

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Taxi costs

Senator: Senator Ludwig

Question reference number: PM136

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How much did each department/agency spend on taxis during the specified period?
Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?

How much did the department spend on taxis during the specified period for their minister or minister's office?

Answer:

1. \$1,915.99
2. Taxi fares are associated with interstate travel.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Hospitality and Entertainment

Senator: Senator Ludwig

Question reference number: PM137

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. What has been the Department/Agency's hospitality spend including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What has been the Department/Agency's entertainment spend? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer:

1. \$11,740.69 Catering only (no drinks)

2. The catering expense is attributable to meetings held with Anindilyakwa Traditional Owners.
3. \$0 on entertainment
4. \$0
5. \$0
6. Nil
7. Nil
8. Nil
9. Continuous cost savings are a priority of the ALC

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Executive coaching and leadership training

Senator: Senator Ludwig

Question reference number: PM138

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

Please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:

1. Total spending on these services
2. the number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:
 - a) The name and nature of the service purchased
 - b) Whether the service is one-on-one or group based
 - c) The number of employees who received the service and their employment classification
 - d) The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e) The total amount spent on the service
 - f) A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a) The location used
 - b) The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 - c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d) Any costs the department or agency's incurred to use the location

6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?
7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer:

1. Non provided

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Staffing profile

Senator: Senator Ludwig

Question reference number: PM139

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has there been any change to the staffing profile of the department/agency?
2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)

Answer:

1. No change
2. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Staffing reductions

Senator: Senator Ludwig

Question reference number: PM140

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. How many staff reductions/voluntary redundancies have occurred?
 - a) What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency? What classification were these staff?
7. How many non-ongoing staff left department/agency from? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position
9. How do the packages differ from the default public service package?
10. How is the department/agency funding the packages?

Answer:

1. N/A
2. N/A
3. No
4. No
5. No
6. Nil
7. Nil
8. Nil

9. N/A
10. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Staffing recruitment

Senator: Senator Ludwig

Question reference number: PM141

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How many ongoing staff have been recruited? What classification are these staff?
2. How many non-ongoing positions exist or have been created? What classification are these staff?
3. How many staff have been employed on contract and what is the average length of their employment period?

Answer:

1. 2 (1 x Finance Officer 1 x Mining Officer)
2. Nil
3. Nil

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Kitchen Appliances

Senator: Senator Ludwig

Question reference number: PM142

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000?
 1. If yes, provide a list that includes the type of appliance, the cost, the amount, and any ongoing costs such as purchase of consumables and when the appliance was purchased?
 2. Why were the appliances purchased?
 3. Has there been a noticeable difference in staff productivity since the appliances were purchased? Are staff leaving the office premises less during business hours as a result?
 4. Where did the funding for the appliances come from?
 5. Who has access?
 6. Who is responsible for the maintenance of the appliances? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
 7. What are the other ongoing costs of the appliances?

Answer:

1. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Boards (for Departments or agencies with boards)

Senator: Senator Ludwig

Question reference number: PM143

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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:

Question 1

The **ALC Board met 7 times** – tables on page 2 & 3 details member's names

- 28 September 2015
- 06 October 2015
- 14 October 2015
- 18 November 2015
- 23 November 2015
- 17 February 2016
- 18 March 2016

The **ALC Finance Committee met 3 times** - tables on page 2 & 3 details member's names

- 27 January 2016

- 15 February 2016
- 17 March 2016

The ALC **Audit Committee met 2 times** - tables on page 2 & 3 details member's names

- 17 November 2015
- 03 March 2016

Question 2

The total cost for meeting travel is \$16,484.02

Question 3

The average attendance is 11:42 (Total attendance at meetings divided by no of meetings-80/07)

Question 4 – List each board members attendance at meetings

28 September 2015

<ul style="list-style-type: none"> • Lionel Jaragba • Barnabus Maminjamanja • Wayne Wurrawilya • Geraint Manimyamanja • Nesman Bara • Eric Wurraramara 	<ul style="list-style-type: none"> • Debbie Durilla • Colleen Mamarika • Basil Mamarika • Ida Mamarika • James Yantarrnga • Simone Yantarrnga 	<p>Comments 12 present</p>
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06 October 2015

<ul style="list-style-type: none"> • Tony Wurramarrba • Wayne Wurrawilya • Geraint Manimyamanja • Nesman Bara • Eric Wurraramara • Tristan Wurraramara • Kathyanne Wurraramara 	<ul style="list-style-type: none"> • Lionel Jaragba • Barnabus Maminjamanja • Colleen Mamarika • Basil Mamarika • Ida Mamarika • Jenny Bara Bara • Glen Jaragba • Sheena Wanambi 	<p>Comments 15 present</p>
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14 October 2015

<ul style="list-style-type: none"> • Tony Wurramarrba • Lionel Jaragba • Barnabus Maminjamanja • Nancy Lalara • Basil Mamarika • Ida Mamarika • James Yantarrnga • Simone Yantarrnga • Jonah Wurraramara • Sheena Wanambi • Elvis Bara 	<ul style="list-style-type: none"> • Wayne Wurrawilya • Geraint Manimyamanja • Nesman Bara • Eric Wurraramara • Geraldine Amagula • Debbie Durilla • Dyson Lalara • Tristan Wurraramara • Kathyanne Wurraramara • Jenny Bara Bara • Glen Jaragba 	<p>Comments 22 present</p>
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18 November 2015

<ul style="list-style-type: none"> • Tony Wurramarrba • Lionel Jaragba • Wayne Wurrawilya • Geraint Manimyanjanja • Nesman Bara • Tristan Wurramara • Kathyanne Wurramara 	<ul style="list-style-type: none"> • Eric Wurramara • Elliott Bara • Colleen Mamarika • Basil Mamarika • Ida Mamarika • Simone Yantarrnga • Jonah Wurramara • Daniel Amagula • Jenny Bara Bara 	<p>Comments</p> <p>16 present</p>
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23 November 2015

<ul style="list-style-type: none"> • Tony Wurramarrba • Lionel Jaragba • Colleen Mamarika • Basil Mamarika • Ida Mamarika • James Yantarrnga • Jenny Bara Bara • Elliot Bara 	<ul style="list-style-type: none"> • Wayne Wurrawilya • Geraint Manimyanjanja • Nesman Bara • Eric Wurramara • Simone Yantarrnga • Kathyanne Wurramara • Jonah Wurramara • Daniel Amagula 	<p>Comments</p> <p>16 present</p>
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17 February 2016

<ul style="list-style-type: none"> • Tony Wurramarrba • Lionel Jaragba • Barnabus Maminyanjanja • Elliot Bara • Ida Mamarika • Simone Yantarrnga • Kathyanne Wurramara 	<ul style="list-style-type: none"> • Wayne Wurrawilya • Geraint Manimyanjanja • Nesman Bara • Eric Wurramara • Tristan Wurramara • Jonah Wurramara • Wesley Yantarrnga 	<p>Comments</p> <p>14 present</p>
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18 March 2016

<ul style="list-style-type: none"> • Tony Wurramarrba • Lionel Jaragna • Nesman Bara • Eric Wurramara • Debbie Durilla • Basil Mamarika • Ida Mamarika 	<ul style="list-style-type: none"> • Wesley Yantarrnga • Kathyanne Wurramara • Jonah Wurramara • Sheena Wanambi • Glen Jaragba • Simone Yantarrnga • Wayne Wurrawilya 	<p>Comments</p> <p>15 present</p>
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ALC FINANCE COMMITTEE MEETINGS since change of Prime Minister 14 September 2015**27 January 2016**

<ul style="list-style-type: none"> • Tony Wurramarrba • Basil Mamarika • Ida Mamarika 	<ul style="list-style-type: none"> • Nesman Bara • Wayne Wurrawilya
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15 February 2016

<ul style="list-style-type: none">• Tony Wurramarrba• Wayne Wurrawilya• Basil Mamarika• Ida Mamarika• Eric Wurramara• Lionel Jaragba	<ul style="list-style-type: none">• Mark Hewitt• Russell Rahman• Raghu Venkat• Helenb Rostedt• Murray Walton• Jaeme Davey
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16 February 2016

<ul style="list-style-type: none">• Tony Wurramarrba• Lionel Jaragna• Wayne Wurrawilya• Ida Mamarika• Basil Mamarika• Ida Mamarika• Eric Wurramara	<ul style="list-style-type: none">• Nesman Bara• Russell Rahman• Mark Hewitt• Murray Walton• Raghu Venkat• Helen Rostedt
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17 March 2016

<ul style="list-style-type: none">• Tony Wurramarrba• Eric Wurramara• Wayne Wurrawilya	<ul style="list-style-type: none">• Ida Mamarika• Lionel Jaragba
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ALC AUDIT COMMITTEE MEETINGS since change of Prime Minister 14 September 2015

17 November 2016

<ul style="list-style-type: none">• Lionel Jaragba• Nesman Bara• Ida Mamarika• Wayne Wurrawilya• Mark O'Shea (Chairman)

02 March 2016

<ul style="list-style-type: none">• Lionel Jaragba• Nesman Bara• Ida Mamarika• Mark O'Shea (Chairman)
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Question 6 – What conflicts of interest have been registered?

Conflicts of interests are registered for all Board members on a form 'ALC Meeting Rules Schedule, (Register of interests of a member and their related persons). Members disclose at meetings their respective interest or association with ORIC organisations, and leave the room if business relating to organisation is on the agenda for discussion.

Question 8 – How does the board dismiss board members who do not meet attendance standards?

There is agreement from all Board members that if 3 meetings are missed without notification of apologies, they are removed from the Board.

Question 9 – Have any requests been made to ministers to dismiss board members?
No

Question 10 – List board members who have attended less than 51% of meetings?

- | |
|--|
| <ul style="list-style-type: none">• Elliot Bara – attended 3 of 7• Dyson Lalara – attended 1 of 7 |
|--|

Question 11 – Total catering cost \$3,735.58

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Corporate cars

Senator: Senator Ludwig

Question reference number: PM144

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How many cars are owned by each department/agency?
 - a. Where are the cars located?
 - b. What are the cars used for?
 - c. What is the cost of each car during the specified period?
 - d. How far did each car travel during the specified period?

2. How many cars are leased by each department/agency?
 - a. Where are the cars located?
 - b. What are the cars used for?
 - c. What is the cost of each car during the specified period?
 - d. How far did each car during the specified period?

Answer:

Question 1: Total number of cars owned by the ALC as at 11 March 2016 is 28.

Question 1.a) to 1.d) – Please see attached table.

Question 2: Not applicable. The ALC has no leased vehicles.

ALC Asset Description	Registration Number	1.a)Location of Vehicle	1.b)Purpose of Vehicle	1.c)Cost of vehicle for the period	1.d)Distance travelled during period
Toyota Hilux 4x4 Dual Cab	964092	Groote Eyelandt	ALC related activities	\$ 2,992.17	2100
Toyota Hilux	CA66CT	Groote Eyelandt	ALC related activities	\$ 265.24	decommissioned
2004 Toyota Troop Carrier (Brooke HM pro	CA66CR	Groote Eyelandt	ALC related activities	\$ 3,743.23	2091
Toyota Landcruiser	996561	Groote Eyelandt	ALC related activities	\$ 2,830.40	2640
Toyota Corolla Ascent	CA05BQ	Groote Eyelandt	ALC related activities	\$ 1,725.09	933
Toyota Corolla Ascent Silver	CA25PE	Groote Eyelandt	ALC related activities	\$ 1,085.36	1441
Izuzu Ute Dmax Crew Cab 4x4	CA37WM	Groote Eyelandt	ALC related activities	\$ 2,306.95	1602
2011 Silver Hyundai Getz	997705	Groote Eyelandt	ALC related activities	\$ 315.66	178
2011 White Hyundai Getz	997702	Groote Eyelandt	ALC related activities	\$ 307.81	363
2008 White Toyota Landcruiser Troopy	930852	Groote Eyelandt	ALC related activities	\$ 2,189.27	7878
2011 White Toyota Prado GX	CA11MB	Groote Eyelandt	ALC related activities	\$ 1,180.50	1613
2013 White Toyota Hilux Dual Cab	CB19BX	Groote Eyelandt	ALC related activities	\$ 4,412.23	2848
Toyota Troop Carrier	779095	Groote Eyelandt	ALC related activities	\$ 489.20	1089
2011 Toyota Landcruiser	996562	Groote Eyelandt	ALC related activities	\$ 9,766.61	12703
2008 Toyota Landcruiser	CA66CS	Groote Eyelandt	ALC related activities	\$ 643.58	2825
2009 Toyota Landcruiser	CB25HX	Groote Eyelandt	ALC related activities	\$ 6,106.68	3996
Toyota LC Military Workmate	CB 47 ME	Groote Eyelandt	ALC related activities	\$ 4,337.41	4433
2009 Toyota Landcruiser	CB 46 FF	Groote Eyelandt	ALC related activities	\$ 265.24	
2015 Toyota LC Military Workmate	not	Groote Eyelandt	ALC related activities	\$ 265.24	
2007 Toyota Gli Tarago Sports	799720	Groote Eyelandt	ALC related activities	\$ 5,789.89	5230
Toyota LC Military Workmate	CB82IF	Groote Eyelandt	ALC related activities	\$ 2,973.63	6483
2015 Toyota Hilux	CB 73 YL	Groote Eyelandt	ALC related activities	\$ 1,162.04	1279
2015 Toyota LC Wagon Workmate	CB 73 VU	Groote Eyelandt	ALC related activities	\$ 2,135.87	2745
2015 Toyota LC Wagon Workmate	CB 73 VS	Groote Eyelandt	ALC related activities	\$ 3,900.92	1952
2015 Holden Storm		Cairns	ALC related activities	\$ 615.06	
Toyota ALC Executive Bus	CB87SO	Groote Eyelandt	ALC related activities	\$ 302.75	527
Toyota LC Military Workmate Dual Cab Chassis	CB74AS	Groote Eyelandt	ALC related activities	\$ 3,852.53	5723
Not Listed on Asset Register	CB74AV	Groote Eyelandt	ALC related activities	\$ 1,564.28	4454
Not Listed on Asset Register	CA37WT	Groote Eyelandt	ALC related activities	\$ 1,907.55	2281
Not Listed on Asset Register	CB73WT	Groote Eyelandt	ALC related activities	\$ 4,054.57	5669

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Government payments of accounts

Senator: Senator Ludwig

Question reference number: PM145

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
6. 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 since Estimates, 2014?
7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. Accounts are paid every 14 days
2. \$660,898.51 100% paid in under 30 days
3. Nil
4. Nil
5. Nil
6. Interest is not paid on overdue amounts
7. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Hire cars

Senator: Senator Ludwig

Question reference number: PM146

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How much did each department/agency spend on hire cars during the specified period? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for hire car costs?
3. How much did the department spend on hire cars during the specified period for their minister or minister's office?

Answer:

1. \$1,146.81
2. Travel whilst interstate
3. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Credit cards

Senator: Senator Ludwig

Question reference number: PM147

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.
2. Have there been any changes to action taken in the event that the corporate credit card is misused?
3. Have there been any changes to how corporate credit card use is monitored?
4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:
5. Please list staff classification and what the misuse was, and the action taken.
6. Have there been any changes to what action is taken to prevent corporate credit card misuse?
7. How many credit cards available to the Minister or their office? If so, please list by classification. Have there been any misuse of credit cards by the Minister or their office? Has any action been taken against the Minister or their office for credit card misuse? If so, list each occurrence, including the cost of the misuse.

Answer:

1. N/A
2. No
3. No
4. No
5. N/A
6. N/A
7. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Functions

Senator: Senator Ludwig

Question reference number: PM148

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include:
 - a) The guest list of each function
 - b) The party or individual who initiated the request for the function
 - c) The menu, program or list of proceedings of the function
 - d) A list of drinks consumed at the function

2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

Answer:

1. Nil
2. Nil

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Red tape reduction

Senator: Senator Ludwig

Question reference number: PM149

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Please detail changes to structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?
 - a) What is the progress of that red tape reduction target
2. How many officers have been placed in those units and at what level?
3. How have they been recruited?
4. What process was used for their appointment?
5. What is the total cost of this unit?
6. What is the estimated total salary cost of the officers assigned to the unit. _
7. Do members of the unit have access to cabinet documents?
8. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body._
9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Land costs

Senator: Senator Ludwig

Question reference number: PM150

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

1. How much land (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
 - a. What is the current occupancy level and occupant of the items identified in (3)?
 - b. What is the value of the items identified in (3)?
 - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).

6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

Answer:

Question 1 – See table below

Question 2 – See table below

Question 3 – All buildings are fully occupied by ALC staff.

Question 4 – The ALC currently owns 13 buildings.

Question 5 –

Name	Size	Location	Value
Ranger's Office & Laboratory	342 SQM	Groote Eyelandt	\$907,100.00
Ranger's Quarters	235 SQM	Groote Eyelandt	\$412,500.00
Boat Shed	600 SQM	Groote Eyelandt	\$603,000.00
Bungalow	45 SQM	Groote Eyelandt	\$146,250.00
Dwelling – 3059 Awawurra Drive	235 SQM	Groote Eyelandt	\$412,500.00
Dwelling – 216A Bruncker Street	180 SQM	Groote Eyelandt	\$480,000.00
Dwelling – 216B Bruncker Street	180 SQM	Groote Eyelandt	\$480,000.00
Shed – Pole 13	57 SQM	Groote Eyelandt	\$73,500.00
Dwelling – Pole 13	262 SQM	Groote Eyelandt	\$400,400.00
ARC House		Groote Eyelandt	\$254,545.00
Cyclone Shelter		Groote Eyelandt	\$1,150,000.00
Dwelling – Lot 283 Umbakumba	180 SQM	Groote Eyelandt	\$239,970.00
Umbakumba Rangers Office		Groote Eyelandt	\$30,000.00

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Contracts for Temporary Staff

Senator: Senator Ludwig

Question reference number: PM151

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How much did the department/agency spend on temporary or contract staff?
2. How many temporary or contract staff have been employed?
3. What is the total number of temporary or contract staff currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?

Answer:

1. \$25800.00
2. 1
3. 1
4. \$0.00
5. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Printing

Senator: Senator Ludwig

Question reference number: PM152

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How many documents (include the amount of copies) have been printed?
 - a) How many of these printed documents were also published online?

2. Has the Department/Agency used external printing services for any print jobs?
 - a) If so, what companies were used?
 - b) How were they selected?
 - c) What was the total cost of this printing by item?

Answer:

1. 1 – Annual Report
 - a) 1 – Annual Report

2. Yes
 - a) Can Print
 - b) Recommended
 - c) \$12,190.00

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council
Topic: Communications staff

Senator: Senator Ludwig

Question reference number: PM153

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
 - a) How many ongoing staff, the classification, the type of work they undertake and their location.
 - b) How many non-ongoing staff, their classification, type of work they undertake and their location
 - c) How many contractors, their classification, type of work they undertake and their location
 - d) How many are graphic designers?
 - e) How many are media managers?
 - f) How many organise events?

2. Have these arrangements changed since the change of Prime Minister on 14 September, 2015?

If yes, please detail.

Answer:

1. Nil
2. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council
Topic: Reviews

Senator: Senator Ludwig

Question reference number: PM154

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
 - a) the date they were ordered
 - b) the date they commenced
 - c) the minister responsible
 - d) the department responsible
 - e) the nature of the review
 - f) their terms of reference
 - g) the scope of the review
 - h) Who is conducting the review
 - i) the number of officers, and their classification level, involved in conducting the review
 - j) the expected report date
 - k) the budgeted, projected or expected costs
 - l) If the report will be tabled in parliament or made public

2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review?
 - a) If so, please list them, including their name and/or trading name/s and any known alias or other trading names
 - b) If so, please list their managing director and the board of directors or equivalent
 - c) If yes, for each is the cost associated with their involvement, including a break down for each cost item
 - d) If yes, for each, what is the nature of their involvement
 - e) If yes, for each, are they on the lobbyist register, provide details.

- f) If yes, for each, what contact has the Minister or their office had with them
 - g) If yes, for each, who selected them
 - h) If yes, for each, did the minister or their office have any involvement in selecting them,
 - i. If yes, please detail what involvement it was
 - ii. If yes, did they see or provided input to a short list
 - iii. If yes, on what dates did this involvement occur
 - iv. If yes, did this involve any verbal discussions with the department
 - v. If yes, on what dates did this involvement occur
3. Which reviews are on-going?
- a) Please list them.
 - b) What is the current cost to date expended on the reviews?
4. Have any reviews been stopped, paused or ceased? Please list them.
5. Which reviews have concluded? Please list them.
6. How many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
- a) When will each planned review be commenced?
 - b) When will each of these reviews be concluded?
 - c) When will government respond to each review?
 - d) Will the government release each review? If so, when? If not, why not?

Answer:

- 1. Nil
- 2. N/A
- 3. N/A
- 4. N/A
- 5. N/A
- 6. N/A
- 7. N/A
- 8. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Commissioned Reports

Senator: Senator Ludwig

Question reference number: PM155

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
 1. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Appointments

Senator: Senator Ludwig

Question reference number: PM156

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Please detail any board appointments made to date.
2. What is the gender ratio on each board and across the portfolio?
3. Has the department instigated or changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.
4. Please specify when these gender ratio or participation policies were changed.

Answer:

1. No changes since elections
2. 16 Male 6 Female
3. No
4. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Stationary Requirements

Senator: Senator Ludwig

Question reference number: PM157

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
 - a. Detail the items provided to the minister's office.
 - b. Please specify how many reams of paper have been supplied to the Minister's office.
2. How much has been spent on departmental stationery requirements to date.
3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.

Answer:

1. Nil
2. \$2187.78
3. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Electronic Equipment

Senator: Senator Ludwig

Question reference number: PM158

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office.
 - a) List the items
 - b) List the items location or normal location
 - c) List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level
 - d) List the total cost of the items
 - e) List an itemised cost breakdown of these items
 - f) List the date they were provided to the office
 - g) Note if the items were requested by the office or proactively provided by the department

Answer:

1. No other items supplied

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ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Media subscriptions

Senator: Senator Ludwig

Question reference number: PM159

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. What pay TV subscriptions does your department/agency have?
 - a) Please provide a list of channels and the reason for each channel.
 - b) What has been the cost of this package/s during the specified period?
 - c) What is provided to the Minister or their office?
 - d) What has been the cost of this package/s during the specified period?

2. What newspaper subscriptions does your department/agency have?
 - a) Please provide a list of newspaper subscriptions and the reason for each.
 - b) What has been the cost of this package/s during the specified period?
 - c) What is provided to the Minister or their office?
 - d) What has been the cost of this package/s during the specified period?

3. What magazine subscriptions does your department/agency have?
 - a) Please provide a list of magazine subscriptions and the reason for each.
 - b) What has been the cost of this package/s during the specified period?
 - c) What is provided to the Minister or their office?
 - d) What has been the cost of this package/s during the specified period?

4. What publications does your department/agency purchase?
 - a) Please provide a list of publications purchased by the department and the reason for each.
 - b) What has been the cost of this package/s during the specified period?
 - c) What is provided to the Minister or their office?
 - d) What has been the cost of this package/s during the specified period?

Answer:

1. Nil
2. The Australian Newspaper – CEO
\$65.46
3. Nil
4. Nil

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Meeting costs

Senator: Senator Ludwig

Question reference number: PM160

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

1. The total spend on meeting costs is \$13,751.54 Meetings are held at various locations on Groote Eylandt and for many reasons such as: cultural, mining, governance and anthropology. As meetings are held on most days it would not be possible to provide all meeting details.
2. As per question 1.
3. It is estimated that a total of \$32,000 will be spent on meeting expenses for the financial. From historical data, it is estimated that \$8,000 will be spent on meeting between 1.4.2016 and 30.6.2016.

4. Meetings are held at various locations on Groote Eylandt and for many reasons such as: cultural, mining, governance and anthropology. As meetings are held on most days it would not be possible to provide all meeting details.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Media training

Senator: Senator Ludwig

Question reference number: PM161

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. In relation to media training services purchased by each department/agency, please provide the following information:
 - a) Total spending on these services
 - b) An itemised cost breakdown of these services
 - c) The number of employees offered these services and their employment classification
 - d) The number of employees who have utilised these services and their employment classification
 - e) The names of all service providers engaged
 - f) The location that this training was provided

2. For each service purchased from a provider listed under (1), please provide:
 - a) The name and nature of the service purchased
 - b) Whether the service is one-on-one or group based
 - c) The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d) The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e) The total amount spent on the service
 - f) A description of the fees charged (i.e. per hour, complete package)

3. Where a service was provided at any location other than the department or agency's own premises, please provide:
4. The location used
5. The number of employees who took part on each occasion

6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
7. Any costs the department or agency's incurred to use the location

Answer:

1. Nil
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Consultancies

Senator: Senator Ludwig

Question reference number: PM162

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.
3. Have any consultancies not gone out for tender?
 - a) List each, including name, cost and purpose
 - b) If so, why?

Answer:

1. 10 Consultancies – see table

Name	Matter	Duration	Cost
Arnold Bloch Leibler Lawyers & Advisers	Mining Agreement	Ongoing	\$230,810.16
Bowden McCormack	Mining Agreement	Ongoing	\$43,924.58
Diplomacy	Mining Agreement	As required	\$16,154.08

Enmark Pty Ltd	Audit Committee	Ongoing	\$73,252.28
Human Resource Dynamics	HR Services	Ongoing	\$3,475.00
Levy, Ron	Mining Agreement	As required	\$12,000.00
Lincoln Crowne & Company	Mining Agreement	Finished	\$60,000.00
Maria Woodgate -	Mining Agreement	As required	\$1,072.73
Robert Powrie, Legal Consultan	Mining Agreement	As required	\$19,389.55
SLM Corporate Pty Ltd	Mining Agreement	As required	\$90,904.93
			\$550,983.31

2. No planned consultancies

3. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Provision of equipment - Departmental

Senator: Senator Ludwig

Question reference number: PM164

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 6

Question:

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

1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:
 - a) What has been provided?
 - b) The purchase cost.
 - c) The ongoing cost.
 - d) A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
 - e) A breakdown of what staff and staff classification receives each item.

Answer:

Date	Equipment Type	Cost	Ongoing Cost	Accessories	Staff Me
21/09/2015	30 x iPad Air 2 Wi-Fi 16GB - Space Grey	\$ 18,690.00	Repairs if Required		ALC Executive Board
		\$ 3,180.00	N/A	30 x AppleCare + for iPad	ALC Executive Board
		\$ 3,180.00	N/A	30 x iPad Air Smart Case - Black	ALC Executive Board
		\$ 2,700.00	N/A	1 x Bretford Mobility Cart 30 for Mac	ALC Executive Board
9/12/2015		\$ 1,818.18	N/A	Set ip of 30 iPads for Executive Board	ALC Executive Board
12/10/2015		\$ 36.27	N/A	Mobile Phone Charger	Tony Wurramarrba

2/11/2015	1 x Lenovo Desktop Computer	\$ 1,640.14	Repairs if Required		Louise Hanlin
12/11/2015		\$ 136.36	N/A	Labour	N/A
5/01/2016		\$ 63.59	N/A	1 x Microsoft Wireless Desktop 2000 Keyboard/Mouse Combo	Louise Hanlin
19/11/2015	1 x Lenovo Desktop Computer	\$ 1,640.14	Repairs if Required		Julianne Uate-Jones
12/11/2015		\$ 136.36	N/A	Labour	N/A
19/11/2015	2 x Wireless Handheld Microphone	\$ 694.32	Repairs if Required		ALC Office
		\$ 319.33	N/A	1 x MRM706 Receiver	ALC Office
		\$ 57.44	N/A	1 x MM107 Corded Microphone	ALC Office
		\$ 22.00	N/A	1 x ACT7020 9m Microphone Extension Cable	ALC Office
22/01/2016	1 x Toshiba Notebook Computer	\$ 798.00	Repairs if Required		Steve Price
		\$ 165.00	N/A	Toshiba 2 year Notebook Warranty Extension	Steve Price
		\$ 165.00	N/A	Amicroe SSD 2.5" 240GB SATA III Internal HD	Steve Price
		\$ 29.00	N/A	Microsoft 3500 wireless mouse - grey	Steve Price
		\$ 249.00	N/A	1 x Windows 10 Pro 64-bit OEM	Steve Price
		\$ 150.00	N/A	Labour	N/A
23/03/2016		\$ 54.50	N/A	Laptop Cable	Steve Price
1/02/2016	1 x Lenovo Thinkcentre Desktop	\$ 1,348.95	Repairs if Required		Steve Price
		\$ 455.20	N/A	2 x Acer K24HL Wide Black DVI Led Monitors	Steve Price
		\$ 39.95	N/A	Microsoft 5000 USB Keyboard & Mouse Combo	Steve Price
		\$ 328.00	N/A	Atdec Visidec Focus Dual Arm Desk Mount Monitor Stand	Steve Price
		\$ 120.29	N/A	Sophos cloud endpoint protection - 3yr	Steve Price

				term	
		\$ 150.00	N/A	Labour	N/A
1/02/2016	1 x Lenovo Thinkcentre Desktop	\$ 1,348.95	Repairs if Required		Soana Mafua
		\$ 455.20	N/A	2 x Acer K24HL Wide Black DVI Led Monitors	Soana Mafua
		\$ 39.95	N/A	Microsoft 5000 USB Keyboard & Mouse Combo	Soana Mafua
		\$ 328.00	N/A	Atdec Visidec Focus Dual Arm Desk Mount Monitor Stand	Soana Mafua
		\$ 120.29	N/A	Sophos cloud endpoint protection - 3yr term	Soana Mafua
		\$ 150.00	N/A	Labour	N/A
1/02/2016	1 x Lenovo Thinkpad Yoga i5-421OU 12.5" Notebook	\$ 1,677.27	Repairs if Required		Murray Walton
4/02/2016		\$ 49.95	N/A	Murray's New Laptop - 8ware USB 3.0 3 Port Hub with Gigabit Ethernet Adaptor	
		\$ 19.95	N/A	Amicroe Mini HDMI to HDMI cable 1.5m	
		\$ 69.95	N/A	Amicroe 64GB SD Card Extended Capacity Class 10	
17/02/2016	1 x Lenovo Thinkpad Yoga i5-421OU 12.5" Notebook	\$ 1,599.00	Repairs if Required		Helen Rostedt
		\$ 25.00	N/A	1 x Microsoft 3500 Wireless Mobile Mouse Grey	Helen Rostedt
		\$ 150.00	N/A	Labour	N/A
		\$ 249.00	N/A	1 x Microsoft Windows 10 Pro 64BIT OEM DVD	Helen Rostedt
25/02/2016		\$ 9.07	N/A	HDMI Cable	Helen Rostedt
25/02/2016		\$ 45.45	N/A	Computer Bag	Helen Rostedt
1/03/2016	1 x GoPro HERO4 Silver Edition	\$ 557.00	Repairs if Required		

		\$ 37.90	N/A	1 X GoPro HERO4 Rechargeable Battery	Hugh Bland
		\$ 119.00	N/A	1 x GoPro Smart Remote	Hugh Bland
		\$ 65.00	N/A	1 x GoPro Suction CupMoun	Hugh Bland
		\$ 79.00	N/A	1 x GoPro Jaws Flex Clamp Mount	Hugh Bland
		\$ 24.00	N/A	1 x GoPro Anti Fog Inserts	Hugh Bland
		\$ 34.00	N/A	1 x GoPro Float Backdoor	Hugh Bland
		\$ 34.95	N/A	1 x GoPro Headstrap & Quickclip	Hugh Bland
		\$ 49.90	N/A	1 x GoPro Roll Bar Mount	Hugh Bland
		\$ 64.90	N/A	1 x GoPro Chest Mount Harness	Hugh Bland
		\$ 168.50	N/A	1 x SanDisk Extreme microSDHC 64GB 4k Memory Card	Hugh Bland
		\$ 10.00	N/A	1 x GoPro The Tool (Thumb Screw Wrench)	Hugh Bland
		\$ 199.00	N/A	1 x Removu R1 GoPro Live View Remote	Hugh Bland
		\$ 49.00	N/A	1 x GoPro Car Charger	Hugh Bland
		\$ 34.95	N/A	1 x GoPro Protective Lens and Cove	Hugh Bland
		\$ 75.00	N/A	1 x GoPro Dual Battery Charger for HERO4	Hugh Bland
		\$ 50.00	N/A	1 x GoPro The Handler (floating Hand Grip)	Hugh Bland
		\$ 35.00	N/A	1 x GoPro Windslayer Windjammer	Hugh Bland
1/02/2016	1 x HP6300 MT i5-3470 4GB Win8 DG Notebook Computer	\$ 1,150.00	Repairs if Required		Mark Hewitt
		\$ 275.00	N/A	2013 Home Business - MS Office	Mark Hewitt
1/10/2015	3G Next G Digital Handset - CEO House	\$ 1,177.26	Repairs if Required		Mark Hewitt

1/10/2015	3G Next G Digital Handset - ALC Office	\$ 1,298.16	Repairs if Required		ALC Office
13/10/2015	VISIDEC Focus Articulated Double - VF-AT-D	\$ 340.00	Repairs if Required		Julianne Uate-Jones
13/10/2015	VISIDEC Focus Articulated Double - VF-AT-D	\$ 340.00	Repairs if Required		Murray Walton
20/10/2015		\$ 27.95	N/A	AdobeSystems - Adobe Creative Cloud	Mark Hewitt
27/10/2015		\$ 13.96	N/A	AdobeSystems - Adobe Creative Cloud	Mark Hewitt
29/10/2015	AdobeSystems - Adobe Creative Cloud	\$ 558.98	N/A		Mark Hewitt
9/11/2015		\$ 56.00	N/A	Computer Software	Murray Walton
9/11/2015		\$ 56.00	N/A	Computer Software	Murray Walton
1/12/2015		\$ 120.00	N/A	1 x 120w Universal AC/DC Notebook power adaptor	ALC Office
		\$ 165.00	N/A	3 x Microsoft Wireless Mouse 800	ALC Office
8/12/2015		\$ 56.00	N/A	Computer Software	Murray Walton
8/12/2015		\$ 56.00	N/A	Computer Software	Murray Walton
5/01/2016		\$ 70.00	N/A	2 x Microsoft Wireless Desktop 800 Keyboard/Mouse Combo	Cairns Office
		\$ 179.00	N/A	1 x Toshiba Cavio Basic A2 2/5 USB External Hard Drive	Cairns Office
		\$ 45.00	N/A	1 x Rapp Wireless Use Headset with built in Microphone	Cairns Office
15/01/2016		\$ 168.00	N/A	Computer Software for new computers	EDU Staff
15/01/2016		\$ 181.77	N/A	Computer Bag	Murray Walton
15/01/2016		\$ 122.73	N/A	Cute PDF Software	EDU Staff
15/01/2016		\$ 12.00	N/A	Computer Software for new	EDU Staff

				computers	
22/01/2016		\$ 117.27	N/A	Hard Drive (to back up server)	Cairns Office
12/02/2016		\$ 56.00	N/A	Computer Software	Murray Walton
12/02/2016		\$ 56.00	N/A	Computer Software	Murray Walton
15/02/2016		\$ 27.25	N/A	4 USB Port	Illona Wilson
7/03/2016		\$ 13.64	N/A	1 x USB Dock - Multiple Boards	Wesley South
7/03/2016		\$ 67.95	N/A	5 x USB Memory Sticks	EDU Staff
22/03/2016		\$ 56.00	N/A	Computer Software	Murray Walton
22/03/2016		\$ 16.72	N/A	Cables for Server	Cairns Office

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
 Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council
Topic: Computers

Senator: Senator Ludwig

Question reference number: PM165

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used
2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location
3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs

Answer:

Descripton	Cost	Location	Employment Classification	In Use?	OS
Borjatec Laptop & Docking Station	\$ 2,500.00	Groote Eyelandt	IT Contractors	Yes	MS Windows
HP Laptop	\$ 1,500.00	Groote Eyelandt	ALC Staff		MS Windows
2 x HP Laptops	\$ 3,500.00	Groote Eyelandt	ALC Staff		MS Windows
2 x HP Laptops	\$ 3,500.00	Groote Eyelandt	ALC Staff		MS Windows
6 x Borjatec Laptops	\$ 12,000.00	Groote Eyelandt	IT Contractors	Yes	MS Windows
Apple 27 Thunderbolt	\$	Groote	Chief Executive Officer	Yes	Apple

Display	1,599.00	Eyelandt			
Apple 27 Thunderbolt Display	\$ 1,599.00	Groote Eyelandt	ALC Staff	Yes	Apple
4 x Laptops	\$ 6,000.00	Groote Eyelandt	ALC Staff		MS Windows
HP Laptop - Conference Room	\$ 1,500.00	Groote Eyelandt	ALC Staff	Yes	MS Windows
Asus Laptop Computer	\$ 2,209.00	Groote Eyelandt	Board Member	Yes	MS Windows
Asus Laptop Computer	\$ 1,891.00	Groote Eyelandt	ALC Staff		MS Windows
HP Laptop	\$ 1,555.00	Cairns	Financial Accountant	Yes	MS Windows
HP Probook 47062	\$ 1,518.18	Groote Eyelandt	Ranger Office		MS Windows
6 x Apple iMac & Accessories	\$ 22,554.00	Groote Eyelandt	Training Centre	Yes	Apple
1 x Lenovo Desktop Computer	\$ 1,840.09	Cairns	Finance Officer	Yes	MS Windows
1 x Lenovo Desktop Computer	\$ 1,776.50	Cairns	Finance Officer	Yes	MS Windows
1 x Toshiba Notebook Computer	\$ 1,610.50	Cairns	RDU Financial Accountant	Yes	MS Windows
1 x Lenovo Thinkcentre Desktop	\$ 2,442.39	Cairns	RDU Financial Accountant	Yes	MS Windows
1 x Lenovo Thinkcentre Desktop	\$ 2,442.39	Cairns	Financial Accountant	Yes	MS Windows
1 x Lenovo Thinkpad Yoga Notebook	\$ 1,817.12	Cairns	Chief Financial Officer	Yes	MS Windows
1 x Lenovo Thinkpad Yoga Notebook	\$ 2,077.52	Cairns	Financial Accountant	Yes	MS Windows
HP6300 Notebook Computer	\$ 1,425.00	Groote Eyelandt	Chief Executive Officer	Yes	MS Windows
HP Z Book 15 Omen Pro	\$ 4,420.00	Groote Eyelandt	Mining Officer	Yes	MS Windows
HP Z640 TWR	\$ 4,120.00	Groote Eyelandt	Mining & Environmental Manager	Yes	MS Windows



**ANINDILYAKWA LAND COUNCIL
FINANCIAL MANAGEMENT
PRACTICES MANUAL**

TRAVEL

Introduction

In line with Government requirements and as part of the Financial Management Practice Manual this policy provides management and staff with details of the procedures, delegations and authorities for Travel.

Adherence to ALC's Travel policies and practices protects ALC not only from potential financial loss, it assists the executive/board in complying with its stewardship obligations and provides a framework within which management and staff can exercise effective internal controls. Staff should ensure they are aware of their responsibilities and ALC travel procedures.

1. Policy

This policy applies to Traditional Owners, Governing and Board of Directors members and ALC employees (including consultants) travelling on ALC business.

The principle of the policy is that ALC will meet reasonable travel costs on the basis that the people bound by this policy neither gain nor lose financially when required to travel on official business.

2. Travel – Board of Directors members

ALC will cover the costs of flights or vehicle hire, or other modes of transport, and accommodation for Traditional Owners to attend meetings related to the business of ALC. We will book the cheapest travel route available, which may include service flights or charter. When booking flights consideration will be given to selecting restricted or semi-flexible fares in order to reduce overall travel costs.

2.1. Amendments & Cancellations

Board of Directors must give 48 hours notice to ALC staff if they need to cancel or re-schedule their travel arrangements. If board members do not catch the plane they are booked on, and have not given 48 hours notice, ALC will not pay for another flight.

In the case of Board of Directors meetings, travel itineraries are sent out on confirmation of attendance for the meeting. On that notice of meeting, a date is given for members to confirm attendance with staff. If ALC has not heard from members by that date, all travel and accommodation bookings will be cancelled to ensure that ALC does not incur unnecessary charges.

2.2. Travel Allowances

ALC will pay Board members at the approved rate in accordance with the Australian Tax Office determination (e.g. TD 2015/14 Reasonable amounts for domestic travel allowance expenses) per night away to cover the costs of accommodation, meals and incidentals for the duration of an official trip away from home



**ANINDILYAKWA LAND COUNCIL
FINANCIAL MANAGEMENT
PRACTICES MANUAL**

Members who do not need to travel or be away from home overnight to attend a meeting will not receive travel allowance.

2.3. Incidentals

Incidental expenses are included in the Travel Allowance set out in 2.2 above.

ALC is not able to pay for personal phone calls, food, alcohol or cigarettes charged to rooms. Additional costs incurred by a traveller and charged to ALC will be tabled at the next Board of Directors meeting and these costs will be deducted from future meeting allowances for that member or an invoice will be sent to that person requesting payment of these amounts.

2.4. Cab Charge vouchers

All Cab Charge vouchers are to be used for trips directly to and from the airport, and between accommodation and meetings only. Any unauthorised use of a voucher will be the responsibility of the individual and will need to be reimbursed to ALC.

3. Staff Travel

ALC staff may be required to undertake travel in the normal course of business.

3.1. Approval for staff travel

Travel may be undertaken only with prior approval from the CEO or the CFO. Travel must not under any circumstances be authorised by the traveller.

Approval will be provided on the ALC **Travel Booking Form**, which must include details of the purpose of the travel and the coding of the travel cost to a job item. Approval will only be given for travel where the cost falls within the approved travel budget for that area.

3.2. Accommodation:

Requests for Accommodation to be booked on behalf of the traveller must be made on the **Travel Booking Form** and must include details to enable booking to be made.

3.3. Vehicle Hire

Requests for vehicle hire to be booked on behalf of the traveller must be made on the **Travel Booking Form** and must include details to enable booking to be made.

3.4. Intrastate travel

Employees may undertake intrastate travel upon prior approval by the CEO or the CFO.

3.5. International Travel

International travel may only be undertaken with the prior approval of the Board of Directors.



**ANINDILYAKWA LAND COUNCIL
FINANCIAL MANAGEMENT
PRACTICES MANUAL**

4. CEO Travel

Travel may only be undertaken by the CEO with the prior approval of the Chairperson up to the approved budget amount for the financial year. Travel must not under any circumstances be authorised by the traveller.

The **Travel Booking Form** for travel by the CEO is to be signed by the Chairperson.

Approval will be provided on the ALC **Travel Booking Form**, which must include details of the purpose of the travel and the coding of the travel cost to a job item.

Approval will only be given for travel where the cost falls within the approved travel budget.

All travel expenses incurred by the CEO are to be reported at the next Board of Directors meeting.

4.1. Accommodation:

Requests for Accommodation to be booked on behalf of the CEO must be made on the **Travel Booking Form** and must include details to enable booking to be made.

4.2. Vehicle Hire

Requests for vehicle hire to be booked on behalf of the CEO must be made on the **Travel Booking Form** and must include details to enable booking to be made.

5. Travel Allowance

Anindilyakwa Land Council bases its Travel Allowance rates in strict accordance with the Australian Tax Office (ATO) guidelines that are re-issued in July each year e.g. TD 2015/14 Reasonable amounts for domestic travel allowance expenses for the 2015-2016 financial year.

The TA rates are found in the ALC Public Folder.

Rates are set depending on where the employee is required to travel to for meetings.

Travel Allowance is paid as a reimbursement of costs that an employee would incur while away from their normal place of work attending ALC business. An allowance is paid per meal that an employee would be expected to pay for.

Time allowances are set to ensure clarity in claiming for meals. These are:

Breakfast	For travel before 8am
Lunch	For travel after 8am but before 2pm
Dinner	For travel after 2pm but before 9pm

An incidental allowance is paid in addition to any meal allowance claimed.

There is no allowance paid for meals that are catered for while the employee is away.



**ANINDILYAKWA LAND COUNCIL
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PRACTICES MANUAL**

For example: an employee leaves Groote Eylandt to travel to a meeting in Sydney on official ALC business at 9.30am on Monday arriving at the destination at 12.30pm, and return at 10pm on Tuesday night. The meetings on Tuesday have lunch catered for. The employee's TA claim would be: In line with the Allowances paid for Sydney (as detailed in the TA rates in the ALC Public Folder)

Monday: Lunch, dinner and incidental
Tuesday: Breakfast, dinner and incidental

All travel allowance claims are to be approved by the employee, and the relevant supervisor in the first instance.

The ***Travel Booking Form*** may be subject to further approvals as required by the Finance Department.

6. Amendments & Cancellations

Where possible employees must give 48 hours notice to ALC if they need to cancel or re-schedule their travel arrangements.

If the traveller does not catch the plane they are booked on, and have not given 48 hours notice, ALC will not pay for another flight.

7. Incidentals

ALC is not able to pay for personal phone calls, food, alcohol or cigarettes charged to rooms.

- Additional costs incurred by a traveller and charged to ALC will be deducted from future allowances for that employee or an invoice will be sent to that employee requesting payment of these amounts.

8. Cab Charge vouchers

Cab Charge vouchers are to be used for trips directly to and from the airport, and between accommodation and meetings only. Any unauthorised use of a cab charge voucher will be the responsibility of the employee and will need to be reimbursed to ALC.

9. Policy Provisions

The content of this Policy may change from time to time in accordance with regulatory requirements, changes in legislation or at the organisation's discretion.

ALC reserves the right to vary, replace or terminate this policy from time to time.



**ANINDILYAKWA LAND COUNCIL
FINANCIAL MANAGEMENT
PRACTICES MANUAL**

TRAVEL BOOKING FORM

Passenger Name:		Date:	
Purpose of travel:			
Job Code:		Frequent Flyer #:	

FLIGHT REQUIREMENTS

Airline	Flight No	Date	From	To	Preferred Depart Time	Preferred Arrival Time

ACCOMMODATION REQUIREMENTS

Hotel	City	Arrival Date	Departure Date	Other requirements

TRAVEL ALLOWANCE – see explanation over

Travel Start Date & Time		Travel End Date & Time	
-------------------------------------	--	-----------------------------------	--

RENTAL CAR

Date of Pick Up:		Location:	
Date of Drop Off:		Location:	

Personal Leave

NO / YES (if yes provide details)	
--	--

Employee Travelling	_____	____/____/____
	Signature	Date

CEO or CFO Authorisation	_____	____/____/____
	Signature	Date



**ANINDILYAKWA LAND COUNCIL
FINANCIAL MANAGEMENT
PRACTICES MANUAL**

TRAVEL ALLOWANCE

A travel allowance (TA) is paid to assist with covering costs that an employee would incur while away from their normal place of work whilst attending official business.

ALC will pay TA at the approved rate in accordance with current the Australian Tax Office determination.

Travel Allowance is paid as a reimbursement of costs that an employee would incur while away from their normal place of work attending ALC business.

An allowance is paid per meal that an employee would be expected to pay for. Time allowances are set to ensure clarity in claiming for meals. These are:

Travel allowance payments

Breakfast	For travel before 8 am
Lunch	For travel after 8 am but before 2 pm
Dinner	For travel after 2 pm but before 9 pm

Example

An employee leave to travel for a meeting on official business at 9.30 am on Monday, arriving at the destination as 12.30 pm and returns at 10 pm on Tuesday night. The meetings on Tuesday have lunch catered. The TA payable would be:

Monday: Lunch, Dinner and Incidental
Tuesday: Breakfast, Dinner and incidental

Note:

- An incidental allowance is paid in additional to any one meal claimed in a day.
- There are no allowances paid when meals have been catered for.

Approval for staff travel

Travel may be undertaken only with prior approval in accordance with approved delegations. Approval will only be given for travel where the cost falls within the approved travel budget for that budgeted item.

CEO travel

Travel may only be undertaken by the CEO with the prior approval of the Chairperson up to the approved budget amount for the financial year. The **Travel Booking Form** for travel by the CEO is to be signed by the Chairperson. All travel expenses incurred by the CEO are to be reported at the next Board of Directors meeting.

International travel

International travel may only be undertaken with the prior approval of the Board of Directors.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Travel Costs - Departmental

Senator: Senator Ludwig

Question reference number: PM166

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. When is the minister notified, when is approved provided?
6. Detail all travel (domestic and international) for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).
7. Detail all travel for Departmental officers. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). Also provide a reason and brief explanation for the travel.
8. What date was the minister or their office notified of the travel?
9. What date did the minister or their office approve the travel?
10. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer:

1. Yes – any travel must be approved by CEO or CFO.
2. ALC Travel Policy
3. Please see attached Attachment A - ALC Travel Policy
4. 2011
5. Prior to travel booking
6. Nil
7. See below

ALC Staff – Domestic Travel

<i>Name</i>	<i>Position</i>	<i>Accommodation (\$)</i>	<i>Airfares (\$)</i>	<i>Car Hire (\$)</i>	<i>Charter Flights (\$)</i>	<i>Taxi Fares (\$)</i>	<i>Travel Allowance (\$)</i>	<i>Reason for Travel</i>
Helen Rostedt	EDU Compliance Officer	\$ 2,468.18	\$ 7,008.06	\$ -	\$ -	\$ 183.74	\$ 1,625.10	ALC Related Activities
Hugh Bland	Anthropologist (Male)	\$ 104.55	\$ 1,840.19	\$ -	\$ 1,460.91	\$ -	\$ -	ALC Related Activities
Mark Hewitt	Chief Executive Officer	\$ 5,092.94	\$ 9,924.30	\$ -	\$ 1,484.84	\$ 804.36	\$ 5,105.65	ALC Related Activities
Mitchell Holmes	Financial Accountant	\$ 918.18	\$ 1,446.36	\$ -	\$ -	\$ 99.64	\$ 541.70	ALC Related Activities
Murray Walton	Chief Financial Officer	\$ 4,673.18	\$ 9,352.62	\$ -	\$ -	\$ 183.55	\$ 5,083.70	ALC Related Activities
Raghu Venkateswaran	EDU Manager	\$ 101.09	\$ 8,091.85	\$ -	\$ -	\$ -	\$ -	ALC Related Activities
Rick Taylor	Land & Sea Manager	\$ 131.10	\$ 2,074.94	\$ -	\$ -	\$ -	\$ -	ALC Related Activities
Robert Cooper	Deputy CEO	\$ 342.27	\$ 685.45	\$ -	\$ -	\$ -	\$ -	ALC Related Activities
Roina Williams	Anthropologist (Female)	\$ 2,250.46	\$ 3,035.77	\$ 532.87	\$ 1,036.37	\$ -	\$ 1,100.65	ALC Related Activities
Ross McDonald	Mining & Environmental Manager	\$ 816.77	\$ 5,154.77	\$ -	\$ -	\$ 249.63	\$ 1,590.65	ALC Related Activities
Tony Wurrumarrba	Chairman	\$ 2,591.59	\$ 10,064.93	\$ -	\$ 2,534.85	\$ -	\$ 4,440.85	ALC Related Activities
Wesley South	Mining Officer	\$ 209.09	\$ 1,170.91	\$ -	\$ -	\$ -	\$ -	ALC Related Activities
ALC Staff	N/A	\$ -	\$ 5,373.64	\$ -	\$ 11,667.82	\$ 113.43	\$ -	ALC Related Activities
Lionel Jaragba	Community Liason Officer	\$ -	\$ 645.20	\$ -	\$ 1,072.73	\$ -	\$ -	ALC Related Activities

Russell Rahman	EDU Development Officer	\$ -	\$ 1,419.09	\$ -	\$ -	\$ -	\$ 2,169.00	ALC Related Activities
Steve Price	EDU Finance Officer	\$ -	\$ 3,272.73	\$ -	\$ 581.82	\$ -	\$ 2,471.05	ALC Related Activities
ALC Executive Board	N/A	\$ -	\$ -	\$ 613.94	\$ 7,700.02	\$ 27.91	\$ -	ALC Related Activities
Jeffrey John Paul	Learning on Country Coordinator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,474.00	ALC Related Activities
Nikki Kuper	Learning on Country Coordinator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 294.80	ALC Related Activities

ALC Travel – Contractors and Guests

Name	Position	Accommodation (\$)	Airfares (\$)	Car Hire (\$)	Charter Flights (\$)	Taxi Fares (\$)	Travel Allowance (\$)	Reason for Travel
Bridgid Cowling		\$ 209.09	\$ -	\$ -	\$ -	\$ -		ALC Related Activities
Colin Mackinnon		\$ 609.09	\$ 1,673.64	\$ -	\$ -	\$ -		ALC Related Activities
Mark O'Shea		\$ 2,116.36	\$ -	\$ -	\$ -	\$ -		ALC Related Activities
Peter Vale		\$ 590.91	\$ 1,599.66	\$ -	\$ -	\$ -		ALC Related Activities
Phoebe Kitto	HR Contractor	\$ 2,654.54	\$ 4,889.76	\$ -	\$ -	\$ -	\$ 128.18	ALC Related Activities
Rebecca Bottomer	HR Contractor	\$ 2,618.18	\$ 4,889.75	\$ -	\$ -	\$ -	\$ 140.45	ALC Related Activities
Barry Lewin		\$ -	\$ 2,477.73	\$ -	\$ -	\$ -		ALC Related Activities
Ben Rutherford		\$ -	\$ 141.44	\$ -	\$ -	\$ -		ALC Related Activities
Cherelle Wurrawilya	Traditional Owner	\$ -	\$ 631.82	\$ -	\$ -	\$ -		ALC Related Activities
Geraldine & Jesslyn Amagula	Traditional Owner	\$ -	\$ 825.45	\$ -	\$ -	\$ -		ALC Related Activities
Isabel Gillespie & Deena Smiff		\$ -	\$ 2,952.00	\$ -	\$ -	\$ -		ALC Related Activities
Jacqueline & Mary Amagula	Traditional Owner	\$ -	\$ 1,569.09	\$ -	\$ -	\$ -		ALC Related Activities
John Hartigan		\$ -	\$ 4,864.53	\$ -	\$ -	\$ -		ALC Related Activities
Karen Martin Stone		\$ -	\$ 1,380.00	\$ -	\$ -	\$ -		ALC Related Activities
Leonard Amagula	Traditional Owner	\$ -	\$ 358.18	\$ -	\$ -	\$ -		ALC Related Activities
Sophie Liu	Partner of Mark Hewitt	\$ -	\$ 8,064.20	\$ -	\$ -	\$ -		ALC Related Activities
Matthew Eccles		\$ -	\$ 396.82	\$ -	\$ -	\$ -		ALC Related Activities
Michelle Caddy	Partner of Wesley South	\$ -	\$ 1,349.09	\$ -	\$ -	\$ -		ALC Related Activities
Sean Bowden		\$ -	\$ 3,826.61	\$ -	\$ -	\$ -		ALC Related Activities
Thomas Amagula	Traditional Owner	\$ -	\$ 2,788.25	\$ -	\$ -	\$ 195.46		ALC Related Activities
Angabunuman ja Aboriginal Corp		\$ -	\$ -	\$ -	\$ 1,484.86	\$ -		ALC Related Activities

Charlie Ngalmi	Traditional Owner	\$ -	\$ -	\$ -	\$ 763.63	\$ -		ALC Related Activities
Eric Wurramara	Traditional Owner	\$ -	\$ -	\$ -	\$ 2,554.55	\$ -		ALC Related Activities
Morgan Wurramara	Traditional Owner	\$ -	\$ -	\$ -	\$ 227.27	\$ -		ALC Related Activities
Auditors	Listed Above??	\$ -	\$ -	\$ -	\$ -	45.76		ALC Related Activities

8. N/A

9. N/A

10. It is not possible to provide travel estimates for ALC.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Senator Ludwig

Question reference number: PM171

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

1. Please list all related EBAs with coverage of the department.
2. Please list their starting and expiration dates.
3. What is the current status of negotiations for the next agreement/s? Please detail.

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Existing Resources Program

Senator: Senator Ludwig

Question reference number: PM172

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How many projects, work, programs or other tasks has the department started as a consequence of government policies or priorities that are required to be funded 'within existing resources'?
2. List each
3. List the staffing assigned to each task
4. What is the nominal total salary cost of the officers assigned to the project?
5. What resources or equipment has been assigned to the project?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Conditions of Government Contracts and Agreements

Senator: Senator Ludwig

Question reference number: PM173

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations or restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?
4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?
6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?
7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?
8. If no consultation has occurred, why not?

9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Statutory Review Provisions

Senator: Senator Ludwig

Question reference number: PM174

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:

1. What work has been done towards preparing for the review? If none, why not?
2. Please provide a schedule or a workplan for the review
3. When did/will this work begin?
4. When is/was the review due to commence.
5. What is the expected report date.
6. Who is the minister responsible for the review
7. What department is responsible for the review
8. List the specific clauses or legislation under review caused by the statutory provision.
9. List the terms of reference.
10. What is the scope of the review.
11. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
12. What is the budgeted, projected or expected costs of the review?
13. When was the Minister briefed on this matter?
14. What decision points are upcoming for the minister on this matter?
15. List the number of officers, and their classification level, involved in conducting the review
16. Will the report will be tabled in parliament or made public. If so, when?

Answer:

None to report

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
12. N/A
13. N/A
14. N/A
15. N/A
16. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Sunset Provisions

Senator: Senator Ludwig

Question reference number: PM175

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:
 - a. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
 - b. Has any consideration been given to delaying or alerting the sunset provisions?
 - c. Please provide a schedule or a workplan for the sunset provisions becoming active
 - d. When did/will this work begin?

2. Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted? If yes:
 - a. When is/was the review due to commence.
 - b. What is the expected report date.
 - c. Who is the minister responsible for the review
 - d. What department is responsible for the review
 - e. List the specific clauses or legislation under review caused by the statutory provision.
 - f. List the terms of reference.
 - g. What is the scope of the review.
 - h. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 - i. What is the budgeted, projected or expected costs of the review?
 - j. When was the Minister briefed on this matter?
 - k. What decision points are upcoming for the minister on this matter?
 - l. List the number of officers, and their classification level, involved in conducting the review

3. Will the the report will be tabled in parliament or made public. If so, when?

Answer:

1. Nil
2. No
3. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Legal Costs

Senator: Senator Ludwig

Question reference number: PM176

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. List all legal costs incurred by the department or agency
2. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external
3. List cost spend briefing Counsel, broken down by hours spent briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)
4. How was each piece of advice procured? Detail the method of identifying legal advice

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Procedure Manuals (Departmental)

Senator: Senator Ludwig

Question reference number: PM177

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:
2. When was the manual last updated?
3. Who is responsible for updating the manual?
4. Has the minister's office had any input into the content of the manual? If so, please detail.
5. Who is the manual distributed to?
6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Vending machines

Senator: Senator Ludwig

Question reference number: PM178

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?
 - g. If so, what is the current usage for each of these items?

Answer:

1. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Self-initiated work

Senator: Senator Ludwig

Question reference number: PM179

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

1. Does the department have a program for staff to engage in self-initiated work (projects, plans etc that are devised by staff without being directed by the minister's office or department management)?
2. Please list all ongoing projects. For each, please detail:
3. When did the project commence?
4. When is it expected to conclude?
5. What will the total cost of the project be?
6. Where did the money for the project come from?
7. Where is the project based?

Answer:

1. No
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Staff Awards

Senator: Senator Ludwig

Question reference number: PM180

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the Department / Agency given out awards to staff for any reason? If yes:
 - a. What was the reason for the awards?
 - b. What was the criteria for the awards?
 - c. What form did the award take? (e.g. Certificate, gift vouchers etc)
 - d. How much was spent on the award?
2. How were the awards presented?
3. Who presented the awards?
4. Was there a ceremony or party for the awards? If yes:
 - a. Where was it held?
 - b. Was there a fee for the venue? If yes, how much?
 - c. How much was spent on catering?
 - d. How many people attended?
 - e. Did the minister attend?
 - f. Did the minister's staff attend? If yes, how many?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Change Management

Senator: Senator Ludwig

Question reference number: PM181

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the Department/Agency engaged in a policy of Change Management? If yes:
 - a. Please detail the policy.
 - b. When was the policy introduced?
 - c. What are the goals of the policy?
 - d. How much was spent on consulting for the policy and who was contracted for this consultation?
 - e. How much was spent implementing this policy?

Answer:

1. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Departmental Staff Misconduct

Senator: Senator Ludwig

Question reference number: PM182

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Please provide a copy of the departmental staff code of conduct.
2. Have there been any identified breaches of this code of conduct by departmental staff?
 - a. If yes, list the breaches identified, broken by staffing classification level.
 - b. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 - c. If yes, when was the breach identified? By whom? When was the Minister made aware?
 - d. If yes, were there any legal ramifications for the department or staff member? Please detail.

Answer:

1. File included – PM182 – Code of Conduct ALC.pdf
2. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Fee for services

Senator: Senator Ludwig

Question reference number: PM183

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Have any existing services provided by the department / agency moved from being free to a user-pay service? Have any additional fees been placed on existing services? If yes please provide a list and include:
2. Name of the fee and a short description of what it covers.
3. How much is the fee (and is it a flat fee or a percentage of the service).
4. The date the fee came into place.
5. Were any reviews requested, commenced or complemented into the benefits and drawbacks of attaching the fee to the service? If yes, please detail and provide a copy of the review.
6. What consultation was carried out before the fee was put into place?
7. How was the fee put into place (e.g. through legislation, regulation changes etc)?
8. What justification is there for the fee?

Answer:

1. No
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Documents provided to minister

Senator: Senator Ludwig

Question reference number: PM184

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

1. Excluding policy or correspondence briefs, how many documents are provided to the Minister's office on a regular and scheduled basis? Including documents that are not briefs to the minister and do not require ministerial signature.
2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)
3. How are they transmitted to the office?
4. What mode of delivery is used (hardcopy, email) for those documents?
5. What level officer are they provided to in the minister's office?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Merchandise or promotional material

Senator: Senator Ludwig

Question reference number: PM185

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the department purchased any merchandise or promotional material?
2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)
3. List the cost for each item
4. List the quantity of each item
5. Who suggested these material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

Answer:

1. No
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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Report Printing

Senator: Senator Ludwig

Question reference number: PM188

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Have any reports, budget papers, statements, white papers or report-like documents printed for or by the department been pulped, put in storage, shredded or disposed of?
2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal

Answer:

1. No
2. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: FoI Requests

Senator: Senator Ludwig

Question reference number: PM189

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
 - a. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
 - b. For how many has a redacted document been provided?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Lobbyist Register Meetings

Senator: Senator Ludwig

Question reference number: PM192

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. List all interactions between the department/agency with any representative listed on the lobbyist register
2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting
3. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register during the specified period. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting.

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Workplace assessments

Senator: Senator Ludwig

Question reference number: PM193

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How much has been spent on workplace ergonomic assessments?
 - a. List each item of expenditure and cost
2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?
3. If so, list each item of expenditure and cost related to those changes

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Freedom of Information - Stats

Senator: Senator Ludwig

Question reference number: PM194

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. How many FOI requests were received to date.
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

Answer:

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

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Multiple tenders

Senator: Senator Ludwig

Question reference number: PM195

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. List any tenders that were re-issued or issued multiple times:
 - a. Why were they re-issued or issued multiple times?
 - b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
 - c. Were those applicants asked to resubmit their tender proposal?

Answer:

1. Nil

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Market Research

Senator: Senator Ludwig

Question reference number: PM196

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. List any market research conducted by the department/agency:
 - a. List the total cost of this research
 - b. List each item of expenditure and cost, broken down by division and program
 - c. Who conducted the research?
 - d. How were they identified?
 - e. Where was the research conducted?
 - f. In what way was the research conducted?
 - g. Were focus groups, round tables or other forms of research tools used?
 - h. How were participants for these focus groups et al selected?
 - i. How was the firm or individual that conducted the review selected?
 - j. What input did the Minister have?
 - k. How was it approved?
 - l. Were other firms or individuals considered? If yes, please detail.

Answer:

1. Nil

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Departmental Upgrades

Senator: Senator Ludwig

Question reference number: PM197

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
 - a. If so, list these
 - b. If so, list the total cost for these changes
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, who conducted the works?
 - e. If so, list the process for identifying who would conduct these works
 - f. If so, when are the works expected to be completed?

Answer:

1. Nil – Repairs only

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Wine Coolers / Fridges

Senator: Senator Ludwig

Question reference number: PM198

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?
 - g. If so, what is the current stocking level for each of these items?

Answer:

1. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Office Plants

Senator: Senator Ludwig

Question reference number: PM199

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the department/agency purchased or leased any office plants?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?

Answer:

1. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Office recreation facilities

Senator: Senator Ludwig

Question reference number: PM200

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?
 - a. If so, list these
 - b. If so, list the total cost for these items
 - c. If so, list the itemised cost for each item of expenditure
 - d. If so, where were these purchased
 - e. If so, list the process for identifying how they would be purchased
 - f. If so, what is the current location for these items?
 - g. If so, what is the current usage for each of these items?

Answer:

1. No

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Building Lease Costs

Senator: Senator Ludwig

Question reference number: PM201

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. What has been the total cost of building leases for the agency / department?
2. Please provide a detailed list of each building that is currently leased. Please detail by:
 - a. Date the lease agreement is active from.
 - b. Date the lease agreement ends.
 - c. Is the lease expected to be renewed? If not, why not?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building is necessary for the operations of the agency / department.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:
 - a. Date from which the lease agreement was active.
 - b. Date the lease agreement ended.
 - c. Why was the lease not renewed?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. Why the building was necessary for the operations of the agency / department.
4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
 - a. Date the lease agreement is expected to become active.
 - b. Date the lease agreement is expected to end.
 - c. Expected location of the building (City and state).
 - d. Expected cost of the lease.
 - e. Has this cost been allocated into the budget?
 - f. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
 - a. What is the current occupancy rate for the building?
 - b. If the rate is less than 100%, detail what the remaining being used for.

Answer:

1. \$20,030.34

2.

Location	216D Brunker Street Alyangula	Lot 363 Angurugu	Lot 371A Angurugu	Lot 370 Angurugu	140 Mulgrave Road
Lease start	1.3.2010	1.3.2010	1.3.2010	1.3.2010	1.10.2014
Lease end	28.2.2030	28.2.2030	28.2.2030	28.2.2030	31.1.2016
Renewed	Yes	Yes	Yes	Yes	No
Use	Staff housing	Staff housing	Staff housing	Staff housing	Finance Office
Expense	\$2,365.28	\$2,370.49	\$2,193.17	\$1,851.40	\$11,250.00

3.

Location	140 Mulgrave Rd Cairns
Lease start	1.10.2014
Lease end	31.1.2016
Renewed	No
Use	Finance Office
Expense	\$11,250.00

4.

Location	58-62 McLeod St Cairns
Lease start	1.3.2016
Lease end	1.3.2021
Renewed	No
Use	Finance Office
Expense	\$32K p/a

5. 100%

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Anindilyakwa Land Council

Topic: Government advertising/marketing

Senator: Senator Ludwig

Question reference number: PM202

Type of question: Written

Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

1. How much has been spent by the department / agency on marketing?
 - a. List the total cost
 - b. List each item of expenditure and cost
 - c. List the approving officer for each item.
 - d. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - e. Which firm provided the marketing?

2. How much has been spent by the department / agency on government advertising (including job ads)?
 - a. List the total cost
 - b. List each item of expenditure and cost
 - c. Where the advertising appeared
 - d. List the approving officer for each item.
 - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - f. Detail the outlets that were paid for the advertising.

3. What government advertising is planned for the rest of the financial year?
 - a. List the total expected cost.
 - b. List each item of expenditure and cost.
 - c. Where the advertising will appear
 - d. List the approving officer for each item.
 - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - f. Detail the outlets that have been or will be paid for the advertising.

4. Provide copies of approvals for advertising, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate, or the Department or their delegate.

Answer:

1. Nil
2. Total cost \$1,535.10

c. & f.	b.	d.
Seek Limited	\$626.00	M Hewitt
Koori Mail	\$454.55	M Hewitt
Koori Mail	\$454.55	M Hewitt

3. Advertising for recruitment only and as required.