

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:

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. Indigenous Land Corporation (ILC) has spent \$28,170 (GST exclusive) on taxis from 14 September 2015 to 29 February 2016.

Division	Amount
Program Delivery	\$10,433
Board and Office of CEO	\$7,864
Finance and Administration, HR & ICS	\$2,741
Legal	\$2,859
Strategy, Policy and Public Affairs	\$4,273

2. The reasons for taxi costs are in connection with staff travel such as to and from the airport to the office or home, and to attend meetings.

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:

Topic: Hospitality and Entertainment

Senator: Senator Ludwig

Question reference number: PM137

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. The Indigenous Land Corporation hospitality spend amount is \$5,275.58 (GST exclusive) for the period 14 September 2015 to 29 February 2016 (catering and drinks for Board meetings and internal meetings and functions).
2. Not applicable.
3. Nil.
4. Not applicable.
5. No specific plans.
6. Not applicable.
7. No specific plans.
8. Not applicable.
9. No.

Note: PM160 asks the question how much has been spent on meeting costs. The figures in Answer 1 above (\$5,275.58) is included in the figure answered in PM160 Q1.

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:

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: 3

Question:

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

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

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

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

Answer:

Indigenous Land Corporation 1, 2, 3, 4, 5.

Portfolio Body	Name of Service	Provider	Nature of Service (leadership or Coaching)	Group/ 1 on 1	Number of days/hrs	Offered & Attended (Number)	Total number by Employment Classification	Total hours by Classification	Total Cost – course (GST exclusive)	Location	Cost of location
Indigenous Land Corporation	Company Directors Course	Australian Institute of Company Directors	Leadership	Group	37.50	1	SEE	SEE 37.50	\$7,175 Complete Package	Melb(1)	NA
Indigenous Land Corporation	Conducting Performance Conversations	Australian Public Service Commission	Leadership	Group	7.5	19	SEE – 4 EL1 – 7 EL2 – 5 APS6 – 3	SEE – 30 EL1 – 52.50 EL2 – 37.50 APS6 – 22.50	\$8,632 Complete Package	Adelaide (2), Perth and Brisbane	\$659
Indigenous Land Corporation	Certificate II in Indigenous Leadership	Australian Indigenous Leadership Centre	Leadership	Group	37.50	3	APS3 – 2 APS4 – 1	APS3 – 75 APS4 – 37.5	\$9,545 Complete Package	Canberra (3)	NA

6. Ongoing employment arrangements continue as per Enterprise Bargaining Agreement and Employment Offers for Senior Executive Employees.

7.

APS Equivalent Class	Degree/program	Approved Study Leave Hours	Actual Study Leave Taken
APS 3	Bachelor Business, Tourism & Event Management	30.00	25.00
APS 5	Bachelor of Arts	71.60	6.00
APS 6	Bachelor of Development Studies	52.25	17.00

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

Department/Agency:
Topic: Staffing profile

Senator: Senator Ludwig
Question reference number: PM139
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

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

Answer:

1. There has been no change to the staffing profile of the Indigenous Land Corporation since 14 September 2015.
- 2.

Classification	New Employee	Terminated	Division	Home Base Location
EL 2	1	-	Office of the CEO	Canberra/ACT
EL 2	1	-	Policy & Program Development	Canberra/ACT
PEO	1	1	Office of the CEO	Canberra/ACT
EL 1	1	-	Environment Carbon & Heritage	Brisbane/QLD
APS1	-	1	Indigenous Employment & Development	Brisbane/QLD
EL 1	-	2	Environment Carbon & Heritage Information Communication Systems	Adelaide/SA
APS3	1	1	Western Divisional Office	Perth/WA
APS6	1	1	Western Divisional Office	Perth/WA
Total	6	6		

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:

Topic: Staffing reductions

Senator: Senator Ludwig

Question reference number: PM140

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

Indigenous Land Corporation:

1. Nil.
2. Not Applicable.
3. No.
4. Not Applicable.
5. No.

6.

Number of Ongoing Employee's left	Classification
2	EL 1
1	ILC 3 Upper

7.

Number of Non-Ongoing Employee's left	Classification
1	ILC 1 Lower
1	ILC 2 Lower
1	PEO

8. ILC Employees' terms and condition of employment are determined by either ILC Enterprise Agreement 2011-2014 or Employment Contracts for Senior Executive Staff.

Employees are entitled to two weeks salary for each completed year of service, plus a pro rata payment for completed months of service since the last completed year of service. The minimum sum payable will be eight weeks salary (including any payment in lieu of notice which is four weeks) and the maximum will be 48 weeks' salary. Employees are entitled to payment in lieu of annual leave and long service leave.

The ILC will assist employees:

- to find other employment by providing professional career counselling, resume and job-seeking services through an ILC appointed accredited external provider;
- with reasonable time off with full pay to attend necessary employment interviews, from the date where the employee has been made excess;
- with reimbursement of expenses to attend interviews are not met by the prospective employer, the employee will be entitled to reasonable travel and incidental expenses incurred upon production of invoices; and
- with reimbursement of expenses for consultations with a qualified financial adviser of the employee's choice up to a maximum of \$600 upon production of invoices.

9. The ILC's package aligns with the default public service package. However the ILC's payment is less in regards to financial advice. The ILC provides up to \$600 for financial advice; compared to \$900 paid by the APSC Enterprise Agreement 2015-18. The ILC has no specified dollar amount for career counselling.

10. Not Applicable.

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Prime Minister and Cabinet Portfolio

Department/Agency:

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. Indigenous Land Corporation (ILC) ongoing employees:

Number of Ongoing Employees Employed	Classification
1	APS6
1	EL 1
1	EL 2

2. ILC non-ongoing positions:

	Number	Classification
Existing Non-Ongoing Positions	0	N/A
Created Non-Ongoing Positions	1	EL2

3. The ILC has one person who is on contract. The length of their employment period is 10 months.

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

Department/Agency:

Topic: Kitchen Appliances

Senator: Senator Ludwig

Question reference number: PM142

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The Indigenous Land Corporation has not purchased or leased any kitchen appliances over the value of \$1,000 from 14 September 2015 to the 29 February 2016.

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:

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:

1. During the period from September 2015 to February 2016, the Indigenous Land Corporation Board has met seven times.
2. Airfares are booked by the ILC on behalf of Board members and travel allowance paid for overnight stays in accordance with the Remuneration Tribunal Determination—Remuneration and Allowances for Holders of Part-Time Public Office.
3. 86%
4. Ms Lisa Gay—6/7
Ms Alison Page—7/7
Dr Dawn Casey (Chair to 19.10.15)—3/3
Mr Ian Trust (to 19.10.15)—2/3
Mr Graham Atkinson (to 19.10.15)—3/3

- Ms Olga Havnen (to 19.10.15)—1/3
Mr Neil Westbury (to 19.10.15)—3/3
Mr Edward Fry (Chair from 20.10.15)—4/4
Mr Anthony Ashby (from 20.10.15)—4/4
Ms Patricia Crossin (from 20.10.15)—4/4
Ms Tanya Hosch (from 20.10.15)—2/4
Mr Bruce Martin (from 20.10.15)—3/4
5. The ILC has a Board of Directors Code of Conduct that includes a protocol for handling conflicts of interests. Board members advise if they have a potential conflict of interest with any items listed on an agenda prior to each meeting. Briefing papers supporting an item that may be a conflict of interest to a Board member are not provided to that Board member. Further, the Board member who has a conflict of interest is excluded from any Board discussion on that item (and cannot vote on the matter) and the relevant section of the meeting minutes is redacted for that Board member. Further, any personal interest declared by a Board member is recorded in the minutes of the Board meeting.
 6. A register of interests is maintained for each Board member.
 7. Remuneration is provided to Board members in accordance with the Remuneration Tribunal Determination—Remuneration and Allowances for Holders of Part-Time Public Office. The current determination 2015/20 stipulates the following remuneration rates for the ILC Board from 1 January 2016:
 - Chair - \$73,120 per annum
 - Deputy Chair - \$54,840 per annum
 - Member - \$36,560 per annum.
 8. Section 192H(4) of the *Aboriginal and Torres Strait Islander Act 2005* states that if an ILC Board member is absent, except on leave of absence granted under section 192C, from three consecutive meetings of the ILC Board, the Minister must terminate the appointment of that Board member.
 9. Since September 2015, no requests have been made to dismiss Board members.
 10. Ms Olga Havnen (Director to 19.10.15)—33%
Ms Tanya Hosch (Director from 20.10.15)—50%
 11. \$2,510.60 (GST inclusive) —This amount covered morning and afternoon teas and working lunches for Board members and staff in attendance. No alcohol was served.

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:

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: 3

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?

Answers

1. The Indigenous Land Corporation (ILC) owns five vehicles for use by ILC staff. The ILC also owns vehicles for the operation of each of its commercial businesses. These vehicles are operated by staff employed in the commercial businesses who are not ILC staff.
 - a) Three of the vehicles are located in Alice Springs and two are located in Darwin.
 - b) The five vehicles are for pooled use by ILC and contractors for the Real Jobs and Indigenous Pastoral programs.
 - c) The ILC is responsible for the insurance, registration and maintenance costs only of these vehicles. Fuel costs are carried by the host organisation (see below table).
 - d) The distance travelled is provided in the table below.

Portfolio agency	How many cars owned	Location	Use	Cost of each car – 14 September 2015 to 29 February 2016	Kms travelled – 14 September 2015 to 29 February 2016
Indigenous Land Corporation	1	Darwin, NT	As described above	NIL	13,746 kms
Indigenous Land Corporation	1	Alice Springs, NT	As described above	\$2,207	3,133 kms
Indigenous Land Corporation	1	Alice Springs, NT	As described above	\$502	4,719 kms
Indigenous Land Corporation	1	Alice Springs, NT	As described above	NIL	2,288 kms
Indigenous Land Corporation	1	Darwin, NT	As described above	\$5,597	16,869 kms

2. The Indigenous Land Corporation leases three vehicles.
 - a) One vehicle in Canberra and two vehicles in Brisbane.
 - b) The ILC leases three vehicles for use by specific ILC staff. These three vehicles are leased as part of the Senior Executive employment contract salary packaging benefits.
 - c) Costs are provided in the table below.
 - d) The distance travelled is provided in the table below.

Portfolio agency	How many cars leased?	Location	Use	Cost of each car – 14 September 2015 to 29 February 2016	Kms travelled – 14 September 2015 to 29 February 2016
Indigenous Land Corporation	1	Canberra, ACT	As described above	\$6,555	9,479 kms
Indigenous Land Corporation	1	Brisbane, Qld	As described above	\$7,564	10,541 kms
Indigenous Land Corporation	1	Brisbane, Qld	As described above	\$6,161	4,084 kms

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:

Topic: Government payments of accounts

Senator: Senator Ludwig

Question reference number: PM145

Type of question: Written

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

Number of pages: 2

Question:

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

1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Estimates, 2014?
7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

The answers below are for the Indigenous Land Corporation for the period 14 September 2015 to 29 February 2016

- 1 The average time period for the Indigenous Land Corporation to pay its accounts to contractors, consultants or other is 26 days.
- 2 The number of payments owed, paid in under 30 days was 2675 or 81.4% of the total.
- 3 The number of payments owed, paid in between 30 and 60 days was 406 or 12.3% of the total.
- 4 The number of payments owed, paid in between 60 and 90 days was 99 or 3.0% of the total.
- 5 The number of payments owed, paid in between 90 and 120 days was 60 or 1.8% of the total. The number of payments owed, paid in over 120 days was 48 or 1.5% of the total.
- 6 No interest has been paid on accounts owed over 30 days.
- 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:

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. Indigenous Land Corporation (ILC) spent \$16,260 (GST exclusive) on hire cars from September 2015 to 29 February 2016. See below breakdown for each department.

Division	Amount
Program Delivery	\$13,668
Board and Office of CEO	\$113
Finance and Administration, HR & ICS	\$1,437
Legal	-
Strategy, Policy and Public Affairs	\$1,042

2. The reasons for hire car costs are in connection with staff travel, mainly in remote and rural areas of Australia.
3. Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency:

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. There have been no changes to employment classifications that have access to an Indigenous Land Corporation (ILC) Corporate Credit Card.
2. There have been no changes to action taken in the event that an ILC Corporate Credit Card is misused.
3. There have been no changes to how an ILC Corporate Credit Card are monitored.
4. There have been no instances of an ILC Corporate Credit Card misuse.
5. Nil.
6. There have been no changes to what action is taken to prevent an ILC Corporate Credit Card misuse.
7. Nil.

CATERING BOOKING/INVOICE



Name of Organisation INDIGENOUS LAND CORPORATION Level 7, 121 King William Street GPO Box 652 ADELAIDE SA 5001			
Date of Hire	24/02/2016	Time of Hire	07.30
Event Type	Board Breakfast	Room Required	Café for Breakfast
Number of attendees (expected)	15		
Room layout required Cafe			
Room equipment requirements Nil			
Names & positions of VIP attendees if any (e.g. Ministers, Dignitaries etc.) ILC BOARD MEMBERS			
Special requirements (e.g. use of facilities, mobility impaired guests, hearing impaired guests)			
Breakfast Orange Juice \$2.00 All Day Tea and Coffee from Urn \$3.00 Bacon and Egg in Breakfast Muffins \$5.00 Fruit Platter \$3.50 Sweet Pastry Selection \$4.00		15 Clients at \$17.50 Total Cost \$262.50 Speciality coffees etc. Invoiced on consumption	
Contact Name	Kat SANABRIA	Contact Number	(08) 8100 7122
Email address	Kat.Sanabria@ilc.gov.au		
Is this organisation a non-Government Aboriginal Organisation?	Kat Sanabria Indigenous Land Corporation Policy and Communications Officer		
OFFICE USE ONLY - Confirmation sent			
Invoice sent			

There are no cloakroom facilities available. There is no onsite parking at Tandanya.

Name:

Signature:

Date:

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency:
Topic: Functions

Senator: Senator Ludwig
Question reference number: PM148
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

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

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

Answer:

1. Senator the Hon Scullion, Minister for Indigenous Affairs attended the Indigenous Land Corporation Board breakfast and for a portion of the official proceedings on 24 February 2016.
 - a. The Minister and his advisers were the only guests at the function. Attending the breakfast were:
 - i. Senator the Hon Nigel Scullion, Minister for Indigenous Affairs
 - ii. Mr Edward Fry, Chairperson, Indigenous Land Corporation
 - iii. Mr Bruce Martin, Board Member, Indigenous Land Corporation
 - iv. Ms Patricia Crossin, Board Member, Indigenous Land Corporation
 - v. Mr Anthony Ashby, Board Member, Indigenous Land Corporation
 - vi. Ms Lisa Gay, Deputy Chair, Indigenous Land Corporation
 - vii. Ms Tanya Hosch, Board Member, Indigenous Land Corporation

- viii. Ms Alison Page, Board Member, Indigenous Land Corporation
- ix. Ms Kate Gumley, Strategy Executive Director
- x. Mr Tri Nguyen, General Counsel
- xi. Mr Craig North, Director Program Delivery
- xii. Ms Lynette Glendinning, Facilitator, Tempo Strategies
- xiii. Mr Kevin Donnellan, Chief of Staff, Office of the Minister for Indigenous Affairs
- xiv. Mr Ali Beiglari, Ministerial Adviser, Office of the Minister for Indigenous Affairs
- xv. Mr Tim Larkin, Divisional Manager, Central Division
- xvi. Ms Kate Alderton, Divisional Manager, Western Division
- xvii. Ms Tricia Button, Divisional Manager, Eastern Division
- xviii. Ms Alice Kemble, Policy & Program Development Manager
- xix. Ms Kat Sanabria, Policy & Communications Officer
- b. The Minister was invited to attend by the ILC Chairperson.
- c. The menu is at Attachment A.
- d. Tea, coffee and orange juice were available throughout proceedings. No alcoholic beverages were consumed.

2. 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:

Topic: Red tape reduction

Senator: Senator Ludwig

Question reference number: PM149

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The Indigenous Land Corporation is an independent Commonwealth Corporate entity formed under the *Aboriginal and Torres Strait Islander Act 2005*. The Indigenous Land Corporation priorities are set by its Board and it is not required to meet Government red tape reduction targets.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency:

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: 7

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. The Indigenous Land Corporation (ILC) currently owns 2,334,659.01 hectares of land acquired through its Land Acquisition function and Leases 1,401,998 hectares of Land through its Land Management function.
The ILC does not own or lease any land for Administration purposes. The ILC leases parts of buildings for administration. Refer response to PM201.
2. Please refer to the table below.
3. Please refer to the table below.

Table of current ILC landholdings and assets on the land

Name	Location	Size in hectares	Current Infrastructure on Property	Latest Valuation and date
QLD				
Wawu Dinbi	Daintree via Mossman	180.68	Property contains 2 houses, and a large machinery shed	\$850,000 (2014)
Jumbun Farm	Murray Upper via Tully	243.00	Property contains 26 houses, a community centre, a health centre, a keeping place, water and sewerage treatment plant, farm machinery sheds, cattle yards and stables.	\$4,820,000 (2005)
Broad St Lots	Cunnamulla	10.11	Property contains a large shed and office accommodation	\$285,000 (2014)
69 Haggup Street	Cleveland	0.10	Double storey residential dwelling that contains both accommodation and office spaces.	\$420,000 (2012)
Mossman Gorge	Mossman	8.40	Commercial tourism centre	\$15,600,000 +value of land (2015)
Taylor Street, 31 COEN	Coen	0.10	Commercial building that is leased to a provider for social services delivery as an Indigenous well-being centre.	\$550,000 (2014)
7 Shepherd Street, COEN	Coen	0.20	Accommodation (2 x 2 bedroom units) for staff of the Indigenous Well-being Centre (above).	\$450,000 (2015)
Weipa Hostel	Weipa	1.11	Multi-functioning 120 bed boarding facility	\$7,700,000 (2016)
Crocodile Station	Laura	54,210.30	Cattle yards, training complex	A recent valuation has not been conducted and is therefore unavailable at this time.
Welcome Station	Laura	70,298.60	As above	A recent valuation has not been conducted and is therefore unavailable at this time.
Merepah Station	Coen	186,479.00	Rebuilt station, homestead, 2 workers cottages, 2 sets of staff quarters, 4 sets of cattle yards, 350km of fencing. The property has been subdivided 30-40 more watering points have been added	\$3,802,395 (2007)

Name	Location	Size in hectares	Current Infrastructure on Property	Latest Valuation and date
Mindanao (Banana Properties)	Banana	1,379.80	major refurbishment and renovation of homestead. Temporary accommodation for camping and overnight and a kitchen has been built. Renewed approx 24kms of fencing, improved approx 700ha of pasture, installed 5 solar pumps for water supply on bores. Built 2 new sets of cattle yards, repaired 15kms of fencing, planning to build more accommodation on Mindanao for training	\$2,280,000 (2012)
Tiamby (Banana Properties)	Banana	1,721.95	As above run as an aggregate	\$2,075,000 (2012)
Somerset (Banana Properties)	Banana	1,307.00	As above run as an aggregate	\$1,400,000 (2012)
NSW				
Old Pooncarie Mission	8km West from Pooncarie township	249.00	No Infrastructure	\$180,000 (2004)
Jinchilla Gardens	10kms north of Dubbo	12.14	Conference centre, landscaped gardens	\$500,000 (2014)
Menera	25Km from Swan Hill on the NSW side of the Murray River	1,456.00		\$4,360,000 (2016)
Bollanolla Farm	Nambucca Heads	128.00	Property contains a two-level homestead, and two detached garages, Old dairy and adjoining machinery shed, small cattle yards in fair condition.	\$700,000 (2014)
Black Theatre Site, Level 1 and Level 2	Cope Street Redfern	0.10	Three level commercial property containing common areas (including open roof space) and a lift	\$180,000 + land value (2015)
Trelawney Station	35km north west of Tamworth	751.30	10 room accommodation, building and ablution, shearing and machinery sheds.	A recent valuation has not been conducted and is therefore unavailable at this time.
Peachtree Centre	Nambucca Heads	0.10	two shops, eco store and coffee shop	\$110,000 shop 3 \$155,000 shop (2004)
233 Abercrombie Street	Chippendale	0.03	Two-level commercial property containing a lift.	\$2,200,000 (2016)
88 Renwick Street Redfern	Redfern	0.02	Commercial building that incorporates a dance studio and office space. More recent brick building added when 82-86 Renwick St was developed.	\$1,200,000 (2015)
Merriman	Brewarrina	16,624.00	2 homesteads, 10 room accommodation building, kitchen and ablution buildings and 7 stand shearing shed, cattle yards	\$3,350,000 (2014)

Name	Location	Size in hectares	Current Infrastructure on Property	Latest Valuation and date
National Centre of Indigenous Excellence (NCIE)	George St, Redfern	1.64	Conference facilities, sport and recreation facilities, office space	\$28,400,000+ land (2014)
26 Mertin Street, Bourke	Bourke	0.22	Commercial Property that contains office accommodation.	\$700,000 (2010)
NT				
St Marys Site	Alice Springs	2.45		\$450,000 (2015)
Banka Banka West Station	Brunchilly	154,300.00	Pastoral operation and caravan park	\$3,750,000 (2009)
Fish River	Fish River	182,500.00	NIL	\$9,000,000 (2009)
Ayers Rock Resort	Yulara	10,217.84	Tourism operation	\$248,000,000 (2015)
SA				
Warriparinga	Bedford Park Marion	5.83	NIL	\$5,850,000 (2015)
Murray's Lagoon	Kangaroo Island	112.37	Accommodation tourism facility	\$340,000 (2014)
TAS				
Murrayfield & Kirkby Lodge	Dennes Point	4,097.00	Pastoral facility	\$10,000,000 (2014)
Panatana	Budehaven	234.88	NIL	\$367,500 (2015)
VIC				
Kooreelah	Powers Creek	1,050.05	Small scale pastoral enterprise	\$1,260,000 (2015)
Falbala Farm	Beech Forest	252.08	Former dairy	\$1,670,000 (2015)
WA				
Gibbagunya	Darkan	631.41	Fully boundary fenced, internal fencing, shearing shed, sheep yards, brick homestead, machinery shed, dams. New environmental creek fencing.	\$2,100,000 (2009)
Durack River (Purchased as package and operated in concert with Karunjie Station)	Wyndham	365,208.00	Cattle yard, bore, fencing, dams.	\$2,800,000 (1998)
Karunjie (purchased as package and operated in concert with Durack Station)	Wyndham	273,941.00	Homestead, cattle yard, bore, fencing, two shipping containers, dams.	As above package

Name	Location	Size in hectares	Current Infrastructure on Property	Latest Valuation and date
Home Valley (Purchased as package with Durack and Karunjie Stations)	Wyndham	248,939.00	40 guest houses/rooms, two camp grounds, bar/restaurant, two pools, conference facilities, staff accommodation, manager's residence, workshop, stables and tack room, water tanks, bores, fencing, yards, generators, fuel storage, air strip.	As above package
Myroodah/Luluigui	Derby	402,769.00	Two homesteads, a cottage, workers /trainees quarters, training rooms, offices, kitchen/dining area, machinery sheds and workshop. Extensive internal and boundary fencing, laneways, cattle yards, equipped bores, tanks and dams.	\$17,000,000 (2007)
Roelands Farm and Mission	Bunbury	227.44	Citrus orchards, residential houses (15), dining / community hall facilities, disused church, cattle yards, farm sheds and outbuildings, fences, roads, dam, water treatment plant, disused dairy.	\$2,000,000 (2004)
Carranya	129Km South Halls Creek Tanami	354,241.00	Homestead, cattle yards, bores, windmills, fencing.	A recent valuation has not been conducted and is therefore unavailable at this time.
Dorismus House	Kalgoolie	0.05	Single storey office building	\$650,000 (2015)
Laverton Town Block	Laverton	0.19	Four bedroom house, fencing, workshop, three sided shed, playground equipment	\$220,000(2013)
Curedale Street	Beaconsfield	0.56	Seven freestanding homes and associated fencing, minor outbuildings	\$3,900,000 (2011)
Avondale Park	Goomalling	851.46	One residence, 4 stand shearing shed, sheep yards, hay shed, two machinery sheds (one with adjoining workshop) and dog kennels, boundary and internal fencing	\$2,800,000 (2006)
Old Sister Kates Home Site	Queens Park	2.07	2 hectare bush block with a boundary fence and no built infrastructure.	\$3,250,000 (2009)
Clontarf Campus	Waterford	12.31	Clontarf is listed as a Permanent Entry on the Register of Heritage Places by the Heritage Council of Western Australia and contains a large amount of built infrastructure. The Campus includes 15 separate buildings with associated roads and parking areas; sports facilities and oval; several large sheds; landscaped gardens; bush reserve at river frontage.	\$26,250,000(2011)
Wurangura Street Newman	Newman	0.07	4 bedroom residential house with a small garden shed and under croft garage.	\$530,000(2013)

Name	Location	Size in hectares	Current Infrastructure on Property	Latest Valuation and date
Bramall Street, East Perth	Perth	0.05	Two storey office/warehouse building	\$1,400,000 (2015)

Table of Current ILC leases/ licences/ land use agreements

Name	Location	Size in hectares	Current Infrastructure on Property	Latest Valuation and date
QLD				
Bulimba	Chillagoe	279,298	Homestead, sheds, cattle yards, bores, fencings	A recent valuation has not been conducted and is therefore unavailable at this time.
NT				
Hodgson Downs	Larrimah	322,700	Homestead, sheds, cattle yards, bores, fencings	A recent valuation has not been conducted and is therefore unavailable at this time.
Gunbalanya	Oenpelli	80,000	Homestead, sheds, cattle yards, bores, fencings Meatworks	A recent valuation has not been conducted and is therefore unavailable at this time.

4. The ILC does not own or lease any buildings. The ILC lease parts of buildings for administration. Refer response to PM201.
5. Not applicable.
6. Not applicable.

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

Department/Agency:

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. For the period from 14 September 2015 to 29 February 2016 the Indigenous Land Corporation paid a total of \$55,917 (GST Exclusive) on temporary or contract staff.
2. A total of three temporary or contract staff were employed during this period.
3. A total of one temporary or contract staff is currently employed.
4. Nil.
5. There has been no changes to the policies/criteria that govern the appointment of contract staff.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency:

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. Since the change of Prime Minister on 14 September 2015 the Indigenous Land Corporation (ILC) has printed:
 - ILC 2014-15 Annual Report – 650 copies
 - ILC 20th Anniversary history book – 738 copies(a) Both documents were published on-line.
2. Yes.
 - a) Print Junction, Grid Communications and Union Offset.
 - b) Print Junction was engaged under the Indigenous procurement strategy while Grid Communications and Union Offset were each selected following a competitive (three-quote) process.
3.
 - ILC 2014-15 Annual Report \$52,764 (GST inclusive)
 - ILC 20th Anniversary history book \$11,308 (GST inclusive)

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

Department/Agency:

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. Indigenous Land Corporation (ILC):
 - a) Two ongoing staff:
 - EL2 Manager Public Affairs, Adelaide.
Provides a wide range of media, public relations and publication services to the ILC.
 - APS6 Public Affairs Officer, Adelaide.
Assists the Manager Public Affairs with providing a wide range of media, public relations and publications services to the ILC.
 - b) Not applicable.
 - c) Nil.
 - d) Nil.
 - e) One.
 - f) One.

2. No.

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Prime Minister and Cabinet Portfolio

Department/Agency:
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: 3

Question:

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

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

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

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

Answer:

1. The Indigenous Land Corporation has not commenced any reviews since the change of Prime Minister on 14 September 2015.
2. Not applicable.
3. No reviews are ongoing.
4. No reviews have been stopped, paused or ceased.
5. No reviews have been concluded.
6. No reviews have been provided to Government.
7. Not applicable.
8. The Indigenous Land Corporation (ILC) has the following reviews planned:
 - 8.1. Planned Baseline Reviews of ILC assets, subsidiaries, programs, Indigenous estate, organisational capability and potential shared services with Indigenous Business Australia:
 - a) No commencement date has yet been approved by the ILC Board.
 - b) No conclusion date has yet been approved by the ILC Board.
 - c) Not applicable.
 - d) Not applicable.

8.2. Review of the National Indigenous Land Strategy (NILS) and Regional Indigenous Land Strategies (RILS):

- a) No commencement date has yet been approved by the ILC Board.
- b) No conclusion date has yet been approved by the ILC Board.
- c) Not applicable.
- d) Under the *Aboriginal and Torres Strait Islander Act 2005*, the ILC is required to provide a copy of the NILS to the Minister for Indigenous Affairs within two months of the ILC Board agreeing to the strategy (s191N(6)). The Minister is required to table the NILS in each House of Parliament within 15 sitting days after the Minister has received the document (s191N(7)).

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Prime Minister and Cabinet Portfolio

Department/Agency:

Topic: Commissioned Reports

Senator: Senator Ludwig

Question reference number: PM155

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No reports have been commissioned by the Indigenous Land Corporation since the change of Prime Minister on 14 September 2015.
2. Not applicable.
3. Not applicable.

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Prime Minister and Cabinet Portfolio

Department/Agency:

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:

In relation to the Indigenous Land Corporation (ILC):

1. The following directors were appointed on 20 October 2015:
 - I. Edward John Fry (Chair)
 - II. Patricia Crossin
 - III. Bruce Martin
 - IV. Tanya Hosch
 - V. Anthony Ashby
2. Male directors = 3; Female directors = 4.
3. Not applicable as ILC directors are appointed by the Minister for Indigenous Affairs.
4. Not applicable as ILC directors are appointed by the Minister for Indigenous Affairs.

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ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency:

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. The Indigenous Land Corporation does not supply stationery to Ministers / Parliamentary Secretaries.
2. From 14 September 2015 to 29 February 2016, the Indigenous Land Corporation has spent a total of \$7,178 (GST exclusive) on stationery.
3. The Indigenous Land Corporation has not supplied any customised stationery to the Minister or Ministerial Staff.

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Prime Minister and Cabinet Portfolio

Department/Agency:

Topic: Electronic Equipment

Senator: Senator Ludwig

Question reference number: PM158

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The Indigenous Land Corporation does not provide any equipment to the Minister’s office.

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

Department/Agency:

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

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

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

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

Answer:

1. The Indigenous Land Corporation (ILC) does not pay subscriptions for TV services.

The ILC's wholly owned subsidiaries Voyages Indigenous Tourism Australia (Voyages) and National Centre of Indigenous Excellence Ltd (NCIE) do have subscription services for use by guests/gym members at Ayers Rock Resort and Home Valley Station, and at NCIE in Redfern NSW.

2. a) The following table provides a list of newspaper subscriptions and reason for each.

Subscription	Reason for Subscription
The Australian (National)	Current events and media monitoring
The Advertiser (SA)	Current events and media monitoring
Courier Mail (QLD)	Current events and media monitoring
Canberra Times (ACT)	Current events and media monitoring
The West Australian (WA)	Current events and media monitoring

b) The total cost for the period 14 September 2015 to 29 February 2016 was \$5,511 (GST Exclusive)

c) No newspapers are provided to the Minister.

d) Not applicable

3. a) The following table provides a list of magazine subscriptions and reason for each.

Magazine subscription	Reason for Subscription
Allied Business WA Farmers Federation	Agribusiness updates

b) The total cost for the period 14 September 2015 to 29 February 2016 was \$118 (GST Exclusive)

c) No magazines are provided to the Minister.

d) Not applicable

4. a) The following table provides a list of publications purchased by the ILC and the reason for each.

Publications	Reason for publications
ATSI & PGPA Acts	Legislation updates
Carbon Account Savanna Fire Management Handbook	Carbon updates
APSC Allowance Subscription service	Allowance updates
Australian Master Tax Guide 2016	Tax updates
Australian GST Guide 2016	Tax updates
IT Online Training Material	Staff training manual
Employment Law Handbook & Updates	Law updates
Native Title Law ebook	Law updates

- b) The total cost during the period 14 September 2015 to 29 February 2016 was \$1,676 (GST Exclusive).
- c) No publications are provided to the Minister.
- d) Not applicable.

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Prime Minister and Cabinet Portfolio

Department/Agency:
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: 2

Question:

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

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

Answer:

1. The Indigenous Land Corporation has spent a total of \$7,236 on meeting costs. Costs include venue hire and catering costs. The date, location, purpose and cost of each event are in the following table:

Date	Location	Purpose	Total Cost \$
14/09/2015	Perth	IPA Meeting	12
22/09/2015	Adelaide	ILC Executive Meeting	60
05/10/2015	Melbourne	Board Committee Meeting	192
09/10/2015	Sydney	ILC Board Meeting	199
03/11/2015	Sydney	ILC Board Meeting	1,891
12/11/2015	Canberra	ILC Executive Meeting	219
17/11/2015	Perth	Meeting with applicant	64
17/11/2015	Canberra	ILC Executive Meeting	89
18-19/11/2015	Sydney	ILC Board Meeting	3,259
24/11/2015	Adelaide	CEO, Chairperson & Staff Meeting	194
24/11/2015	Adelaide	Board Committee Meeting	143
15/12/2015	Canberra	Industry Meeting	64
16/12/2015	Brisbane	CEO, Chairperson & Staff Meeting	57
20/01/2016	Perth	Steering Committee Meeting	71
04-05/02/2016	Canberra	ILC Executive Meeting	363
23/02/2016	Adelaide	ILC Board Meeting	359
		Total	7,236

2. Nil
3. No specific plans
4. Nil

Note: PM137 asks the question how much has been spent on Hospitality. The figure in Answer 1 above includes \$5,27 reported in PM137 Q1.

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

Department/Agency:
Topic: Media training

Senator: Senator Ludwig
Question reference number: PM161
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

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

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

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

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

Answer:

1. Since 14 September 2015, the Indigenous Land Corporation has not purchased any media training services.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.

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

Department/Agency:
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: 3

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. The Indigenous Land Corporation has had 30 consultancies undertaken from the period 14 September 2015 to 29 February 2016. The total value of all consultancies were \$1,518,727 (GST exclusive). The following table provides a list of consultant names, the duration, amount spent and procurement method.

Consultancy Name	Subject Matter	Duration	Cost (GST Excl)	Procurement Method
AGS Barton	Legal services	Short term engagement	\$67,110	Direct Sourcing
Allegis Partner	CEO recruitment	Short term engagement	\$2,174	Direct Sourcing
Clayton Utz	Legal services	Ongoing	\$176,314	Direct Sourcing
Deloitte Touche	Debt Refinancing	Specific project 12mths	\$600,563	Select Tender
Deloitte Touche	Internal audit services	3 year contract	\$112,364	Select Tender
Ian Ward-Ambler	Member of Board Sub-committee	Fixed term	\$7,500	Direct Sourcing
John Morse	Member of Mutitjulu Foundation - board fees	Fixed term	\$15,000	Direct Sourcing
Johnston Winter	Legal services	Short term engagement	\$141,787	Direct Sourcing
KPMG	Taxation services	Short term engagement	\$5,584	Select Tender
Mark C Hoffman	Legal services	Short term engagement	\$15,056	Direct Sourcing
Morison Consulting	Member of Board Sub-committee	Fixed term	\$11,247	Direct Sourcing
Nicholas J Owen	Legal services	Ongoing	\$1,913	Direct Sourcing
Digital Embassy	Digital design services	Short term engagement	\$800	Direct Sourcing
AP & LA Sullivan	WHS Services	Ongoing	\$6,600	Direct Sourcing
Bamanga Bubu Ngadimunku Inc	Cultural Consultancy services	Ongoing	\$50,000	Direct Sourcing
C4 Architects	Concept design	Short term engagement	\$9,900	Select Tender
Charles Darwin University	Vegetation assessment services	Short term engagement	\$25,200	Select Tender
Coffey Environments Australia Pty Ltd	Landfill investigation	Short term engagement	\$5,800	Select Tender
EY	Audit Services	Short term engagement	\$4,243	Direct Sourcing
Four Wheel Drive Australia	Surveying services	Short term engagement	\$12,918	Select Tender
FSA Consulting	Concept design	Short term engagement	\$14,500	Direct Sourcing
John Taylor Architect	Heritage Advice	Short term engagement	\$480	Direct Sourcing
Matthews Architects	Master planning	Short term engagement	\$107,111	Select Tender
MBML Pty Ltd	Quantity Surveying	Short term engagement	\$20,221	Select Tender
Metrix Consulting Pty Ltd	Feasibility Study	Short term engagement	\$49,450	Select Tender
Pure Risk Management	WHS Services	Ongoing	\$2,671	Direct Sourcing
Ridgemill Pty Ltd	Project management pre-construction phase	Ongoing	\$29,904	Select Tender
Searles Pastoral	Floodplain management advice services	Short term engagement	\$6,000	Direct Sourcing
Stepwise Heritage	Tourism feasibility study	Short term engagement	\$2,352	Direct Sourcing
Tanya Forsythe	Market feasibility study	Short term engagement	\$3,965	Select Tender
University of NSW	Governance/management program development	Short term engagement	\$10,000	Direct Sourcing
Total			\$1,518,727	

2. The Indigenous Land Corporation is not required to publish an APP on the AusTender website.

3. The Indigenous Land Corporation has in place its own purchasing and procurement policy and consultancies are sought and engaged in accordance with the policy. The policy requires purchase/procurement (including consultancies) where the value is \$400,000 or more, the tender process is to be utilised.

Senate Finance and Public Administration Legislation Committee
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Prime Minister and Cabinet Portfolio

Department/Agency:

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: 2

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:

The Indigenous Land Corporation provides electronic equipment (such as iPad, laptop, wireless card, vasco token, blackberry, mobile phone) to ILC staff.

Equipment	Staff Classification level*	Number of Devices	Average Purchase Cost of Individual Equipment and Accessories#	Average Annual Cost of Individual Equipment	Average Total Annual Cost of Equipment
Broadband UBS Device – Next G	Pooled APS 6 EL SEE TOTAL	1 5 12 5 23	\$150.00	\$326.00	\$7,498.00
Mobile Phone	Pooled APS 3 APS 4 APS 6 Legal EL SEE TOTAL	3 3 1 30 1 38 11 87	\$315.00	\$217.00	\$18,879.00
Notebook Computer	Pooled APS 3 APS 6 EL SEE TOTAL	7 1 30 37 12 87	\$2,268	N/a	N/a
Tablet Devices	APS 6 EL SEE TOTAL	3 7 7 17	\$857.00	\$326.00	\$5,542

*APS Equivalent

Accessories include keyboards, laptop carry bags, additional chargers.

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

Department/Agency:

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: 7

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:

1. Not applicable.
2. Attachment 1 is an inventory of computers owned, leased, stored, or able to be accessed by the Indigenous Land Corporation.
3. All computers maintained by the Indigenous Land Corporation use *Microsoft Windows 7* operating software with the exception of five computers that use *Microsoft Windows 8* operating software. Operating software is purchased outright at the time hardware is purchased. Therefore, there are no on-going costs associated with operating system software.

ATTACHMENT 1 - Computers owned, leased, stored, or able to be accessed by the Indigenous Land Corporation

Computer Type	Equipment Cost	Location ¹
Laptop	\$2,573.00	SA
Laptop	\$2,919.60	SA
Laptop	\$2,960.15	SA
Laptop	\$3,011.90	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,113.60	SA
Laptop	\$3,170.00	SA
Laptop	\$3,170.00	SA
Laptop	\$3,170.00	SA
Laptop	\$3,170.00	SA
Laptop	\$3,170.00	SA
Laptop	\$3,200.80	SA
Laptop	\$3,252.72	SA
Laptop	\$3,252.72	SA
Laptop	\$3,252.72	SA
Laptop	\$3,600.00	SA
Laptop	\$3,600.00	SA
Laptop	\$3,624.00	SA
Laptop	\$3,854.40	SA
Laptop	\$2,960.15	TAS
Laptop	\$3,252.72	TAS
Laptop	\$1,218.00	WA
Laptop	\$1,437.25	WA
Laptop	\$1,438.00	WA
Laptop	\$1,438.00	WA
Laptop	\$1,438.00	WA
Laptop	\$1,438.00	WA
Laptop	\$1,438.00	WA
Laptop	\$1,438.00	WA
Laptop	\$1,438.00	WA
Laptop	\$1,610.50	WA
Laptop	\$1,610.50	WA
Laptop	\$1,889.42	WA
Laptop	\$1,889.42	WA
Laptop	\$1,951.75	WA
Laptop	\$2,216.74	WA
Laptop	\$2,372.09	WA
Laptop	\$2,570.00	WA

Computer Type	Equipment Cost	Location ¹
Laptop	\$2,573.00	WA
Laptop	\$2,573.00	WA
Laptop	\$2,573.00	WA
Laptop	\$2,573.00	WA
Laptop	\$2,690.00	WA
Laptop	\$2,771.20	WA
Laptop	\$3,011.90	WA
Laptop	\$3,170.00	WA
Laptop	\$3,170.00	WA
Laptop	\$3,342.88	WA
Laptop	\$4,782.40	WA

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

Department/Agency:

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: 2

Question:

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

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

Answer:

1. No.
2. Indigenous Land Corporation International Travel Policy
3. Copy of the Indigenous Land Corporation International Travel Policy attached at Appendix A.
4. Updated July 2014.
5. The Minister is notified of international travel, when approved by the Board, where the cost is more than \$20,000.
6. Nil.
7. Total cost of all travel during the period 14 September 2015 to 29 February 2016 was \$343,615. A detailed list and total of each category of travel is as follows:

Category	Cost \$
Business Class airfares	78,815
Economy Class airfares	126,616
Accommodation Allowance	78,881
Meals Allowance	44,109
Incidentals Allowance	11,585
Airport parking	3,609
Total	\$343,615

Travel has been undertaken for business requirements and was all related to domestic travel.

8. Not applicable.
9. Not applicable.
10. Travel to be undertaken in accordance with business requirements.

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

Department/Agency:

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: 7

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:

1. The Indigenous Land Corporation has the following internal user guides for the implementation of the Our Land Our Future Program:

- Small Land Management User Guide
- OLOF Over \$100k User Guide
- LAMIRS User Guide
- Privacy Policy User Guide
- Landholding to Grant User Guide
- Post Grant User Guide
- Contract Management User Guide
- Procurement Guidelines
- Program Criteria
- Project Mapping Tool
- Business Plan Terms of Reference
- Corporate Governance Health-check survey
- NAP Terms of Reference
- Work Plan Guidance
- Developing a Vision Statement
- Stakeholder Mapping and Matrix
- Stakeholder Facilitator Checklist
- Business Model Canvas
- Benefits Reporting Framework
- Benefits Definition Table
- Outcomes of Workshop with Proponent
- Investigating with Due Diligence
- Sound Land and Environmental Practices
- Land Use Zoning
- Native Title Search
- Title and Company Searches
- Credit Checks
- Scoping Project Costs
- Risk Management Framework and Corporate Risk Management Plan
- Financial Viability Risk Assessment
- Environment and Heritage Searches
- Aboriginal Sites Search Request Letter
- Developing a Common Agenda
- Community Workshop Techniques
- Checklist for Due Diligence on Partners and Collaborators
- Statement of Collaboration Template
- Outcome of Workshops with Collaborators
- Monitoring and Reporting Progress Report
- Project Evaluation
- The ILC also has a handbook publically available on the ILC's website.

Numerous tools are also available accompanying the above guidelines.

2. The Indigenous Land Corporation (ILC) has an open and flexible approach to grants through the OLOF program. Proponents of small land based projects can apply for funding at any time via an application form available on the ILC website.

Further information on the small land-based project process can be found on the ILC website here: <http://www.ilc.gov.au/Home/Small-Land-Based-Projects>

For projects over \$100,000, there is a three-stage process for assessment of proposals:

- Stage 1: Conversation and development of ideas;
- Stage 2: Co-design and co-development of a project, including formal project approval; and
- Stage 3: Co-implementation, monitoring and evaluation.

Further information on the OLOF over \$100,000 grant process can be found on the ILC website here: [http://www.ilc.gov.au/Home/Our-Land-Program/Projects-over-\\$100,000](http://www.ilc.gov.au/Home/Our-Land-Program/Projects-over-$100,000)

3. For land acquisition projects, Indigenous Organisations in Australia can work with the ILC toward the acquisition of a property. Organisations must be incorporated or in the process of becoming incorporated, must be able to legally enter into lease arrangements, hold title to land and be effectively governed and compliant with regulatory responsibilities. Indigenous landholders, government agencies and non-government organisations are sought to invest inland based projects for Indigenous held lands. However, projects must relate to the managed use, care or improvement of Indigenous-held land and have the agreement of the Indigenous landholder(s).
 - a) No these cannot be waved.

4 & 5. The ILC has a two staged Assessment Process

- a) If the ILC considers a project who meet the program criteria, the board priorities, demonstrates value for money and will achieve the greatest impact for Indigenous wellbeing, further planning sessions or workshops may be held to further develop the project .
 - b) The ILC's National Assessment Panel, comprised of senior staff of the ILC review and assess project ideas and proposals against each other, weighing up the achievement of Indigenous benefits against the cost of the project and the available budget, for ILC Board or delegate final approval.
6. No
 - a) No

7. Grants awarded from the 14 September 2015 to 29 February 2016

Recipient	Amount	Intended use of grant	State	Electorate
Urannah Properties Association Incorporated	\$35,000	Development of a property management plan for Urannah Station	QLD	Capricornia
Dorodong Association Incorporated	\$29,990	Feasibility study for an eco tourism enterprise on Dorodong a 74 hectare property	NSW	Cowper
Ngaanyatjarra Council (Aboriginal Corporation)	\$100,000	30km of fencing material and water points to create holding paddocks for mustered camels	NT	Lingiari
Bungala Aboriginal Corporation	\$100,000	Fencing for pastoral development for sheep grazing	SA	Grey
Ngarliyarndu Bindirri Aboriginal Corporation	\$94,158	Infrastructure development at Decca Station. Includes the development of a compost and verminculture social enterprises, upgrading accommodation facilities and the establishment of a nursery for nature based healing to support Family cultural health station	WA	Durack
Northern Land Council on behalf of Waanyi/Garawa Ranger Group	\$23,300	Purchase of a incendiary unit, recharger and satellite connection to enable the rangers to better manage fire on the Ganalanga-Mindibirrina IPA, which sits on the entire Waanyi/Garawa ALT.	NT	Lingiari
Mandingalbay Yidinji AC	\$103,015	Following the development of a PMP for part of MYAC's native title lands in East Trinity, this second stage of the project aims to achieve formal development consent for the site to allow the group to establish a boardwalk and activity towers to support eco-tourism activities.	QLD	Kennedy
Luke & Skye Hayes	\$55,000	Purchase an air seeding machine to increase economic farming benefits whilst decreasing the level of environmental damage of using old farming practices	SA	Barker
A & S Catanzariti	\$30,000	Purchase and install a washing processing plant for their horticultural produce.	SA	Wakefield
Dhimurru Aboriginal Corporation	\$77,624	Purchase a skid steer and freight to Nhulunbuy to enable Dhimurru Rangers to undertake track repairs, drain clearance and formation work on access tracks across Dhimurru IPA.	NT	Lingiari
Mutawintji Local Aboriginal Land Council	\$25,000	Fit out of existing visitor centre and erection of signage for cultural tourism enterprise	NSW	Parkes

8. Grants approved prior to 14 September 2015 but did not have financial contracts in place at the time.

Recipient	Amount	Intended use of grant	State	Electorate
A.M.Y. Nominees Pty Ltd	\$75,000	Employ, manage and support five (5) Indigenous Pastoral Workers (North West Indigenous Pastoral Project) employees to undertake pastoral work and training work aimed at bringing the property back into production.	SA	Grey
Biraban Local Aboriginal Land Council	\$42,500	Property management plan	NSW	Newcastle
Boomalli Aboriginal Artists Co-operative Limited	\$7,000	Upgrade its premises at 55-59 Flood St, Leichhardt, Sydney NSW to comply with the Fire Safety Standards of the Building Code of Australia.	NSW	Grayndler
Bungala Aboriginal Corporation	\$145,000	Employ, manage and support five (5) Indigenous Pastoral Workers (North West Indigenous Pastoral Project) employees to undertake pastoral work and training work aimed at bringing the property back into production.	SA	Grey
C.O & E.A Frith trading as Glen Arden Pastoral Company	\$23,400	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
Cave Creek Station Pty Ltd	\$11,700	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
Central Land Council	\$4,314,088	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the land.	NT	Lingiari
Central Land Council	\$700,500	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
Central Land Council	\$147,120	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
Consolidated Pastoral Company Pty Ltd	\$46,800	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
Cotabena Cattle	\$40,200	Upgrades of two bores and establishment of one new bore, contribution towards a Solar submersible pump and two 20,000 litre tanks	SA	Grey
Deewin Kirim Aboriginal Corporation	\$279,300	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the land.	NT	Lingiari

Recipient	Amount	Intended use of grant	State	Electorate
Dhimurru Aboriginal Corporation	\$77,624	Funds to purchase a fitted skid steer.	NT	Lingiari
Heytesbury Cattle Company Pty Ltd	\$58,500	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
Huckitta Enterprises Pty Ltd	\$276,710	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
Huckitta Enterprises Pty Ltd	\$348,270	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
Jidi Jidi Aboriginal Corporation RNTBC	\$49,700	Completion of a pilot Caring for Country Plan	WA	Durack
Julalikari Council Aboriginal Corporation	\$1,540,250	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the land.	NT	Lingiari
Kaitijin Mia Mia Aboriginal Foundation	\$100,000	Funding for critical infrastructure and reinstatement of basic utilities and services to Malimup Springs following extensive damage from bush fires.	WA	O'Connor
Kalano Community Association Inc	\$404,000	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the land.	NT	Lingiari
Kokatha Pastoral Pty Ltd	\$290,000	Funds for the purchase of plant, equipment and infrastructure to support the development of the Kokatha Pastoral operation on Roxby Downs, Andamooka and Purple Downs Stations.	SA	Grey
Larrakia Nation Aboriginal Corporation	\$3,061,556	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the land..	NT	Solomon
Laynhapuy Homelands Aboriginal Corporation	\$1,402,500	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the land.	NT	Lingiari
Lirwi Yolngu Tourism Aboriginal Corporation	\$145,000	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake tourism activities and training on the Land.	NT	Lingiari
Mallee District Aboriginal Services Limited	\$158,650	The project involves a Good Order Maintenance and Repair program on Menera Station.	Vic	Mallee
Marr Mooditj Training Inc	\$10,000	Funds for the reburishment of the Presbytery (Smaller House) to be utilised as a creche facility for students on Clontarf Campus.	WA	Swan
MC Molinaro and MA Rathsmann	\$11,700	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari

Recipient	Amount	Intended use of grant	State	Electorate
Mindibungu Aboriginal Corporation	\$25,000	Developing a business plan that investigates two business opportunities in Billiluna Community	WA	Durack
National Indigenous Pastoral Enterprises Pty Ltd (NIPE)	\$2,581,962	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Lingiari
New South Wales Aboriginal Land Council	\$50,000	To contribute towards the cost of due diligence activities for agreed on land-based enterprise proposals.	NSW	Various
Nitmiluk Tours	\$300,000	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake tourism activities and training on the Land.	NT	Lingiari
Northern Land Council	\$3,026,833	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the Land.	NT	Solomon
Northern Territory Cattlemen's Association	\$990,000	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Solomon
Northern Territory Cattlemen's Association	\$183,900	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake pastoral activities and training on the land.	NT	Solomon
The Demed Association Inc	\$162,000	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the Land.	NT	Lingiari
Tiwi Enterprises Pty Ltd	\$1,296,000	To provide Indigenous workers jobs over the project period (through the Real Jobs Program) to undertake land management activities and training on the Land.	NT	Lingiari
Voyages Indigenous Tourism Australia Pty Ltd	\$2,979,250	To provide Indigenous workers from Mutitjulu and surrounding Indigenous Communities jobs over the project period (through the Real Jobs Program) to undertake tourism activities and at Ayers Rock Resort.	NT	Lingiari
Yankunytjatjara Native Title Aboriginal Corporation RNTBC	\$28,704	Cultural heritage protection works on Lambina Station, through the fencing of four cultural heritage sites	WA	Durack

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:

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. Indigenous Land Corporation Enterprise Agreement 2011-2014
2. Starting Date: 3 October 2011
Nominal Expiry Date: 19 October 2014
3. In December 2015, the Indigenous Land Corporation (ILC) submitted a Remuneration & Funding Declaration (Rem Dec) to the APS Commissioner, as required by the Workplace Bargaining Policy 2015 (the Policy). The Acting APS Commissioner wrote to the ILC CEO on 4 January 2016 advising that the ILC's Rem Dec has been approved.

The ILC also provided the APSC with a draft of its proposed Enterprise Agreement (EA) for the next three years, which they have provided advice that the draft EA meets the requirements of the Policy.

The ILC has subsequently tabled the draft EA and a remuneration offer with staff representatives (which include CPSU representatives) for the next stage of bargaining. The ILC continues to negotiate in good faith and within the parameters of the 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:

Topic: Existing Resources Program

Senator: Senator Ludwig

Question reference number: PM172

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The Indigenous Land Corporation is an independent Commonwealth Corporate entity formed under the *Aboriginal and Torres Strait Islander Act 2005*. The Indigenous Land Corporation priorities are set by its Board.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. 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:

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: 1

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:

In relation to the Indigenous Land Corporation:

1. None.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.
8. Not applicable.
9. 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:

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:

In relation to the Indigenous Land Corporation, it is subject to:

- a) the Aboriginal and Torres Strait Islander Act 2005 which contains no review mechanism; and
- b) the Public Governance Performance and Accountability Act 2013 which contains a review provision (see section 112).

Specific responses to 1-16 are: Refer Department of Finance and Prime Minister & Cabinet

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:

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

Answer:

In relation to the Indigenous Land Corporation, it is subject to:

- a) the Aboriginal and Torres Strait Islander Act 2005 which contains no sunset provisions; and
- b) the Public Governance Performance and Accountability Act 2013 which contains a review provision (see section 112).

Specific responses to 1-3 are: Refer Department of Finance and Prime Minister & Cabinet

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:

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: 2

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. The Indigenous Land Corporation's total legal costs from 14 September 2015 to 29 February 2016 was \$338,553.00.

Cost	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	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)	How was each piece of advice procured: Detail the method of identifying legal advice
\$172,671	Clayton Utz; 305.3hours; external	David Hughes of Counsel (\$8,517; 39.1hours); male; briefed by Clayton Utz Sarah Pritchard SC (\$12,740; 32.5hours); female; briefed by Clayton Utz	Advice procured by means of a direct and indirect brief
\$64,661	Johnson Winter & Slattery; 103.2 hours; external	N/A	Advice procured by means of a direct brief
\$13,500	List A Barristers (Pat Zappia QC); 18.5 hours; external	No external costs of briefing, as sole male Counsel briefed directly.	Advice procured by means of a direct brief
\$15,056	Mark C J Hoffman QC; 25.3hours; external.	No external costs of briefing, as sole male Counsel briefed directly.	Advice procured by means of a direct brief
\$2,643	Clayton Utz; 6.7hours; external	N/A	Advice procured by means of a direct brief
\$59,614	AGS Barton; 86.4 hours; external	Mark Douglas of Counsel (\$9,145); male; briefed by AGS Barton	Advice procured by means of a direct and indirect brief
\$1,913	Nicholas J Owen of Counsel; 4.5 hours; external	No external costs of briefing, as sole male Counsel briefed directly.	Advice procured by means of a direct brief
\$7,495	AGS Hobart, approx 15 hours of external solicitor work with Junior Counsel retained	Cost of external solicitor (AGS) includes cost of retaining one male Junior Counsel (\$970)	Advice procured through AGS

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:

Topic: Procedure Manuals (Departmental)

Senator: Senator Ludwig

Question reference number: PM177

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. The Indigenous Land Corporation does not have a procedure manual for communication between the Indigenous Land Corporation and the Minister.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. The Chief Executive Officer of the Indigenous Land Corporation is responsible for clearing communications before they are sent to the Minister or the Minister's office.

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

Prime Minister and Cabinet Portfolio

Department/Agency:

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. The Indigenous Land Corporation has not purchased any vending machines or taken any vending machines under contract since the change of Prime Minister on 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:

Topic: Self-initiated work

Senator: Senator Ludwig

Question reference number: PM179

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. The Indigenous Land Corporation is an independent Commonwealth Corporate entity formed under the *Aboriginal and Torres Strait Islander Act 2005* and works with Indigenous land holders to deliver economic, social, cultural and environmental benefits from Indigenous-held land. The Indigenous Land Corporation priorities are set by its Board.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
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:
Topic: Staff Awards

Senator: Senator Ludwig
Question reference number: PM180
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

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

Answer:

1. The Indigenous Land Corporation has not given out any awards for staff since the change of Prime Minister on 14 September 2015.
2. Not applicable.
3. Not applicable.
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:

Topic: Change Management

Senator: Senator Ludwig

Question reference number: PM181

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The Indigenous Land Corporation 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:

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: 2

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. Indigenous Land Corporation Code of Conduct
 - a. Responsibility: It is the responsibility of all employees not only to behave in such a way that upholds the ILC Code of Conduct, but to assist and support their colleagues to uphold the Code of Conduct.
 - b. For the avoidance of doubt, the phrase “acting in the course of employment” as used in this Code of Conduct includes the conduct of employees:
 - i. at all times while they are present on premises owned or occupied by the ILC; or
 - ii. which is otherwise connected to their employment or where such a connection may be reasonably inferred or perceived.
 - c. Commitment: The parties agree to uphold and promote the ILC Code of Conduct:

Honesty and Integrity	An employee must behave honestly and with integrity in the course of their employment.
Care and Diligence in the Course of Employment	<p>An employee must act with care and diligence in the course of their employment.</p> <p>An employee must comply with any lawful and reasonable direction given by someone in the ILC who has authority to give the direction.</p>
Respect and Courtesy	An employee, when acting in the course of employment, must treat everyone with respect and courtesy, and without harassment.
Operate in a Lawful Manner	<p>An employee, when acting in the course of employment, must comply with all applicable Australian laws. For this purpose, Australian law means:</p> <ol style="list-style-type: none"> a. any Commonwealth Act or any instrument made under a Commonwealth Act; and/or b. any law of a State or Territory, including any instrument made under such a law.
Commercial in Confidence	An employee must maintain appropriate confidentiality with respect to ILC and Clients' confidential information.
Conflict of Interest	An employee must disclose, and take reasonable steps to avoid, any conflict of interest (actual or apparent) in connection with their employment.
Proper Use of Resources	An employee must use ILC resources in a proper manner.
False or Misleading Information	An employee must not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment.
Inside Information	An employee must not make improper use of inside information, or their duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for themselves or any other person.
Appropriate Behaviour	<p>An employee must at all times behave in a way that upholds the Values and the integrity and good reputation of the ILC; and</p> <p>An employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.</p>

2. Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency:

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 existing services provided by the Indigenous Land Corporation have moved from being free to a user-pay service. No additional fees have been placed on existing services.
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:

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. The Chair of the Indigenous Land Corporation (ILC) Board writes to the Minister for Indigenous Affairs following each ILC Board meeting outlining any significant issues raised at the meeting that warrant the Minister's attention. There are eight ILC Board meetings scheduled in 2016 that will require a letter to the Minister.
2. Refer to response to Question 1 above.
3. The letter is transmitted to the Minister's office via email and hardcopy.
4. Refer to response to Question 3 above.
5. Unknown as the letter is emailed to a generic Ministerial email address.



A stitch in time since 1934

Doree Embroidery
60 Manilla Street
East Brisbane 4169
Tel : 07 3391 6044
Fax: 07 3391 7809
www.doree.com.au
enquiries@doree.com.au
ABN # 86 010 146 157

TAX INVOICE

0

Bill To :

Cash
0

EFT Payments to
Doree Embroidery Pty Ltd
ANZ Banking Group
BSB # 014015 Acc # 108284746

Your Order #	Invoice Date
Our land our jobs	Wednesday, 2 September 2015

P/O	Quantity	Description	Unit Price	Net Amount	Tax Amount
Our land our jobs	1.00	46384 Our land our jobs	\$45.00	\$45.00	\$4.50
Our land our jobs	1.00	26654ILC Australian Gov Ir	\$45.00	\$45.00	\$4.50
Our land our jobs	21.00	46384 Our land our jobs	\$7.00	\$147.00	\$14.70
Our land our jobs	21.00	26654ILC Australian Gov Ir	\$5.75	\$120.75	\$12.08
				Net Amount	\$357.75
				Tax Amount	\$35.78
				Freight	\$0.00
				Invoice Total	\$393.53

Invoice Remittance

Cash
0

Invoice #
Invoice Total **\$393.53**

Purchasing Card Statement

Purchasing Card Transactions			
Date of Transaction	Description	Debits/Credits	Cardholder Comments
Sub Total:		5.00	

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit Balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
1,426.59	1,426.59 -	1,361.04	0.00	5.00	0.00	1,366.04	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature *Leah J. Romell*

Date 25/11/2015

Transactions examined and approved.

Manager/Supervisor Signature *Judith Butler*

Date 26/11/15

SS02547 / M002722 / 318 / CNTV442



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Doree Embroidery
60 Manilla Street
East Brisbane 4169
Tel : 07 3391 6044
Fax: 07 3391 7809
www.doree.com.au
enquiries@doree.com.au
ABN # 86 010 146 157

TAX INVOICE

Bill To :

Cash
0

EFT Payments to
Doree Embroidery Pty Ltd
ANZ Banking Group
BSB # 014015 Acc # 108284746

Your Order #	Invoice Date
our land our future	Friday, 30 October 2015

P/O	Quantity	Description	Unit Price	Net Amount	Tax Amount
our land our future	11.00	26654ILC Australian Gov Ir	\$6.25	\$68.75	\$6.88
our land our future	11.00	46384 Our land our Future	\$7.75	\$85.25	\$8.53
our land our future	1.00	91 Freight/Postage	\$10.50	\$10.50	\$1.05
				Net Amount	\$164.50
				Tax Amount	\$16.45
				Freight	\$0.00
				Invoice Total	\$180.95

Invoice Remittance

Cash
0

Invoice #
Invoice Total **\$180.95**

Purchasing Card Statement

Summary of Changes in Your Account Since Last Statement

From Your Opening Balance of	We Deducted Payments and Other Credits	And We Added				To Arrive at Your Closing Balance of	Total Past Due / Overlimit Balances
		New purchases	Cash advances	Fees, Interest & Government Charges	Miscellaneous Transactions		
2,849.73	2,649.73	1,264.08	0.00	6.00	0.00	1,269.08	0.00

I have checked the above details and verify that they are correct.

Cardholder Signature *Robert Jonell* Date 30/09/15

Transactions examined and approved.

Manager/Supervisor Signature *[Signature]* Date 30/9/15



PO Box 7575, Canberra BC, ACT 2610
 TELEPHONE (02) 6295 4422 FAX (02) 6295 4473
 UNION OFFSET PTY LTD
 A.B.N. 58 008 458 099



TAX INVOICE

Grid Communications
 Att: Kathie
 301 Canberra Ave
 FYSHWICK ACT 2609

Invoice No. 352748
 Date 21-Sep-2015
 Order No.
 Client Code 3998
 Sales Rep JORDI
 Payment Due Date 21-Oct-2015

Attention: Kathie Client ABN

Job Number 428471
 Job Title A History of the Indigenous Land Corp.

Quantity: 700 Copies \$5790.00


JOB DETAILS

Pagination: 64pp + 8pp Cover (Flat cover: 297x884mm - includes spine & 200mm flaps - FOLD FLUSH)
 Text Ink: Prints 4 colour process + varnish both sides throughout
 Cover Ink: Prints 4 colour process both sides, with varnish inner & matt cello outer
 Binding Style: Score & fold cover. Fold, collate, burst bind, trim & carton pack.

DELIVERY DETAILS

735 Delivered to Football House, Level One, 3-5 Phipps, Deakin, - DD 285635 14-Sep-2015

Supplier Code: UNIONO.0000
 Narrative: 700x copies A History of THE ILC
 Goods/Services: _____
 Authorisation: ER - ~~OO~~ ATTACHED
 Certified: [Signature] Date: 22/9

Total Before Tax		\$5,790.00
Goods and Services Tax	SW059582.TIF	\$579.00
Total including GST	21.7360 C	\$6,369.00

Payments can be made to:	Australia and New Zealand Banking Group Limited
Branch:	Unit 4, 8 Avenue Of The Americas, Newington 2127 NSW, Australia
Account Name:	Union Offset Co Pty Ltd
BSD: 012-357	A/C No.: 836522968 Swift Code: ANZBAU2S
Please quote BFT Reference	3998
Credit Card:	Call (02) 6295-4500 to pay by Visa, Mastercard or Amex. Surcharge on Visa & MasterCard 2.2%, Amex 2.6%
Email Remittance:	remittance@unionoffset.com.au OR Fax Remittance: (02) 6295 4567

Sahb, Carol

From: Roberts, Eric
Sent: Monday, 21 September 2015 2:17 PM
To: Sahb, Carol
Cc: McFadyen, Denise
Subject: FW: Print Invoice
Attachments: Union Offset Pty Ltd_362748.pdf

Carol – Approved for payment as part of the Board's approved 20th anniversary activities.

Cheers Eric.

21 - 7360

From: McFadyen, Denise
Sent: Monday, 21 September 2015 1:19 PM
To: Roberts, Eric
Subject: FW: Print Invoice

Hi Eric, here is the print invoice for history. I have three quotes over here, to justify this.

Denise

From: GRI.D | Kathie Griffiths [<mailto:kathie@thegrid.net.au>]
Sent: Monday, 21 September 2015 1:48 PM
To: McFadyen, Denise
Subject: Re: Print Invoice

Hi Denise

Attached is the print invoice for the publication. Do you have an account with Union Offset? —If so you can get the invoice changed with your details. We can pay it for you but we have a 10% handling fee.

Happy to discuss if you need to.

Cheers | Kathie @ GRI.D | kathie@thegrid.net.au | www.thegrid.net.au | 02 6280 0960



T8 photography

TAX INVOICE

Indigenous Land Corporation

Invoice Date
15 Sep 2015

T8 Photography
Unit 9, 26 Winchcombe Ct
MITCHELL ACT 2911
AUSTRALIA

Invoice Number
INV-0028

Reference
Book Launch Photos

ABN
23 816 415 889



SW059878.TIF

Description	Quantity	Unit Price	GST	Amount AUD
Photography Services	1.00	330.00	10%	330.00
			INCLUDES GST 10%	30.00
			TOTAL AUD	330.00

Due Date: 29 Sep 2015

DIRECT BANK DEPOSIT
Bank: ANZ
Account: Tate Needham
BSB: 012964
Acct: 455250102

CREDIT CARD
Contact the office to pay by CC
Cards: VISA, MasterCard
Surcharge: 3%

Please email remittance to tate@t8photography.com

Supplier Code: T8PHOT 0000

Narrative: PHOTOGRAPHY

Goods/Services:

Authorisation: [Signature]

Certified: [Signature] Date: 1

32-7360 C



PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

ABN 52 997 141 147

Receiver of Relevant Monies
Department of Parliamentary Services
PO Box 6000
Parliament House
Canberra ACT 2600

INDIGENOUS LAND CORPORATION
Attention: Jacinta Siddall
PO Box 652
ADELAIDE SA 5001

Tax Invoice	
Invoice No.:	1800001438
Invoice Date :	09.10.2015
Telephone:	(02) 6277 8955
Fax	(02) 6277 8800
Email	DPSFinance@aph.gov.au

Line	Description	Quantity	Unit Price	Total Excl GST
	AV Support 15.09.15: Book Launch			
1	AV Lectern, Mic & PA(small)	1.000	\$180.00	\$180.00
2	AV Operator	1.000	\$57.05	\$57.05
	Total excl GST:		AUD	\$237.05
	Total Goods & Services Tax			\$0.00
Total amount including GST				\$237.05

Remittance Advice

PARLIAMENT OF AUSTRALIA
DEPARTMENT OF PARLIAMENTARY SERVICES

HOW TO PAY:

Preferred Method

Electronic Funds Transfer:

Account Name: DPS Official Departmental Account
Bank BSB No: 092009
Bank Account No: 116659
Bank Name: Reserve Bank of Australia
Please include your customer no. & name below
as payment reference.

Customer No: 100819
INDIGENOUS LAND CORPORATION

To pay by MasterCard / Visa / American Express please complete
the following and forward remittance to the address below:

Verification No:	_____
Name on card:	_____ Expiry: ___/___
Signature:	_____
Payment Amount:	\$ _____

Please detach remittance and forward cheque to:
Department of Parliamentary Services
Receiver of Relevant Monies
PO Box 6000
Parliament House
Canberra ACT 2600

TOTAL AMOUNT DUE	\$237.05
-------------------------	-----------------

Hi Rob

Thanks for your reply.

We currently have the Queens Terrace Gallery booked, but have put in a request to use the space in front of an exhibition located on Level 1 on the Senate Side.

Thanks
Jacinta

Jacinta Siddall
Project Advisor
Indigenous Land Corporation
Level 7, 121 King William Street
GPO Box 652
ADELAIDE SA 5001
Ph: (08) 8100 7113
Mobile: 0400 925 958
Email: jacinta.siddall@ilc.gov.au



Australian Government
Indigenous Land Corporation



From: Rob Cartwright [<mailto:rob@eavs.com.au>]
Sent: Monday, 7 September 2015 10:35 AM
To: Siddall, Jacinta
Subject: Re: Audio Visual - APH - 15 September 2015

Hi Jacinta,

As of the 1st of August, I have purchased Audio Solutions and we are trading as per details below.

Keen to work with you on your book launch, just need to know which room at APH you will be using.

Kind Regards,

Rob Cartwright | Manager



Formerly Audio Solutions and Production Magic

0404 150 052 | Fax: +61 2 6100 9929
rob@eavs.com.au | www.eavs.com.au
PO Box 343 Mitchell ACT 2911

Event Audio Visual Services Pty Ltd incorporating Audio Solutions and Production Magic Audio Visual Solutions. This e-mail and any accompanying attachments may be confidential to the intended recipient. If you are NOT the intended recipient, you must not peruse, pass on, use, or copy this message and any accompanying attachments. Please notify the sender immediately - by telephone or return email - and delete the original message with any accompanying attachments. Thank you

From: "Siddall, Jacinta"
Date: Monday, 7 September 2015 9:14 am

Siddall, Jacinta

From: Gumley, Kate
Sent: Wednesday, 9 September 2015 10:36 AM
To: Siddall, Jacinta
Subject: RE: Audio Visual - APH - 15 September 2015

Well done thanks

Kate Gumley
Executive Director
Strategy
Indigenous Land Corporation
M: 0412519684

-----Original Message-----

From: Siddall, Jacinta
Sent: Tuesday, September 08, 2015 10:27 AM Cen. Australia Standard Time
To: Gumley, Kate
Subject: RE: Audio Visual - APH - 15 September 2015

Hi Kate

Just an update, sorry I jumped the gun, I have received a cheaper quote from Parliament House AV, the cost is \$237.05.

I'll advise them today as well as APH Event Managers.

Thanks
Jacinta

From: Gumley, Kate
Sent: Monday, 7 September 2015 5:16 PM
To: Siddall, Jacinta
Subject: RE: Audio Visual - APH - 15 September 2015

Thanks this is approved

Kate Gumley
Executive Director
Strategy
Indigenous Land Corporation
M: 0412519684

-----Original Message-----

From: Siddall, Jacinta
Sent: Monday, September 07, 2015 04:39 PM Cen. Australia Standard Time
To: Gumley, Kate

GRI.D

GRI.D Communications Y 02 6280 0960
301 Canberra Ave F 02 6280 0970
Fyshwick ACT 2609 E kathie@thegrid.net.au
PO Box 7216 www.thegrid.net.au
Canberra BC ACT 2610



SW083242.TIF

Tax Invoice

No. 098/15

Date 2/10/15

Contract

Indigenous Land Corporation
1, 3-5 Phipps Close
Deakin
ACT 2600

Attention Denise McFayden

Professional services and expenses

Indigenous Land Corporation -- 20 Years of the Indigenous Land Corporation	
Meeting/briefing	\$155.00
Design and presentation of concepts for cover and internal layout Allows for double page spreads showing chapter pages, heading levels, use of images	\$775.00
Design and artwork for 60pp plus cover supplied to printers specifications This allows for 2 sets of proofs	\$1,950.00
Author's corrections/revisions, new proofs supplied (7.5hrs) Includes edits to text, changes to supplied maps, changes to images, scanning of images	\$975.00
Final file supplied as web pdf	\$260.00
Print production/liaison	\$130.00

Supplier Code: GRI COM - 0000

Narrative: 20 Years of the ILC

Goods/Services: _____

Authorisation: [Signature]

Certified: [Signature] Date: 11/12/15
14/12/15

Terms strictly 30 days. No statement will be issued.
Direct deposit to BSB: 06 2902 A/c No: 10020702 Branch: Commonwealth Bank, Manuka ACT

Subtotal	\$4,245.00
GST	\$424.50
Total	\$4,669.50

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:

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: 2

Question:

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

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

Answer:

1. Yes. For the period from 14 September 2015 to 29 February 2016 the Indigenous Land Corporation has purchased a total of \$11,073 (GST Exclusive) in promotional material.
2. Please refer to the attached table.
3. Please refer to the attached table.
4. Please refer to the attached table.
5. All Indigenous Land Corporation's purchases of promotional materials are approved in accordance with Board approved budgets and delegations. All purchases are required to meet the Indigenous Land Corporation's purchasing procedures.
6. Please refer to question 5.
7. Please refer to Appendix A.
8. Not applicable.

9. Please refer to the attached table.
10. The Indigenous Land Corporation has in place its own purchasing and procurement policy and purchasing of promotional material is done in accordance with the policy.
11. Please refer to question 10.

Indigenous Land Corporation

Item	Purpose	Cost per item (Ex GST)	Quantity per Item	Who Created the Material
Embroidery of T-Shirts with "Our Land Our Jobs" & Our Land Our Future"	For ILC Staff to wear at Divestment Ceremonies and other corporate functions	Avg cost of \$7.90/item	Embroidery of 66 T-Shirts	Doree Embroidery Qld
Indigenous Land Corporation "A History of the ILC" Book	Celebrating ILC 20th Anniversary	Avg cost of \$8.30	700 books	Union Offset Pty Ltd ACT
Photography Services for "A History of the ILC" book	Celebrating ILC 20th Anniversary	\$300	n/a	T8 Photography ACT
Book Launch - "A History of the ILC"	Celebrating ILC 20th Anniversary	\$237	n/a	Dept of Parliamentary Services ACT
Artwork for "A History of the ILC" book cover	Celebrating ILC 20th Anniversary	\$4,245	n/a	Grid Communications 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:

Topic: Report Printing

Senator: Senator Ludwig

Question reference number: PM188

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No reports of any kind that were printed by the Indigenous Land Corporation have been pulped, put in storage, shredded or disposed of since the change of Prime Minister on 14 September 2015.
2. 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:

Topic: FoI Requests

Senator: Senator Ludwig

Question reference number: PM189

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Since the change of Prime Minister on 14 September 2015, the Indigenous Land Corporation has received nine requests.
2. None.
3. 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:

Topic: Lobbyist Register Meetings

Senator: Senator Ludwig

Question reference number: PM192

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. ILC Director Ms Alison Page is a member of the Barangaroo Delivery Authority (BDA) Arts and Cultural Panel. The Panel is chaired by Gabrielle Trainor, who is on the lobbyist register.
2. Meetings of the BDA do not relate to ILC business.
3. 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:

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. Since 14 September 2015, the Indigenous Land Corporation has not spent any money on workplace ergonomic assessments.
2. There have been no assessments therefore this has not resulted in changes to workplace equipment and/or set up.
3. There has been no expenditure in changes to equipment or set up.

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:

Topic: Freedom of Information - Stats

Senator: Senator Ludwig

Question reference number: PM194

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Since the change of Prime Minister on 14 September 2015, the Indigenous Land Corporation has received nine FOI requests.
2. Five.
3. None.
4. None.
5. Three.

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:

Topic: Multiple tenders

Senator: Senator Ludwig

Question reference number: PM195

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Since the change of Prime Minister on 14 September 2015, the Indigenous Land Corporation has not issued or re-issued any tenders.

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:

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:

Question 1 (a to l) inclusive - Since the change of Prime Minister on 14 September 2015 the Indigenous Land Corporation has not conducted any market research.

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:

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:

Indigenous Land Corporation

Works	Cost ex GST	Who conducted the works	Process for identifying who would conduct these works	Works completed Y/N
Relocate Human Resources Section (Electrical Works)	\$ 2,272	P J Corporate Electrical	as per ILC purchasing procedures	yes
Relocate Human Resources Section - Workstations	\$ 5,206	Schiavello	as per ILC purchasing procedures	yes
Total	\$ 7,478			

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:

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, the Indigenous Land Corporation has not purchased or leased any new wine coolers or wine fridges or other devices for the purpose of housing alcohol beverages, including eskies from 14 September 2015 to 29 February 2016.

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:
Topic: Office Plants

Senator: Senator Ludwig
Question reference number: PM199
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

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

Answer:

1. The Indigenous Land Corporation leases the following office plants (a, b, c):

Location	Details (leased)	Cost Per month (GST Exc)
Adelaide	30 plants	222
Adelaide (ICS)	6 plants	107
Brisbane	12 plants	126
Perth	8 plants	197
Total Cost from 14/9/15 to 26/2/16		\$ 3,389

- d. No plants were purchased.
- e. Not applicable.
- f. 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:

Topic: Office recreation facilities

Senator: Senator Ludwig

Question reference number: PM200

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The Indigenous Land Corporation has not purchased or leased or constructed any office recreational facilities, activities or games for the period 14 September 2015 to 29 February 2016.

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:

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: 3

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. The total cost of building leases for the Indigenous Land Corporation from 14 September, 2015 to 29 February 2016 is \$563,845 GST exclusive (not including outgoings)
2. Detailed list of each building that is currently leased provided in the following table:

Start Date	End Date	Renewed? Y/N	Location	Total Cost of Lease P/A (GST Exclusive)	Outgoings P/A (GST Exclusive)	Use
1/01/2015	31/12/2016	N – current accommodation not suitable. Will seek alternative accommodation.	Canberra ACT	\$105,000	\$5,655	Program delivery and corporate administration in accordance with statutory functions
1/05/2009	30/04/2019	Business decision to be made at time	Adelaide SA	\$534,459	\$117,600	Program delivery and corporate administration in accordance with statutory functions
28/09/2015	27/09/2016	Y – short term	Adelaide SA	\$27,060	\$12,300	Program delivery and corporate administration in accordance with statutory functions
1/08/2012	31/07/2016	Y – short term	Brisbane Qld	\$194,482	\$18,000	Program delivery and corporate administration in accordance with statutory functions
17/02/2012	16/02/2022	Business decision to be made at time	Perth WA	\$276,547	\$ -	Program delivery and corporate administration in accordance with statutory functions

3. Nil.
4. The Indigenous Land Corporation's Canberra, Adelaide and Brisbane Offices have leases that expire in the next 12 months. The Indigenous Land Corporation is currently considering options with no decision made at this time.
5. The Indigenous Land Corporation does not own or lease any entire buildings, other than purchased or leased through its Land Acquisition and Land Management functions. (Refer QON 150.)



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Appendix A

Dentsu Mitchell

Dentsu Mitchell Media Australia Pty Ltd

105 York Street
South Melbourne
VIC 3205, Australia
www.dentsumitchell.com.au

Tel: +61 3 9593 6322
Fax: +61 3 9690 9318
ABN 44 123 609 629

TAX INVOICE/ADJUSTMENT NOTE

Client	Indigenous Land Corp	[ILC]	Indigenous Land Corporation	Invoice No:	395359
Product	Recruitment	[ILCREO]	Human Resources	Date:	22/10/2015
Country	Australia		Finance Department	Page:	1
Schedule	SENIOR CARBON ADVISOR	[17933]	GPO BOX 662		
Media Type	Internet Display 0		ADELAIDE, SA		
Purchase Order	Denise Jackson-Cook		5001		
			Attn: Denise Jackson-Cook		

X=SIZE, S=SPOT, P=PACKAGE, A=CPA, K=CPC, M=CPM, F=FIXED, %=Perc., C=Cont. Perc.

Date	Program/Placement	Duration/Size	Reference	No	Rate and Loading(s)	Total
National Thursday 08/10/2015	National NRM Jobs Job Posting	Classified Volume: 1		1	160.00(P)	160.00
					Total NRM Jobs	160.00
<p>Supplier Code: DEN MIT. 0000</p> <p>Narrative: SEN CARBON ADVISOR AD 810</p> <p>Goods/Services: D JACKSON-COOK</p> <p>Authorisation: [Signature]</p> <p>Certified: [Signature] Date: 28/10/15</p> <p>GOODS & SERVICES RECEIVED YES/NO</p> <p>SIGNED: [Signature]</p> <p>DATE: 28/10/15</p>						

WOAGA = Whole of Australian Government Administration Fee, RCBA = Remuneration Charge Back Amount
PAYMENT Due: 30 DAYS from Inv. Mitchell & Partners Aust Pty Ltd BSB 013 345 Acc no 63-760-6217

Total Cost	160.00
Service Fee	0.00
Finance Fee	9.00
WOAGA	3.00
RCBA	6.00
Total Charges	169.00
Goods and Services Tax	15.90
Amount Payable	174.90

26-7400 C



SW059894.TIF

Dentsu Mitchell

Dentsu Mitchell Media Australia Pty Ltd
105 York Street
South Melbourne
VIC 3205, Australia
www.dentsumitchell.com.au

Tel: +61 3 9693 6322
Fax: +61 3 9690 9318
ABN 44 123 609 629

TAX INVOICE/ADJUSTMENT NOTE

Client: Indigenous Land Corp (ILC)
Product: Recruitment (ILCRE0)
Country: Australia
Schedule: SENIOR CARBON ADVISOR (17933)
Media Type: Internet Display
Purchase Order: Denise Jackson-Cook
Indigenous Land Corporation
Human Resources
Finance Department
GPO BOX 662
ADELAIDE, SA
5001
Attn: Denise Jackson-Cook
Invoice No: 395358
Date: 22/10/2015
Page: 1

X=SIZE, S=SPOT, P=PACKAGE, A=CPA, K=CPC, M=CPM, F=FIXED, %=Perc., C=Cum. Perc.

Table with columns: Date, Program/Placement, Duration/Size, Reference, No, Rate and Loading(s), Total. Includes rows for National Seek (IND), National Koori Mail Online, and National LinkedIn. Includes handwritten notes and signatures.

GOODS & SERVICES RECEIVED

SIGNED: [Signature] YES/NO

DATE: 23 / 10 / 15

Production Fees
Adcorp Job Posting Fee 210.00
Adcorp Production 252.00
Total Production Fees 462.00

Supplier Code: DENMIT - 000 01

Narrative: SENIOR CARBON ADVISOR AD 8/10

Goods/Services: D JACKSON COOK

Authorisation: [Signature]

Certified: [Signature] Date: 28/10/15

WOAGA = Whole of Australian Government Administration Fee, RCBA = Remuneration Charge Back Amount
PAYMENT Due: 30 DAYS from Inv. Mitchell & Partners Aust Pty Ltd BSB 013 346 Acc no 83-760-6217

Total Cost 1371.90
Commission Rebate -53.00
Service Fee 0.00

Table with columns: Finance Fee, WOAGA 2% 18.20, RCBA 4% 36.40

Finance Fee 6% 54.60
Total Charges 1373.60
Goods and Services Tax 137.35
Amount Payable 1510.85

26-7400 C

TAX INVOICE/ADJUSTMENT NOTE

Client	Indigenous Land Corp	[ILC]	Indigenous Land Corporation	Invoice No:	396770
Product	Recruitment	[ILCRE0]	Human Resources	Date:	05/11/2015
Country	Australia		Finance Department		
Schedule	PROJECT ADVISOR	[17737]	GPO BOX 652	Page:	1
Media Type	Internet Display		ADELAIDE, SA		
Purchase Order	Denise Jackson-Cook		5001		
			Alln: Denise Jackson-Cook		

X=SIZE, S=SPOT, P=PACKAGE, A=GPA, K=CPC, M=CPM, F=FIXED, %=Perc., C=Cum. Perc.

Date	Program/Placement	Duration/Size	Reference	No	Rate and Loading(s)	Total
National Thursday 24/09/2015	National Seek (IND) Stand Out Ads	Classified Volume: 1		1	165.00(P)	165.00
Total Seek (IND)						165.00
National Thursday 24/09/2015	National Koori Mail Online Job Posting	Classified Volume: 1		1	200.00(P)	200.00
Total Koori Mail Online						200.00
National Thursday 24/09/2015	National LinkedIn Job Postings	Classified Volume: 1		1	189.95(P)	189.95
Total LinkedIn						189.95



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GOODS & SERVICES RECEIVED

YES / NO

SIGNED: _____

DATE: 9 / 11 / 15

Production Fees
 Adcorp Job Posting Fee 140.00
 Total Production Fees 140.00

Supplier Code: DEN MIT 0000
 Narrative: PO 012146 PROJECT ADVISOR ADS.
 Goods/Services: Denise Jackson-Cook
 Authorisation: PO
 Certified: Denise Jackson-Cook

Please keep PO open

WOAGA = Whole of Australian Government Administration Fee, RCBA = Remuneration Charge Back Amount	Total Cost	694.95
PAYMENT Due: 30 DAYS from Inv. Mitchell & Partners Aust Pty Ltd BSB 013 345 Acc no 63-780-6217	Commission Rebate	-36.50
	Service Fee	0.00

Finance Fee			Finance Fee 6%	33.30	
WOAGA	2%	11.10	Total Charges	691.75	
RCBA	4%	22.20	Goods and Services Tax	69.18	
				Amount Payable	760.93

267400C



Australian Government
Indigenous Land Corporation

PURCHASE ORDER

GPO Box 652
ADELAIDE SA 5001

Telephone: +61 8 8100 7100
Fax: (08) 8180 0489

ABN: 59 912 679 254

DENTSU MITCHELL MEDIA AUST P/L
105 York Street
South Melbourne Vic 3205

Order Nbr: 012166
Date Issued: 28/10/2015
Vendor Nbr: DENMIT-0000
Payment Terms: 30 Days
Requested by: Dayton Lindholm
FAX No. 03 9690 9318

Email: AU.remittance@dentsuaegls.com

Attention:

<i>Description</i>	<i>Qty.</i>	<i>Unit Price</i>	<i>Amount</i>
Advertising for recruitment	1.00 ONLY	19,000.00	19,000.00

GST Included: \$1,727.27

Order Total : \$19,000.00

26-74002

Invoice To: accounts652@ilc.gov.au

Deliver To: Level 7, 121 King William St Adelaide SA

TAX INVOICE/ADJUSTMENT NOTE

Client	Indigenous Land Corp	(ILC)	Indigenous Land Corporation	Invoice No:	396771
Product	Recruitment	(ILCRE0)	Human Resources	Date:	05/11/2015
Country	Australia		Finance Department	Page:	1
Schedule	PROJECT ADVISOR	(17737)	GPO BOX 662		
Media Type	Internet Display 0		ADELAIDE, SA		
Purchase Order	Denise Jackson-Cook		5001		
			Attn: Denise Jackson-Cook		

X=SIZE, S=SPOT, P=PACKAGE, A=GPA, K=CPC, M=CPM, F=FIXED, %=Perc., C=Cum. Perc.

Date	Program/Placement	Duration/Size	Reference	No	Rate and Loading(s)	Total
National Thursday 24/09/2015	National NRM Jobs Job Posting	Classified Volume: 1		1	150.00(P)	150.00
					Total NRM Jobs	150.00

GOODS & SERVICES RECEIVED

YES/NO

SIGNED: _____

DATE: 9/11/15



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Supplier Code: DEN MIT 0000

Narrative: PO 012166 PROJECT ADVISOR AD.

Goods/Services: Denise Jackson-Cook

Authorisation: PO

Certified: [Signature] Date: / /

Please keep PO open

WOAGA = Whole of Australian Government Administration Fee, RCBA = Remuneration Charge Back Amount
 PAYMENT Due: 30 DAYS from Inv. Mitchell & Partners Aust Pty Ltd BSB 013 345 Acc no 83-780-6217

Total Cost 150.00

Service Fee 0.00

Finance Fee		
WOAGA	2%	3.00
RCBA	4%	6.00

Finance Fee 6% 9.00
Total Charges 159.00
Goods and Services Tax 15.90
Amount Payable 174.90

2674000

TAX INVOICE/ADJUSTMENT NOTE

Client	Indigenous Land Corp	[ILC]	Indigenous Land Corporation	Invoice No:	397358
Product	Recruitment	[ILCRE0]	Human Resources	Date:	20/11/2015
Country	Australia		Finance Department	Page:	1
Schedule	SENIOR CORPORATE GOVERN	[18297]	GPO BOX 652		
Media Type	Internet Display		ADELAIDE, SA		
Purchase Order	Denise Jackson-Cook		5001		
			Attn: Denise Jackson-Cook		

X=SIZE, S=SPOT, P=PACKAGE, A=CPA, K=CPC, M=CPM, F=FIXED, %=Perce., G=Gum. Perc.

Date	Program/Placement	Duration/Size	Reference	No	Rate and Loading(s)	Total
National Friday 23/10/2015	National Seek (IND) Stand Out Ads	Classified Volume: 1		1	165.00(P)	165.00
					Total Seek (IND)	165.00
National Friday 23/10/2015	National Koori Mail Online Job Posting	Classified Volume: 1		1	200.00(P)	200.00
					Total Koori Mail Online	200.00
National Friday 23/10/2015	National LinkedIn Job Postings	Classified Volume: 1		1	189.95(P)	189.95
					Total LinkedIn	189.95



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GOODS & SERVICES RECEIVED

SIGNED: YES/NO *[Signature]*

DATE: 23 / 11 / 2015

Please leave PO open

Production Fees
 Adcorp Job Posting Fee 105.00
 Adcorp Production 266.00
 Adcorp Alterations 35.00
Total Production Fees 406.00

Supplier Code: DENMIT. 0000
 PO 012166
 Narrative: SENIOR CORPORATE GOVERN
 Goods/Services: D JACOBSON COOK
 Authorisation: PO PO
 Certified: [Signature] Date: 1

WOAGA = Whole of Australian Government Administration Fee, RCBA = Remuneration Charge Back Amount
 PAYMENT Due: 30 DAYS from Inv. Mitchell & Partners Aust Pty Ltd BSB 013 345 Acc no 83-780-0217

Total Cost 960.95
Commission Rebate -36.50
Service Fee 0.00

Finance Fee		
WOAGA	2%	11.10
RCBA	4%	22.20

Finance Fee 6% 33.30
Total Charges 957.75
Goods and Services Tax 95.78
Amount Payable 1053.53

26-7400C

TAX INVOICE/ADJUSTMENT NOTE

Client	Indigenous Land Corp	[ILC]	Indigenous Land Corporation	Invoice No:	401000
Product	Recruitment	[ILCRE0]	Human Resources	Date:	11/01/2016
Country	Australia		Finance Department	Page:	1
Schedule	PROJECT ADVISOR	[19188]	GPO BOX 652		
Media Type	Internet Display		ADELAIDE, SA		
Purchase Order	Denise Jackson-Cook		5001		
			Attn: Denise Jackson-Cook		

X=SIZE, S=SPOT, P=PACKAGE, A=CPA, K=CPC, M=CPM, F=FIXED, %=Perc., C=Cum. Perc.

Date	Program/Placement	Duration/Size	Reference	No	Rate and Loading(s)	Total
National Friday 18/12/2015	National Koori Mail Online Job Posting	Classified Volume: 1		1	200.00(P)	200.00
					Total Koori Mail Online	200.00
National Thursday 17/12/2015	National Seek (IND) Stand Out Ads	Classified Volume: 1		1	165.00(P)	165.00
					Total Seek (IND)	165.00



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GOODS & SERVICES RECEIVED

YES/NO

SIGNED: _____

DATE: 12 / 1 / 16

Production Fees	
Adcorp Job Posting Fee	70.00
Adcorp Production	238.00
Adcorp Alterations	35.00
Total Production Fees	343.00

Supplier Code: DENMIT - 6000
PO 12146
Narrative: Ad Project Advisor
Goods/Services: D Jackson Cook above
Authorisation: PO
Certified: [Signature] Date: 1

WOAGA = Whole of Australian Government Administration Fee, RCBA = Remuneration Charge Back Amount
PAYMENT Due: 30 DAYS from Inv. Mitchell & Partners Aust Pty Ltd BSB 013 345 Acc no 83-780-6217

Total Cost	708.00
Commission Rebate	-36.50
Service Fee	0.00

Please do not close PO.

Finance Fee		
WOAGA	2%	7.30
RCBA	4%	14.60

Finance Fee 6%	21.90
Total Charges	693.40
Goods and Services Tax	69.34
Amount Payable	762.74

TAX INVOICE/ADJUSTMENT NOTE

Client	Indigenous Land Corp [ILC]	Indigenous Land Corporation	Invoice No:	402945
Product	Recruitment [ILCRE0]	Human Resources	Date:	11/02/2016
Country	Australia	Finance Department		
Schedule	PROJECT ADVISOR [19188A]	GPO BOX 652	Page:	1
Media Type	Federal Govt. Fees for Service	ADELAIDE, SA		
Purchase Order	Denise Jackson-Cook	5001		
		Attn: Denise Jackson-Cook		

X=SIZE, S=SPOT, P=PACKAGE, A=CPA, K=CPC, M=CPM, F=FIXED, %=Perc., C=Cum. Perc.

Date	Program/Placement	Duration/Size	Reference	No	Rate and Loading(s)	Total
National Thursday	National FG - Job Posting Fee 17/12/2015 Job Posting Fee Table 9.2	Fee		1	35.00(S)	35.00
					Total FG - Job Posting Fee	35.00
<p>GOODS & SERVICES RECEIVED YES / NO SIGNED: _____ DATE: <u>15 / 1 / 2016</u></p>						
 SW072466.TIF						
Supplier Code <u>DENMIT-0008</u> SPO/LPO: _____ or PO: _____ Follow On <input checked="" type="radio"/> Y <input type="radio"/> N Goods / Services: <u>SEE INVOICE</u> Certified: <u>[Signature]</u>						
					NARRATIVE PO 012166 PROJECT ADVISOR AD 26.7400 C \$38.50	

WOAGA = Whole of Australian Government Administration Fee, RCBA = Remuneration Charge Back Amount
 PAYMENT Due: 30 DAYS from Inv. Mitchell & Partners Aust Pty Ltd BSB 013 345 Acc no 83-780-6217

Total Cost 35.00

Service Fee 0.00

Finance Fee 0.00
 Total Charges 35.00
 Goods and Services Tax 3.50
 Amount Payable 38.50

manable to match


TAX INVOICE/ADJUSTMENT NOTE

Client	Indigenous Land Corp	{ILC}	Indigenous Land Corporation	Invoice No:	402944
Product	Recruitment	{ILCRE0}	Human Resources	Date:	11/02/2016
Country	Australia		Finance Department	Page:	1
Schedule	PROJECT ADVISOR	{19188A}	GPO BOX 652		
Media Type	Internet Display		ADELAIDE, SA		
Purchase Order	Denise Jackson-Cook		5001		
			Alln: Denise Jackson-Cook		

X=SIZE, S=SPOT, P=PACKAGE, A=CPA, K=GPC, M=GPM, F=FIXED, %=Perc., C=Cum. Perc.

Date	Program/Placement	Duration/Size	Reference	No	Rate and Loading(s)	Total
National Thursday 17/12/2015	National Seek (IND) Stand Out Ads	Classified Volume: 1		1	165.00(P)	165.00
					Total Seek (IND)	165.00

GOODS & SERVICES RECEIVED
 YES/NO
 SIGNED: _____
 DATE: 15 / 12 / 16


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Supplier Code DENMIT-0000
 SPO/LPO: _____ OF
 PO: _____ Follow On YDN
 Goods / Services: SEE INVOICE
 Certified: [Signature]

NARRATIVE
 PO 012166 PROJECT ADVISOR AD
 26.7400 C \$1742.4

WOAGA = Whole of Australian Government Administration Fee, RCBA = Remuneration Charge Back Amount
 PAYMENT Due: 30 DAYS from Inv. Mitchell & Partners Aust Pty Ltd BSB 013 345 Acc no 83-780-6217

Total Cost	165.00
Commission Rebate	-16.50
Service Fee	0.00

Unable to match

Finance Fee		
WOAGA	2%	3.30
RCBA	4%	6.60

Finance Fee 6%	9.90
Total Charges	168.40
Goods and Services Tax	15.84
Amount Payable	174.24

Budsoar Pty Ltd ACN 053 994 915
 Trading As KOORI MAIL
 PO Box 117 LISMORE NSW 2480
 Ph (02) 66 222 666 Fax (02) 66 222 600

TAX INVOICE

DATE 4/11/2015 INVOICE NO 42424

ABN 19 053 994 915



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INVOICE TO
 INDIGENOUS LAND CORPORATION
 FINANCE SECTION
 GPO BOX 652
 ADELAIDE SA 5001

TERMS Net 30 DUE DATE 4/12/2015

RATE	DESCRIPTION	QTY (CM)	GST AMT	AMOUNT
Special Price	SPECIAL PRICE COLOUR AD LAND MATTERSAND SO DO YOUR IDEAS AD BOOKED BY ERIC ROBERTS 19 X 7 CM	133	200.00	2,200.00

Supplier Code: KOORMAIL - 0000

Narrative: LAND MATTERS AD

Goods/Services: _____

Authorisation: [Signature]

Certified: [Signature] Date: 21/12/15

Direct Deposit Details
 NAB - Lismore NSW 2480
 Budsoar Pty Ltd T/As Koori Mail
 BSB: 082 707
 Account No.: 69000 8623
 Email Remittance to: accounts@koorimail.com

Subtotal	\$2,000.00
Tax	\$200.00

Total Inclusive of GST \$2,200.00

32-7370C

Print Junction

...WHERE DESIGN MEETS PRINT



ABN 40 265 514 603

Tax Invoice No: 00111288
 Date: 30/10/2015
 Ship Via: Email
 Your Order No: Eric Roberts



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Invoice To:

Indigenous Land Corporation
 GPO Box 652
 Adelaide SA 5001

Deliver To:

Indigenous Land Corporation
 Email

DESCRIPTION	AMOUNT	CODE
Create artwork and design 1/2 page advertisement for The Koori Mail.	\$300.00	GST
<p>Supplier Code: <u>PR1JON - 0000</u></p> <p>Narrative: <u>6443 NETWORK 1/2 PG AD KOORI MAIL</u></p> <p>Goods/Services: _____</p> <p>Authorisation: <u>[Signature]</u></p> <p>Certified: <u>[Signature]</u> Date: <u>1</u></p>		

Comment:	Terms: Net 14	GST:	\$30.00
BSB 015 228 Acc No 3536 50818		Total Inc GST:	\$330.00
		Balance Due:	\$330.00
			32 - 7370

P: (08) 8359 0788 - F: (08) 8369 0766
 E: info@printjunction.com.au - W: www.printjunction.com.au

Unit 2, 11-13 Stroll Road, Wingfield SA 5013
 Postal Address: PO Box 40, Kibbin North SA 6004

Print Junction Pty Ltd - ABN 40 265 514 603

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:

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: 3

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. The Indigenous Land Corporation (ILC) have spent no monies on marketing for the period from 14 September 2015 to 29 February 2016.
 - a) Not applicable.
 - b) Not applicable.
 - c) Not applicable.
 - d) Not applicable.
 - e) Not applicable.

2. The ILC has spent \$6,528 (GST exclusive) on advertising (including job ads) from the period 14 September 2015 to 29 February 2016.
 - a) \$6,528.00 (GST exclusive)
 - b) Please refer to the table below.
 - c) Please refer to the table below.
 - d) Please refer to the table below.
 - e) No minister or ministerial staff were involved in the commissioning process.
 - f) Please refer to the table below.

Advertising	Cost (ex GST)	Where Advertising Appeared	Approving Officer	Ministerial staff Involvement	Outlets Paid
Recruitment	159	National NRM	Manager Human Resources (or officer acting in this position) approved each item or pre-approved Purchase Order	Nil	Dentsu Mitchell Media Aust
Recruitment	1,373	Seek, Koori Mail, LinkedIn	as above	Nil	Dentsu Mitchell Media Aust
Recruitment	692	Seek, Koori Mail, LinkedIn	as above	Nil	Dentsu Mitchell Media Aust
Recruitment	159	National NRM	as above	Nil	Dentsu Mitchell Media Aust
Recruitment	35	National NRM	as above	Nil	Dentsu Mitchell Media Aust
Recruitment	958	Seek, Koori Mail, LinkedIn	as above	Nil	Dentsu Mitchell Media Aust
Recruitment-Project Advisor	693	Koori Mail, Seek	as above	Nil	Dentsu Mitchell Media Aust
Recruitment-Project Advisor	158	Seek	as above	Nil	Dentsu Mitchell Media Aust
1/2 page adv in Land Matters Our Land Our Future Projects - seeking proposals from Indigenous Groups	2,300	Land Matters	Manager Public Relations (or officer acting in this position) approved each item	Nil	Koori Mail including Artwork by Print Junction

3. No specific advertising planned.
 - a) Not applicable.

- b) Not applicable.
- c) Not applicable.
- d) Not applicable.
- e) Not applicable.
- f) Not applicable.

4. There were no approvals made the Prime Minister or his delegate or the Minister or their delegate. Please refer to Appendix A for copies of department delegate approvals.