

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: Central 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. Taxi costs for period for the CLC were \$7,827
2. Reason: Incidental to approved CLC staff 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: Central 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: 1

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:

The Central Land Council does not provide 'hospitality' or 'entertainment'.

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: Central 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?

None

7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer:

- 1) Total = \$92,669 \$83,250 Training. Study Agreements: \$9,419
2) Total 26 employees ASO= 12 Senior officer - 14
3) Total 26 employees ASO =12 Senior officer - 14
Study leave was not granted, training was provided in house. Total Hours of training Provided = 675 ASO= 345 Senior officer = 330

4)

Training Provider	1on1/Group Based	No. ASO	No. SOG	Hrs ASO	Hrs SOG	\$
AiTT Cert IV Project Management	Group	11	8	330	240	47,500 Package
ACT Professional Development Program – Indigenous future leaders	Both	1	6	15	90	35,750 Package
Total		12	14	345	330	83250

5) Not Applicable

6) None

7) Study Leave:

Staffing Allocation	Course	Institution	Study Leave Approved	Financial Contribution
Senior officer	Masters of Public Administration	Flinders University	10 days for examinations	\$7,840
ASO	Graduate Diploma of Law	Macquarie University	10 Days for examination	Nil
ASO	Certificate IV in Business Administration	Charles Darwin University	5 hours per week	\$1,578

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: Central 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:

The Central Land Council staffing profile has not changed since 14 September, 2015.

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: Central 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: 1

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:

The Central Land Council has not had staff reductions or voluntary redundancies since 14 September, 2015.

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: Central 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. 21. Classifications ASO classification -18, Senior Officer Classification - 3
2. None
3. 271. All CLC staff are employed under a term contract. The average term is 3 years.

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: Central 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:

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: Central 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:

The Central Land Council does not have a Board.

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: Central 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: 4

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 One: 104 Vehicles and See Table Below.

Question Two: Nil.

Vehicle Rego	Where is the car located?	What is the car used for ?	14/09/2015 – 29/02/2016	
			What is the cost of each car ?	How far did the car travel (km)?
LC1	Alice Springs	Regional Services Unit - to attend council meetings held in remote locations	\$490.07	1601
LC2	Alice Springs	Administration purposes	\$886.47	2896
LC3	Alice Springs	Mining associated works	\$1,642.24	5365
LC4	Alice Springs	Mining associated works	\$2,194.45	7169
LC5	Alice Springs	Administration purposes	\$938.51	3066
LC6	Alice Springs	Administration purposes	\$1,252.27	4091
LC7	Alice Springs	Director's vehicle	\$2,587.49	8453
LC8	Alice Springs	Mining associated works	\$1,475.72	4821
LC9	Alice Springs	Legal Department - ALRA	\$2,602.79	8503
LC10	Alice Springs	Anthropology department	\$3,519.87	11499
LC11	Alice Springs	Regional Services Unit - council meetings held in remote locations	\$4,363.19	14254
LC12	Alice Springs	Land Management program	\$3,243.77	10597
LC13	Alice Springs	Anthropology department	\$4,941.41	16143
LC14	Alice Springs	Land Management program	\$3,639.25	11889
LC15	Alice Springs	Land Management program	\$2,250.47	7352
LC16	Alice Springs	Native Title Unit	\$2,446.37	7992
LC17	Alice Springs	Regional Services Unit - council meetings held in remote locations	\$3,679.35	12020
LC18	Kalkarindji	Regional Services Unit - council meetings held in remote locations	\$5,694.43	18603
LC19	Tennant Creek	Regional Services Unit - council meetings held in remote locations	\$2,367.40	7734
LC20	Alice Springs	Regional Employment Unit	\$469.62	1534.2
LC21	Tennant Creek	Land Management program	\$2,748.50	8979
LC22	Alice Springs	Legal Department - ALRA	\$2,407.19	7864
LC23	Alice Springs	Anthropology department	\$1,649.28	5388
LC24	Alice Springs	Land Management program	\$2,278.02	7442
LC25	Alice Springs	Native Title Unit	\$3,151.02	10294
LC26	Alice Springs	Native Title Unit	\$3,377.54	11034
LC27	Alice Springs	Anthropology department	\$3,057.35	9988
LC28	Alice Springs	Anthropology department	\$3,366.82	10999
LC29	Alice Springs	Anthropology department	\$4,032.29	13173
LC30	Yuendumu	Chair's vehicle – Council/administration purposes	\$7,479.31	24434
LC31	Alice Springs	Native Title Unit	\$958.41	3131
LC32	Alice Springs	Administration purposes	\$3,260.61	10652
LC33	Alice Springs	Regional Services Unit - council meetings held in remote locations	\$2,961.54	9675
LC34	Alice Springs	Administration purposes	\$3,233.06	10562

Vehicle Rego	Where is the car located?	What is the car used for ?	14/09/2015 – 29/02/2016	
			What is the cost of each car ?	How far did the car travel (km)?
LC35	Alice Springs	Land Management program	\$672.20	2196
LC36	Alice Springs	Administration purposes	\$458.24	1497
LC37	Tennant Creek	Regional Services Unit - council meetings held in remote locations	\$778.11	2542
LC38	Alice Springs	Administration purposes	\$2,720.33	8887
LC39	Alice Springs	Administration purposes	\$605.16	1977
LC40	Tennant Creek	Regional Services Unit	\$2,852.88	9320
LC41	Alice Springs	Regional Services Unit	\$3,489.26	11399
LC42	Tennant Creek	Regional Services Unit	\$1,658.16	5417
LC43	Mutitjulu	Regional Services Unit	\$3,289.38	10746
LC44	Harts Range	Regional Services Unit	\$1,706.52	5575
LC45	Papunya	Regional Services Unit	\$2,279.85	7448
LC46	Alice Springs	Regional Services Unit	\$3,656.40	11945
LC47	Yuendumu	Regional Services Unit	\$6,106.75	19950
LC48	Alice Springs	Regional Services Unit	\$5,774.32	18864
LC49	Tennant Creek	Regional Services Unit	\$1,653.26	5401
LC50	Alice Springs	Legal Department - ALRA	\$3,527.83	11525
LC51	Alice Springs	Native Title Unit	\$4,807.95	15707
LC52	Alice Springs	Corporation's administration	\$3,233.36	10563
LC53	Tennant Creek	Anthropology department	\$3,465.69	11322
LC54	Utopia	Regional Services Unit	\$2,000.38	6535
LC55	Alice Springs	Regional Services Unit	\$1,221.96	3992
LC56	Uluru	Joint land management and NT parks program	\$1,959.06	6400
LC57	Alice Springs	Regional Employment Unit	\$3,662.82	11966
LC58	Yuendumu	Rangers Program	\$3,291.83	10754
LC59	Lajamanu	Rangers Program	\$87.85	287
LC60	Alice Springs	Regional Employment Unit	\$2,055.17	6714
LC61	Alice Springs	Joint land management and NT parks program	\$1,634.89	5341
LC62	Tennant Creek	Rangers Program	\$3,107.25	10151
LC63	Alice Springs	Rangers Program	\$1,570.31	5130
LC64	Alice Springs	Regional Employment Unit	\$4,238.91	13848
LC65	Alice Springs	Land Management program	\$2,644.42	8639
LC66	Harts Range	Rangers Program	\$1,497.15	4891
LC67	Alice Springs	Native Title Unit	\$2,659.42	8688
LC68	Tjuwanpa	Rangers Program	\$1,666.42	5444
LC69	Alice Springs	Regional Employment Unit	\$953.51	3115
LC70	Alice Springs	Legal Department - Leasing	\$1,496.84	4890

Vehicle Rego	Where is the car located?	What is the car used for ?	14/09/2015 – 29/02/2016	
			What is the cost of each car ?	How far did the car travel (km)?
LC71	Alice Springs	Community Development Unit	\$3,579.87	11695
LC72	Alice Springs	Land Management program	\$3,095.00	10111
LC73	Lajamanu	Indigenous Protection Program	\$1,567.86	5122
LC74	Lajamanu	Land Management program	\$2,378.72	7771
LC75	Yuendumu	Rangers Program	\$2,282.61	7457
LC76	Tjuwanpa	Rangers Program	\$1,815.49	5931
LC77	Santa Teresa	Rangers Program	\$2,691.25	8792
LC78	Anmatyerr	Rangers Program	\$3,484.06	11382
LC79	Tennant Creek	Rangers Program	\$3,631.60	11864
LC80	Alice Springs	Rangers Program	\$3,443.04	11248
LC81	Alice Springs	Native Title Unit	\$1,355.73	4429
LC82	Docker River	Rangers Program	\$2,695.23	8805
LC83	Alice Springs	Rangers Program	\$621.39	2030
LC84	Alice Springs	Rangers Program	\$3,170.00	10356
LC85	Lajamanu	Rangers Program	\$1,414.50	4621
LC86	Alice Springs	Women's cultural	\$3,225.40	10537
LC87	Alice Springs	Rangers Program	\$416.30	1360
LC88	Lajamanu	Rangers Program	\$1,328.79	4341
LC89	Papunya	Rangers Program	\$3,271.01	10686
LC91	Daguragu	Rangers Program	\$3,036.54	9920
LC92	Alice Springs	Community Development Unit	\$1,858.96	6073
LC93	Alice Springs	Joint land management and NT parks program	\$1,423.38	4650
LC94	Yuendumu	Indigenous Protection Program	\$1,765.91	5769
LC95	Alice Springs	Camel and feral animal management program	\$2,001.30	6538
LC96	Lajamanu	Indigenous Protection Program	\$2,085.48	6813
LC97	Santa Teresa	Rangers Program	\$2,368.32	7737
LC98	Mutitjulu	Indigenous Protection Program	\$3,270.09	10683
LC99	Yuendumu	Indigenous Protection Program	\$1,856.82	6066
LC100	Alice Springs	Rangers Program	\$3,685.17	12039
LC101	Angas Downs	Rangers Program	\$4,843.16	15822
LC102	Alice Springs	Policy development unit	\$1,027.89	3358
LC103	Alice Springs	Land Management program	\$1,587.45	5186
LC104	Alice Springs	Land Management program	\$943.10	3081
LC105	Alice Springs	Community Development Unit	\$4,492.06	14675

Totals **\$264,843** **865,211**

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: Central 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: 1

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. 15 Days
2. 74 Payments (100% paid within 0 – 30 days)
3. NIL
4. NIL
5. NIL
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: Central 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. Period from Oct 2015 to Feb 2016 - \$538
2. Reason: Incidental to approved CLC travel.
3. Not applicable to the Central Land Council.

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: Central 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. No changes.
2. No misuse in this period.
3. No changes.
4. No.
5. Not applicable, no misuse in the period.
6. No changes.
7. Not applicable.

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: Central 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:

The Central Land Council does not provide 'hospitality'.

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: Central 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:

The Central Land Council has not made changes to structures, officials, offices, units, taskforce or other processes 'dedicated' to meeting the government's red tape reduction targets. Any additional requirements have had to be absorbed within existing structures and resources.

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: Central 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: 3

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:

1. 17,309 m2
2. See table below

Town	Address	Land (m2)	Land value \$
Alice Springs	27 Stuart Highway	3703	2,069,528
Alice Springs	6 Kennett Court	363	294,529
Alice Springs	71 Bath Street	305	525,000
Alice Springs	9 Cameron street	2980	1,280,950
Alice Springs	5 Chewings Street	303	413,133
Mutijulu	Lot 35	562	Land Leased
Docker River	Lot 109	446	Land Leased
Lajamanu	Lot 234	532	Land Leased
Yuendumu	Lot 324	890	Land Leased
Yuendumu	Lot 362	288	Land Leased
Papunya	Lot 289	260	Land Leased
Papunya	Lot 256	226	Land Leased
Kalkaringi	Lot 101	653	5,000
Kalkaringi	Lot 81	380	5,000
Hart Range	Lot 112	655	Land Leased
Hart Range	Lot 112	270	Land Leased
Utopia	Lot 23	825	Land Leased
Ti-Tree	Lot 8, 16 Spencer street	1240	225,000
Tennant Creek	63 Patterson Street	1028	77,250
Kalkarindji	Lot 104	200	Land Leased
Kintore	Lot 231	1200	Land Leased

3. See table below

Town	Address	Buildings	Building value	Occupancy	Own/Lease
Alice Springs	27 Stuart Highway	3333	\$9,220,742	100%	own
Alice Springs	6 Kennett Court	290	\$275,893	100%	own
Alice Springs	71 Bath Street	244	\$48,219	100%	own
Alice Springs	9 Cameron street	298	\$738,160	100%	own
Alice Springs	5 Chewings Street	242	\$866,610	100%	own
Docker River	Lot 109	223	\$471,249	100%	Land lease (ALRA)
Hart Range	Lot 112	262	\$562,420	100%	Land lease (ALRA)
Hart Range	Lot 112	81	\$143,686	100%	Land lease (ALRA)
Kalkarindji	Lot 101	261	\$142,978	100%	own

Kalkarindji	Lot 81	152	\$320,141	100%	own
Kalkarindji	Lot 104	81	\$350,000	100%	own
Lajamanu	Lot 234	266	\$1,713,107	100%	Land lease (ALRA)
Mutitjulu	Lot 35	281	\$357,435	100%	Land lease (ALRA)
Papunya	Lot 256 & 289	191	\$216,295	100%	Land lease (ALRA)
Santa Teresa	Lot 222	322	\$494,250	100%	Leased
Tennant Creek	63 Patterson Street	411	\$409,211	100%	own
Ti-Tree	Lot 8, 16 Spencer street	248	\$696,400	100%	own
Utopia	Lot 23	330	\$230,292	100%	own
Yuendumu	Lot 324	445	\$683,734	100%	Land lease (ALRA)
Yuendumu	Lot 362	115	\$472,873	100%	Land lease (ALRA)

4. As per above - 20
5. As per above
6. As per above

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: Central 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. 321,854
2. 21
3. 6
4. Nil
5. 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: Central 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. Please list all documents that have been printed at the expense of the department/agency where 500 or more copies have been produced? Please include the total number produced as well.
 - 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?
3. What was the total cost of this printing by item?

Answer:

1. The CLC printed and published (including online) 4 publications since 14 September 2015:

- | | |
|------------------------------------|-------|
| • Annual Report | 700 |
| • Land Rights News (paper) | 9,000 |
| • Council News | 1,000 |
| • Community Development Newsletter | 3,000 |

2/3. The entire production of the CLC Annual Report (total production cost \$15,477) was managed by consultants Bruederlin McLean Publishing Services in Newcastle. They subcontracted printing to CanPrint in Canberra at their cost. These consultants also managed the production of the CLC Ranger Program Annexure to the Annual Report.

Land Rights News and Community Development News were printed by Graphic Print Group, Adelaide. The LRN price (\$13,354) includes freight to Alice Springs and some postal distribution to recipients mainly outside the NT. Both printers used for many years, enjoy an excellent relationship with them and price competitive. CouncilNews is printed in-house.

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: Central 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.
 - a) 2 FTE (Senior officer B & ASO6), Communications and media, Alice Springs NT
 - b) NIL
 - c) NIL
 - d) NIL
 - e) Part of the senior officer's time is devoted to media management.
 - f) Part of the senior officer and other staff time is devoted to organising events

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: Central 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:

The Central Land Council is not involved in any review, inter-departmental group, inquiry, internal review or similar activity.

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: Central 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:

The Central Land Council has not commissioned any reports.

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: Central 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:

The Central Land Council (CLC) is an elected body of 90 Council members. The Council does not have a Board, but it has an Executive Committee comprising 9 members elected by each of the 9 CLC regions, a Chair and a Deputy Chair.

For the previous two years there has been one woman on the Executive Committee. Since September, 2015 there has been 1 replacement to the Executive Committee. This has resulted in no women on the Executive Committee.

The CLC does not have a gender ratio policy, but actively encourages the election of women to the Council and its Executive Committee.

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: Central 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. No spend for Ministers / Parliamentary Secretaries stationery requirements.
2. \$82,822
3. No requests.

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: Central 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:

Not applicable.

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: Central 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: 3

Question:

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

1. What pay TV subscriptions does your department/agency have? **None –N/A**
 - 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.

Reason: Resource relevant and required for work outcomes.

 - NT News ---- Mon-Sat 2 copies
 - Centralian Advocate ---- Tues & Friday 2 copies
 - Tennant Times ---- Friday 2 copies
 - Financial Review ---- Mon-Fri 1 copy
 - The Age ---- Mon-Fri 1 copy
 - Australian ---- Mon-Sat 1 copy
 - Sydney Morning Herald ---- Sat 1 copy
 - Koori Mail ---- fortnightly 3 copies
 - National Indigenous Times ---- fortnightly 1 copy
 - a) What has been the cost of this package/s during the specified period? **\$1,600**
 - b) What is provided to the Minister or their office? **None**
 - c) What has been the cost of this package/s during the specified period? **N/A**

3. What magazine subscriptions does your department/agency have?

- a) Please provide a list of magazine subscriptions and the reason for each.

Reason: Resource relevant and required for work outcome.

- Aboriginal History print
- AMPLA Journal (Resources and Energy Law Assoc) print
- Anthropological Forum online & print
- Asia Pacific Journal of Anthropology online & print
- Australian Journal of Anthropology see: TAJA print
- Aust Journal of Human Rights print
- Aust Geographic print
- Aust Law Journal and Reports- parts only 30136449 print only
- Aust Resources and energy Law Journal print
- Community Development journal online & print
- Environmental & Planning Law Journal - parts 30121864 print
- Incite & Australian Library Journal print
- Journal of Australian Indigenous issues
- Journal of the Northern Territory History print
- The Monthly via Informit until April 2014 online & print
- Mining News Premium online & print
- Oil and Gas Investor Australia print
- Position print
- Quarterly Essay print
- Rangeland Journal online & print
- Wildlife Research online & print

- b) What has been the cost of this package/s during the specified period?
\$5500

- c) What is provided to the Minister or their office? **None**

- d) What has been the cost of this package/s during the specified period? N/a

4. What publications does your department/agency purchase?

- b) Please provide a list of publications purchased by the department and the reason for each.

Reason: Resource relevant and required for work outcomes.

- Preserving Archives
- Planning & Implementing Electronic Records Management
- Encounters with Indignities
- Trapped in the Gap
- Negotiations In the Indigenous World
- Management skills for Archivists & Records Managers
- Australian Standards 3745
- ISO 23081.3
- Preservation Management Handbook
- Disaster Response for Libraries
- Preparing Collections for Digitisation

- Practical Digital preservation
- Digital Archives
- Great Game of Business
- Blind Moses
- Politics of Evidence
- Serious whitefella
- Experiments in Self-determination 2 copies
- Bush Tukka Guide
- Aboriginal Story of Burke and Wills
- One Law for All
- Advances in Reintroduction Biology

c) What has been the cost of this package/s during the specified period? **\$1,990**

d) What is provided to the Minister or their office? **None**

e) What has been the cost of this package/s during the specified period? **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: Central 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:

Q1. Meeting	Purpose	Location	Costs
Council Meeting x1	Council meeting	Utopia, NT	\$67,793
Executive Committee Meetings x 3	Statutory functions	Alice Springs, NT	\$38,699

Q2. Not applicable

Q3. Meeting	Purpose	Location	Estimated Costs
Council Meeting x1	Council meeting	Mutitjulu, NT	\$70,000
Executive Committee Meetings x 3	Statutory functions	Alice Springs, NT	\$40,000

Q4. Not applicable

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: Central 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:

Nil – not applicable

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: Central 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: 2

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. Refer table below. Consultant definition used = projects greater than \$10,000.
2. CLC is unable to forecast for a calendar year as the budget for the second half of the 2016 year has not yet been negotiated with the Minister. Similar requirements to 2015/16 anticipated. APP and AusTender is not applicable to the CLC.
3. Request for proposal system generally used by CLC due to the nature of central Australia procurement challenges, not tender, for procuring consultants.

Consultant	Total
JOHN MORTON Anthropology report - Native Title Application	\$19,800
BEIT HOLMES AND ASSOCIATES P/L - Anthropology report	\$19,000
IAN MUNRO CONSULTING - Community development report	\$16,880
SILLER SYSTEMS ADMINISTRATION - EDRMS implementation	\$16,038
PETRONELLA VAARZON-MOREL – Anthropology report	\$11,800
MICHAEL CAWTHORN – Anthropology report	\$10,000
Total	\$93,518

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: Central 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: 1

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:

CLC has not provided electronic equipment to departmental staff.

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: Central 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:

Not applicable.

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: Central 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 approval 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:

Not applicable. CLC is not a Department.
[Note – no international travel in the period]

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: Central Land Council
Topic: Grants

Senator: Senator Ludwig
Question reference number: PM167
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. What guidelines are in place to administer grants?
2. How are grants applied for?
3. Are there any restrictions on who can apply for a grant? If yes, please detail.
 - a) Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.
4. What is the procedure for selecting who will be awarded a grant?
5. Who is involved in this selection process?
6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail.
 - a) Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

Answer:
Not applicable.

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: Central 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. CENTRAL LAND COUNCIL ENTERPRISE AGREEMENT 2012-2015
2. 31 August 2012 – 30 June 2015
3. Remuneration Proposal approved. CLC are in the “bargaining” phase of the EA process. We have submitted a draft EA for approval by the APSC. The CLC has certified its remuneration proposal in accordance with the Government’s Workplace Bargaining Policy.

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: Central 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:

Not applicable.

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: Central 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 on 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:

The Central Land Council does not have contracts that contain any limitations or restrictions on advocacy or criticising Government policy.

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: Central 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: 1

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:

Not applicable.

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: Central 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: 1

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

Answer:
Not applicable.

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: Central 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. \$556,281 (internal legal team total costs)
- 2.

Items	Amount
Salaries	\$531,785
Others	\$24,496
	\$556,281

3. Not applicable (Note - CLC engages an in-house specialist legal team to meet all statutory obligations principally under the Aboriginal Land Rights and Native Title Acts. It rarely seeks external legal services.)
4. Not applicable.

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: Central 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:

The Central Land Council does not have a procedure manual for communication with the minister.

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: Central 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: Central 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:

Not applicable.

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: Central 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:

The Central Land Council has not given out awards to staff.

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: Central 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:

The Central Land Council has not engaged in a policy of Change Management.

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: Central 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: 7

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. Attached
2. a 14 breaches of the CLC CoC. All relatively minor breaches at ASO classification level.
 - b Performance Management Process implemented.
 - c Identified in a timely fashion by internal staff. Minister did not require notification
 - d None



Central Land Council

CODE OF CONDUCT (with meeting protocols)

Policy No

Date of issue

Last Revised

Application

All CLC employees, Director, Chairman, Executive

Related Documents

CLC EBA
 CLC HSMA
 Employee Assistance Policy and Procedures
 Code of Conduct
 Accident/Incident Reporting policies and Procedures
 Risk Management Policy and Procedures
 Hazard Reporting Policy and Procedures
 Incident/Accident/Hazard report Form
 Rehabilitation and Return to work Policy and Procedures
 Early Intervention Policy

	<p>Policy Statement</p>	<p>This Code of Conduct sets out standards of conduct and integrity which are consistent with the CLC’s ethical values and behaviours. It is intended to guide CLC employees to identify and resolve issues of ethical conduct that may arise in the course of their employment. It is designed to assist CLC employees in their dealings with each other, the organisation and the wider community.</p> <p>The Code stands beside but does not, of course, exclude or replace the rights and obligations of members of the CLC under the law. Any alleged breach of the Code which falls within the scope of the disciplinary provisions of any industrial award or agreement will be treated in accordance with those provisions.</p> <p>Formal CLC policies and procedures in place which address particular aspects of employee conduct are referred to in this document. If formal procedures have not been established, or if employees are in doubt about any aspect of their conduct or that of others, they should normally raise these matters with their supervisors in the first instance. However, if it is the conduct of the supervisor which is the subject of concern, the matter should be taken up with the Human resources Manager</p>
<p>Signed and Authorised By :</p> <p style="text-align: center;">David Ross, Director CLC</p>		

Table of Contents

- 1. PURPOSE AND CONTEXT4
- 2. HIGH STANDARDS OF PERSONAL & PROFESSIONAL BEHAVIOUR.....4
- 3. USE OF CLC RESOURCES5
- 4. PRINCIPLES OF EQUITY.....5
- 5. DUTY OF CARE.....5

6. DISCLOSURE OF WRONG DOING	5
7. FAILURE TO COMPLY WITH REQUIREMENTS	5
8. CONFLICT OF INTEREST	6
9. PUBLIC COMMENT ON OFFICIAL MATTERS	6

Protocols for Employees Attending Community Meetings during Work Hours **Error! Bookmark not defined.**

1. PURPOSE AND CONTEXT

When people work together in an Organisation like the Central Land Council (CLC), it really helps if you are clear about the behaviour expected from you. Most of us would agree that treating one another fairly and with respect, is a good approach. This Code of Conduct simply states such basic and common principles, so that everyone knows fully what is expected of them.

This Code of Conduct applies to all CLC employees, including the Director and the Chairman.

2. HIGH STANDARDS OF PERSONAL & PROFESSIONAL BEHAVIOUR

As a CLC Employee you must:

First and foremost, pursue the best interests of the Aboriginal people of Central Australia;

- I. Maintain and enhance the good reputation of the CLC by keeping the highest ethical standards while carrying out your work;
- II. Dedicate your working time and energy to furthering CLC's gains for Aboriginal people;
- III. Behave honestly, and with integrity at all times;
- IV. Treat everyone gently, and with respect. Be sensitive to peoples' rights and do not harass anyone;
- V. Perform your work with skill and dedication, to the best that you can;
- VI. Use your highest technical or professional judgement in making decisions;
- VII. Keep further developing your skills and knowledge in your professional field;
- VIII. Perform your work taking into account all relevant Acts, Award, Certified Agreement and organisational or sectional guidelines;
- IX. Role model the above high standards of behaviour, to encourage other employees to practise them too;

- X. Managers and supervisors are expected to thoroughly deal with cases of misconduct.

3. USE OF CLC RESOURCES

Do not use your positions power or authority to gain a benefit for yourself personally, or for another person, group/body (unless they are clients);

- I. Always spend CLC money wisely and carefully, and avoid wasting or using CLC's resources carelessly;
- II. You shall not use the skills or working time of other employees for your personal benefit, gain or recreation;
- III. You shall not use the resources or equipment of CLC for your personal benefit, gain or recreation

4. PRINCIPLES OF EQUITY

- I. In either managing programs, or in making decisions concerning individual matters, you must include a process that is seen to be fair and which promotes equity.

5. DUTY OF CARE

- I. As a CLC employee you must take care to ensure the accuracy, efficiency and objectivity in the information and advice you give to others;
- II. You should avoid unnecessary delay in making decisions or taking action.

6. DISCLOSURE OF WRONG DOING

- I. Employees have a duty to report to a supervisor, manager, Director, Chairman, Executive, or Council, any unethical behaviour, corrupt act or wrong doing by any other member of employee or Council

7. FAILURE TO COMPLY WITH REQUIREMENTS

If you have breached the Code of Conduct, the CLC may decide to take disciplinary action against you. Sanctions may be applied for involvement in:

- I. unacceptable behaviour in the course of your duties;
- II. unauthorised leave of absence;
- III. unsatisfactory performance of duties; and
- IV. breaches of the Code of Conduct.

The sanction(s) to be applied will depend on how serious and/or repeated, breaches are considered to be. These may include:

- I. counselling by a supervisor or, in extreme cases, by the Director;
- II. a record of behaviour being documented and placed on personnel file;
- III. deferment or non-payment of salary increment;
- IV. not being recommended for a further term of employment;
- V. cancellation of contract where person is a consultant to the CLC;
- VI. and/or dismissal.

8. CONFLICT OF INTEREST

- I. As an employee of the CLC you must ensure that you are and are seen to be fair and equitable in your dealings with other employees, outside agencies, Aboriginal clients and the public. A conflict of interest occurs when your personal, financial or other interests conflict with the fair and impartial performance of your official duties

9. PUBLIC COMMENT ON OFFICIAL MATTERS

- II. As a member of the community you have a right, and there is little restriction on you, to make public comment. However, you should make the capacity in which you are commenting, ie. as a private citizen, clear to your audience.
- III. Employees attending the meetings of other agencies must announce who they are representing at the start of that meeting. In this way, comment can be correctly understood to be either personal opinion or official comment, as appropriate.
- IV. The confidentiality clause in your employment contract prohibits you from making any unauthorised disclosure of CLC information. If you have any doubts you should seek approval for what you want to say.
- V. There may also be circumstances where it would be inappropriate for you to make public comment even in a private capacity, for example where:

- a. it could appear that you are commenting as a CLC employee;
- b. you are directly involved in the management of a specific policy or program;
- c. your comments are a severe criticism of a CLC employee, policy or procedure.

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: Central 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. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.

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: Central 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. Annual report, half-yearly report, corporate plan.
2. The Aboriginal Land Rights (Northern Territory) Act 1976 also requires that the Minister consent to various land use agreements pursuant to the Act, including the granting of exploration licences, and leases over 40 years. Requests for such consents, and other requirements of the Act, are sent to the Minister's office once traditional owner consultations and processes are complete. Given this correspondence is the end product of negotiation and consultation processes it is not scheduled and timing varies.

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: Central 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:

Not applicable.

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: Central 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:

The Central Land Council has not pulped, put in storage, shredded or disposed of any reports, budget papers, statements, or report-like documents printed for the department.

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: Central 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:

NT Land Councils are exempt from the FOI Act.

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: Central 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: None

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: Central 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.

Amount	Description
\$ 487.50	ERGONOMIC ASSESSMENT
\$ 160.00	ERGONOMIC ASSESSMENT
\$ 160.00	ERGONOMIC ASSESSMENT
\$ 160.00	ERGONOMIC ASSESSMENT
\$ 967.50	TOTAL

2. Yes
3. 2 x desks @ \$1926 each

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: Central 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:

NT Land Councils are exempt from the FOI Act.

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: Central 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:

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: Central 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: None

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: Central 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:

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: Central 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: Central 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:

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: Central 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:

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: Central 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. CLC has no building leases.
2. Not applicable.
3. No building lease has expired in specified period.
4. CLC does not expect to lease a building in the next 12 months.
5. All CLC buildings are considered to be at full (100%) occupancy, all staffing positions required to be housed in each building are.

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: Central 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. a \$48,019
b, d and f

Amount	Accnt. Name	Outlet/Creditor	Approver
263.4	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
265	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
265	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
263.4	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
193.4	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
193.4	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
5,717.30	Advertising - Recruitment	EMPLOYMENT OFFICE	HR Manager
5,757.25	Advertising - Recruitment	EMPLOYMENT OFFICE	HR Manager
6,082.25	Advertising - Recruitment	EMPLOYMENT OFFICE	HR Manager
6,346.55	Advertising - Recruitment	EMPLOYMENT OFFICE	HR Manager
6,115.30	Advertising - Recruitment	EMPLOYMENT OFFICE	HR Manager
106	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
132	Advertising - Recruitment	EMPLOYMENT OFFICE	Snr HR Advisor
404.93	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
450.4	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
952.09	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	HR Manager
952.09	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	HR Manager
1,852.00	Advertising - Recruitment	EMPLOYMENT OFFICE	HR Manager
86.5	Advertising - Recruitment	AUST PUBLIC SERVICE COMISSION	Snr HR Advisor
116.6	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
116.6	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
116.6	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
228.4	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
228.4	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
228.4	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
479.72	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
479.72	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
3,358.07	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	HR Manager
1,570.00	Advertising - Recruitment	SEEK LIMITED	HR Manager
368.5	Advertising - Recruitment	EMPLOYMENT OFFICE	Snr HR Advisor
1,110.00	Advertising - Recruitment	ETHICALJOBS.COM.AU	HR Manager
1,350.63	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	Snr HR Advisor
304	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	HR Manager
1,565.18	Advertising - Recruitment	MITCHELL AND PARTNERS AUSTRALIA PTY LTD	HR Manager
48019.08	TOTAL		

c SEEK, Facebook, LinkedIn, Newspapers, Ethical Jobs, NRM, Australian Local Job Directory, ASA, ALIA, RIMPA.

3. a \$30k
b Subject to staff turnover and position level.
c see Q2c
d see Q2d
e Either HR Manager or Senior HR Advisor – subject to position level
f see Q2f
4. Not applicable.