The Hon Tony Burke MP
Minister for Employment and Workplace Relations
Minister for the Arts
Leader of the House

MS23-004827

Mr Sam Edwards
Chair
Bundanon Trust Board
PO Box 3343
NORTH NOWRA NSW 2541

Dear Mr ~~Edwards~~ Sam

I am writing to set out my expectations of the Bundanon Trust (Bundanon).

As you are aware, the Prime Minister, the Hon Anthony Albanese MP and I launched the National Cultural Policy *Revive: a place for every story, a story for every place* on 30 January 2023. This sets Australia's cultural policy for the next five years. As one of the nine National Collecting Institutions in the Arts portfolio, Bundanon is vital to Australia's cultural sector and has an important role to play in achieving the National Cultural Policy outcomes.

The National Collecting Institutions hold a special place in Australia's cultural infrastructure. They preserve, share and celebrate our stories, reflect our diversity and creativity, and inspire audiences to learn, imagine and create. *Revive* also recognises their pivotal roles in supporting truth-telling for First Nations people and fostering international collaboration and cultural exchange.

The five interconnected pillars of *Revive* strongly resonate with the objectives and aims of the National Collecting Institutions. Sitting across these pillars are ten principles which recognise that galleries, libraries, archives and museums sector is an essential part of the Australian arts ecology. I acknowledge Bundanon's commitment to these pillars and principles in its work in Australia and internationally.

I ask that Bundanon clearly reflect the aims of *Revive* in its purpose as articulated in its Corporate Plan, noting that the Policy is aimed at guiding the Government's actions and investment over the next five years. It is also important for Bundanon to report against its delivery of *Revive* in its Annual Reports.

I expect Bundanon to focus on the following strategic priorities over the next year:

- provide strong leadership and foster collaboration within the arts sector to promote the five pillars of *Revive*;
- ensure policies and procedures are in place to promote diversity, sustainability, reconciliation and inclusion;
- ensure it has a current Disability Action Plan in place to support people with disability to participate fully in Australia's cultural and creative life;
- continue to foster appreciation and understanding of First Nations arts, culture and knowledge systems, and contribute to a professional, viable and ethical First Nations arts sector in line with the principle that First Nations arts and culture are First Nations led;
- support and promote artists and ensure they are remunerated appropriately;
- provide greater opportunities for all Australians to access arts and culture, including through a diverse range of exhibitions, programs, events and digital offerings; and
- engage in activities to enrich arts and cultural education at all levels.

Revive is underpinned by commitments to recognise the value of Australia's cultural and creative practitioners, to create safe and secure workplaces (including cultural safety), and to provide sustainable pathways for artists and creative workers throughout the different stages of their careers. Creative Workplaces and its Council in Creative Australia have been established to support workers across the creative sector to have safe and inclusive workplaces. Compliance with codes of conduct developed by Creative Workplaces will be a condition of Government funding.

In addition, I expect Bundanon to work cooperatively with the Department of Infrastructure, Transport, Regional Development, Communications and the Arts and other portfolio agencies, especially the other National Collecting Institutions, to deliver the many relevant actions outlined in *Revive*. This includes supporting the telling of First Nations stories in the cultural sector, partnering with other cultural institutions to display works from the national collections, and the review of policies and frameworks such as *Significance 2.0.*

Funding Commitment

As you are aware, the Government made a landmark funding commitment to the National Collecting Institutions in the 2023-24 Budget, which is designed to respond to legacy issues. For Bundanon this represents an uplift in funding of $33.4 million over four years, with $8.1 million per annum (indexed and ongoing) increase to funding from 2027-28 to protect existing jobs, support long-term financial sustainability and allow Bundanon to better maintain its facilities. The funding provides certainty for future activities to preserve, protect and celebrate Australia's art, stories and history. It also provides for creative workers to benefit from better conditions and safer workplaces.

While decisions about the expenditure of available resources appropriately remain subject to Accountable Authority decisions, I expect that the allocation of Government funding across staffing, suppliers and asset replacement should be responsibly prioritised by need within the allocation. The financial sustainability element of this additional funding is designed to make it affordable to maintain existing staffing levels, remove the highest risk items from Bundanon's Asset Management Plan and support Bundanon's budget sustainability.

Information management

Bundanon should have established governance and reporting arrangements for information management consistent with the *Archives Act 1983* and the National Archives of Australia's *Building trust in the public record: managing information and data for government and community* policy that came into effect on 1 January 2021. In accordance with this policy, I expect Bundanon to:

- maintain an information governance framework with clear accountabilities for information management;
- have in place comprehensive and up-to-date information management policies;
- identify and mitigate specific risks to compliance with the *Archives Act 1983*;
- implement procedures to ensure timely and appropriate compliance with the requirements of the *Archives Act 1983* regarding the transfer of records to the National Archives; and
- guide and support staff in the use of major information systems and the application of information management policies, including through structured training specific to Bundanon.

Additional reporting

The Government is committed to fiscal responsibility and transparency. As you are aware, each National Collecting Institution is now required to provide biannual updates about its financial performance, including funded and unfunded capital asset maintenance. This is a new reporting requirement, in addition to what is required under the *Public Governance, Performance and Accountability Act 2013*. The biannual reports will inform the Government of current financial performance and raise awareness of forecast funding pressures.

It is important that Bundanon maintains an accurate Asset Management Plan to enable capital maintenance to be managed proactively to protect the collection, and keep workplaces safe, efficient and suitable for visitors. The additional reporting requirements will inform the process for any future funding considerations and it will therefore be necessary to identify any capital works funding pressures through the biannual reports.

I expect Bundanon to continue to effectively manage its available resources and ensure that any future funding requests are limited to essential needs and are cost-effective. It is my expectation that own-source revenue should continue to be maximised through philanthropic and private sector opportunities. This should assist to minimise future calls on the Budget. I trust you will continue to keep inform me informed of any significant events or developments related to Bundanon's activities and functions.

I look forward to your response in the form of a Statement of Intent as to how Bundanon will meet the Government's expectations. This Statement of Expectations and your corresponding Statement of Intent form an important component of your organisation's governance framework.

As such, I expect both documents will be made publicly available. I am writing to all National Collecting Institutions in similar terms and have copied this letter to Ms Rachel Kent, Bundanon's Chief Executive Officer.

I wish Bundanon every success in meeting its objectives and in continuing to contribute to the cultural growth of Australia, including through supporting the objectives of *Revive*.

Yours sincerely

Tony Burke

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18 / 1 / 2024

cc Ms Rachel Kent, Chief Executive Officer, Bundanon Trust