

**Senate Community Affairs Committee**  
**ANSWERS TO ESTIMATES QUESTIONS ON NOTICE**  
**SOCIAL SERVICES PORTFOLIO**  
**2015-16 Additional Estimates Hearings**

**Outcome Number: Cross Outcome - Across Programmes**      **Question No: SQ16-000022**

**Topic: Boards**

**Hansard page: Written**

**Senator Joe Ludwig** asked:

Since the change of Prime Minister on 14 September, 2015:

1. How often has each board met, break down by board name?
2. What travel expenses have been incurred?
3. What has been the average attendance at board meetings?
4. List each member's attendance at meetings?
5. How does the board deal with conflict of interest?
6. What conflicts of interest have been registered?
7. What remuneration has been provided to board members?
8. How does the board dismiss board members who do not meet attendance standards?
9. Have any requests been made to ministers to dismiss board members?
10. Please list board members who have attended less than 51% of meetings
11. What have been the catering costs for the board meetings held during this period? Please break down the cost list.

**Answer:**

The Department of Social Services currently has nine Boards. Each Board has provided the following responses:

Australia's National Research Organisation for Women's Safety (ANROWS)<sup>1</sup>

1. Four times – 23 October 2015, 20 November 2015, 18 December 2015 and 22 January 2016.
2. The total travel costs for the Board are \$26,885.
3. 100 per cent.
4. The Independent Chair, Ms Anne Edwards has attended all four meetings.
5. The 'Consent to act as a Director' form requires declaration of any conflict of interest. Rule 54 of the ANROWS Constitution prohibits a Director with a material personal interest in a matter being present or voting when the matter is discussed. Rule 55 requires a Director to advise of a conflict of interest as soon as practicable after the relevant facts are known to the Director. This must be done at a meeting or in writing to the Company Secretary. Each meeting commences with the Chair asking Directors to disclose any conflicts of interest. If a conflict arises, the relevant matters are dealt with in the absence of the Director/s for whom there is a conflict. ANROWS Board Directors are not eligible for ANROWS research grants.
6. None.
7. The independent Chair receives a daily sitting fee \$698 (inclusive of Super).
8. The Constitution provides for automatic dismissal of Directors who are absent for a period of 6 consecutive calendar months without leave of absence. However, under Rule 53.1(3) of the Constitution a Director may be granted leave of absence retrospectively, if a request is made in writing via the secretary and the Board has determined to grant the leave of absence within 14 days of receiving notice of the request.
9. No.
10. None.
11. To provide further detail would require a significant diversion of resources.

<sup>1</sup> Australia's National Research Organisation for Women's Safety has additional members who were not appointed by Government and therefore are not reflected in the information above.

Australian Housing and Urban Research Institute Limited Board (AHURI) <sup>2</sup>

1. Two times – 16 September 2015 and 27 November 2015.
2. \$1,140 (GST Exclusive).
3. 100 per cent.
4. Attendees at the 16 September 2015 and 27 November 2015 meetings:
  - Mr Tony De Domenico
  - Dr Jeff Harmer
  - Ms Meredith Sussex.
5. AHURI's constitution states that no Director may vote in respect of any contract or arrangement in which he or she is in any way interested and if he or she does vote, the vote shall not be counted. In most circumstances, the person in question chooses to leave the room to abstain from any conflict of interest.
6. None.
7. \$73,227 <sup>3</sup> – remuneration is provided annually, not on a per meeting basis.
8. The AHURI constitution provides where a Director is absent from Board Meetings for a period of 6 months, without a leave of absence approved by the Board, the Director is deemed to have vacated the position.
9. No.
10. None.
11. None.

<sup>2</sup> The Australian Housing and Urban Research Institute has additional members who were not appointed by Government and therefore are not reflected in the information above.

<sup>3</sup> This includes \$7,227, which is the annual salary of Mr Adrian Harrington, who was appointed after the 27 November 2015 meeting.

Australian Institute of Family Studies Advisory Council

1. Since July 2015, membership of the Australian Institute of Family Studies Advisory Council has been under review and as such no appointments have been made and no meetings have taken place.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. N/A.
9. N/A.
10. N/A.
11. N/A.

## Australian Multicultural Council

1. Once – 2 December 2015.
2. \$6,259.21(GST Inclusive).
3. 100 per cent.
4. Attendees at 2 December 2015 meeting:
  - Dr Sev Ozdowski AM (Chair)
  - Dr Bulent Hass Dellal AO
  - Ms Helena Kyriazopoulos
  - Miss Faiza Rehman
  - Mr Vasan Srinivasan
  - Mrs Charlotte Vidor.
5. The process is contained in the Council’s *Operating Guidelines, Australian Multicultural Council 2014-2017* at clause 1.3.4:

“Members must immediately notify the Council Secretariat if a conflict of interest or potential conflict of interest arises that has not been declared previously. Members will need to resubmit the ‘Private Interests Declaration’ and ‘Statement of Private or Other Professional’ forms.

Members will be given the opportunity to declare any conflicts of interest at the commencement of each Council meeting. Members may excuse themselves from any deliberations if a conflict of interest arises.”
6. None.
7. \$4,556.20.
8. The Council’s *Operating Guidelines, Australian Multicultural Council 2014-2017* do not contain any specific guidelines for the dismissal of members for non-attendance.
9. No.
10. None.
11. \$1,046.47 (GST Inclusive).

## National Accreditation Authority for Translators and Interpreters

1. Three times – one out-of-session teleconference on 7 October 2015 and two face-to-face meetings on 19 and 20 November 2015.
2. \$7,311 (GST Exclusive).
3. Average attendance:

7 Oct 2015	19 Nov 2015	20 Nov 2015
83 per cent	100 per cent	100 per cent

4. Member's attendance at the meetings:

	7 Oct 2015	19 Nov 2015	20 Nov 2015
Ms Kerry Stubbs	✓	✓	✓
Ms Ludmila Stern	✓	✓	✓
Ms Mary Gurgone	✓	✓	✓
Ms Voula Messimeri	✓	✓	✓
Mr John Williams	✓	✓	✓
Mr Pino Migliorino <sup>4</sup>	X	✓	✓

5. The management of Conflict of Interest of Directors is governed by section 12.8 of the NAATI Constitution which states:
  - a) Each Director will, on appointment, ensure and provide any assurance or warranty required by the Members, that at the date of his/her appointment as an Officer of the Company, no conflict of interest exists or is likely to arise in the performance of his/her obligations in respect of the Company.
  - b) If during his/her term as Director a conflict or risk of a conflict arises, a Director will immediately notify the Board in writing of the conflict or risk.
  - c) A Director will resolve any conflict of interest to the Board's reasonable satisfaction within such reasonable time and manner as the Board directs, which may include a direction for that Director to abstain from voting on any matter, if that is determined by the Board to be in the best interests of the Company.
6. None.
7. \$31,339.74 has been paid to the six NAATI Directors during the reporting period. Although the payments were made during the reporting period, the total includes payments and incidentals paid in arrears for services provided immediately preceding the reporting period.

The Directors' fees are paid for by NAATI which operates on government funding and income generated from conducting language tests. In the 2014-15 financial year, Commonwealth, State and Territory government funding accounted for 19.5 per cent of

NAATI's revenue (\$0.636 million or 52 per cent Commonwealth and \$0.588 million or 48 per cent from the states and territories). The remaining 80.5 per cent was sourced from fees for language testing and course accreditation. In 2015-16 the Commonwealth Government contribution to NAATI is \$0.637 million and the State/Territory commitment is \$0.590 million.

8. This is governed by the NAATI Constitution Section 12.5 (c) (iv) Resignation or Removal of Directors which states: A Director is deemed to have vacated his or her office if he or she is absent without permission of the Board from 3 meetings of the Board held during the life of the Board.
9. No.
10. None
11. \$105 (GST Exclusive)<sup>5</sup>

<sup>4</sup> Mr Pino Migliorino sent his apologies for the out of session teleconference; all members attended the face-to-face meetings in November.

<sup>5</sup> We have been unable to provide further breakdown of these catering costs for each meeting.

## National Disability Insurance Agency Board

Since 14 September 2015, and as at 11 February 2016:

1. Four times. All meetings were face to face: 23-24 September 2015, 30 October 2015, 8 December 2015 and 28-29 January 2016.
2. \$81,624 (GST Exclusive).
3. Average attendance:

<b>Average attendance at NDIA Board meetings</b>			
23-24 Sept 2015	30 Oct 2015	8 Dec 2015	28-29 Jan 2016
87.5 per cent	100 per cent	100 per cent	100 per cent

4. All members have attended all meetings, except Glenn Keys who has missed one meeting on 23-24 September 2015.
5. The NDIA Board handles conflicts of interest in accordance with the *Public Governance, Performance and Accountability Act 2013* and the *National Disability Insurance Scheme Act 2013*. The NDIA Board maintains a register of interests. Prior to each meeting, members provide any updates to this register of interests to the Board Secretariat, to ensure that any real or potential conflicts are noted before papers are provided. At each NDIA Board meeting the register is discussed to manage any real or potential conflicts of interests prior to relevant items.
6. The current NDIA Board register of interests is available at:  
[www.ndis.gov.au/document/board-register-declared-interests](http://www.ndis.gov.au/document/board-register-declared-interests)
7. Board members are remunerated in accordance with Remuneration Tribunal Determination 2015-20 – Remuneration and Allowances for Holders of Part-Time Public Office, dated 1 January 2016. The Chair’s remuneration is \$112,290 per annum, with an additional loading of \$20,890 per annum until 30 June 2016. Board members’ remuneration is \$56,150 per annum, with an additional loading of \$10,450 per annum until 30 June 2016. Board members on the Audit, Risk and Finance Committee also receive additional fees: Chair (John Hill) - \$15,370 per annum; Members (Martin Laverty, Geraldine Harwood) - \$7,690 per annum (All figures are GST Exclusive).
8. N/A.
9. No.
10. None.
11. Catering costs are:

<b>NDIA Board meetings - Catering costs (GST Exclusive) per meeting</b>			
23-24 Sept 2015	30 Oct 2015	8 Dec 2015	28-29 Jan 2016
\$1086.82*	\$713.64*	\$656.18*	\$648.76*

\* NDIA has been unable to provide further breakdown of the catering costs for each meeting.



National Disability Insurance Agency (NDIA) Independent Advisory Council (IAC)

Since 14 September 2015, and as at 11 February 2016:

1. One time. The meeting was face to face: 10-11 December 2015.
2. \$32,242 (GST Exclusive).
3. Average attendance:

<b>Average attendance at NDIA IAC meeting</b>	
10-11 December 2015	91 per cent

4. All members attended the meeting on 10-11 December 2015 except for Kurt Fearnley.
5. The IAC are advised of their obligations under s152 and s153 of the *National Disability Insurance Scheme Act 2013* prior to each meeting and are requested to give notice to the Minister of all interests, pecuniary or otherwise, that conflict, or could conflict, with the proper performance of functions as a member. The IAC meet these obligations by declaring their interests in writing to the NDIA before each IAC meeting. The NDIA IAC Secretariat maintains a Register of Declaration of Interests. At each IAC meeting the register is discussed to manage any real or potential conflicts of interests prior to relevant items. The IAC members' Register of Declaration of Interests is provided to the Minister in writing.
6. IAC members who have conflicts of interests have disclosed their interests. The conflicts of interests registered include identifying those businesses, committees and charities for which the members have a direct interest in or have had previous dealings with. IAC members have provided how their individual conflicts will be managed.
7. IAC members are paid sitting fees in accordance with Remuneration Tribunal Determination 2015-20 – Remuneration and Allowances for Holders of Part-Time Public Office, dated 1 January 2016. The Principal Member receives a daily sitting fee of \$1,098 and members of the IAC receive a daily sitting fee of \$824 (All figures are GST Exclusive).
8. N/A.
9. No.
10. Kurt Fearnley.
11. \$657.60 (GST Exclusive)\*

\* NDIA has been unable to provide further breakdown of the catering costs for each meeting.

## Our WATCh

The Australian Government has influence over two of the 10 Our WATCh Board members. The Secretariat function is provided by Our WATCh (independent charity) therefore, the information requested cannot be sourced.

1. N/A.
2. N/A.
3. N/A.
4. N/A.
5. N/A.
6. N/A.
7. N/A.
8. N/A.
9. N/A.
10. N/A.
11. N/A.

## Prime Minister's Community Business Partnership

1. Once – 26 November 2015.
2. \$10,642.05 (GST Exclusive).
3. 87 per cent.
4. Attendees at 26 November 2016 meeting:
  - The Minister for Social Services, the Hon Christian Porter MP (Deputy Chair)
  - The Assistant Minister for Productivity, the Hon Dr Peter Hendy MP
  - Ms Nicola Forrest
  - Mr Ben Gales
  - Mr Kevin Bailey
  - Ms Alexandra Gartmann
  - The Hon Dr Gary Johns
  - Ms Colleen McGann
  - Ms Angela Perry
  - Mr Peter Scott
  - Mr Peter Treseder AM
  - The Hon Tim Fischer AC
  - Mr Tony Stuart.

Apologies at 26 November 2016 meeting:

- Prime Minister, the Hon Malcolm Turnbull MP (Chair)
  - Ms Melanie Cooper.
5. The process is contained in the Partnership's *Operating Guidelines, Prime Minister's Community Business Partnership* at clause 1.2.1:

“Members must immediately notify the Partnership Secretariat if a conflict of interest or potential conflict of interest arises that has not been declared previously. Members must resubmit the Private Interests Declaration and Statement of Private or Other Professional Interests forms.

Members are given the opportunity to declare any conflict of interest at each Partnership meeting and members may recuse themselves from Partnership deliberations if a conflict of interest arises.”

6. Board members who have conflicts of interests have disclosed their interests.  
The conflicts of interest registered include identifying those businesses, committees and charities for which the members have a direct interest in or have had previous dealings with. Board members have provided how their individual conflicts will be managed.
7. None.
8. The Partnership Terms of Reference state that membership is subject to review by the Prime Minister in consultation with the Minister for Social Services.
9. No.
10. None.
11. \$388.74 (GST Inclusive).

### Settlement Services Advisory Council

1. Five times – 17 September 2015, 15 October 2015, 23 November 2015, 11 December 2015 and 22 February 2016.
2. \$41,377.96 (GST Inclusive).
3. Average attendance

17 Sept 2015	15 Oct 2015	23 Nov 2015	11 Dec 2015	22 Feb 2016
80 per cent	80 per cent	90 per cent	80 per cent	100 per cent

4. Member's attendance at the meetings:

	17 Sept 2015	15 Oct 2015	23 Nov 2015	11 Dec 2015	22 Feb 2016
Mr Paris Aristotle AM, Chair	✓	✓	✓	✓	✓
Ms Carmel Guerra	✓	✓	✓	✓	✓
Ms Gail Ker OAM	✓	✓	✓	✓	✓
Ms Carmen Garcia	✓	✓	✓	✓	✓
Dr Mohammed Alsalami AM	X	X	X	X	✓
Ms Cath Scarth	✓	✓	✓	✓	✓
Ms Melissa Monteiro	✓	✓	✓	✓	✓
Mr Abeselom Nega	✓	✓	✓	✓	✓
Dr Eman Sharobeem	X	✓	✓	✓	✓
Ms Maha Abdo	✓	X	✓	X	✓

5. The process for dealing with conflicts of interest is contained in the Council's Operating Guidelines. Members are given the opportunity to declare conflicts of interest at the commencement of each Council meeting.
6. None.
7. \$17,244.
8. The Council's Operating Guidelines do not contain any specific guidelines for the dismissal of members for non-attendance.
9. No.
10. Dr Mohammed Alsalami AM has attended less than 51 per cent of meetings since 14 September 2015 due to commitments overseas.
11. \$8,417.39 (GST Inclusive).<sup>6</sup>

17 Sept 2015	15 Oct 2015	23 Nov 2015	11 Dec 2015	22 Feb 2016
\$649.92	\$1,515.00	\$1,635.67	\$355.00	\$4,261.80

<sup>6</sup> The caterer only provided a total invoice per meeting, and therefore a breakdown of the items cannot be provided.