - b. Not applicable.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. The agency has paid 14 contractors/consultants invoices outside the payment terms of 30 days. On average invoices are paid at 22 days. The payments outside these terms occurred mainly due to staff being on leave and the invoice not being approved on time.
 - a. No.
 - b. Not applicable.

Screen Australia (SA):

1. Yes. As a standard practice, Screen Australia pays all accounts in accordance with their payment terms. These are typically less than 30 days.

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Question: 85

Topic: Government stationery requirements

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 2

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

Answer:

Australia Business Arts Foundation (AbaF):

Nil.

Australia Business Arts Foundation (Abaf):

Nil.

Australia Council:

Nil.

Australia National Maritime Museum (ANMM):

Nil.

Australian Film, Television and Radio School (AFTRS):

Nil.

Bundanon Trust (BT):

Nil.

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National Archives of Australia (NAA):

Nil.

National Film and Sound Archive of Australia (NFSA):

Nil.

National Gallery of Australia (NGA):

Nil.

National Library of Australia (NLA):

Nil.

National Museum of Australia (NMA):

Nil.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

Nil.

Screen Australia (SA):

Nil.

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Question: 86

Topic: Media Subscriptions

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 19

1. Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?
 - a. If yes, please provide the reason why, the cost and what channels.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?
2. Does your department or agencies within your portfolio subscribe to newspapers?
 - a. If yes, please provide the reason why, the cost and what newspapers.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?
3. Does your department or agencies within your portfolio subscribe to magazines?
 - a. If yes, please provide the reason why, the cost and what magazines.
 - b. What is the estimated cost for 2011-12?
 - c. What is the cost for this financial year to date?

Answer:

Australia Business Arts Foundation (AbaF):

1. No.
2.
 - a. Yes. AbaF's role is to connect the arts, business and donors. Keeping abreast of current issues is crucial to our success and newspaper subscriptions enable up to date information on arts, business and donor contacts. AbaF subscribes to The Australian, Australian Financial Review and The Age.
 - b. \$3,625
 - c. \$2,598

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3.
 - a. Yes. AbaF's role is to connect the arts, business and donors. Keeping abreast of current issues is crucial to our success and business magazine subscriptions enable up to date information on arts, business and donor contacts. AbaF subscribes to BRW.
 - b. \$225.60
 - c. \$131.60

Australia Council:

1. No
2. Yes, in order to keep abreast of current issues that directly and indirectly impact on the arts and culture sector, the Australia Council subscribes to the Sydney Morning Herald, The Australian, The Age, The Daily Telegraph, and the Australian Financial Review. 2011/12 YTD costs is: \$2500. Full year estimated costs are \$3200.
3. Yes, in order to keep abreast of current issues that directly and indirectly impact on the arts and culture sector, the Australia Council subscribes to the serials below, which includes both magazines and journals. 2011/12 YTD cost is \$8,546. Full year estimated costs are \$13,400:

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AARL

Australian Library Journal

Antipodes

Architecture Australia

Art + Law

Artforum

Art Monthly Australia

Artist Profile

Artlink

Arts Professional

Australian Art Collector

Australian Art Market Report

Australian Book Review

Australian Copyright Council Bulletin

The Bookseller

Broadsheet

BRW

Crikey

Cultural Trends

Dance Australia

Ethical Investor

Extempore

Fast Thinking

Fundraising (formerly Professional

Fundraising)

Fundraising and Philanthropy Australia

Gig

Grantmakers in the arts Reader

HR Monthly

Incite

International Journal of Cultural Policy

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Journal of Cultural Economics
Koori Mail newspaper
Limelight magazine
London Review of Books
Lowdown
Mailout
Meanjin
Music Forum
The Music Network
National Indigenous Times
National Library of Australia News
New Theatre Quarterly
Object
Overland
Platform papers
Photofile
Publishers Weekly
Quadrant
Realtime
Southerly
Stanford Social Innovation Review
Symphony magazine
Torres News
TDR The Drama Review
Theatre Research International
The Monthly
Times Literary Supplement
Weekly Book Newsletter EMAIL
Writers Voice
Globe subscriptions
Arlis (Art Libraries Journal)

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Art & Australia

Art in America

Art Monthly UK

Art Research Digest

Artnews

Arts Education Policy Review

Arts Reach

ArtUs

Asian Art News

The Atlantic Monthly

Australian Aboriginal Studies Journal

Australian Mosaic

Australasian Drama Studies

BCA News

Bookseller and Publisher

Dancing Times

Flash Art

Frieze

Granta

Harvard Business Review

International Journal of Arts Management

Journal of Arts Management, Law and

Society

Journal of Performance and Art

Media International Australia

New York Review of Books

The New Yorker

October

Studies in Art Education

Theatre Journal

Youth Studies Australia

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Australia National Maritime Museum (ANMM):

1. No.
2. Yes.
 - a. To monitor daily events and news etc. about or relevant to us we subscribe to The Australian, the Financial Review, the Canberra Times, the Sydney Morning Herald and the Telegraph.
 - b. \$2,872.
 - c. \$1,436.
3. Yes.
 - a. For commentary on news etc. We subscribe to The Weel (magazine).
 - b. The estimates cost for 2011-12 is \$100.
 - c. \$5.

Australian Film, Television and Radio School (AFTRS):

1. AFTRS subscribes to Foxtel
 - a. AFTRS has a monthly subscription to Foxtel's Business Value package – Movies deluxe. AFTRS subscribes to Foxtel because it is a film and television school and requires maximum access to transmission of screen content. It has access to all channels available in the Business Value package. The monthly subscription expense is \$324 for three outlets.
 - b. The estimated cost for 2011-12 is \$3,888.
 - c. The YTD cost is \$2,268.
2. AFTRS does subscribe to newspapers
 - a. Newspapers are provided to our library that is open to the public. A limited number are provided to senior executives to enable them to keep abreast of film, tv and other media industry developments. AFTRS subscribes to both the Sydney Morning Herald and The Australian.
 - b. The estimated cost for 2011-12 is \$2,500.
 - c. The YTD cost is \$1,281.75.
3. Yes.

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- a. The main user of technical and industry magazines is our library that maintains a highly regarded media library that is open to the general public as well as supporting our film, TV & radio students in addition to research projects. A list of magazines and journals is detailed below.
- b. The estimated cost for 2011-12 is \$22,000.
- c. The YTD cost is \$13,092.59.

AFTRS Library Magazines & Journals 2011-2012

American Cinematographer

Animation journal

Animation magazine

Audio Media

Audio technology

Audio technology

Australian cinematographer

Australian library journal

AV Magazine

Cahiers du Cinema

Camera Obscura - a Journal of Feminism and Film Theory

Cineaste

Cinefex

Cinema Journal

Cinema Technology

Computer Graphics World

Continuum: journal of media and cultural studies

Creative Screenwriting

Desktop magazine

Documentary - the Magazine of the International

Documentary Association

Dox

Empire

Encore

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Film Comment

Film History

Film international

Film matters

Film Quarterly

Film, fashion & consumption

Filmmaker

Hollywood reporter

Illusions

Incite

Inside film

International Cinematographers Guild magazine

Journal of African cinema

Journal of Broadcasting and Electronic Media

Journal of Chinese cinema

Journal of Film and Video

Journal of Japanese and Korean cinema

Journal of Popular Film and Television

Journal of Scandinavian cinema

Journal of screenwriting

Limelight

Literature Film Quarterly

Live Design

Metro

Mix - Professional Audio and Music Production

Motion Picture Editors Guild Magazine

Moviescope

New cinemas: journal of contemporary film

New Review of Film and Television Studies

NextSpace: the OCLC newsletter

Norther lights: film and media studies yearbook

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Onfilm

Projections - Journal for Movies and Mind

Projections - Journal for Movies and Mind

QRFV - Quarterly Review of Film and Video

Screen - Oxford

Screen Digest

Screen education

Screen International & Screen Weekly

Script - Baldwin

Short film studies

Sight and Sound

Signis Media

Small screen

Stage Screen and Radio

Studies in Australasian cinemas

Studies in documentary film

Studies in Eastern European cinema

Studies in European cinema

Studies in French cinema

Studies in Hispanic cinema

Studies in Russian and Soviet cinema

Studies in South Asian film media

Television - London

Television news (ACTF)

The national library magazine

The soundtrack

Transnational cinema

TV week

Variety

Velvet Light Trap

Videography

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Videosource

Wire - London

Bundanon Trust (BT):

1. No.
2. Yes.
 - a. For professional development and stakeholder currency. Titles include the Sydney Morning Herald, South Coast Register, Illawarra Mercury, Indigenous Times and the Koori Mail.
 - b. \$450
 - c. \$370
3. Yes.
 - a. For professional development and stakeholder currency. Titles include Art Monthly, Real Time, Art & Australia, Art Profile, Australian Art Collection and Desktop Magazine.
 - b. \$499
 - c. \$299

National Archives of Australia (NAA):

1. No
2. Yes
 - a. The Archives subscribes to the following newspapers as part of its Library and media-clipping services to staff: The West Australian (\$452.57), The Financial Review (\$154.29), Sunday Times (\$113.14), Courier Mail (\$230.06), Mercury (\$279.09), The Age (\$907.89), The Australian (\$894.34), The Canberra Times (\$2,244.27), Australian Financial Review (\$905.14) and The Herald Sun (\$226.29). Delivery costs are \$497.13.
 - b. The estimated cost for 2011-12 is \$6,904.
 - c. The cost for this financial year to date is \$4,027.45.
3. Yes.

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- a. The Archives subscribes to four magazines as part of its Library services for its staff. These include the Harvard Business Review (\$457.94), Choice Magazine (\$230.43), APC IT Magazine (\$121.84) and Economist (\$331.82).
- b. The estimated cost for 2011-12 is \$1,142.03.
- c. The cost for this financial year to date is \$385.79.

National Film and Sound Archive of Australia (NFSA):

1. Yes. The NFSA has a Foxtel Business Value Package Subscription. The channels provided in this package are listed below. We use the subscription to review content for potential acquisitions into the national audiovisual collection. Most of these programs are not available through other media. The annual subscription costs \$768.00 (YTD 29/2/12 = \$700.90).

Foxtel Business Value Package

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

2. Yes.
 - a. The NFSA closely monitors media coverage in a number of areas, including film, sound, Australian public life and technological developments. Each weekday the NFSA receives: The Sydney Morning Herald, The Australian, The Age, The Australian Financial Review, and two copies of the Canberra Times. The NFSA receives one copy each of

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the Saturday and Sunday Canberra Times. It is not feasible to disaggregate the costs for each subscription. Total Cost 2010-11 = \$3,173.

- b. The budget for 11-12 for newspapers is \$3,000.00.
 - c. YTD 2011-12 till 29/2/12 = \$2,336.20.
3. Yes.
- a. The NFSA Library subscribes to journals and magazines covering topics including film, broadcasting, music, digital, recorded sound, and Archiving & Museum Practice. These magazines support the work of staff at the NFSA, keeping the organisation aware of the latest trends, best practice, and in audiovisual production and preservation. They also provide context for researchers investigating the National Film and Sound Archive's collections; and are a research tool for the future, giving a snapshot of the industry at this time. The NFSA Library purchases some journals, and also receives complementary copies of some titles. Titles include American Cinematographer, ARC: Australasian Registrars Committee Journal, Archive Zones: The official Journal of FOCAL International, Archives and Manuscripts (ASA), Archivos De La Filmteca, ARSC Journal, Asian Cinema, ATSLIRN: Aboriginal and Torres Strait Islander Library and Research Network Newsletter, Australasian Sound Archive Journal (ASRA Journal), Australian Cinematographer, Australian Creative Magazine, Australian Library Journal (ALJ), Australian Music Centre News, Australian Screen Editors Newsletter, Australian Society of Archivists + Journal, Box Office Magazine, Cahiers du cinema, CBX: the magazine of the Community Broadcasting Association of Australia, China Film Archive Newsletter, Cinema Record (Cinema and Theatre Historical Association), Cinema Technology Journal, Content + Technology, Continuo: Journal of the International Association of Music Libraries, Archive and Documentation Centres, CONTINUUM: Journal of Media and Cultural Studies, the Cornstalk Gazette, Country Music Capital News, Digital Media World, Dress Circle Magazine, Early Popular Visual Culture, Encore Magazine, Film & History, Film Comment, Film Criticism, Film History, Film Ink, Film Quarterly, Flickers: the journal of

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the Vintage Film Circle, Hollywood Reporter, the IAJRC Journal, IASA: International Association of Sound and Audiovisual Archives, InCamera, Incite, Independent Country Music Bulletin, Inside Film (IF Magazine), International Preservation News, Jazz Action Society, Jazzbeat, Journal of Film Preservation, Journal of the Audio Engineering Society, Kino Cinema Quarterly, Koori Mail, Lumina, Media International Australia, Metro (ATOM), Monaro Musings, the Moving Image, Mulga Wire, Museums Australia Magazine, Music Forum Magazine - Music Council of Australia, National Indigenous Times, New Review of Film and Television Studies, New South Wales Jazz Archive Newsletter, Newsletter of the Sydney Jazz Club, Oral History Association of Australia (NSW) Inc. Newsletter, Quarterly Rag, Record Collector (UK), Reel Deals, Resonate: Australian Music Magazine, Rhythms Magazine, Rolling Stone, Screen Education (ATOM), Screen International, Sight and Sound, SMPTE: Motion Imaging Journal, SPAA: Screen Producers Association of Australia, Studies in Australasian Cinema, TV Week, Variety + Variety Online, Walkley Magazine, and WEA Film Group Newsletter. It is not feasible to disaggregate the costs for each subscription. Total cost 2010-11 = \$13,048.16.

- b. The budget for 11-12 for magazines/subscriptions is \$13,000.00.
- c. YTD 2011-12 cost as at 29/2/12 = \$4,542.21.

National Gallery of Australia (NGA):

- 1. No
- 2. Yes
 - a. The newspapers are required to inform the Gallery's ongoing operations. Newspapers include the major periodicals: The Sydney Morning Herald, The Australian, The Canberra Times, and the Australian Financial Review. It is not feasible to disaggregate the costs for each subscription.
 - b. The cost for 2011/12 is estimated to be \$14,000
 - c. The cost for newspapers is \$8,570 to 29 February 2012
- 3. Yes

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- a. Provided for the benefit of the National Gallery of Australia members and also for promotional purposes. Magazines purchased are Harper's Bazaar, Belle, Country Style and Gourmet Traveller. It is not feasible to disaggregate the costs for each subscription.
- b. The cost for 2011/12 is estimated to be \$700.
- c. The cost for magazines is \$153 to 29 February 2012.

National Library of Australia (NLA):

1. No.
2. Yes.
 - a. The NLA subscribes to 170 overseas newspaper titles for public use, consistent with its information services role. It is not feasible to disaggregate the costs for each subscription.
 - b. The estimated cost in 2011-12 is \$205,000.
 - c. Total year to date expenditure for 2011-12 is \$196,000. It is expected that the number of titles subscribed to in 2012-13 will reduce further. In addition the Library subscribes to multiple copies of 13 newspaper titles for use by staff for work related purposes, which it is estimated will cost \$15,770 in 2011-12. Total year to date expenditure for these titles for 2011-12 is \$12,000.
3. Yes.
 - a. The NLA subscribes to 10,600 overseas magazine titles for public use, consistent with its information services role. It is not feasible to disaggregate the costs for each subscription.
 - b. The estimated cost in 2011-12 is \$1 million.
 - c. Total year to date expenditure for 2011-12 is \$735,000. It is expected that the number of titles subscribed to in 2012-13 will reduce further. In addition the Library subscribes to copies of 10 magazine titles for use by staff for work related purposes, which it is estimated will cost \$2,300 in 2011-12. Total year to date expenditure for these titles for 2011-12 is \$1,900.

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National Museum of Australia (NMA):

1. No.
2. Yes.
 - a. Newspapers are required for staff research and information, internal media review and to maintain the Museum's role in monitoring social history. News paper subscriptions include Canberra Times, Sydney Morning Herald, The Australian, Daily Telegraph, Financial Review, Sunday Telegraph, Sun Herald, Torres News, Koori Mail, The Age and Crikey (on-line).
 - b. The estimated cost for subscriptions (Magazines and Newspapers) in FY 2011-12 is \$13,371. It is not feasible to disaggregate the costs for each subscription.
 - c. A total of \$7,800 has been expended to date. It is not feasible to disaggregate the costs for each subscription.
3. Yes.
 - a. Magazines are required for staff research and information, internal media review and to maintain the Museum's role in monitoring social history. Subscriptions include The Monthly, Quarterly Essay, Tracker Magazine, The Art Magazine, Australian Journal of HSE, BRW, Fundraising and Philanthropy Australasia, Ad News.
 - b. The estimated cost for subscriptions (Magazines and Newspapers) in FY 2011-12 is \$13,371. It is not feasible to disaggregate the costs for each subscription.
 - c. A total of \$7,800 has been expended to date. It is not feasible to disaggregate the costs for each subscription.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. No.
2. Yes.

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- a. The primary reason is to keep up to date with current affairs. The newspapers are, Canberra Times (\$1.53 ex GST), Australian Financial Review (\$2.73 ex GST) and the Sydney Morning Herald (\$1.36 ex GST).
 - b. The total estimated cost this year is \$700.00 (excl GST)
 - c. The total amount spent to date this financial year is \$452.76 (excluding GST).
3. Yes.
- a. We subscribe to serials for a number of reasons including relevance to our program and professional interests; maintaining currency with developments in our professions; cost-effectiveness (eg subscribing to online rather than print versions); and as part of membership of a professional association. These magazines include the Architectural Conservation (\$169.18 excl GST), Art Magazine (\$90.00), Australian Book Review (\$120.00 excl GST), Australian Library & Information Assoc Journal (\$90.00 excl GST), Australian Journal of Political History (\$326.00 excl GST), Capital Magazine (\$39.60 excl GST), Institute of Public Affairs Review (\$55.00 excl GST), Journal of Democracy (\$149.80), Journal of Interpretation Research (\$60.00 excl GST), London Review Books (\$13.80 excl GST), New York Review of Books (\$130.00 excl GST), Quadrant magazine (\$79.00 excl GST), Quarterly Essay (\$39.00 excl GST), The Monthly (\$69.95 excl GST) and the Times Literary Supplement (\$180.00 excl GST).
 - b. The total estimated cost this year is \$1,650 (excl GST).
 - c. The total amount spent to date this financial year is \$1,313 (excluding GST).

Screen Australia (SA):

1. Yes.
 - a. Screen Australia has one Foxtel subscription in its Strategy and Research department to ensure that it maintains in-depth knowledge of the television sector in Australia. Cost: \$106 per month.

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Foxtel Business Value package + HD Movies - Fox Sports 1, Fox Sports 2, Fox Sports 3, Fox Sports News, Eurosport, Eurosport News, ESPN, FuelTV, Sky News, Sky News Local, Sky News Business Channel, BBC World News, CNN, The Weather Channel, Bloomberg Television, Fox News, CNBC, A-PAC, National Geographic Channel, Nat Geo Adventure, Discovery Channel, Discover Science, Home & Health, Travel & Living, Animal Planet, History, Crime & Investigation Network, NITV, BBC Knowledge, Music Max, Channel V, V Hits, Video Hits 1, MTV Classic, CMC Country Music Channel, Nickelodeon, NickJnr, Cartoon Network, Boomerang, Lifestyle, Lifestyle Food, Fox 8, W, Fox Classics, Arena, TV1, UKTV, FashionTV, Australian Christian Channel, Community Channel, The Comedy Channel, How To Channel, Hallmark, E Entertainment, Turner Classic Movies, Ovation, Bio, 111 Hits, Showtime Premiere, Showtime HD, Showcase, MovieOne, Starpics1, Starpics2.

- b. \$3,000.
- c. \$1,974.
- 2. Yes.
 - a. Screen Australia purchases newspapers to maintain awareness of current and upcoming issues in the industry. Sydney Morning Herald, The Age, The Australian, Daily Telegraph, Australian Financial Review.
 - b. \$2,250.
 - c. \$1,383.
- 3. Yes.
 - a. Screen Australia purchases magazines to maintain awareness of current and upcoming issues in the industry. Koori Mail; Film Comment; Digital Media World; Film Ink; Screenprint; Real Screen; Encore; Inside Film; Games TM; Broadcast; Metro and Screen Education; Sight and Sound; Media Week; Screen International; Variety; Film Comment; BRW; Australian Taxation Reporter.
 - b. \$4,400.
 - c. \$2,983.

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Question: 87

Topic: Travel Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 32

1. For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
2. For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
3. For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
4. For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
5. Are employees taking the most direct route when travelling? If not, 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 cost per employee.

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7. When SES employees travel, do any support or administrative staff (such as their 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:

Australia Business Arts Foundation (AbaF):

1. Nil.
2. Nil.
3. Nil.
4. See below:

	Accommodation	Airfares	Inkind - Airfares	Food
<i>Nat - Visual Arts Strategy</i>	<i>1223.51</i>	<i>3036.81</i>		<i>50</i>
<i>Nat - PD</i>				<i>151.91</i>
<i>Nat - Artist Business fee for service</i>	<i>443.18</i>		<i>792.73</i>	
<i>Nat - Board Development</i>	<i>331.35</i>	<i>541</i>		
<i>Nat - Connect with Business</i>	<i>439.97</i>	<i>419.64</i>	<i>845.99</i>	
<i>Nat - Connect with Donors</i>		<i>288.9</i>		
<i>Nat - Connect with Donors</i>	<i>171.82</i>		<i>300.27</i>	
<i>Nat - Woodside Better Business</i>	<i>263.64</i>			
National - Professional	2873.47	4286.35	1938.99	201.91
Nat - Business Development	1365.81	3321.73	453.62	599.9
Nat - Cultural Development	336.36	501.82		104.55
Nat - Awards 2011	3936.36	12366.48	6742.72	1225.19
Nat - AbaF Management	2731.46	3465.87	4869.39	1334.82

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Nat - Abaf Board	736.03	4417.19		155.75	
Nat - Infrastructure & HR	765.36	297.54	1355.92	1367.77	*
ACT - Chapter	658.19	411.56	1137.58	251.04	*
NSW - Chapter	336.36	897.12	682.09	744.54	*
NT - Chapter	1425.45	626.18	685.72	431.86	*
QLD - Chapter	336.36	1156	685.72	120.7	*
SA - Chapter	336.36	1861.19	1109.92	510.26	*
TAS - Chapter	258.36	1352.82	831.18	592.93	*
VIC - Chapter			657.18	61.54	*
WA - Chapter	72.74	1064.11	231.18	217.55	*
	16168.67	36025.96	21381.21	7920.31	
	\$ 81,496.15				

*** Totals include office consumables and meeting expenses**

5. Yes.
6. Yes. Qantas Club. One employee. 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. Not Applicable.

Australia Council:

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

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4. 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 2011-2012, we can provide the following data:

Airfares: \$217,290

Accommodation: \$137,517

Taxis: \$106,742

Travel allowance: \$65,728

5. Yes.
6. Yes, Qantas memberships.

18 employees.

Lounge memberships are provided to staff where travelling interstate forms a central part of their responsibilities. The prices per individual are as follows:

\$290.00 initial joining fee plus

\$390.00- 1 year's membership or

\$690.00- 2 year's membership

7. No.

Australia National Maritime Museum (ANMM):

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. The cost of beverages is not able to be separated from the costs shown for food and/or travel allowance.

Type	Total
Airfares	\$53,299.00
Accommodation	\$33,046.00
Travel allowance	\$13,968.00
Other transportation (Taxi, Public transport, Hire car)	\$17,397.00

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Food	\$4,546.00
Total Costs 2011/12	\$122,255.00

Note: Further details are on Attachment A.

5. Yes.
6. Yes. Basic Qantas Club memberships are provided for two staff (one EL2 and one EL1) to expedite travel to Canberra and facilitate networking opportunities. The total cost incurred in 2010-11 was \$730.
7. Not applicable as the museum does not have any SES employees.

Australian Film, Television and Radio School (AFTRS):

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. We have not been able to extract the data to the level of detail requested because it would be an unreasonable diversion of resources.

AIRFARES

Destination	Net Cost	Reason for Travel
Domestic	35,877.73	Predominantly lecturers Mainly Council members
Domestic	6,435.72	attending meetings 1 conference, 1 business and 3 trips as per employment
Overseas	34,374.89	contract
Overseas	2,652.51	Attend conference

79,340.85

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ACCOMMODATION

Domestic 36,489.68

Overseas 3,983.55

40,473.23

PER

DIEMS

Domestic 21,898.40

Overseas 1,895.00

23,793.40

5. All travel was via the direct route.
6. AFTRS provides Qantas Club membership to 13 staff, classification ranging from EL2 to SES 2, who are frequent travellers.

Membership is provided to staff whose duties require frequent travel or where it is a condition of their contract of employment. Staff are able to work in the facilities provided especially in cases of delays and are often able to obtain flight changes at no added costs to AFTRS.

Average cost per employee is \$295.00

7. No

Bundanon Trust (BT):

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

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4. \$5,260.86 in total; Collection staff travel to Tasmania twice for exhibition openings; CEO travel to Tasmania for exhibition opening; CEO travel to Perth for IASKA Conference; Marketing staff travel for Museums and Galleries Awards
5. Yes.
6. No.
7. Not applicable.

National Archives of Australia (NAA):

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. For further details on all travel undertaken by employees for this financial year to date, please see Attachment B.

Type	Total
Business Airfares	\$49,717.78
Economy Airfares	\$74,246.70
Accommodation allowance	\$85,702.63
Meal allowance	\$59,755.15
Other/ incidentals allowance	\$15,980.15
Total	\$285,402.41

Note: That NAA staff are paid allowances for Accommodation, Meals and Incidentals so it is not possible to provide a split between food and beverages.

5. Yes, occasionally staff choose an alternative route due to cost and timing.
6. Lounge memberships are provided to SES officers and to staff who travel in excess of 10 times per year.

Qantas Club memberships are provided for 11 staff (SES x 4, EL2 x 1, EL1 x 5 and APS5 x 1) and one staff member is provided with Virgin Velocity membership (EL1 x 1). Total lounge membership costs are \$4,910. This is evaluated annually.

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7. Yes, on one occasion an Executive Officer travelled with the Director-General to assist with the International Council on Archives Congress to be held in Brisbane in February 2012 at a cost of \$1,636.43.

National Film and Sound Archive of Australia (NFSA):

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. Please refer to the NFSA travel register at Attachment C.
Further details beyond this register are an unreasonable diversion of NFSA resources.
5. Yes.
6. Yes, lounge memberships are provided to employees who travel regularly. This is guided by the NFSA travel policy. Currently, 10 staff have access (5 x EL2, 2 x SES, 1 x EL1, 2 x APS6).
7. Yes, other staff attend on occasion where it is appropriate to support effective governance on work program delivery (e.g. project management, board meetings etc).

National Gallery of Australia (NGA):

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. The agency does not record travel data in a way that would readily allow answers to be provided to these questions.

Travel costs to 29 February 2012 are:

Type	Total
Domestic travel 2011/12	\$95,157.00
Overseas travel 2011/12	\$80,405.00
Total	\$175,562.00

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5. Yes.
6. Yes. At present the following staff are provided with Qantas Club memberships for travel undertaken on Gallery business (5 x Senior Executive Staff, 5 x Exhibitions / Travelling Exhibitions staff, 1 x Foundation and Development staff). The cost of annual membership is \$260.
7. No.

National Library of Australia (NLA):

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. The NLA 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 to 31 January 2012 employee travel expenses totalled \$232,816. The Library joined 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.
5. The Library's Travel Policy requires staff to comply with the Lowest Practical Fare and International Best Fare of the Day policies.
6. The Library currently provides the following Qantas Lounge memberships (6 x SES Band 1, 9 x EL2, 5 x EL1). Lounge memberships are approved by the relevant Division Head and usually only provided to senior employees including

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those who are required to travel frequently. The cost is approximately \$250 per employee per annum.

7. No.

National Museum of Australia (NMA):

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. 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.

Type	Total
Airfares Domestic	\$96,725.91
Airfares Overseas	\$14,158.81
Travel Allowance Domestic	\$115,059.15
Travel Allowance Overseas	\$20,409.65
Car Hire	\$7,625.57
Total	\$253,979.09

5. 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.
6. The Museum pays for two Qantas club memberships for Branch Heads which are paid as part of their Executive remuneration package. The cost per employee is \$275 each.
7. No support or administrative staff travel with SES employees.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

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

Senate Rural and Regional Affairs and Transport Legislation Committee

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4. The agency spent \$72,089.82 (excl GST) year to date. This is represented by spending in:

Type	Total
Airfares	\$28,026.47
Accommodation	\$21,610.79
Travel allowance	\$17,274.93
Other transportation	\$3,326.49
Overseas travel	\$1,851.14
Total	\$72,089.82

Note: Approximately \$35,000 of the above travel costs relates to the Marnti Waranjunga travelling exhibition, and this is offset by BHP Billiton sponsorship of that exhibition. Further details of travel undertaken by employees of the agency are at Attachment D.

5. Yes.
6. Yes. One person at Agency Head level. The cost is \$470.00 pa and the membership is provided to facilitate working while travelling.
7. No.

Screen Australia (SA):

1. Not applicable.
2. Not applicable.
3. Not applicable.
4. \$385,026. The agency 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.
5. Yes.
6. Yes. Qantas Club memberships for three employees. 2xEL2 and 1xEL1. The memberships are provided so that the employees can continue their work whilst travelling. Cost per employee: \$390.
7. No.

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Question: 88

Topic: Legal Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 8

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 (AbaF):

1. \$1,815
\$361 Freehills Trademark application
\$1,159 Freehills Trademark application
\$195 Freehills Trademark application
\$100 Freehills Trademark application
2. Nil response.
3. \$1,815
4. Nil response.

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Australia Council

The Government does not generally disclose the content of legal advice received by the Government or its agencies. It is important for any government to be able to make fully informed decisions based on comprehensive and confidential legal advice. As such, only total figures for legal service expenditure are provided.

1. Feb. 2012 YTD: \$17,127 ex gst
2. Feb. 2012 YTD: \$12,619 ex gst
3. Feb. 2012 YTD: \$ 4,508 ex gst to HWL Ebsworth Lawyers
4. Nil response.

Australia National Maritime Museum (ANMM):

1. Nil.
2. See below:

Supplier	Service	Costs YTD
Australian Government Solicitor	Lease matters	\$63,427.00
	Enterprise Agreement	\$1,482.00
	Collection matters	\$6,819.00
	Entry charges	\$3,536.00
	Contract disputes	\$4,547.00
	Contract matters	\$7,425.00
Total		\$87,236.00

3. Nil.
4. Nil.

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Australian Film, Television and Radio School (AFTRS):

1.

TOTAL LEGAL SERVICES July11-Jan12			
Legal Firm	Trans. Date	Amount	Description
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	8/07/2011	264.00	AGS COLLECTION FEES
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	8/07/2011	80.85	AHRC Complaint
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	29/07/2011	10,509.95	General employment law advice
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	4/08/2011	657.80	Legal Fees - AFTRS Delegations. Senior Lawyer
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	10/08/2011	2,185.15	General employment law advice
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	11/10/2011	2,864.90	AHRC Complaint
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	12/10/2011	231.00	Advice on OHS issue with film shoot
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	18/10/2011	4,604.60	AFTRS Actors Agreement
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	9/12/2011	658.90	AHRC Complaint
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	9/11/2011	1,225.40	AHRC Complaint
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	9/12/2011	3,086.60	Legal Fees - TEQSA, HESA AND AFTRS ACT - Interacti
BAKER & MCKENZIE	24/01/2012	4,400.00	Legal Fees - Variation to cost for Contraction Con
BAKER & MCKENZIE	24/01/2012	1,011.72	Legal Fees - Variation to cost for Contraction Con
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	17/02/2012	9,150.90	Legal Fees - Students and WHS Bill
		40,931.77	

2.

AGS LEGAL SERVICES July11-Jan12			
Legal Firm	Trans. Date	Amount	Description
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	8/07/2011	264.00	AGS COLLECTION FEES
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	8/07/2011	80.85	AHRC Complaint
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	29/07/2011	10,509.95	General employment law advice
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	4/08/2011	657.80	Legal Fees - AFTRS Delegations. Senior Lawyer
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	10/08/2011	2,185.15	General employment law advice
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	11/10/2011	2,864.90	AHRC Complaint
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	12/10/2011	231.00	Advice on OHS issue with film shoot
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	18/10/2011	4,604.60	AFTRS Actors Agreement
AUSTRALIAN GOVERNMENT SOLICITOR-NSW	9/12/2011	658.90	AHRC Complaint
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	9/11/2011	1,225.40	AHRC Complaint
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	9/12/2011	3,086.60	Legal Fees - TEQSA, HESA AND AFTRS ACT - Interacti
AUSTRALIAN GOVERNMENT SOLICITOR-ACT	17/02/2012	9,150.90	Legal Fees - Students and WHS Bill
		35,520.05	

3.

PRIVATE FIRMS LEGAL SERVICES July11-Jan12			
Legal Firm	Trans. Date	Amount	Description
BAKER & MCKENZIE	24/01/2012	4,400.00	Legal Fees - Variation to cost for Contraction Con
BAKER & MCKENZIE	24/01/2012	1,011.72	Legal Fees - Variation to cost for Contraction Con
		5,411.72	

4. Nil

Bundanon Trust (BT):

1. Nil.

2. Nil.

3. Nil.

4. Nil.

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National Archives of Australia (NAA):

1. Nil.
2. See below:

Supplier	Service	Costs YTD
Australian Government Solicitor	Advice on IP policy	\$5,848
	General administration advice	\$5,155
	Legal advice on employee and workplace relations matters	\$19,305
	Legal services regarding ICA Congress	\$1,234
	Legal services regarding facilities matters	\$7,215
	Professional legal services	\$21,629
Total		\$60,387

3. See below:

Supplier	Service	Costs YTD
Private Firm	Legal advice regarding NAA Projects	\$38,523
Private Firm	Legal services regarding audit reports	\$500.00
Private Firm	Legal services regarding facilities matters	\$17,168
Private Firm	Professional services in contract negotiations	\$1,623
Total		\$57,813

4. Nil.

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National Film and Sound Archive of Australia (NFSA):

1. The NFSA uses an internal lawyer to provide some legal services. Total cost of the Legal Branch (including external legal advice) for 2011-12 (up until 31 January 2012) was \$121,496. The legal advice is subject to legal privilege.
2. See below:

Supplier	Service	Costs YTD
Australian Government Solicitor	The legal advice is subject to legal privilege.	\$5,720.00
	Total	\$5,720.00

3. See below:

Supplier	Service	Costs YTD
Private Firm	The legal advice is subject to legal privilege.	\$4,773.00
	Total	\$4,773.00

4. \$111,003 (2011-12 as at 31-1-12) on internally provided legal services (e.g. salary expenditure). The legal advice is subject to legal privilege.

National Gallery of Australia (NGA):

1. Nil.
2. Nil.
3. See below:

Supplier	Service	Costs YTD
Private Firm	List of each service and cost is not readily available.	\$15,413.50
Private Firm		\$3,765.00
Private Firm		\$10,581.60
Private Firm		\$12,375.00
	Total	\$42,135.10

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4. See below:

Supplier	Service	Costs YTD
Other Legal Services	List of each service and cost is not readily available.	\$2,346.76
Total		\$2,346.76

National Library of Australia (NLA):

1. Nil.
2. Nil.
3. See below:

Supplier	Service	Costs YTD
Private Firm	List of each service and cost is not readily available.	\$28,583.00
Private Firm		\$200.00
Private Firm		\$400.00
Total		\$29,183.00

4. Nil.

National Museum of Australia (NMA):

1. The National Museum of Australia's in-house Counsel does not record billable hours or charge fees to internal clients. The Museum employs 2 part-time legal staff at EL2 level (1 x .8 ASL and 1 x .6 ASL) which totalled \$122,201 for the period from 1 July 2011 to 31 January 2012. Information about each service and individual costs are not available.

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2. See below:

Supplier	Service	Costs YTD
Australian Government Solicitor	Contract drafting and advice.	List of each service cost is not readily available.
	Advice on HR matters.	
	Workplace Agreement.	
Total		\$26,891.00

3. See below:

Supplier	Service	Costs YTD
Private Firm	Contract drafting	List of each service cost is not readily available. Total \$55,430.00
	Advices regarding construction and software development.	
	Training regarding corporate governance.	
Private Firm	Advice regarding purchase of collection items.	\$12, 122.50
Total		\$67,552.50

4. Nil.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. Nil.

2. See below:

Supplier	Service	Costs YTD
Australian Government Solicitor	Variation of Catering Lease agreement and contract	\$13,615.20

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Total	\$13,615.20
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3. See below:

Supplier	Service	Costs YTD
Private Firm	Advice for Deed of Standing Offer	\$2,727.27
Total		\$2,727.27

4. The agency had no other legal services expenses from other sources.

Screen Australia (SA):

1. \$948,530. Employee costs: \$931,016; Office expenses: \$13,856; Events: \$247; Travel: \$3,410.
2. \$4,396. Enterprise Agreement: \$3,318; Access licence to DHA Lindfield office: \$1,078.
3. \$28,835. Surrender of lease document: \$1,885; Junior and Senior Counsel: \$26,950.
4. \$117,235. AAT filing and transcripts: \$5,596; Fitout agreement: \$200; Terms of trade: \$438; Legal fee reimbursement: \$1,990; temporary staff: \$109,010.

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Question: 89

Topic: Education Expenses FYTD

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 15

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, how many participants and the amount of study leave granted to each participant. Also include the reason for the study.

Answer:

Australia Business Arts Foundation (AbaF):

Nil Response

Australia Council:

For the financial year to date, \$35,049 has been spent on education, executive coaching and leadership training expenses by the Australia Council. Several in-house learning and development programs have been conducted, which focus on developing technical skills such as project evaluation, customer relationship management, records management, compliance training, health and safety, equal employment opportunities and problem solving.

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

Australia National Maritime Museum (ANMM):

Below is information on the type of course and cost per staff member undertaking tertiary studies during this period. No museum staff member has had approved study leave in this financial to date.

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Course	Number	Cost Per Participant	Total Cost
IT Skills - Portal Upgrade ICT staff training	3	\$454.75	\$1,364.26
IT Skills - Excel skills needed for reporting	2	\$623.85	\$1,247.71
IT Skills - Portal Upgrade	127	\$56.40	\$7,163.33
IT Skills - Portal Upgrade ICT staff training Sharepoint	2	\$2,976.89	\$5,953.78
IT Skills - Portal Upgrade ICT staff training Windows 7, Office 10 on Portal	1	\$1,194.02	\$1,194.02
IT Skills - Portal Upgrade ICT staff training	1	\$1,194.02	\$1,194.02
IT Skills Upgrade - Time sheets upgraded to online	61	\$47.54	\$2,899.68
OH&S - Code of Conduct	61	\$73.86	\$4,505.72
OH&S - First Aid Course	4	\$513.16	\$2,052.63
OH&S - Health & Safety Representative	2	\$1,688.35	\$3,376.70
OH&S - Changes to Workplace Health & Safety Legislation	20	\$406.53	\$8,130.56
Performance Management - Performance Management Plan information	33	\$59.42	\$1,960.84
Professional Development	2	\$1,294.37	\$2,588.73

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- How to Handle Difficult People			
Professional Development - AICCM Conference	1	\$1,066.20	\$1,066.20
Professional Development - APSJobs Recruitment Portal	1	\$229.88	\$229.88
Professional Development - Copyright techniques	1	\$425.91	\$425.91
Professional Development - Australian Registrars Committee Conference	3	\$722.75	\$2,168.26
Professional Development - Sydney Tourism Conference	1	\$650.00	\$650.00
Professional Development - Conservation Workshop	1	\$2,856.87	\$2,856.87
Professional Development - Historic Naval Ships Association	1	\$230.00	\$230.00
Professional Development - Metal Thread-Work Seminar	1	\$319.68	\$319.68
Professional Development - NAME meeting	1	\$1,701.15	\$1,701.15
Professional Development - Museum Conference	1	\$977.21	\$977.21
Professional Development - Project management Training	16	\$3,849.73	\$61,595.65

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Professional Development - Water Marks	1	\$1,044.16	\$1,044.16
Professional Development - Museum Studies -Studies financial assistance	1	\$888.11	\$888.11
Total	349	\$337.49 (average cost per person)	\$117,785.04

Australian Film, Television and Radio School (AFTRS):

(a) In house courses

<i>Course Inhouse Seminars</i>	<i>Cost of delivery (estimated for inhouse)</i>	<i>Length</i>	<i>No. Participants</i>	<i>Total Salary (attendees)</i>	<i>Reason</i>
Creative Practice 1	80	1 hr	24	1142	Professional Teaching Practice
Creative Practice 2	56	1 hr	13	735	
Creative Practice 3	56	1 hr	19	1044	
Creative Practice 4	56	1 hr	15	772	
Creative Practice 5	47	1 hr	19	1045	
Creative Practice 6	56	1 hr	24	1115	
Creative Practice 7	56	1 hr	22	1130	
Creative Practice 8	46	1 hr	13	662	
Creative Practice 9	46	1 hr	18	970	
Creative Practice 10	46	1 hr	16	854	
Creative Practice 11	56	1 hr	20	1058	
Creative Practice 12	80	1 hr	13	648	
Creative Practice 13	56	1 hr	18	976	
Creative Practice 14	46	1 hr	25	1322	
Creative Practice 15	56	1 hr	19	970	
Creative Practice 16	46	1 hr	17	882	

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Creative Practice 17	56	1 hr	17	936	
Creative Practice 18	56	1 hr	18	980	
Creative Practice 19	56	1 hr	19	968	
Creative Practice 20	56	1 hr	13	634	
Creative Practice 21	56	1 hr	12	632	
Creative Practice 22	46	1 hr	13	638	
Fraud Awareness	56	45min s	20	904	Compliance
Time Management	294	7 hrs	6	1932	General Skills
Finance Training	30	30min s	4	68	Administrative staff
Powerpoint	300	3.5 hrs	10	1600	For online student content and teaching
Presentation skills PPT	180	2hrs	13	1200	
Mac Advanced PPT	90	2 hrs	9	860	
Photoshop	240	3 hours	16	2200	
OLE Content	50	30 mins	21	483	
Design Workshop	300	3 hours	4	670	Work related skills
Writing for the Web	200	2hrs	5	560	Work related skills
Premiere CS5/Video Editing	120	3 hrs	7	966	Work related skills
First Aid Recertification	2242.05	8 hrs	8	2624	Compliance
Total	5313.05	57.25	510	34180	

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(b) External Training

<i>Course External Seminars</i>	<i>Cost of delivery</i>	<i>Time (total)</i>	<i>No. Participants</i>	<i>Total Salary (attendees)</i>	<i>Reason - where appropriate</i>
Effective Conflict Resolution	131	3.5 hrs	1	280	Management skills
SMPTE	1045	7.5 days	8	3535	Professional Currency
Security in Government	1958.95	3 days	1	1764	Compliance
Integrate	Nil	3 days	1	1764	Compliance
Francis Veber Workshop	Nil	2 days	1	676	Professional currency
Budgeting & Accounting for Screen Productions	395	2 days	1	500	Transition skills
Bookkeeping	979	4 days	1	1000	Transition skills
Quickbooks Bookkeeping	699	2 days	1	500	Transition skills
Mental Health First Aid	250	2 days	1	426	Job related skills
Snr First Aid (refresh)	300	2 days	2	1234	Compliance
Snr First Aid	360	4 days	4	911	Compliance
Indesign	2385	6 days	3	1367	Technology Skills
Risk Management	Nil	0.5 days	1	206	Compliance
Innovation in Online Learning	Nil	0.5 days	1	206	Teaching/technology
Editshare Server	Nil	2 days	2	624	Technology
SiriDynix Horizon Reports Training	Nil	3 days	3	830	Library Technology
Managing Difficult Behaviour	131	0.5 days	1	107	Job related skills
Da Vinci Training	3000	6 days	3	2322	Technology
WHS Due Diligence Officer Training	1785	36 hours	12	2634	Compliance

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ProTools Version 10	200	1 day	1	412	Technology
Excel 2010	395	1 day	1	338	Technology
Indemnities Training	Nil	1 day	1	588	Compliance
PSPF Implementation	Nil	1 day	1	588	Compliance
Premiere	Nil	1 day	1	412	Technology
Total	32501.95	81 days 2.75 hrs	61	32567	

(c) Tertiary Studies

7 staff receive external studies assistance for tertiary studies.

The areas of study, study leave granted and value are as follows:

Course of Study	Study Leave Granted (Hours)	Value of Leave	Financial Assistance
BA Information Studies (x2)	73.5	2152.21	-
PhD in Film Studies	33.88	1609.20	-
Graduate Certificate in IT Project Management	58.8	2792.56	4495.00
Graduate Diploma in Writing	7.35	429.02	896.60
Masters in Business and Technology	110.15	6429.46	2970.00
Masters of Accounting	66	2746.13	1570.00
Total	349.68	16158.58	9931.60

Bundanon Trust (BT):

The following table shows the type of education provided and associated cost.

Course	Time	Number	Cost per Participant	Total Cost
Participate in environmentally sustainable work	1 day	16	\$125	\$2,000

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practices (BSBSUS201A)				
Dignity in the workplace	1 day	8	\$312.50	\$2,500
Diploma of Horticulture	½ day per week – during 2 TAFE academic years	1	\$650	\$650
	Total	25	\$206 (average cost per person)	\$5,150

National Archives of Australia (NAA):

The following table shows the type of education provided and associated cost.

Course	Number	Cost Per Participant	Total Cost
Bullying and Harassment	29	\$213.00	\$6,200.00
Chemical Handling Workshop	28	\$137.50	\$3,850.00
Disaster Training Workshop	49	\$306.70	\$15,030.00
Effective Writing in the APS	19	\$127.00	\$2,420.00
Emergency Response Training	221	\$83.00	\$18,351.67
Finance One System Training	8	\$0.00	\$0.00 ¹
Giving and Receiving	11	\$303.00	\$3,333.00

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Feedback			
Introduction to Staff Selection	26	\$245.00	\$6,380.00
Legal Awareness	64	\$71.90	\$4,600.00
Management Foundations Program	16	\$1,536.22	\$24,580.00
Managing Projects	12	\$528.00	\$6,336.00
Positive Working Relationships	13	\$379.00	\$4,927.50
Security Awareness Training	49	\$0.00	\$0.00 ¹
Winning Applications and Job Interviews	15	\$183.00	\$2,750.00
Working on Projects	15	\$228.00	\$3,421.00
Writing for the Web	18	\$233.00	\$4,200.00
Total	593	\$179.39 (average cost per person)	\$106,379.17

Training developed and presented internally, therefore no cost to the Archives.

Below is information on the type of course and hours approved for staff members undertaking tertiary studies during this period.

Reason for Study	Total hours approved for Study Leave
PhD in Art History and Curatorship	60
Graduate Certificate in Professional Writing (editing)	40
Masters of Business Administration	140
Master of Public History	60
Graduate Diploma in Information and Knowledge management	160

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Bachelor of Arts - History Majors	60
Bachelor of Arts - History and Politics	60
Diploma of Computer Forensics	100
Masters in Information Sciences	140
Masters of Liberal Arts (visual cultural research)	60
Bachelor of Arts - History and Politics	60
Public Sector Management Program	0
Masters of Arts - History	60
Graduate Certificate in Professional Writing	40
Masters in Information Sciences	100
Master of Cultural Heritage	30
Masters of Museum studies	0
Information Services -Specialising in archives and Records	0
Graduate Diploma of Science (Information Science)	33
Masters of Information Studies	95.55
Diploma of Government	29.24

National Film and Sound Archive of Australia (NFSA):

The following table shows the type of education provided and associated cost.

Education expenses - in house courses 1 July 2011 – 31 January 2012

Course	Time	Number	Cost per participant	Total cost
Getting the Most out of 3Meetings	3 hours	6	275	1,650
Getting That Selection Right - APSC	8 hours	16	157.81	2,525
Meaningful Performance	3 hours	93	217.43	20,221.74

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Discussions				
Total	14	115	212 (average cost per person)	24,396.74

Education expenses – tertiary studies (studies assistance) 1 July 2011 – 31

January 2012

Below is information on the type of course and cost per staff member undertaking tertiary studies during this period.

Course	Study Leave Granted	Number	Cost Per Participant	Total Cost
Cert IV Museum Practice - Canberra Institute of Technology	3 hours per week Semester 2 2011	1	\$134.46	\$134.46
Grad Cert Audiovisual Archiving - Charles Sturt University	5 hours per week Semester 2 2011	1	\$1,512	\$1,512
Grad Cert Audiovisual Archiving - Charles Sturt University	5 hours per week Semester 2 2011	1	\$3,024	\$3,024
Master of Teaching - Australian Catholic University	4.40hrs per week Sem 2 2011	1	Nil cost	Nil cost
Certificate IV Museum Practice - Canberra Institute of Technology	3 hrs per week Sem 2 2011	1	\$183.24	\$183.24

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Certificate IV in Government - Injury Rehab Management - Comcare & APSC	Nil	1	\$3,350	\$3,350
Bachelor of Arts - International Relations - Australian National University	5 hours per week Sem 1 - 2011	1	\$700	\$700
Bachelor of Arts - International Relations - Australian National University	5 hours per week Sem 2 - 2011	1	Nil cost	Nil cost
Bachelor of Graphic Design - University of Canberra	4.5 hours per week Sem 2 2011	1	Nil cost	Nil cost
Ethics and Governance - CPA Australia	7.21 per fortnight	1	\$785	\$785
Assessing Significance - Canberra Institute of Technology	4 hrs per week Sem 2	1	\$118.20	\$118.20
Bachelor of Cultural Heritage Conservation - University of	5 hours per week Sem1	1	Nil cost	Nil cost

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Canberra				
Total		12	\$817.24 (average cost per person)	\$9,806.90

National Gallery of Australia (NGA):

The following table shows the type of education provided and associated cost.

Course	Time	Number	Cost per Participant	Total Cost
Administration	18.2 Days	8	It would require an unreasonable diversion of resources to provide details of courses and costs per participants.	\$3,743
Bus/Prof/Tech	50.2 Days	27		\$21,177
Collection Care	13.3 Days	92		\$636
IT	16 Days	8		\$8,388
Leadership / Management	3 Days	3		\$1,378
WH&S	50.12 Days	53		\$10,007
Total	150.82 Days	191		\$45,328

The following additional education expenses were incurred for staff undertaking tertiary and other types of courses leading to a qualification.

Course	Time	Number	Cost per Participant	Total Cost
Certificate IV in Library and Information Studies (Direct relevance to current position)	No hours	1	\$480	\$480
Masters in Facilities	60 hours	1	\$1,500	\$1,500

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Management (Tertiary qualifications relevant to employees field of work)				
Masters in Interdisciplinary and Cross Cultural Research (Direct relevance to current position)	42 hours	1	Nil cost	Nil cost
Bachelor of Cultural Heritage Conservation (Development into a conservation role)	140 hours	1	Nil Cost	Nil cost
Bachelor of Arts (Art History and Curatorship - Direct relevance to current position)	140 hours	1	\$1000	\$1000
Advanced diploma if Library/Information services (Direct relevance to current position)	140 hours	1	\$360	\$360
Total	522 hours	6	\$3,340	\$3,340

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National Library of Australia (NLA):

For the FYTD up to 31 January 2012, the total training and development expenditure, excluding staff time, was \$136,118. It would require an unreasonable diversion of resources to provide details of courses, costs per participants, number of participants, and amount of study leave granted as it relates to the education expenses.

National Museum of Australia (NMA):

The following table shows the type of education provided and associated cost.

Course	Time	Number	Cost per Participant	Total Cost
Training Courses	The Museum does not have the capacity to report on the number of participants who received educational assistance or a breakdown of the overall expenses on an individual employee basis.			\$75,087
Conferences and Seminars				\$43,259
Studies Assistance				\$7,502
			Total	\$125,849

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

Total financial year to date expense for learning and development, seminars and conferences is \$45047.04 (110 participants at an average cost of \$409.50 per employee). This does not include a range of in-house training sessions provided to staff with no direct expenses.

Further details are not available as this would be an unreasonable use of resources.

Screen Australia (SA):

Total YTD education expenses for Screen Australia staff are \$5,330. Responding at the level of detail requested would require unreasonable diversion of resources.

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Question: 90

Topic: Executive Coaching and Leadership Training

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 6

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
 - 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
 - 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
 - d. Any costs the department or agency's incurred to use the location

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Answer:

Australia Business Arts Foundation (AbaF):

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

Australia Council:

See response to question 89.

For the financial year to date, \$35,049 has been spent on education, executive coaching and leadership training expenses by the Australia Council. Several in-house learning and development programs have been conducted, which focus on developing technical skills such as project evaluation, customer relationship management, records management, compliance training, health and safety, equal employment opportunities and problem solving.

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

Australia National Maritime Museum (ANMM):

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

Australian Film, Television and Radio School (AFTRS):

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

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Bundanon Trust (BT):

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

National Archives of Australia (NAA):

1.
 - a. For this financial year to date, the National Archives of Australia has spent \$7,424.00 in relation to Executive Coaching and/or other Leadership Training Services.
 - b. All SES and Executive level staff have the opportunity to access coaching and/or leadership training services.
 - c. One EL2. No study leave was granted.
 - d. The service provider was Grey Advantage.
2.
 - a. The service purchased from the provider listed in response 1d was One-on-One Coaching Services.
 - b. The services provided were on a one-on-one basis.
 - c. One EL2.
 - d. A total of 32 hours.
 - e. \$7,424.00.
 - f. Fees were charged on an hourly basis.
3. The Archives' premises were used.

National Film and Sound Archive of Australia (NFSA):

1.
 - a. The NFSA has spent a total of \$6,380.00 on Leadership Training and none on Executive Coaching this Financial Year to Date.
 - b. All SES and Executive level staff have the opportunity to access leadership training.

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- c. 9 NFSA employees utilised these services including 1 x SES1 level staff member, 6 x EL1 level staff and 2 x APS6 level staff.
 - d. The Australian Public Service Commission (APSC), Global Achievers Co., Acorn and the Institute of Public Administration Australia were engaged to undertake the Leadership training for NFSA.
- 2.
- a. The APSC has provided courses including, *Executive Level 1 Transition* (1 x EL1), *Executive Level 2 Transition* (1 x EL1), *Executive Level Leadership Network* (2 x EL1), *Leading Small Teams* (1 x APS6) and *Senior Executive Events* (1 x SES1). Global Achievers Co provided the course *Leading through Change* (2 x EL1), Acorn provided the course *The New Supervisor* (1 x APS6) and the Institute of Public Administration Australia provided the course *Career Aspirations* (SES1).
 - b. It would require an unreasonable diversion of resources to provide these details.
 - c. It would require an unreasonable diversion of resources to provide these details.
 - d. It would require an unreasonable diversion of resources to provide these details.
 - e. The APSC courses totalled \$4,440, *Executive Level 1 Transition* (\$650), *Executive Level 2 Transition* (\$635), *Executive Level Leadership Network* (\$1,300), *Leading Small Teams* (\$1,245) and *Senior Executive Events* (\$610). Global Achievers Co's course *Leading through Change* came to a total cost of \$990, Acorn's course *The New Supervisor* cost \$895 and the Institute of Public Administration Australia's course *Career Aspirations* cost \$70.
 - f. Course fees were paid for in full as a complete package of a total cost of \$6380.
- 3.
- a. It would require an unreasonable diversion of resources to provide these details.
 - b. It would require an unreasonable diversion of resources to provide these details.
 - c. It would require an unreasonable diversion of resources to provide these details.
 - d. It would require an unreasonable diversion of resources to provide these details.

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National Gallery of Australia (NGA):

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

National Library of Australia (NLA):

For the FYTD up to 31 January 2012, the total training and development expenditure, excluding staff time, was \$136,118. It would require an unreasonable diversion of resources to provide details of courses, costs per participants, number of participants, and amount of study leave granted as it relates to the education expenses.

National Museum of Australia (NMA):

1.
 - a. The Museum spent a total of \$1,098 on these services.
 - b. Two Museum employees have been offered Executive Coaching this FYTD
 - c. Two EL2 level employees received Executive Coaching. No study leave was granted.
 - d. The Centre for Public Management was engaged to undertake the Executive Coaching for the Museum.
2.
 - a. Executive Coaching service were purchased for individual employees
 - b. Executive Coaching service were provided on a one-on-one basis
 - c. Two Executive Level 2 employees received Executive Coaching
 - d. A total of three hours Executive Coaching was provided to staff
 - e. A total of \$1,098 was spent on Executive Coaching
 - f. The Executive Coaching service cost \$366 per hour.
3.
 - a. The location where the coaching occurred is not known.
 - b. One employee was involved at each Executive Coaching session.
 - c. A total of three hours was used for Executive Coaching.

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- d. The Museum did not incur any costs relating to the location of the Executive Coaching.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

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

Screen Australia (SA):

1. Total YTD executive coaching and leadership training expenses for Screen Australia staff are \$23,542.18. Responding at the level of detail requested would require unreasonable diversion of resources.
2. Responding at the level of detail requested would require unreasonable diversion of resources.
3. Responding at the level of detail requested would require unreasonable diversion of resources.

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Question: 91

Topic: Media Training

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 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
 - 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
 - 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
 - d. Any costs the department or agency's incurred to use the location

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Answer:

Australia Business Arts Foundation (AbaF):

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

Australia Business Arts Foundation (Abaf):

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

Australia Council:

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

Australia National Maritime Museum (ANMM):

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

Australian Film, Television and Radio School (AFTRS):

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

Bundanon Trust (BT):

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

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National Archives of Australia (NAA):

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

National Film and Sound Archive of Australia (NFSA):

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

National Gallery of Australia (NGA):

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

National Library of Australia (NLA):

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

National Museum of Australia (NMA):

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

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

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

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Screen Australia (SA):

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

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Question 92:

Topic: Paid Parental Leave

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 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 are in receipt of these payments.

Answer:

Australia Business Arts Foundation (AbaF):

1. Australia Business Arts Foundation 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. Yes, 1.

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Australia National Maritime Museum (ANMM):

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

Australian Film, Television and Radio School (AFTRS):

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

Bundanon Trust (BT):

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

National Archives of Australia (NAA):

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave scheme to employees.
2. Yes, 4.

National Film and Archive of Australia (NFSA):

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

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National Gallery of Australia (NGA):

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave scheme to employees.
2. Yes, 1.

National Library of Australia (NLA):

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

National Museum of Australia (NMA):

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave scheme to employees.
2. Yes, 2.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. The Department of Human Services is responsible for determining eligibility of the Paid Parental Leave scheme to employees.
2. Yes, 2.

Screen Australia (SA):

1. 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. As eligibility is based on primary caring responsibility, the number of eligible staff cannot be identified.
2. Yes, 2.

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Question: 93

Topic: Training for Portfolio Minister and Parliamentary Secretaries

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 1

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

Answer:

Not applicable.

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Question: 94

Topic: Corporate Cars

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 4

1. How cars are owned by each department and agency in your portfolio?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car for this financial year to date?
5. How far did each car travel this financial year to date?

Answer:

Australia Business Arts Foundation (AbaF):

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

Australia Council:

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

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Australia National Maritime Museum (ANMM):

1. Four cars.
2. Primarily at the Australian National Maritime Museum, 2 Murray Street, Darling Harbour, NSW.
3. All are pool cars for general museum purposes during the day. At other times three senior managers are able to use them for private purposes.
4. Car 1 (NMM003) - \$1,955
Car 2 (NMM004) - \$2,130
Car 3 (NMM005) - \$1,341
Car 4 (NMM006) - \$2,062
5. Car 1 (NMM003) – 11,727kms
Car 2 (NMM004) – 1,0776kms
Car 3 (NMM005) – 6,074kms
Car 4 (NMM006) – 14,278kms

Australian Film, Television and Radio School (AFTRS):

1. Four cars.
2. Moore Park, NSW
3. Component of salary packaging for SES staff members.
4. Car 1 \$3,475.04
Car 2 \$3,792.23
Car 3 \$2,104.57
Car 4 \$2,124.06
5. Based pro-rata on last years FBT return, kms travelled this financial year:
Car 1 6,562 km
Car 2 15,567 km
Car 3 7,572 km
Car 4 6,144 km

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Bundanon Trust (BT):

1. Three cars.
2. Nowra, NSW.
3. Travelling between the Bundanon properties, collecting artists from public transport and collecting supplies from the local town.
4. Car 1 - \$5001
Car 2 - \$3472
Car 3 - \$4461
5. Car 1 – approx 9,700 kms
Car 2 – approx 17,500 kms
Car 3 – approx 9,700 kms

National Archives of Australia (NAA):

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

National Film and Sound Archive of Australia (NFSA):

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

National Gallery of Australia (NGA):

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

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National Library of Australia (NLA):

1. One Van.
2. Hume, ACT.
3. To transport collection material from two offsite repositories located at Hume for use in the Library building at Parkes.
4. \$71,238 exclusive of GST for purchase; YTD running costs for the vehicle
\$5167 exclusive of GST
5. 12,254 kms

National Museum of Australia (NMA):

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

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

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

Screen Australia (SA):

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

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Question: 95

Topic: Taxi Costs

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 14

1. How much did each department/agency spend on taxis in 2007-08, 2008-09, 2009-10 and 2010-11? Provide a breakdown of each business group in each department/agency.
2. 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.

Answer:

Australia Business Arts Foundation (AbaF):

1. 2007-08: \$42,721, 2008-09: \$38,641, 2009-10: \$34,787, 2010-11 \$33,457

	2011/12				
	to date	2010/11	2009/10	2008/09	2007/08
Nat - Council and Nat Chapter Operations	0	0	0	0	0
Nat - Business Development and Services	3,551	7,259	2,146	0	49
Nat - Visual Arts Strategy	0	0	4,332	5,691	3,887
Nat - Cultural Development and Services	229	417	124	652	1,647
Nat - Margaret Lawrence Bequest	0	128	706	728	1,817
Nat - Australia Cultural Fund	0	13	318	747	481
Nat - Skills Development	666	360	3,308	4,575	3,807
Nat - Awards	611	1,442	1,946	980	4,350
Nat - AbaF Devel	0	0	0	0	0

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opment					
Nat - Mktg & Coms -Dewha Funded	87	794	175	598	1,741
Nat - Mktg & Coms -Non Dewha Funded	0	0	0	0	0
Nat - Management	4,311	6,086	6,103	6,315	6,902
Nat - Infrastructure and HR	875	1,592	332	637	2,560
Nat - IT	20	362	174	179	822
Nat - Finance	0	121	16	258	(1,396)
Nat - AbaF Board	396	487	244	0	142
ACT - Chapter	235	285	274	557	81
NT - Chapter	137	565	625	0	0
NSW - Awards	0	0	0	71	0
NSW - Chapter	2,106	3,901	4,967	6,472	4,311
QLD - Awards	0	0	0	0	0
QLD - Chapter	1,340	2,753	2,212	2,650	3,060
SA - Awards	0	0	0	0	0
SA - Chapter	870	873	905	2,301	1,733
Tas- Awards	0	0	0	9	0
Tas- Chapter	1,397	2,394	1,207	906	966
Vic - Awards	0	0	0	0	0
Vic - Chapter	515	1,038	1,686	1,717	2,947
WA - Awards	0	0	0	0	0
WA - Chapter	1,875	2,585	2,990	2,597	2,815
	19,220	33,457	34,787	38,641	42,721

2. \$19,220. See above for 2011-12 breakdown.

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Australia Council:

1. 2007 – 2008 taxi expenses \$195,997
 2008 – 2009 taxi expenses \$215,259
 2009 – 2010 taxi expenses \$188,128
 2010 – 2011 taxi expenses \$189,853
2. 2011 – 2012 YTD taxi expenses \$133,249

The Australia Council does not record its taxi usage 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

Australian National Maritime Museum (ANMM):

1. ANMM spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table at 2.
2. ANMM spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table.

Business Group	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012 YTD (29/2/2012)
Marketing	\$1,280.70	\$1,620.96	\$1,966.53	\$1,741.69	\$775.00
Public Affairs	\$926.92	\$280.00	\$417.28	\$336.67	\$503.00
External Relations	\$829.99	\$780.00	\$571.79	\$1,089.56	\$586.00
Executive	\$508.63	\$1,711.60	\$972.86	\$1,200.29	\$684.00
Finance	\$127.79	\$332.47	\$304.95	\$980.65	\$447.00
Commercial Services	-	-	-	\$806.10	\$1,142.00
Corp Services	\$1,227.50	\$1,193.34	\$1,263.61	\$1,606.84	\$546.00
Governance	\$3,091.52	\$2,112.27	\$2,285.56	\$855.95	\$2,873.00
Personnel	\$672.45	\$635.24	\$1,007.56	\$1,619.53	\$260.00
Temp Exhibitions	\$1,895.63	\$2,275.49	\$2,075.58	\$2,712.66	\$2,215.00

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Registration	\$1,763.38	\$1,120.66	\$585.71	\$586.58	\$345.00
Maritime Technology	\$1,066.60	\$1,065.45	\$1,009.37	\$1,407.66	\$404.00
ICT	\$257.38	\$1,036.87	\$763.28	\$1,168.88	\$2,102.00
Communities	\$1,293.60	\$756.29	\$1,589.75	\$2,094.91	\$693.00
Design	\$319.92	\$890.38	\$1,940.55	\$962.56	\$740.00
Conservation	\$452.78	\$584.09	\$488.34	\$783.38	\$220.00
Venues	\$1,170.85	\$2,058.58	\$1,502.80	\$736.32	\$790.00
Sponsorship	-	-	-	\$92.74	-
Building Services	\$60.00	\$132.06	\$66.63	\$473.15	-
Endeavour	-	-	-	\$89.04	-
Fleet	-	-	-	-	\$240.00
Visitor Program	-	-	-	-	\$939.00
Audience/ Northey cc	-	-	-	\$1,996.00	\$1,431.00
Total	\$16,946.00	\$18,586.00	\$18,812.00	\$23,341.00	\$17,935.00

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Australian Film, Television and Radio School (AFTRS):

1.

AFTRS DIVISION	2007-08	2008-09	2009-10	2010-11
SCREEN CONTENT	14,373.76	2,440.96	2,827.11	8,054.39
EDUCATION	13,314.51	5,198.73	4,047.75	602.41
SCREEN PRODUCTION	5,782.12	3,407.81	586.14	977.7
DIGITAL MEDIA	8,054.02	1,091.77	188.07	0.00
COUNCIL & DIRECTORATE	4,543.55	3,993.23	4,069.52	4,744.18
RADIO	6,843.26	1,302.59	2,000.48	1,710.28
TECHNOLOGY & INFRASTRUCTURE	1,100.16	754.05	294.25	487.1
OPEN PROGRAM RUNNING COSTS	0.00	0.00	6,074.39	10,494.53
CORPORATE SERVICES	4,125.82	7,093.63	4,202.54	2,717.57
MARKETING & DEVELOPMENT	6,753.86	0.00	0.00	0.00
GLOBAL CHARGES	0.0	350.68	0.00	590.86
FOUNDATION DIPLOMA	0.00	0.00	465.32	18.16
GRADUATE CERTIFICATE	0.00	9,510.39	6,451.18	3,313.14
GRADUATE DIPLOMA	0.00	3,045.03	3,226.37	4,359.39
OPEN PROGRAM COURSES	0.00	6,755.53	7,099.18	6,695.41
TOTAL	64,891.06	44,944.40	41,532.30	44,765.12

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2.

AFTRS DIVISION	2011-12
SCREEN CONTENT	5,063.98
EDUCATION	800.82
SCREEN PRODUCTION	492.57
DIGITAL MEDIA	0.00
COUNCIL & DIRECTORATE	2,529.74
RADIO	1,527.32
TECHNOLOGY & INFRASTRUCTURE	353.49
OPEN PROGRAM RUNNING COSTS	5,094.30
CORPORATE SERVICES	465.66
MARKETING & DEVELOPMENT	0.00
GLOBAL CHARGES	225.89
FOUNDATION DIPLOMA	0.00
GRADUATE CERTIFICATE	154.38
GRADUATE DIPLOMA	2,210.64
OPEN PROGRAM COURSES	2,581.97
TOTAL	21,500.76

Bundanon Trust (BT):

1. Bundanon Trust spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table at 2.
2. Bundanon Trust spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table.

Business Group	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012 YTD (29/2/2012)
Due to the small size of Bundanon, a breakdown by business group is not applicable.	\$2,170.55	\$2,105.77	\$2,343.63	\$3,164.67	\$1,143.69
TOTAL	\$2,170.55	\$2,105.77	\$2,343.63	\$3,164.67	\$1,143.69

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National Archives of Australia (NAA):

1. NAA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table at 2.
2. NAA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table.

Business Group	2007-08	2008-09	2009-10	2010-11	2011-12 (as at 31/1/12)
Executive	7,990	10383	8604	7546	5555
Access and Communications Branch	7,990	7607	7421	8257	6291
Corporate Services Branch	8670	19150	8071	9974	6211
Government Information Management Branch	4277	5997	5482	3658	3419
National Coordination Branch	19024	17882	26970	25178	19767
Operations and Preservation Branch	16641	16251	15664	13903	9952
TOTAL	64502	77270	72212	68516	51195

National Film and Sound Archive of Australia (NFSA):

1. NFSA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD. Further details beyond this are an unreasonable diversion of NFSA resources, refer to table at 2.
2. NFSA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD. Further details beyond this are an unreasonable diversion of NFSA resources, refer to table.

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Business Group	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012 YTD (29/2/2012)
Taxis and Public Transport (Domestic)	N/A*	\$56,347.46	\$47,711.39	\$43,545.34	\$35,254.64
Taxis and Public Transport (Overseas)	N/A*	\$776.66	\$1,676.44	\$824.18	\$126.29
Taxis (Non-staff)	N/A*	\$529.40	\$957.63	\$568.32	\$292.27
Taxis and Public Transport (Board)	N/A*	\$7,304.11	\$5,767.46	\$10,439.62	\$5,667.21
TOTAL	N/A*	\$64,957.63	\$56,112.92	\$55,377.46	\$41,340.41

*The NFSA was established as its own entity in 2008.

National Gallery of Australia (NGA):

1. NGA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table at 2.
2. NGA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table.

Business Group	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012 YTD (29/2/2012)
A1 - Admin Program	-	502.73	-	-	-
A2 - Finance	4,929.51	8,364.87	5,231.85	5,027.69	2,426.85
A3 - Business Support	-	33.75	-	-	-
A4 - HRM	222.96	214.04	1,110.62	622.17	594.91
A5 - Records Management Unit	138.55	23.36	62.55	65.82	
A6 - WH&S	-	-	-	119.69	-

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C1 - CES Program Management	243.46	778.83	635.92	1,610.28	890.28
C2 - Public Programs	2,332.13	3,744.31	10,656.31	10,185.42	1,813.70
C3 - Education	7,498.12	3,676.09	3,137.09	5,675.44	4,739.00
C4 - Research Library	935.34	1,116.77	107.00	892.45	276.77
C5 - Australian Art	15,939.91	12,206.85	15,067.73	14,333.51	3,930.90
C6 - International Art	3,698.26	3,711.01	2,752.93	2,050.40	2,114.75
C7 - Publications	-	523.77	1,642.54	293.42	629.02
D1 - DMC Program Management	2,816.30	3,229.46	5,084.43	4,394.69	5,093.80
D2 - Events & Functions	568.19	-	-	-	-
D3 - Imaging & Digitalisation	894.66	782.50	603.30	-	403.18
D4 - Information Systems	129.94	213.43	540.84	281.23	164.55
D5 - Sponsorship & Development	1,098.18	330.27	2,749.69	5,283.50	190.50
D6 - Membership	115.24	349.86	259.86	136.60	-
D7 - Foundation Office	294.47	1,943.27	1,403.73	1,974.85	359.46
D8 - Marketing	1,299.23	2,113.05	3,185.41	3,291.79	1,898.86
D9 - Commercial Operations	609.18	785.47	1,218.37	1,177.84	496.27
E1 - ECS Program Management	780.11	368.66	456.86	167.23	34.73
E2 - Exhibitions Co-ordination	580.98	500.48	299.23	142.36	330.59
E3 - Travelling Exhibitions	17,025.37	11,603.09	8,706.51	9,399.41	6,292.56

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E5 - Registration	6,630.99	6,272.73	6,153.64	6,388.19	4,920.02
E6 - Stores	-	46.59	-	-	-
E7 - Building Services	276.13	77.23	530.17	49.50	-
E8 - Security	116.80	522.14	457.86	1,047.59	223.72
E9 - Conservation	528.45	1,369.47	1,967.91	2,902.89	231.00
X1 - Executive	8,594.82	10,309.90	4,523.39	11,468.34	4,732.25
X2 - Council	-	-	2,750.28	135.91	-
TOTAL	78,297.26	75,713.98	81,296.02	89,118.21	39,118.22

National Library of Australia (NLA):

1. NLA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table at 2.
2. NLA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table.

Business Group	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012 YTD (29/2/2012)
A breakdown by business group is not available and it would be an unreasonable diversion of NLA resources to obtain this.	\$53,404	\$36,529	\$42,958	\$38,059	\$23,170
TOTAL	\$53,404	\$36,529	\$42,958	\$38,059	\$23,170

National Museum of Australia (NMA):

1. NMA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table at 2.

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2. NMA spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table.

Business Group	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012 YTD (29/2/2012)
Collections, Content & Exhibitions	Unable to provide a breakdown by business group for years prior to 2010-11 due to restructuring.			\$18,474	\$9,586
Directorate (includes Council)				\$9,551	\$3,767
Operations				\$2,877	\$2,009
Audience and Public Programs				\$6,662	\$2,513
TOTAL	\$49,204	\$58,056	\$46,372	\$37,564	\$17,875

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. OPH spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table at 2.
2. OPH spend on taxis in 2007-08, 2008-09, 2009-10, 2010-11 and 2011-12 YTD, refer to table.

Business Group	2007-08	2008-09	2009-10	2010-11	2011-12 YTD (29/2/2012)
Executive	N/A*	1,777.40	846.99	1,196.64	756.44
Interpretation and Programs	N/A*	4,802.72	6,425.81	7,381.74	4,931.77
Corporate and Heritage	N/A*	1,316.73	3,494.32	6,430.21	2,406.42
TOTAL	N/A*	7,896.85	10,767.12	15,008.59	8,094.63

* Old Parliament House became an Executive Agency on 1 July 2008.

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Screen Australia (SA):

1. **2007-08:** Not applicable. Screen Australia was formed on 1 July 2008.

2008-09: \$196,976. Breakdown not available.

2009-10: \$159,685. Breakdown not available.

2010-11: \$143,347

Office of the Chief Executive & EA	7,805.42
SA Board	5,705.64
Chief Operating Officer	2,912.82
Strategy and Research Unit	10,003.64
Public Relations	2,425.62
Publishing & Information Services	442.51
Human Resources Unit	2,072.51
State & Industry Partnerships (Enterprise) Unit	4,951.84
Manager Governance	655.44
Business Process Review	1,079.83
General Counsel & Legal Affairs	3,223.36
Producer Offset	10,309.76
Finance	2,863.83
Recoupment	279.86
Information Management	93.63
Information Communication Technology	6,722.02
Melbourne Facilities	1,614.05
Lindfield Facilities	258.56
Head of Marketing & Industry Development & EA	12,847.40
Embassy Roadshow	144.35
Sales	1,437.10
Library And Transfers	1,023.06
Indigenous	10,564.27
Development	19,501.96

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Melbourne reception	0.00
Head of Production Investment & EA	9,593.04
Production Investment – Fiction	12,045.42
Documentaries	12,769.86
2. \$79,712.	

Business Unit	FY to 31 January 2012
Development	\$ 8,409
Indigenous Film Development	\$ 8,150
SA Board	\$ 6,066
Strategy and Research Unit	\$ 5,636
Head of Production Investment & EA	\$ 5,434
Marketing	\$ 5,429
Documentaries	\$ 5,197
Office of the Chief Executive & EA	\$ 4,896
Business Process Review	\$ 4,877
Production Investment - Fiction	\$ 4,493
Information Communication Technology	\$ 4,147
State & Industry Partnerships (Enterprise) Unit	\$ 3,634
Producer Offset	\$ 3,612
Human Resources Unit	\$ 1,947
General Counsel & Legal Affairs	\$ 1,769
Public Relations	\$ 1,651
Chief Operating Officer	\$ 1,612
Library And Transfers	\$ 710
Finance	\$ 565
Recoupment	\$ 519
Sales	\$ 354
Publishing & Information Services	\$ 340
Manager Governance	\$ 122

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Sydney Facilities	\$ 106
Information Management	\$ 37

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Question: 96

Topic: Credit Cards

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 9

1. How many staff in each department and agency have a corporate credit card?
What is their classification?
2. What action is taken if the corporate credit card is misused?
3. How is corporate credit card use monitored?
4. What happens if misuse of a corporate credit card is discovered?
5. Have any instances of corporate credit card misuse have been discovered?
6. List staff classification and what the misuse was, and the action taken.
7. What action is taken to prevent corporate credit card misuse?

Answer:

Australia Business Arts Foundation (AbaF):

1. 3 AbaF staff are not employed under the Australian Public Service Act 1999.
2. Misconduct will be investigated as outlined in AbaF's Human Resources policy.
3. Credit cards are reconciled monthly and all expenses approved by the staff member with description of the expense and reason.
4. Misconduct will be investigated as outlined AbaF's Human Resources policy.
5. No.
6. 7. Credit cards are provided to three senior AbaF staff members: CEO, Company Secretary/General Manager and Director National 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 General Manager and CEO.

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Australia Council:

1. 30 staff members from across the Australia Council's divisions. 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.
 - Regionally based Managers for Artsupport Australia.
 - Staff members with specific procurement responsibilities.
2. If a staff member misuses their credit card they are notified and reimbursement is sought. It may become a misconduct issue. If misuse is by other means the bank is notified and the card cancelled.
3. Credit limits are issued on all credit cards. Each month, credit card statements are reconciled, with supporting evidence such as receipts. This expenditure is reviewed and approved by the staff member's supervisor.
4. Refer to question 2 response.
5. No.
6. Refer to question 3 response.

Australia National Maritime Museum (ANMM):

1. The ANMM has 32 staff with access to corporate credit cards across the EL2, EL1, APS6 and APS5 levels
2. The museum's fraud control policy provides for a range of sanctions and the particular circumstances of the misuse and the outcome of an investigation would dictate which was applied. The credit card would be reclaimed immediately to prevent further misuse pending the investigation.
3. Corporate credit card use is monitored through a system of supervisory review of monthly statements.
4. The card would be reclaimed and an investigation would be initiated in accordance with the requirements of the museum's fraud control policy.
5. No.

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6. Monthly reconciliations which also require the card holder's supervisor to sign off on the expenditure incurred.

Australian Film, Television and Radio School (AFTRS):

1. 19 Staff members with classifications ranging from APS6 (equiv) to CEO.
2. Misuse of a corporate card may result in:
 - The withdrawal of the card
 - Disciplinary action being instigated
3. Monthly statements are sent to the card holder and they must provide our Finance Dept with a Purchase Requisition approved by their direct supervisor and supported by relevant invoices covering every transaction on the statement. The items purchased must be relevant and appropriate to their corporate responsibilities and within their departmental budget.
4. If misuse of a card is discovered the situation would be reported to the relevant direct supervisor, and depending on the degree of the misuse, the Head of Human Resources, CFO, CEO and Federal Police.
5. No instances of credit card misuse have been discovered.
6. Action taken to prevent corporate credit card misuse includes:
 - Only our CEO can authorise the provision of a corporate credit card.
 - Relevant staff must sign a 'Use of AFTRS Corporate Card' that sets out responsibilities, rules and procedures.
 - Individual credit limits based on expected needs and are regularly reviewed.
 - Corporate cards cannot be used for personal transactions or cash advances.
 - A purchase on a corporate card is the personal liability of the cardholder until AFTRS accepts liability.
 - Cardholders commit to providing relevant approved supporting paperwork within 6 working days of receiving the monthly statement.
 - The Head of Finance is authorised to request the CEO to withdraw card facilities from anyone not adhering to relevant procedures.

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Bundanon Trust (BT):

1. Three staff have a corporate credit card, including the CEO, the Business and Operations Manager and the Collections Manager.
2. All staff are made aware of our Credit Card Usage Policy that states that the first misuse incident will incur a formal warning, depending upon the severity of the misdemeanour. The second misuse incident renders the user ineligible to hold a corporate credit card.
3. All Credit Card Statements are reviewed by both the CEO and the Risk Manager.
4. The staff member is formally interviewed and the credit card misuse policy is re-iterated and actioned accordingly.
5. Nil.
6. Monthly review of all credit card statements by CEO and Risk Manager.

National Archives of Australia (NAA):

1. The NAA has 45 active credit cards across the Director-General, SES, EL2, EL1, APS6, APS5 and APS4 levels.
2. The action taken against a credit card holder varies depending on the seriousness of the incident. If the incident is an accidental misuse of the credit card and the transaction is repaid the card holder is reminded of their responsibilities as a credit card holder and an agency breach is noted and where applicable are reported internally and in the certificate of compliance report to the Parliament. If accidental misuse were to occur on several occasions the staff member's credit card can be withdrawn. If the incident involves intentional fraud the CFO and Fraud Control Officer would be notified to take the necessary action and where appropriate a code of conduct investigation would occur.
3. Monthly statements are issued to the card holder and a separate monthly report is maintained by the credit card administrator for review and a copy is provided

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for reference to cost centre managers if required. In addition monthly statement acquittals are reviewed and signed by the card holder's supervisor and all statements are reviewed again for accuracy by the credit card administrator.

4. If misuse of a corporate credit card is discovered the action taken against a credit card holder varies depending on the seriousness of the incident and is the same as outlined for question 2 above.
5. In the 2011 calendar year there were five recorded occurrences of credit card misuse. The types of misuse were:
 - An EL2 exceeded the monthly credit card financial limit while travelling internationally. 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 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.
6. The Archives have Chief Executive Instructions and Administrative Procedures which state the Cardholders responsibilities to comply with the relevant sections of the FMA Act and their responsibility for the safe custody and use of official credit cards. Credit card holders are required to sign a declaration that they have read and understood the requirements of the Chief Executive Instruction on Official Credit cards. Information on the APS Values and Code of Conduct is provided to all new starters through the Archives' Induction Program and to all staff through regular refresher courses.

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National Film and Sound Archive of Australia (NFSA):

1. The NFSA has 51 staff with access to a credit card across the SES, EL2, EL1, APS6, APS5, APS4 and APS3 levels.
2. If a credit card is misused it will be investigated and cancelled in accordance with the NFSA policy on credit cards. Additionally, as per the NFSA credit card policy, misuse of a corporate credit card may result in disciplinary action or legal proceedings being initiated by the NFSA in accordance with the Public Service Act 1999 and the Commonwealth Authority and Companies Act 1997.
3. Credit cards are reviewed and acquitted monthly with approval from an authorised supervisor. Original receipts are required to be attached to the acquittal form.
4. See answer (2) above.
5. No instances of misuse have been identified.
6. See answer (3) above.

National Gallery of Australia (NGA):

1. The NGA has 92 credit cards across SES, EL2, EL1, NGA 6, NGA 5, NGA 4, NGA 3 and NGA 2 staff levels.
2. If a credit card is misused the matter is investigated and reported to the Gallery Executive. Where action is recommended, it is endorsed by the Gallery Executive in line with the Gallery's policy on Credit Cards and Fraud Control.
3. 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.
4. Under the Gallery's policy on Credit Cards and Fraud Control the matter is investigated and appropriate action is taken. Any breach of policy is reported in the annual Certificate of Compliance.

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5. Yes. Two instances of misuse were reported in the recent Certificate of Compliance. The matters were minor and the cardholders were reminded of their responsibilities under the Credit Card Policy.
6. All Credit Card holders must sign a Credit Card Holder Agreement detailing their responsibilities, ongoing education, and monthly review.

National Library of Australia (NLA):

1. The NLA has 24 Australian Government Purchase Cards (AGPC) issued to staff involved in procurement activities or either undertaking significant work related travel. The levels of staff issued with an AGPC are as follows: Director General: 1; Senior Executive Service Band 1: 3; Executive Level 2: 3; Executive Level 1: 9; Australian Public Service Level 6: 6; Australian Public Service Level 5: 1; and Australian Public Service 4: 1.
2. Under the NLA's Fraud Policy a report would be prepared for the Director-General. The Director General would then decide if the matter would be referred to the Australian Federal Police. In all cases following an investigation appropriate recovery action would be undertaken and any necessary disciplinary action considered.
3. On a monthly basis transactions are reviewed by the cardholder's supervisor and as part of the NLA's internal audit program use of the AGPC has been subject to several reviews.
4. As per question 2.
5. No.
6. All cardholders receive training prior to the AGCC being issued. Procedures and systems are in place to reduce the risk of AGPC misuse e.g. transactions are subject to review by supervisor; transactions are required to be supported with appropriate documentation; and as part of the NLA's internal audit program consideration is given to whether AGPC transactions will be subject to Internal Audit review.

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National Museum of Australia (NMA):

1. 10 staff hold corporate credit cards. The staff are at the following levels: APS 4, APS 5, APS 6, EL1, EL2, SESB1, SESB2.
2. Action can include civil and criminal penalties depending on the circumstances.
3. All credit card transactions are reviewed by the credit card holder's supervisor.
4. All suspected misuse of a corporate credit card is referred to the NMA's Fraud Control Officer for investigation.
5. The NMA has had no instances of corporate credit card misuse identified.
6. The NMA has a comprehensive fraud control framework in place and specific policies on the use of corporate credit cards.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. The MOAD has a total of 16 staff have a corporate credit card across the Agency Head, SES1, EL2, EL1, APS6, APS5 and APS4 levels.
2. Procedures are followed which could include warnings and disciplinary action.
3. Monthly reconciliation and review of accounts by manager and Finance Section.
4. Procedures are followed which could include warnings and disciplinary action.
5. No instances of misuse have been discovered.
6. Training to ensure all know the rules and follow them.

Screen Australia (SA):

1. 30 staff currently have a credit card. Classifications are; SA6; SA5; EL2; EL1; SES1; SES2; CEO; Chair.
2. The matter must be immediately referred to the Senior Financial Accountant who must investigate and report back to the Chief Finance Officer (CFO) within 24 hours. All action must be documented and depending on the circumstances surrounding the misuse (fraud, non compliance with policy etc) appropriate action will be undertaken. In the case of fraud, action will be taken in accordance with the Screen Australia's Fraud Policy.

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3. All corporate cards require the cardholder and their manager's signed authorisation, is reviewed monthly by the CFO and accounts team and periodically reviewed by the internal auditor.
4. It will be reported to the Senior Financial Accountant who will take appropriate action in accordance with procedures outlined in question 2 above.
5. No.
6. The card is monitored in accordance with procedures outlined in question 3 above, and cardholders are required to sign a declaration upon the card being issued.

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Question: 97

Topic: Printing of Documents

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 9

Does the department/agency print any hard copies of reports/statements/papers they produce? If yes, please list how many copies, where they are delivered and the cost

Answer:

Australia Business Arts Foundation (AbaF):

Yes. AbaF annually prints its financial statement for tabling in Parliament. 220 copies are printed and distributed to Canberra. The total cost is \$1,900.

Australia Council:

In 2011/12 (YTD), the Australia Council has printed the following reports/statements/papers:

- Funding Guide - 5000 copies
- Annual report – 1500 copies
- Arts Yarn Up magazine – 4000 copies

These publications were delivered to locations across Australia. The total production costs for these publications was \$59,152.

Australia National Maritime Museum (ANMM):

Yes our 2010/2011 Annual Report. The print run was 1300 and the cost was \$22,721. Copies were distributed to the Parliament House for Tabling (184); Parliamentary Paper Series trimmed (75) untrimmed (25); Library Deposit & Free Issue schemes (36), ANMM Library & archives (4); Australian National Audit Office (60); Staff (include temps & casuals – 120); Volunteers (distribution through lunchroom only -

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130); Additional government (arts departments, grants bodies, State Govt. - 40); Maritime museums; historical, maritime and naval organisations (245); Heads of other museums, galleries and cultural institutions (45); Libraries (includes library deposit/free issue scheme - 85); Media (30); Ex-chairs/ex-councillors (45); Sponsors & allied businesses (70); Corporate & Supporting Members (60); and visitor handouts, job applicants etc (100).

Australian Film Television and Radio School (AFTRS):

YES, The Australian Film Television and Radio School (AFTRS) printed the following publications in the 2011–2012 financial year

(a) LUMINA : AUSTRALIAN SCREEN ARTS & BROADCAST JOURNAL

- Issue 8 17/8/2011	\$9,547	800 copies
- Issue 9 21/12/2011	\$5,980	400 copies

A total spend of \$15,527.

(b) Copies can be purchased from the School's library located in Sydney or via the AFTRS online store.

Complimentary copies of LUMINA were delivered to the following libraries in Australia:

- National Library of Australia in Canberra,
- Northern Territory State Library,
- State library of NSW,
- State Library of Queensland,
- State Library of SA,
- State Library of Tasmania,
- State Library of Victoria,
- State Library of Western Australia,
- National Library of New Zealand.

(c) AFTRS ANNUAL REPORT 2010 – 2011

August 2011	\$4742 ex GST	300 copies
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Copies of the Annual Report were delivered to:

Office of the Arts

Dept Prime Minister and Cabinet

Australia Council

Australian National Maritime Museum

National Film and Sound Archive

National Gallery of Australia

National Library of Australia

National Museum of Australia

Screen Australia

Australia Business Arts Foundation

Bundanon Trust

Australian Ballet School

NAISDA

National Institute of Circus Arts

National Institute of Dramatic Arts

Flying Fruit Fly Circus

Australian Youth Orchestra

Australian National Academy of Music

Screen NSW

Film Victoria

Screen Queensland

South Australia Film Corporation

Screen Tasmania

Screen West

Screen Australia

Australian Broadcasting Corporation

Foxtel

Myer Scholarship

Shark Island Foundation

European Travelling Scholarship

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Australian Subscription Television and
Radio Association (ASTRA)
Australian Directors Guild
Australian Writers Guild
Australian Editors Guild
Australian Guild of Screen Composers
Australian Cinematography Society
Australian Production Design Guild
Screen Producers Association of Australia

Including internal distribution amongst AFTRS.

Bundanon Trust (BT):

Bundanon Trust commercially prints 1,000 copies of its Annual Report. Delivered to: Parliament House for tabling, the Minister's Office; the Library Deposit Scheme, Government representatives, industry partners and other stakeholders.

The cost is \$15,000 per annum.

National Archives of Australia (NAA):

Yes. The NAA printed 700 copies of the *National Archives of Australia Annual Report*. These were supplied to Parliament, State/NT Archives authorities, Advisory Council past and present, public via Archives website and internal circulation.

Printing and associated costs came to a total cost of \$6,167.00.

The NAA also produced *Cabinet Release* documents which included 4 x booklets (bricks, book of lists and media guides), totalling 480 copies. These were supplied to members of the media at the embargoed media preview prior to the release on January 1 2012. Printing and associated costs came to a total cost of \$12,788.60.

National Film and Sound Archive of Australia (NFSA):

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The NFSA does print hardcopies of reports, statements and papers produced. NFSA cannot determine the extent of printing and who documentation is provided to. However, the NFSA does have records management procedures and has also recently joined the whole of Government Major Office Machines (MOM) panel arrangement to obtain cost savings in printing and multi-function printers. Additionally a total budget of \$73,500 was allocated to “printing – publicity materials”, and \$75,000 for “annual report costs” (total costs).

500 Copies of the 2010-11 Annual Report were printed and they were delivered to Parliament House for tabling, the Minister’s Office, Government representatives, the Library Deposit Scheme and relevant stakeholders.

National Gallery of Australia (NGA):

Yes. The Gallery prints 600 copies of the National Gallery of Australia’s Annual Report and 1,800 copies the National Gallery of Australia’s Foundation Annual Report.

Cost for the National Gallery of Australia’s Annual Report 2010/11 - \$9,430.00

Cost for the National Gallery of Australia’s Foundation Annual Report 2010/11 - \$7,438.00

The Gallery annual report is distributed to members of the Australia Parliament and both annual reports are sent to Council members, Foundation Board members, Minister’s Office, Ex Council and Foundation Board members, cultural institutions in Canberra, State galleries, donors, media, interested parties, Sponsors and other relevant stakeholders.

National Library of Australia (NLA):

The NLA Annual Report for 2010-11 cost \$12,286.74 to produce and 800 copies were printed. The Report is delivered to Parliament House for tabling, the Minister’s

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Office, Government representatives, the Library Deposit Scheme and a range of interested people across Australia.

National Museum of Australia (NMA):

The NMA printed 700 copies of its 2010-11 annual report last year at a cost of \$9412.20.

The report was delivered to Parliament House for tabling, the Library Deposit Scheme and the National Library of Australia as well as the Museum's mailing list.

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

Old Parliament House produces hard copies of its Annual Report. For the most recent (2010-11) Annual Report, 600 hard copies were printed. Of these 185 were delivered to Parliament House for tabling; 100 were delivered to Hume, ACT for inclusion in the Parliamentary Papers Series; 36 were delivered to Civic, Canberra, for inclusion in the Library Deposit Scheme and; the remainder – 279 were delivered to OPH. Cost of printing was \$12,738 (GST inclusive).

Screen Australia (SA):

Annual report: 700 copies, delivered to Screen Australia's Sydney offices, print cost \$8,041. Copies of the annual report were also distributed to the following stakeholders:

AFTRS
Arena Media Pty Ltd.
Arts Law Centre of Australia
Arts SA
ATOM
Ausfilm International Inc.
Austar United Communications
Australia Business Arts Foundation
Australia Council

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Australian Centre for the Moving Image
Australian Children's Television Foundation
Australian Cinematographers Society
Australian Communications & Media Authority
Australian Directors' Guild
Australian Film Institute
Australian Financial Review
Australian Guild Of Screen Composers
Australian International Documentary Conference
Australian National Audit Office
Australian Screen Council
Australian Screen Editors' Guild
Australian Writers Guild
Curriculum Corporation
Department of Broadband, Communications and the Digital Economy
Department of Finance and Administration
Dept of Prime Minister & Cabinet
Encore Magazine
Film and Television Institute WA (FTI)
Film Victoria
Foxtel
Holding Redlich
Hoyts Corporation
Inside Film Editor
Jerzy Toeplitz Library
Lantern Group
Media, Entertainment and Arts Alliance
Media Resource Centre
Metro Screen Ltd

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National Archives of Australia
National Film and Sound Archive
National Gallery of Australia
National Museum of Australia
Network Ten
New Zealand Film Archive
New Zealand Film Commission
NIDA UNSW
Northern Territory Film Office
Office of the Premier of NSW
Open Channel
QPIX Ltd
Questacon
RMIT
Screen Hub
Screen International
Screen NSW
Screen Producers Association of Australia
Screen Queensland
Screen Tasmania
Screen West
ScreenACT
Screenrights
South Australian Film Corporation
Special Broadcasting Service Corporation
State Parliament of NSW
State Parliament of Queensland
State Parliament of South Australia
State Parliament of Tasmania
State Parliament of Victoria

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State Parliament of Western Australia
Sydney Morning Herald
The Age
The Australian
The Courier Mail
The Daily Telegraph
The Daily Telegraph
The Parliamentary Library
Urban Cinefile
VCA School of Film and Television

Convergence review submission: 50 copies, delivered to Screen Australia's Sydney offices, cost \$1,960. Made available on request from Screen Australia.

Drama Production Snapshot 2011 (DL flyer): 1000 copies, delivered to Screen Australia's Sydney offices, cost \$316. Made available on request from Screen Australia.

Documentary Production 10/11 (DL flyer): 1000 copies, delivered to Screen Australia's Sydney offices, cost \$301. Made available on request from Screen Australia.

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Question: 98

Topic: Provision of Equipment

Asked By: Senator HUMPHRIES

Type of Question: Written

Date set by the committee for the return of answer: 30 March 2012

Number of pages: 13

1. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.
2. What equipment is provided to department/agency staff? Please list what the equipment is, the cost, the classification of the staff receiving the equipment and the reason why.

Answer:

Australia Arts Business Foundation (AbaF):

1. No.
2. 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*. AbaF has provided 4 laptop computers and 11 mobile phones to senior staff.

Australia Council:

1. No
2. In 2011/12 (YTD), the Australia Council has provided electronic equipment to staff to the value of \$8,735. The equipment comprises phones, iPads and a laptop computer. Equipment is provided to Australia Council staff based on the needs of the role, rather than according to their classification.

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Australia National Maritime Museum (ANMM):

1. No.
2. A breakdown of the equipment, costs and staff classification is not available and it would be an unreasonable diversion of ANMM resources to obtain this information. However, in broad terms all staff have or have access to desktop phones, approximately 60% of them have or have access to a desktop PC, 40% have laptops and approximately 60% have mobile phones.

Australian Film, Television and Radio School (AFTRS):

1. No
2. 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. Issued to 9 staff).</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>		

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Equipment type	Average unit cost	Reason for issue
Laptop	\$2092	Tools of trade
Mobile Phone	\$850	Tools of trade
<i>Teaching Staff (actual devices issued to teaching staff positions will depend on business requirement. Listed below is a range of equipment types which may be issued to approximately 30 staff</i>		
External Hard Drive	\$600	Tools of trade
Laptop	\$2424	Tools of trade
Mobile Phone	\$850	Tools of trade
Tablet device	\$700	Tools of trade

Additionally AFTRS maintains a wide range of advanced production equipment that is available for all staff and students as required to run the school's courses. This equipment is generally available and booked according to needs.

Bundanon Trust (BT):

1. No.
2. See table below:

Equipment	Cost	Staff (Classification)	Reason
Laptop Computer	NIL ongoing (original purchase price: \$1800)	Chief Executive Officer	Offsite Work
	\$125 per month	Chief Executive Officer	We have three properties in a rural (semi remote) location and

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Mobile Phone	\$85 per month	Business and Operations Manager	staff constantly move between these sites and external locations for meetings conferences. Staff member is to be contactable at all times, for Risk Management purposes.
	\$125 per month	Property Manager	
	\$85 per month	Caretaker (Bundanon Property)	

National Archives of Australia (NAA):

1. No.
2. The following equipment is provided:

Equipment	Cost	Classification	Reason
Advanced Mobile Phone	\$215	PAO2	Out of hours contact
BlackBerry Handheld	\$445	SES	Out of hours contact
BlackBerry Handheld	\$445	EL1	Out of hours contact
BlackBerry Handheld	\$445	APS6	Out of hours contact
Laptop	2,359.60	EL1	General
Laptop	2,359.60	EL2	Home-Based
Laptop	2,398.00	APS4	General
Laptop	2,398.00	EL2	General
Laptop	2,398.00	PAO3	General
Laptop	2,715.30	APS6	General
Laptop	1,977.78	APS6	Home-Based
Laptop	1,977.78	EL2/APS6	General
Laptop	1,977.78	EL1	General
Laptop	1,977.78	EL1	General
Laptop	1,977.78	EL2	General

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Laptop	1,977.78	SES	Home-Based
Laptop	1,977.78	EL2	Home-Based
Laptop	1,977.78	SES	Home-Based
Laptop	1,977.78	EL2	Home-Based
Laptop	2,360.61	SES	Home-Based
Laptop	2,360.61	EL1	Home-Based
Laptop	2,041.00	EL1	General
Laptop	2,041.00	APS6	General
Laptop	2,041.00	EL2	Home-Based
Laptop	2,041.00	EL2	General
Laptop	2,041.00	EL1	General
Laptop	2,041.00	EL1	General
Laptop	2,041.00	APS6	General
Laptop	2,041.00	EL1	General
Laptop	2,041.00	SES	Home-Based
Laptop	2,041.00	SES	Home-Based
Laptop	1,859.00	EL2	Home-Based
Laptop	1,859.00	APS6	General
Laptop	1,859.00	EL1	Home-Based
Laptop	1,859.00	EL1	Home-Based
Laptop	1,859.00	EL2	General
Laptop	1,001.46	EL1	Home-Based
Standard Desktop	\$673.17	PAO3	General
Standard Mobile Phone	\$275	PAO2	Out of hours contact
Standard Mobile Phone	\$275	EL1	Out of hours contact
Standard Mobile Phone	\$275	EL2	Out of hours contact
Standard Mobile	\$275	EL2	Out of hours

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Phone			contact
Standard Mobile Phone	\$275	APS5	Out of hours contact
Standard Mobile Phone	\$275	EL2	Out of hours contact
Standard Mobile Phone	\$275	APS2	Out of hours contact
Standard Mobile Phone	\$275	EL2	Out of hours contact
Standard Mobile Phone	\$275	EL1	Out of hours contact
Standard Mobile Phone	\$275	APS4	Out of hours contact
Standard Mobile Phone	\$275	EL1	Out of hours contact
Standard Mobile Phone	\$275	EL2	Out of hours contact
Standard Mobile Phone	\$275	APS6	Out of hours contact
Standard Mobile Phone	\$275	APS4	Out of hours contact
BlackBerry Handheld	\$275	APS6	Out of hours contact
BlackBerry Handheld	\$275	EL2	Out of hours contact
BlackBerry Handheld	\$425	SES	Out of hours contact
BlackBerry Handheld	\$425	EL2	Out of hours contact
BlackBerry	\$425	EL2	Out of hours

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Handheld			contact
BlackBerry Handheld	\$425	SES	Out of hours contact
BlackBerry Handheld	\$425	SES	Out of hours contact
BlackBerry Handheld	\$425	EL2	Out of hours contact
BlackBerry Handheld	\$425	EL1	Out of hours contact
BlackBerry Handheld	\$425	EL1	Out of hours contact
BlackBerry Handheld	\$425	Director-General	Out of hours contact

National Film and Sound Archive of Australia (NFSA):

1. No.
2. See table below.

Equipment	Cost	Classification	Reason
Nokia 6120	Further details beyond this are an unreasonable diversion of NFSA resources	EL x 1, APS x 3	Work related purposes
watch phone		APS x 1	
Nokia 5110i		APS x 1	
Nokia E71		EL x 1	
Nokia X1-01 (dual sim)		EL x 1	
Nokia C1-00 sim only		EL x 2, APS x 1	
Nokia		EL x 1	
Nokia c5		SES x 7, EL x 7, APS x 3	
ipad testing		EL x 2, APS x 3	
		APS x 1	

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iphone / sim		SES x 1	
iphone testing		EL x 1, APS x 1	
Laptop HP nx5000		APS x 2	
Laptop Dell Latitude D620		EL x 2, APS x 2	
Laptop Dell Latitude D630		EL x 10, APS x 3	
Laptop Dell Latitude E6400		EL x 4, APS x 1	
Laptop Dell Latitude E4200		EL	

National Gallery of Australia (NGA):

1. No.
2. No specific equipment is provided to NGA staff outside the equipment required to undertake gallery activities such as computing and telephony equipment.

National Library of Australia (NLA):

1. No.
2. The NLA provides 28 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.

Item	Cost	Staff Classification	Reason
Mobile	Total Cost for	2 x APS 4	The NLA provides mobile

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Phone	28 phones: \$26,089	1 x APS 5	phones for the use of staff in positions which require them to be on-call.
		4 x APS 6	
		8 x EL 1	
		6 x EL 2	
		6 x SES	
		1 x Director-General	
Laptops and Tablet Computers	Total cost for 20 devices: \$30,794	1 x APS 5	The NLA provides laptops and tablet computers for the use of staff where their work requires them to have access to portable computing capability.
		2 x APS 6	
		8 x EL 1	
		2 x EL 2	
		5 x SES	
		2 x Director-General	

National Museum of Australia (NMA):

1. No.
2. See table below:

Item	Cost (\$ ex GST)	Staff Classification	Reason
Notebook Computer	38 items at \$1950 ea. Total: \$74,100	APS3 to EL2	Requirement to work whilst travelling or working outside their standard office.
Mobile Phone	54 items at \$300 ea. Total: \$16,200	APS4 to EL2	For staff who are highly mobile or must be contactable away from their desk or outside business hours.
Smart Phone	29 items at \$489 ea.	APS5 to SES(2)	

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	Total: \$14,181		
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Notes:

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

Museum of Australian Democracy/ Old Parliament House (MOAD/OPH):

1. No.
2. The following equipment is assigned to staff members:

Equipment	Cost	Classification	Reason
RSA Tokens (21)	Negligible	EL1 and higher	To allow staff to remotely access the agency's IT system for work purposes.
Laptop	Ongoing cost – Nil	Agency Head	Work laptop for work purposes
Mobile phones	The 7 devices are on a Telstra "Government Plus 5" plans with two also on an additional data pack plan.	1 x EL1	Communication.
		3 x EL2	
		2 x SES	
		1 x Agency Head	

Screen Australia (SA):

1. No.
2. Phones – all standard issue, for email and mobile calls out of hours and offsite.

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Equipment	Level	Purchase price
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	SA6	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL1	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4S 16GB	EL1	\$ 792
iPhone 4 16GB	SES1	\$ 831
iPhone 4 16GB	SES1	\$ 831
iPhone 4 16GB	SA6	\$ 831
iPhone 4 16GB	SES2	\$ 831
iPhone 4 16GB	EL1	\$ 831
iPhone 4 16GB	EL2	\$ 781
iPhone 4 16GB	EL1	\$ 831
iPhone 4 16GB	SA6	\$ 831
iPhone 4 16GB	SES1	\$ 831
iPhone 4 16GB	EL1	\$ 831
iPhone 4 16GB	SA5	\$ 854
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL1	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	SES1	\$ 831
iPhone 4 16GB	EL2	\$ 831

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Equipment	Level	Purchase price
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL2	\$ 781
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL1	\$ 831
iPhone 4 16GB	EL2	\$ 854
iPhone 4 16GB	SES1	\$ 831
iPhone 4 16GB	SES1	\$ 831
iPhone 4 16GB	PEO	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	SA6	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL1	\$ 831
iPhone 4 16GB	EL2	\$ 831
iPhone 4 16GB	EL2	\$ 831

iPads:

Equipment	Level	Purchase price	Reason
Apple iPad	PEO	\$ 844	Travelling and home access
iPad 2	SA6	\$ 729	IT Support
iPad 2	EL1	\$ 729	IT Support and Integration / Security Testing

Other equipment:

Equipment	Level	Purchase Price	Reason
HP OfficeJet Pro	EL2	\$ 475	Work from home issue
Samsung 24" LCD	EL2	\$ 465	Work from home issue
HP LaserJet	SES1	\$ 1,025	Work from home issue
Lenovo ThinkVision	EL2	\$ 281	Work from home issue

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22"			
Lenovo ThinkVision 22"	SES1	\$ 281	Work from home issue
Airport Extreme Base Station	PEO	\$ 208	Work from home issue
Fax-827S	PEO	\$ 250	Work from home issue
HP LaserJet	PEO	\$ 703	Work from home issue
iMac 21.5"	PEO	\$ 1,577	Work from home issue
Lenovo X220 Laptop	EL2	\$ 2,029	IT systems administration and offsite systems support
MacBook Air	EL1	\$ 2,101	IT systems administration and offsite systems support
MacBook	SA6	\$ 1,460	IT systems administration and offsite systems support