



Ms Lyn Beverley  
Committee Secretary,  
Senate Finance and Public Administration  
Legislation Committee  
Parliament House  
Canberra

**Supplementary Budget Estimates 2014 - Answers to Questions on Notice**

Aboriginal Hostels Limited (AHL) is pleased to provide responses to written Questions on Notice addressed to Prime Minister and Cabinet Portfolio agencies.

AHL has prepared responses to questions directed to all agencies within the portfolio, with a number of exceptions where a question is not applicable to AHL's business, or directed specifically to programs or activity in which AHL has no involvement. In this instance, questions not applicable to AHL include: 69, 71, 72, 75, 76, 77, 80, 82, 86, 87, 109, 136, 139 and 151-161.

Hearings questions, directed to particular programs, have also been discounted - specifically questions 1 through 81.

Thank you for the opportunity to respond.

Georgina McKenzie  
Chief Financial Officer, Company Secretary

4 December 2014

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Commissioned reports

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 67

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:**

No reports commissioned by AHL during the period.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Statutory Review Provisions

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 68

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

No statutory review under legislation for AHL.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Graduate intake

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 70

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. What was the graduate intake for 2012-2013?
2. What was the graduate intake for 2013-2014?
3. What is the graduate intake for 2014-2015?
4. What will be the graduate intake for 2015-2016?

**Answer:**

Nil graduate intake. AHL does not participate in or run a graduate program.

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Procedure Manuals (Ministerial)

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 73

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

Not applicable to AHL.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Procedure Manuals (Departmental)

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 74

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**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:**

Not applicable to AHL.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Wine Coolers / Fridges

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 78

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current stocking level for each of these items?

**Answer:**

Nil purchased.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** FoI Requests

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 79

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
  2. For how many has a redacted document been provided?

**Answer:**

Nil requests since June 2014



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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Building Lease Costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 83

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 3

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. Date the lease agreement is active from.
  2. Date the lease agreement ends.
  3. Is the lease expected to be renewed? If not, why not?
  4. Location of the building (City and state).
  5. Cost of the lease.
  6. 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:
  1. Date from which the lease agreement was active.
  2. Date the lease agreement ended.
  3. Why was the lease not renewed?
  4. Location of the building (City and state).
  5. Cost of the lease.
  6. 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:
  1. Date the lease agreement is expected to become active.
  2. Date the lease agreement is expected to end.
  3. Expected location of the building (City and state).
  4. Expected cost of the lease.
    1. Has this cost been allocated into the budget?
  5. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
  1. What is the current occupancy rate for the building?
  2. If the rate is less than 100%, detail what the remaining being used for.

**Answer:**

1. AHL spent \$411,537 exclusive of GST on building leases from June to November 2014 inclusive.

2. See Attachment below

3.1 15 September 2009

3.2 28 November 2014

3.3 Owner required vacant possession to redevelop the site

3.4 Darwin NT

3.5 \$52,197 per annum (GST exclusive)

3.6 Area office functions (Top End Region)

4. Nil

5. Nil

## Question on Notice - 83

List of buildings currently leased by Aboriginal Hostels Limited

<b>Date from which the lease agreement was active</b>	<b>Date the lease agreement ended</b>	<b>Is the lease expected to be renewed?</b>	<b>Location of the building (City and State)</b>	<b>Cost of the lease</b>	<b>Why the building was necessary for the operations of the agency/department</b>
1 January 2014	31 December 2018	No decision at the time of writing.	Ascot (Perth), Western Australia	\$55,200 per annum (GST exclusive)	Area office functions (Western Australia region).
14 November 2014	13 November 2017	No decision at the time of writing	Cairns, Queensland	\$81,298 per annum (GST exclusive)	Area office functions (North Queensland region).
24 November 2014*	23 November 2017	No decision at the time of writing	Winnellie, Northern Territory	\$60,450 per annum (GST exclusive)	Area office functions (Top End)
1 September 2008	31 August 2016	No decision at the time of writing	Brisbane, Queensland	\$96,655 per annum (GST exclusive)	Area office functions
1 December 2013	30 November 2016	No decision at the time of writing	Surry Hills, New South Wales	\$112,565 per annum (GST exclusive)	Area office functions (South Eastern Australia)
1 December 2011	30 November 2016	No decision at the time of writing	Alice Springs, Northern Territory	\$42,290 per annum (GST exclusive)	Area office functions (South Central Australia)
1 April 2012	31 March 2027	No decision at the time of writing	Phillip, ACT	\$504,000 per annum (GST exclusive)	National office functions

*Lease costs are for the base office space. Outgoings are not included.*

*\* Subject to execution by the Lessor.*

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Government advertising

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 84

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. How much has been spent on government advertising (including job ads)?
  1. List each item of expenditure and cost
  2. List the approving officer for each item
  3. Detail the outlets that were paid for the advertising
2. What government advertising is planned for the rest of the financial year?
  1. List the total expected cost
  2. List each item of expenditure and cost
  3. List the approving officer for each item
  4. Detail the outlets that have been or will be paid for the advertising

**Answer:**

1.

Item	Approving Officer	Outlet Paid	Cost
Advertising	Assistant Director	Koori Mail	\$5720
Radio	Assistant Director	Mitchell	\$2892.52
Advertising	Director	Mitchell	\$39638.70
Advertising	Assistant Director	National Indigenous Times	\$660.00

2.

<b>Planned advertising</b>	<b>Approving Officer</b>	<b>Outlet</b>	<b>Cost</b>
Fortnightly newspaper ads	Assistant Director	Koori Mail	\$5280
Recruitment	Assistant Director	Various	\$9,000

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Workplace assessments

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 85

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How much has been spent on workplace ergonomic assessments?
  1. 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. AHL has spent \$3,811.35 on workplace ergonomic assessments since June 2014.
  - 1.1 Items purchased from recommendations in ergonomic assessments
    - \$508 – 3 x document holders (including delivery)
    - \$2,067 – 3 ergonomic chairs
    - \$125 – trolley
    - \$232.50 – preparation board
  2. The assessments undertaken have, in some circumstances, resulted in minor adjustments to the individuals work area.
  3. Refer to 1.1.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Multiple tenders

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 88

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1 – RFT2035-2014 – Request for Tender for the Provision of Refurbishment and Upgrade of the Corroboree and Fordimail Hostels (Katherine, NT). This tender was re-issued via Tenderlink on 25 November 2014 and will close at 2pm (Canberra Time) on 23 December 2014. In addition, the tender will be published in the following print media for the purpose of encouraging competition –

- Darwin NT News – Saturday 29 November 2014;
- Centralian Advocate – Saturday 29 November 2014; and
- Katherine Times – Thursday 4 December 2014.

1. One single response was received and evaluated in accordance with the nominated Evaluation Criteria in the Request for Tender (RFT) document. This response did not represent a ‘*value for money*’ outcome to the Government.
2. One single response was received for the original tender.
3. The previous respondent will not be notified of the re-issued tender as they could be perceived to be receiving an unfair advantage and thus resulting in a probity matter.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Enterprise Bargaining Agreements (EBAs)

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 89

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**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. *Aboriginal Hostels Limited Enterprise Agreement 2011-2014*
2. Agreement commenced operating from 11 January 2012 with a nominal expiry date of 30 June 2014.
3. Five (5) bargaining meetings have been held to date with representatives from AHL and workplace delegates from the United Voice and Community and Public Sector Unions. Further meetings are scheduled for 19 December 2014 and 18 January 2015.



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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Departmental Upgrades

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 90

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
  1. If so, list these
  2. If so, list the total cost for these changes
  3. If so, list the itemised cost for each item of expenditure
  4. If so, who conducted the works?
  5. If so, list the process for identifying who would conduct these works
  6. If so, when are the works expected to be completed?

**Answer:**

1. Daisy Yarmirr, Silas Roberts, Galawu, Nagandji Nagandji Ba Hostels in Darwin; Nhulunbuy Hostel; Ayiparinya Hostel in Alice Springs; Wangkana Kari Hostel in Tennant Creek; Corroboree Hostel in Katherine; and Canon Boggo Pilot Hostel on Thursday Island.
2. \$7.2M
3. Daisy Yarmirr - \$750,681; Silas Roberts - \$424,912; Galawu - \$484,092; Nagandji Nagandji Ba - \$235,958; Nhulunbuy - \$426,366; Ayiparinya - \$871,371; Wangkana Kari - \$709,648; Corroboree - \$1.1M; Canon Boggo Pilot (Stage 1 + 2) \$900,000.
4. Darwin X4 hostels + Nhulunbuy – Pattemore Constructions; Alice Springs + Tennant Creek – Probuild NT; Corroboree – yet to go to tender; Canon Boggo Pilot – stage 1 – Des Murphett Builder (Stage 2 yet to go to tender).
5. Open public tender process.
6. All works anticipated to be completed by 30 Jun 15.

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Non-Conventional Therapies

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 91

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since 7 September 2013:

1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes:
  1. What is the process by which these therapies can be approved?
  2. Who are they available to?
  3. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?
2. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:
  1. What therapies have been provided?
  2. What were they used to treat?
  3. What was the cost of the therapy?

**Answer:**

1. AHL does not provide non-conventional therapies to workers.
2. No

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Office Plants

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 92

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any office plants?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?

**Answer:**

AHL does not purchase or lease any office plants.

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Office recreation facilities

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 93

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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)?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current usage for each of these items?

**Answer:**

No.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Vending machines

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 94

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current usage for each of these items?

**Answer:**

No.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Legal Costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 95

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:**

**VARIOUS LEGAL ADVICE** (employees, property sales, other matters)

**Paul Maher Solicitor** 489.00

**Australian Government**

**Solicitor** 58,640.64

**IVI Meyer Vandenberg** 26,449.76

**Minter Ellison** 400.00

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**Total legal cost** **85,979.40**

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Provision of equipment – departmental

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 96

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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:
2. What has been provided?
3. The purchase cost.
4. The ongoing cost.
5. 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).
6. A breakdown of what staff and staff classification receives each item.

**Answer:**

1. Yes
  - 5 x Apple iphones
  - 4 wireless modems
  - 30 laptops
  - 5 Nokia mobile phones

2.

2. Item	3. Purchase price	4. Ongoing costs
5 x Apple iphones @ \$600 each	\$3,000	\$34.95 per month x 5
4 wireless modems	Leased on a plan	\$34.95 per month x 4
30 laptops @ \$838 each	\$25, 140.00	Nil
5 Nokia mobile phones @ \$149 each	\$745.00	Recharge - Limited to \$20 per month

5. None provided.

6. iPhones – APS6, EL1s and EL2

- Wireless modem – for hostel use – fail over i.e. when internet goes down.
- Laptops - APS6, EL1s and EL2s
- Nokia mobile phones – Hostel



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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Lobbyist Register Meetings

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 97

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. Nil
2. Nil
3. Nil

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Appointments

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 98

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. No new Board Appointments. There was one Board member who was extended for 3 months
2. There are currently 7 Board Members (3F, 4M)
3. NA (Board is appointed by the Minister for Indigenous Affairs)
4. NA (Board is appointed by the Minister for Indigenous Affairs)

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Staff transfers

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 99

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 26

**Question:**

1. How many people does your department employ?
2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?
4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
6. with co
7. How many of these people are employed in Canberra?
8. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
9. How many employees have been transferred out of Canberra since the 2013
10. How many of your employees have been transferred to Canberra since the 2013 federal election?
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
14. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.

15. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
16. For every transferred employee please provide an explanation for their transfer?
17. For every transferred employee please provide any other cost incurred by the department because of that transfer?
18. Please provide all relevant dates.

#### *Redundancies*

19. How many positions have been made redundant in your department since the 2013 federal election?
  1. How many of these positions were non-ongoing?
  2. How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
  1. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
  2. Please specify what component of that figure was paid out entitlements (annual leave etc).
  3. Please specify any other costs incurred by the department because of this redundancy.
  4. Please provide the reason a voluntary redundancy was offered for their position.
  5. Please provide all relevant dates.
7. For all employees who were redeployed please provide:

1. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
2. Please specify any other costs incurred by the department because of this redeployment.
3. Please provide the reason for that redeployment.
4. Please provide all relevant dates.
8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
10. For employees who were made forcibly redundant since the 2013 federal election please provide:
  1. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
  2. Please specify what component of that figure was paid out entitlements (annual leave etc).
  3. Please specify any other costs incurred by the department because of this redundancy.
  4. Please provide the reason for that redundancy.
  5. Please provide all relevant dates.

### *Hiring*

20. How many people are employed in your department on non-ongoing contracts?
21. How many people are employed in your department on ongoing contracts?
22. How many non-ongoing contracts has your department extended since the 2013 federal election?
23. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
24. How many of these extensions were approved by the Public Service Commission?
  1. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
  2. How many of these extensions were rejected by the Public Service Commission?
    1. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought

by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.

3. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
  1. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.
4. How many non-ongoing contracts have expired without extension since the 2013 federal election?
  1. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
5. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
6. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
7. How many of these new non-ongoing engagements were approved by the Public Service Commission?
  1. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
8. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
  1. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
9. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
  1. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.
10. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?

11. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
12. How many of these new ongoing engagements were approved by the Public Service Commission?
  1. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
13. How many of these new ongoing employee applications were rejected by the Public Service Commission?
  1. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
14. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
  1. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

**Answer:**

1. 576
2.
 

State/Territory	Total Staff
ACT	60
NSW	63
NT	165
QLD	109
SA	27
VIC	21
WA	67
<b>Total All Staff</b>	<b>512</b>

See attachment below for further details.

- 3.

State/Territory	Total Staff
ACT	61
NSW	63
NT	207

QLD	118
SA	24
VIC	20
WA	83
<b>Total All Staff</b>	<b>576</b>

4. Nil
5. Nil
6. No response required
7. Nil
8. 577
9. One
10. Nil
11. 29 years
12. Before transfer: \$69,389, after transfer \$69,389
13. Female
14. From: Corporate and Community Partnerships Program, Central Office, Canberra – to: Regional Office, Sydney, NSW
15. From: APS5 Project officer – to: APS 5, Regional Project Officer, Hotels Admin.
16. Relocation
17. Nil
18. 24/03/14

### **Redundancies**

19. 15, 14  
1 non-ongoing and 7 situated in the ACT
- 19.2 - 1  
1 ongoing, nil non-ongoing and 1 situated in the ACT
- 19.3 – 14  
14 ongoing, nil non-ongoing and 7 situated in the ACT
- 9.4 – 12  
12 ongoing, nil non-ongoing and 7 situated in the ACT
- 19.5 – 3  
3 ongoing, nil non-ongoing and 2 situated in the ACT
- 19.6 – Please refer to Attachment 3 for Q6, Q6.1, Q6.2 and Q6.5
- 19.6.3 Nil
- 19.6.4 Positions excess to requirements
- 19.7.1  
Age – 56, Gender – F, Position description – From: Senior Project Officer – To: Senior Audit Officer. Wages – From: \$78020.00 To: \$78020.00. Contract type – Ongoing. Location - National Office, ACT
- 19.7.2 Nil
- 19.7.3 Position excess to requirement
- 19.7.4 Redeployment date – 9/06/14
- 19.8 Nil
- 19.9 Nil
- 19.10 Nil



## **Hiring**

20.165

21.275

22.494

23.Nil – Form 1s submitted to the APSC for advice only

24. Nil

24.1 N/A

24.2 Nil

24.2.1 N/A

24.3 494 – approval not required

24.3.1 – To attempt to provide this level of detail would involve an unreasonable diversion of limited agency resources.

24.4 – 239

24.4.1 To attempt to provide this level of detail would involve an unreasonable diversion of limited agency resources.

24.5 – 305

24.6 – Nil Form 1s submitted to the APSC for advice only

24.7 – N/A

24.7.1 To attempt to provide this level of detail would involve an unreasonable diversion of limited agency resources. No external advertising has been conducted. All new engagements have been for 12 months or less.

24.8 – Nil

24.8.1 – N/A

24.9 – 305 – approval not required

24.9.1 To attempt to provide this level of detail would involve an unreasonable diversion of limited agency resources. No external advertising has been conducted. All new engagements have been for 12 months or less.

24.10 – 15

24.11 – Nil

24.12 – Nil

24.12.1 – N/A

24.13 – Nil

24.13.1 - N/A

24.14 – 3

24.14.1

Employee 1: 19 years, F, APS level 1, APSC Indigenous Pathways Trainee - Approval not required. Gazette notice# 10600816

Employee 2: 45 years, M, APS Level 1, APSC Indigenous Pathways Trainee – Approval not required. Gazette notice# 10600816

Employee 3: 61 years, F, APS Executive Level 2, Gazette Notice# 10617856 – 7/10/13, Formal offer made 31 October 2013. Employee commenced on 27 November 2013

## Question on Notice – 99 Attachment 1

Employee	Postcode of work location	AGE	Sex	APS Classification group - Minimum
2	ACT	64	M	Executive Level 2
2	ACT	54	m	CEO
2	ACT	42	f	APS Level 5
2	ACT	46	F	APS Level 6
2	ACT	40	f	Executive Level 1
2	ACT	40	f	Executive Level 2
2	ACT	41	f	SES band 1
2	ACT	40	m	Executive Level 1
2	ACT	36	f	SES band 1
2	ACT	51	M	APS Level 6
2	ACT	46	f	CEO
2	ACT	44	f	Executive Level 1
2	ACT	63	M	Executive Level 1
2	ACT	39	m	APS Level 5
2	ACT	60	f	Executive Level 1
2	ACT	50	m	Executive Level 2
2	ACT	36	f	APS Level 4
2	ACT	29	f	APS Level 5
2	ACT	41	f	Executive Level 1
2	ACT	56	f	APS Level 6
2	ACT	38	m	APS Level 6
2	ACT	51	f	Aps Level 2

2	ACT	30	m	APS Level 6
2	ACT	37	f	Executive Level 1
2	ACT	57	m	Executive Level 1
2	ACT	28	m	APS Level 5
2	ACT	30	m	Executive Level 1
2	ACT	50	f	APS Level 6
2	ACT	42	m	Executive Level 1
2	ACT	29	f	Executive Level 2
2	ACT	27	f	APS Level 4
2	ACT	21	f	APS Level 4
2	ACT	37	f	APS Level 4
2	ACT	31	m	APS Level 5
2	ACT	44	m	APS Level 6
2	ACT	33	m	Executive Level 1
2	ACT	46	m	Executive Level 1
2	ACT	44	f	APS Level 4
2	ACT	40	f	APS Level 6
2	ACT	41	f	SES band 1
2	ACT	27	f	APS Level 6
2	ACT	24	f	APS Level 4
2	ACT	31	f	APS Level 5
2	ACT	40	m	APS Level 6
2	ACT	27	m	APS Level 3
2	ACT	60	f	APS Level 5
2	ACT	60	m	APS Level 6
2	ACT	28	f	APS Level 3
2	ACT	58	f	APS Level 4
2	ACT	34	f	APS Level 3
2	ACT	51	f	APS Level 6
2	ACT	49	f	APS Level 5

2	ACT	57	f	Executive Level 2
2	ACT	25	f	APS Level 4
2	ACT	33	m	APS Level 4
2	ACT	66	f	APS Level 4
2	ACT	39	f	APS Level 6
2	ACT	58	f	APS Level 6
2	ACT	49	m	Executive Level 1
2	ACT	28	f	APS Level 5
2	NSW	45	F	APS Level 6
2	NSW	49	f	Aps Level 2
2	NSW	62	F	APS Level 1
2	NSW	66	m	APS Level 1
2	NSW	56	F	APS Level 3
2	NSW	43	F	APS Level 3
2	NSW	50	F	Aps Level 2
2	NSW	66	f	APS Level 3
2	NSW	50	m	Aps Level 2
2	NSW	48	f	APS Level 5
2	NSW	53	f	APS Level 4
2	NSW	64	f	Aps Level 2
2	NSW	33	f	APS Level 1
2	NSW	55	f	APS Level 1
2	NSW	72	f	APS Level 1
2	NSW	69	f	APS Level 1
2	NSW	36	m	APS Level 1
2	NSW	45	f	APS Level 1
2	NSW	58	m	APS Level 3
2	NSW	47	m	APS Level 1
2	NSW	57	f	Aps Level 2
2	NSW	49	f	APS Level 1

2	NSW	49	m	APS Level 1
2	NSW	48	f	APS Level 3
2	NSW	47	f	APS Level 1
2	NSW	51	f	Aps Level 2
2	NSW	62	f	APS Level 1
2	NSW	64	f	APS Level 1
2	NSW	68	m	APS Level 1
2	NSW	34	f	APS Level 3
2	NSW	31	m	Aps Level 2
2	NSW	32	m	Aps Level 2
2	NSW	64	f	APS Level 1
2	NSW	31	f	APS Level 1
2	NSW	38	m	APS Level 1
2	NSW	39	f	APS Level 1
2	NSW	46	f	APS Level 3
2	NSW	25	m	APS Level 1
2	NSW	28	m	APS Level 3
2	NSW	57	f	APS Level 1
2	NSW	53	m	APS Level 3
2	NSW	49	f	APS Level 1
2	NSW	56	f	Aps Level 2
2	NSW	49	f	Aps Level 2
2	NSW	64	m	APS Level 3
2	NSW	27	f	Aps Level 2
2	NSW	26	f	Aps Level 2
2	NSW	55	m	APS Level 1
2	NSW	49	m	Aps Level 2
2	NSW	48	f	APS Level 1
2	NSW	62	f	APS Level 1
2	NSW	37	m	Executive Level 1

2	NSW	36	m	APS Level 3
2	NSW	40	f	Aps Level 2
2	NSW	31	m	APS Level 1
2	NSW	44	f	APS Level 1
2	NSW	43	f	Aps Level 2
2	NSW	44	f	APS Level 1
2	NSW	52	f	APS Level 1
2	NSW	35	f	APS Level 1
2	NSW	50	f	APS Level 1
2	NSW	44	m	APS Level 1
2	NSW	67	f	APS Level 1
2	NT	62	m	APS Level 3
2	NT	51	f	APS Level 4
2	NT	57	F	APS Level 5
2	NT	60	m	APS Level 1
2	NT	50	f	APS Level 3
2	NT	53	F	APS Level 5
2	NT	38	f	APS Level 5
2	NT	46	f	Aps Level 2
2	NT	56	F	APS Level 1
2	NT	43	M	APS Level 1
2	NT	43	F	APS Level 3
2	NT	43	m	APS Level 3
2	NT	54	M	APS Level 1
2	NT	49	f	APS Level 3
2	NT	55	f	APS Level 3
2	NT	55	M	APS Level 3
2	NT	63	f	APS Level 1
2	NT	69	F	APS Level 1
2	NT	49	f	APS Level 1

2	NT	48	f	APS Level 5
2	NT	39	M	APS Level 1
2	NT	47	F	APS Level 5
2	NT	33	m	APS Level 1
2	NT	48	F	APS Level 1
2	NT	42	f	APS Level 3
2	NT	57	f	APS Level 1
2	NT	39	m	APS Level 3
2	NT	39	f	APS Level 1
2	NT	42	f	APS Level 3
2	NT	49	m	APS Level 1
2	NT	54	f	APS Level 1
2	NT	51	f	APS Level 3
2	NT	30	f	Aps Level 2
2	NT	40	f	APS Level 1
2	NT	55	m	APS Level 1
2	NT	54	m	APS Level 1
2	NT	62	f	APS Level 1
2	NT	39	m	APS Level 6
2	NT	41	m	APS Level 1
2	NT	48	m	APS Level 3
2	NT	35	f	APS Level 4
2	NT	37	m	APS Level 1
2	NT	55	m	APS Level 1
2	NT	38	m	Aps Level 2
2	NT	45	m	APS Level 1
2	NT	61	f	APS Level 1
2	NT	31	f	APS Level 1
2	NT	49	f	APS Level 1
2	NT	38	m	APS Level 3

2	NT	28	f	APS Level 1
2	NT	56	m	Aps Level 2
2	NT	38	f	APS Level 1
2	NT	63	f	APS Level 1
2	NT	28	f	Aps Level 2
2	NT	40	m	APS Level 1
2	NT	39	f	APS Level 3
2	NT	43	m	APS Level 3
2	NT	49	f	Aps Level 2
2	NT	53	f	APS Level 1
2	NT	66	f	APS Level 1
2	NT	63	m	APS Level 1
2	NT	47	m	APS Level 1
2	NT	46	f	APS Level 1
2	NT	41	m	APS Level 1
2	NT	67	f	APS Level 3
2	NT	51	f	APS Level 1
2	NT	52	f	APS Level 3
2	NT	28	m	APS Level 1
2	NT	49	f	APS Level 5
2	NT	46	f	APS Level 1
2	NT	58	f	APS Level 1
2	NT	22	m	Aps Level 2
2	NT	53	f	Aps Level 2
2	NT	49	f	APS Level 1
2	NT	56	f	APS Level 1
2	NT	60	f	APS Level 1
2	NT	55	m	APS Level 1
2	NT	48	f	APS Level 1
2	NT	54	f	APS Level 1



2	NT	48	m	Aps Level 2
2	NT	43	f	APS Level 3
2	NT	49	f	Aps Level 2
2	NT	32	f	APS Level 1
2	NT	64	f	APS Level 1
2	NT	32	f	APS Level 1
2	NT	53	f	APS Level 3
2	NT	53	f	Aps Level 2
2	NT	43	m	APS Level 5
2	NT	43	f	APS Level 1
2	NT	52	m	APS Level 3
2	NT	25	f	APS Level 5
2	NT	38	f	APS Level 3
2	NT	62	m	APS Level 3
2	NT	51	f	APS Level 1
2	NT	31	m	APS Level 1
2	NT	50	m	APS Level 1
2	NT	72	f	Aps Level 2
2	NT	66	m	APS Level 1
2	NT	26	m	Aps Level 2
2	NT	36	m	APS Level 1
2	NT	35	f	APS Level 1
2	NT	66	m	Aps Level 2
2	NT	49	f	APS Level 3
2	NT	43	m	APS Level 1
2	NT	68	m	Aps Level 2
2	NT	41	m	APS Level 1
2	NT	42	m	APS Level 1
2	NT	35	f	APS Level 1
2	NT	67	m	APS Level 3

2	NT	52	m	APS Level 1
2	NT	27	f	APS Level 1
2	NT	29	m	APS Level 1
2	NT	51	f	Aps Level 2
2	NT	48	f	APS Level 1
2	NT	56	f	APS Level 1
2	NT	50	f	APS Level 5
2	NT	18	f	APS Level 1
2	NT	47	f	APS Level 1
2	NT	50	m	APS Level 3
2	NT	51	f	APS Level 1
2	NT	41	f	Aps Level 2
2	NT	53	f	APS Level 1
2	NT	36	f	APS Level 3
2	NT	39	f	APS Level 1
2	NT	24	m	APS Level 4
2	NT	25	m	APS Level 1
2	NT	39	m	APS Level 1
2	NT	61	f	APS Level 3
2	NT	21	f	Aps Level 2
2	NT	32	f	APS Level 1
2	NT	40	f	APS Level 1
2	NT	45	f	APS Level 1
2	NT	51	f	APS Level 1
2	NT	46	f	APS Level 4
2	NT	37	m	APS Level 1
2	NT	36	m	APS Level 3
2	NT	58	f	APS Level 1
2	NT	46	f	APS Level 1
2	NT	52	f	APS Level 1

2	NT	23	m	APS Level 4
2	NT	46	f	APS Level 4
2	NT	40	m	APS Level 1
2	NT	28	m	APS Level 3
2	NT	26	f	APS Level 1
2	NT	54	f	APS Level 3
2	NT	45	f	APS Level 1
2	NT	23	f	APS Level 1
2	NT	38	f	Aps Level 2
2	NT	61	f	APS Level 3
2	NT	64	m	APS Level 1
2	NT	32	m	APS Level 1
2	NT	43	f	Executive Level 2
2	NT	50	f	APS Level 1
2	NT	20	f	APS Level 1
2	NT	34	f	APS Level 3
2	NT	31	f	APS Level 1
2	NT	45	m	APS Level 1
2	NT	44	f	APS Level 1
2	NT	22	m	APS Level 1
2	NT	19	m	APS Level 3
2	NT	39	m	APS Level 1
2	NT	24	f	APS Level 3
2	NT	54	f	APS Level 1
2	NT	35	m	APS Level 3
2	NT	45	m	APS Level 3
2	QLD	61	F	APS Level 3
2	QLD	50	f	APS Level 3
2	QLD	59	M	APS Level 5
2	QLD	59	F	APS Level 1

2	QLD	62	M	APS Level 1
2	QLD	60	m	APS Level 1
2	QLD	58	M	APS Level 1
2	QLD	55	F	APS Level 1
2	QLD	54	M	APS Level 3
2	QLD	65	f	APS Level 1
2	QLD	56	f	APS Level 1
2	QLD	55	m	Aps Level 2
2	QLD	58	F	APS Level 1
2	QLD	48	f	APS Level 3
2	QLD	61	f	APS Level 1
2	QLD	53	f	APS Level 3
2	QLD	48	f	APS Level 3
2	QLD	40	f	APS Level 1
2	QLD	52	f	APS Level 3
2	QLD	27	f	APS Level 1
2	QLD	43	f	APS Level 3
2	QLD	32	f	APS Level 1
2	QLD	59	f	APS Level 1
2	QLD	56	m	APS Level 1
2	QLD	46	f	APS Level 1
2	QLD	59	f	APS Level 1
2	QLD	46	f	APS Level 3
2	QLD	55	f	APS Level 3
2	QLD	50	f	APS Level 3
2	QLD	61	f	APS Level 1
2	QLD	61	f	APS Level 1
2	QLD	40	f	Aps Level 2
2	QLD	53	m	APS Level 1
2	QLD	51	f	APS Level 1

2	QLD	37	m	Aps Level 2
2	QLD	30	f	Aps Level 2
2	QLD	49	f	APS Level 1
2	QLD	28	m	APS Level 1
2	QLD	74	f	APS Level 1
2	QLD	54	f	APS Level 3
2	QLD	52	f	APS Level 3
2	QLD	56	f	APS Level 3
2	QLD	42	m	APS Level 1
2	QLD	58	f	APS Level 5
2	QLD	33	f	APS Level 1
2	QLD	22	f	APS Level 1
2	QLD	24	f	APS Level 1
2	QLD	54	f	APS Level 3
2	QLD	41	f	APS Level 3
2	QLD	42	m	APS Level 1
2	QLD	39	m	APS Level 3
2	QLD	36	m	APS Level 3
2	QLD	40	m	APS Level 1
2	QLD	51	f	APS Level 1
2	QLD	62	f	APS Level 1
2	QLD	50	f	APS Level 1
2	QLD	50	f	APS Level 1
2	QLD	46	f	APS Level 1
2	QLD	57	m	APS Level 1
2	QLD	34	f	APS Level 1
2	QLD	62	f	APS Level 3
2	QLD	30	m	APS Level 3
2	QLD	64	f	APS Level 1
2	QLD	58	f	APS Level 1

2	QLD	24	f	APS Level 1
2	QLD	36	m	APS Level 1
2	QLD	41	f	APS Level 1
2	QLD	43	m	APS Level 1
2	QLD	60	f	APS Level 1
2	QLD	60	m	APS Level 3
2	QLD	30	f	APS Level 1
2	QLD	49	f	APS Level 3
2	QLD	45	f	APS Level 1
2	QLD	69	f	APS Level 1
2	QLD	41	f	APS Level 1
2	QLD	46	f	APS Level 1
2	QLD	46	m	APS Level 1
2	QLD	43	f	APS Level 1
2	QLD	27	f	APS Level 1
2	QLD	50	f	APS Level 1
2	QLD	40	f	APS Level 1
2	QLD	62	m	APS Level 1
2	QLD	46	f	APS Level 1
2	QLD	24	f	APS Level 3
2	QLD	37	f	APS Level 1
2	QLD	25	f	APS Level 1
2	QLD	23	f	APS Level 3
2	QLD	36	f	APS Level 1
2	QLD	38	f	APS Level 1
2	QLD	57	f	APS Level 3
2	QLD	44	f	APS Level 1
2	QLD	36	f	APS Level 1
2	QLD	52	f	APS Level 1
2	QLD	63	f	APS Level 1

2	QLD	37	m	APS Level 1
2	QLD	39	m	APS Level 1
2	QLD	48	m	APS Level 1
2	QLD	24	f	APS Level 1
2	QLD	20	m	APS Level 1
2	QLD	32	m	APS Level 1
2	QLD	50	m	APS Level 1
2	QLD	25	m	APS Level 1
2	QLD	48	f	APS Level 1
2	QLD	38	f	APS Level 1
2	QLD	66	m	APS Level 1
2	QLD	27	f	APS Level 1
2	QLD	39	m	APS Level 1
2	QLD	51	m	APS Level 1
2	QLD	37	f	APS Level 1
2	SA	54	m	APS Level 3
2	SA	61	m	APS Level 1
2	SA	53	F	APS Level 3
2	SA	59	F	APS Level 1
2	SA	51	F	APS Level 1
2	SA	56	f	APS Level 3
2	SA	61	F	APS Level 1
2	SA	58	m	APS Level 1
2	SA	44	F	APS Level 1
2	SA	59	f	APS Level 1
2	SA	45	f	APS Level 1
2	SA	56	f	APS Level 6
2	SA	57	f	APS Level 1
2	SA	58	m	APS Level 3
2	SA	66	f	APS Level 1

2	SA	62	m	APS Level 3
2	SA	61	m	APS Level 3
2	SA	47	f	APS Level 1
2	SA	39	f	APS Level 1
2	SA	56	f	APS Level 1
2	SA	47	f	APS Level 1
2	SA	43	f	APS Level 1
2	SA	40	f	APS Level 3
2	SA	43	f	APS Level 3
2	SA	41	f	APS Level 1
2	SA	52	f	APS Level 1
2	SA	55	f	APS Level 1
2	VIC	65	F	APS Level 1
2	VIC	43	M	APS Level 1
2	VIC	39	f	APS Level 5
2	VIC	56	f	Aps Level 2
2	VIC	56	f	APS Level 1
2	VIC	25	f	APS Level 1
2	VIC	45	f	APS Level 1
2	VIC	26	f	APS Level 3
2	VIC	39	m	APS Level 3
2	VIC	55	f	APS Level 1
2	VIC	26	m	APS Level 3
2	VIC	55	f	APS Level 3
2	VIC	47	f	Aps Level 2
2	VIC	51	f	APS Level 1
2	VIC	38	f	APS Level 1
2	VIC	40	m	APS Level 1
2	VIC	53	m	APS Level 3
2	VIC	53	f	APS Level 1



2	VIC	44	m	APS Level 1
2	VIC	49	f	Aps Level 2
2	VIC	43	f	Aps Level 2
2	WA	67	m	APS Level 3
2	WA	65	f	APS Level 3
2	WA	53	f	APS Level 1
2	WA	61	m	APS Level 3
2	WA	30	f	APS Level 1
2	WA	59	m	APS Level 1
2	WA	65	f	Aps Level 2
2	WA	69	f	APS Level 3
2	WA	69	m	APS Level 3
2	WA	48	f	APS Level 1
2	WA	57	m	APS Level 1
2	WA	46	f	APS Level 1
2	WA	58	m	APS Level 3
2	WA	63	f	APS Level 1
2	WA	51	f	APS Level 1
2	WA	62	m	APS Level 1
2	WA	45	f	Executive Level 1
2	WA	29	f	APS Level 3
2	WA	53	f	APS Level 1
2	WA	24	f	Aps Level 2
2	WA	57	f	APS Level 3
2	WA	53	m	APS Level 1
2	WA	51	f	APS Level 1
2	WA	42	m	APS Level 1
2	WA	48	f	APS Level 1
2	WA	42	m	APS Level 1
2	WA	42	f	Aps Level 2

2	WA	56	f	APS Level 3
2	WA	39	f	APS Level 6
2	WA	41	f	Aps Level 2
2	WA	61	m	APS Level 3
2	WA	59	f	APS Level 5
2	WA	63	m	APS Level 1
2	WA	24	f	APS Level 1
2	WA	67	f	APS Level 1
2	WA	66	m	APS Level 1
2	WA	37	m	APS Level 1
2	WA	67	m	APS Level 1
2	WA	66	f	APS Level 3
2	WA	45	f	APS Level 1
2	WA	50	f	APS Level 1
2	WA	35	f	APS Level 1
2	WA	48	f	APS Level 1
2	WA	39	m	Aps Level 2
2	WA	41	f	APS Level 1
2	WA	51	f	APS Level 1
2	WA	52	f	APS Level 1
2	WA	38	m	APS Level 1
2	WA	43	f	APS Level 1
2	WA	64	m	APS Level 1
2	WA	18	f	APS Level 1
2	WA	34	f	APS Level 1
2	WA	58	f	APS Level 1
2	WA	47	m	APS Level 1
2	WA	56	m	APS Level 1
2	WA	60	f	APS Level 1
2	WA	42	f	APS Level 1

2	WA	39	m	APS Level 1
2	WA	34	f	APS Level 1
2	WA	43	f	APS Level 1
2	WA	50	m	APS Level 1
2	WA	36	m	APS Level 1
2	WA	29	m	APS Level 1
2	WA	45	f	APS Level 1
2	WA	53	f	APS Level 1
2	WA	43	m	APS Level 1
2	WA	39	m	APS Level 1

**Question on Notice – 99**  
**Attachment 2**

<b>Pay out dollar figure</b>	<b>Annual Leave</b>	<b>Long Service Leave</b>	<b>Age</b>	<b>Gender</b>	<b>Job Description</b>	<b>APS Level</b>	<b>Contract Type</b>	<b>Location</b>	<b>Relevant dates (termination dates)</b>
\$189,615.63	\$32,519.52	\$32,862.75	64	M	Divisional Manager	EL 2	Ongoing	ACT	19/06/2014
\$17,703.43	\$383.91	\$5,328.33	45	F	Cook	APS 1	Ongoing	Syd, NSW	19/06/2014
<u>\$21,740.43</u>	\$5,912.13	\$4,788.20	51	F	Relief Houseparent	APS 2	Ongoing	Syd, NSW	19/06/2014
\$94,914.02	\$15,232.15	\$28,365.05	51	M	HR Systems, Compliance and Reporting	APS6	Ongoing	ACT	29/08/2014
153,052.19	\$2,948.42	\$25,880.86	40	F	Director	EL 2	Ongoing	ACT	19/06/2014

\$37,237.34	\$2,991.93	\$10,565.21	50	F	Senior Project Officer	APS 6	Ongoing	ACT	27/06/2014
\$6,178.45	\$237.15	\$1,851.85	72	F	Weekend Cook	APS 1	Ongoing	Dubbo, NSW	19/06/2014
\$40,960.61	\$8,221.58	\$10,708.81	50	F	Senior Houseparent	APS 3	Ongoing	Thursday Island, North QLD	19/06/2014
\$17,205.76	\$1,141.97	\$5,092.96	45	M	Domestic	APS 1	Ongoing	Katherine, Top End	19/06/2014
\$20,731.81	\$2,868.68	\$6,655.05	39	F	Hostel Manager	APS 3	Ongoing	Alice Springs, South Central Aust.	19/06/2014
\$30,322.16	\$1,779.87	\$10,059.44	63	F	Cook	APS 1	Ongoing	Katherine, Top End	19/06/2014
<u>\$25,214.84</u>	\$439.64	\$10,552.32	40	F	Payroll Team Leader	APS 6	Ongoing	ACT	28/07/2014

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Existing Resources Program

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 100

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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 – Upgrade of 9 hostels as listed in response to Q90.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Conditions of Government Contracts and Agreements

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 101

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contract. 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:**

1 – No contracts which are managed by the Aboriginal Hostels Limited contain limitations or restrictions on advocacy or criticising Government policy.

2 – Not Applicable

3 – Not Applicable

4 – Not Applicable

5 – Not Applicable

6 – Not Applicable

7 – Not Applicable

8 – Not Applicable

9 – The AHL Procurement Team is unaware of any meetings.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Market Research

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 102

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. List any market research conducted by the department/agency:
  1. List the total cost of this research
  2. List each item of expenditure and cost, broken down by division and program
  3. Who conducted the research?
  4. How were they identified?
  5. Where was the research conducted?
  6. In what way was the research conducted?
  7. Were focus groups, round tables or other forms of research tools used?
  8. How were participants for these focus groups et al selected?
  9. How was the firm or individual that conducted the review selected?
  10. What input did the Minister have?
  11. How was it approved?
  12. Were other firms or individuals considered? If yes, please detail.

**Answer:**

None undertaken



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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Prequalified, Multi-use list tenders

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 103

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 3

**Question:**

1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?
2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any Ministerial staff have directorships in any of the firms on your panels?
5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

**Answer:**

1. The Aboriginal Hostels Limited (AHL) have not conducted Open Tender processes that have resulted in prequalified or multi-use panels.
2. The AHL have accessed several existing panel arrangements that were established by other Commonwealth Agencies. Each panel arrangement that AHL access to has contained a '*multi-agency access*' clause. Refer to Attachment A.
3. On commencement of employment with the AHL, each EL or higher staff member is required to complete a Conflict of Interest (CoI) Declaration which is retained by the AHL Human Resources Team. The AHL Procurement Team is not aware of any declared interests.
4. The AHL Procurement Team is not aware of any declared interests/directorships.

5. The AHL Procurement Team is not aware of any declared interests. It should be noted that Ministerial Staff are not involved in the selection of successful suppliers from panel arrangements.
6. The AHL Procurement Team is not aware of any representations.
7. Australian Public Affairs is not a supplier to the AHL.

## Question on Notice – 103

### Panel Arrangements that AHL has accessed

Austender Details	Panel Title	Established Agency	Standing Offer Timeframe	Scope of Service
SON249685	Creative and Design Panel	Department of Human Services	30 Oct 2009 – 29 Oct 2014	<ul style="list-style-type: none"> <li>• Graphic design and layout</li> <li>• Authoring</li> </ul>
SON249685	Printing and Production	Department of Human Services	30 Oct 2009 – 29 Oct 2014	<ul style="list-style-type: none"> <li>• Books and Reports</li> <li>• Brochures</li> <li>• Posters</li> <li>• Letterheads</li> </ul>
SON1700081	Management Advisory Services	Australian Customs and Border Protection Service	1 Sept 2013 – 31 Aug 2016	<ul style="list-style-type: none"> <li>• Management consultancy and business improvement services</li> </ul>
SON322452	Interior Design Services	Prime Minister & Cabinet	1 Aug 2010 – 31 July 2015	<ul style="list-style-type: none"> <li>• General interior design including workstation and office layout</li> <li>• Preliminary costing estimates</li> <li>• Final costings</li> <li>• Advice and sourcing of furniture</li> <li>• Certify completion of works (quality assurance)</li> </ul>
SON145385	Internal Audit, Risk Management, Program Evaluation, Fraud Control	Department of Industry	1 Aug 2012 – 31 Jul 2015	<ul style="list-style-type: none"> <li>• internal audit services; and related professional services, which includes the following:</li> <li>• risk management</li> <li>• business continuity management</li> <li>• fraud control management</li> <li>• quality assurance</li> <li>• evaluation (performance audit)</li> </ul>

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Communications staff

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 104

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**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:
2. How many ongoing staff, the classification, the type of work they undertake and their location.
3. How many non-ongoing staff, their classification, type of work they undertake and their location
4. How many contractors, their classification, type of work they undertake and their location
5. How many are graphic designers?
6. How many are media managers?
7. How many organise events?

**Answer:**

2. 1 x EL1 located in Canberra. Manage & lead the C & PR team. Manage internal & external stakeholders. Responsible for communication policy & procedure development.
3. 1 x APS5 located in Canberra. Provide advice and assistance on all internal and external communications activities; event management; AHL corporate branding and documentation and publications.
4. Nil
5. Nil
6. Nil
7. Two

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Freedom of Information

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 105

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 3

**Question:**

1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?
2. If so, for each instance provide a table setting out the following information:
  1. The Department or Agency which was consulted;
  2. The document;
  3. The purpose of the consultation;
  4. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
  5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension
3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?
4. If yes, provide a table setting out the following information:
  1. The requests with respect to which the Minister or Ministerial office was consulted;
  2. The Minister or Ministerial office which was consulted;
  3. The purpose of the consultation;
  4. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
  5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension

6. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

### **Staffing resources**

The following questions relate to the period from 18 September 2013:

1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?

### **FOI Disclosure Log**

For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:

1. Maintain a webpage allowing download of documents released under section 11A (direct download)?
  2. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
  3. Facilitate to those documents in a different manner (if so, specify).
2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:
1. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
  2. The total number of direct downloads of documents released under 11A the Departmental or Agency website;
  3. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
  4. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
    1. What was the approximate cost for salaries for the FTE staff allocated to this task?
3. Has the Department or Agency charged any for access to a document under section 11C(4)?
4. If so, please provide the following information in a table:
1. On how many occasions charges have been imposed;
  2. The amount charged for each document
  3. The total amount charged;
  4. What is the highest charge that has been imposed.

With respect to FOI requests:

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?
2. Of those, how many were:
  1. Released in full
  2. Released in part
  3. Refused access on the grounds that release of the document would be contrary to the public interest
  4. Other (please specify)

**Answer:**

1. No
2. N/A
3. No FOI requests have been received
4. N/A

Staffing resources

1. 0.2

FOI Disclosure Log

1. Yes
2. Yes
3. No

2. N/A

3. No
4. N/A

FOI Requests

1. None
2. N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Functions

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 106

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister, include:
  1. The guest list of each function
  2. The party or individual who initiated the request for the function
  3. The menu, program or list of proceedings of the function
  4. 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:**

Nil



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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Red Tape Reduction

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 107

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?
  1. 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:**

Nil

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Land costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 108

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 4

**Question:**

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
  - a. What is the current occupancy level and occupant of the items identified in (3)?
  - b. What is the value of the items identified in (3)?
  - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

**Answer:**

### Question on Notice – 108

Properties -owned	ADDRESS	SUBURB	TOWN	STATE	Land Valuation as of 30 Jun 2012	Land Size (m <sup>2</sup> )	Building Valuation as of 30 Jun 2012	Building Size (m <sup>2</sup> )	Occupancy (%) by AHL
Allawah Grove Hostel	133 Great Eastern Highway	South Guildford	Perth	WA 6055	1,000,000.00	4,133	2,100,000.00	1,157	100%
Derbal Bidjar Hostel	6–8 Harrow Street	Maylands	Perth	WA 6051	1,250,000.00	2,110	1,190,000.00	867	100%
Kabayji Booroo Hostel	44–54 Villiers Street		Derby	WA 6728	1,150,000.00	6,860	3,350,000.00	1,219	100%
South Hedland Hostel	3 Hamilton Road		South Hedland	WA 6722	1,500,000.00	5,000	12,000,000.00	1,425	100%
Trilby Cooper Hostel	12–14 Hannan Street		Kalgoorlie	WA 6430	700,000.00	2,341	2,300,000.00	1,219	100%
Corroboree Hostel	11 Kirkpatrick Street		Katherine	NT 0850	600,000.00	8,280	1,400,000.00	2,112	100%
Daisy Yarmirr Hostel	37 Glencoe Crescent	Tiwi	Darwin	NT 0810	1,050,000.00	3,550	1,950,000.00	1,891	100%
Fordimail Student Hostel	Lot 2041 Zimin Drive	Cossak	Katherine	NT 0850	360,000.00	47,600	1,940,000.00	1,257	100%
Galawu Hostel	10 Finnis Street		Darwin	NT 0800	1,500,000.00	1,280	500,000.00	1,280	100%
Kununurra Hostel	Lot 302 on dp 44064 Victorian Hwy		Kununurra	WA 6743	450,000.00	40,000	10,500,000.00	396	100%
Nagandji Nagandji-Ba	14 Verbena Street	Nightcliff	Darwin	NT 0810	750,000.00	1,670	350,000.00	396	100%
Nhulunbuy Hostel	Bottlebrush Avenue		Nhulunbuy	NT 0880	425,000.00	2,830	2,025,000.00	1,096	100%
Silas Roberts Hostel	21 Packard Street	Larrakeyah	Darwin	NT 0820	2,800,000.00	2,360	700,000.00	1,049	100%
Canon Boggo Pilot Hostel	145-147 Douglas Street		Thursday Island	QLD 4875	700,000.00	2,023	3,150,000.00	995	100%
Elley Bennett Hostel	501 Brunswick Street	New Farm	Brisbane	QLD 4005	2,000,000.00	921	450,000.00	826	100%
Iris Clay Hostel	261–269 Sturt Street		Townsville	QLD 4810					100%

Jane Arnold Hostel	155 Moray Street	New Farm	Brisbane	QLD 4005	750,000.00	1,012	4,000,000.00	1,729	100%
Jumula Dubbins Hostel	60 Victoria Parade		Thursday Island	QLD 4875	2,600,000.00	1,215	300,000.00	747	100%
Kabalulumana Hostel	37-41 Pamela Street		Mount Isa	QLD 4825	650,000.00	2,001	2,250,000.00	724	100%
Kuiyam Hostel	162 Grafton Street		Cairns	QLD 4870	500,000.00	3,035	5,500,000.00	1,176	100%
Mackay Hostel	49-53 Boddington Street		Mackay	QLD 4740	1,800,000.00	3,054	700,000.00	1,400	100%
Musgrave Park Hostel	196 Boundary Road	West End	Brisbane	QLD 4101	800,000.00	2,612	2,400,000.00	850	100%
Neville Bonner Hostel	5 Bridge Street	Berserler	Rockhampton	QLD 4701	800,000.00	913	250,000.00	450	100%
Tonky Logan Hostel	20 Bernarra St	Rasmussen	Townsville	QLD 4815	425,000.00	9,663	3,860,000.00	2,280	100%
Yumba Hostel	55 Gray Road	West End	Brisbane	QLD 4101	900,000.00	4,421	4,250,000.00	1,190	100%
Chicka Dixon Hostel	90 Liverpool Road	Enfield	Sydney	NSW 2136	2,500,000.00	2,630	1,400,000.00	1,365	100%
Ee-Kee-Na Hostel	52 Rockvale Road		Armidale	NSW 2350	615,000.00	1,024	560,000.00	210	100%
Geraldine Briggs Hostel	17-19 Wyndham Street		Shepparton	VIC 3630	150,000.00	5,312	450,000.00	460	100%
Grey Street Hostel	2 Grey Street		Dubbo	NSW 2830	600,000.00	2,021	980,000.00	575	100%
Harry Nanya Hostel	362 Deakin Avenue		Mildura	VIC 3500	80,000.00	830	235,000.00	327	100%
Tamworth Hostel	179 Johnston Street	Tamworth	Tamworth	NSW 2340	110,000.00	1,300	275,000.00	489	100%
Tony Mundine Hostel	203 Catherine Street	Leichhardt	Sydney	NSW 2040	750,000.00	4,048	1,350,000.00	830	100%
William T Onus Hostel	Cnr Evans and Westgarth St	Northcote	Melbourne	VIC 3070	1,650,000.00	781	450,000.00	132	100%
Ayiparinya Hostel	Lot 8139 Larapinta Drive		Alice Springs	NT 0870	1,500,000.00	1,256	700,000.00	711	100%
Lois O'Donoghue Hostel	34 Johnson Street		Port Augusta	SA 5700	1,800,000.00	9,100	3,300,000.00	1,734	100%
Luprina Hostel	2 Clement Street	Dudley Park	Adelaide	SA 5008	275,000.00	3,131	400,000.00	586	100%

Mulgunya Hostel	55 Dew Street	Thebarton	Adelaide	SA 5031	820,000.00	3,629	400,000.00	800	100%
Nindee Hostel	2 Oban Sreet	Beulah Park	Adelaide	SA 5067	720,000.00	1,251	230,000.00	432	100%
Sid Ross Hostel	15 Gap Road		Alice Springs	NT 0870	900,000.00	1,880	400,000.00	664	100%
Topsy Smith Hostel	14-18 Renner Street		Alice Springs	NT 0870	730,000.00	2,090	3,600,000.00	580	100%
Wangkana Kari Hostel	Lot 782 Patterson Street		Tennant Creek	NT 0860	1,000,000.00	3,370	5,450,000.00	1,284	100%
Gu-Dgodah Hostel	270 Talgo Road		Rothbury	NSW 2320	250,000.00	9,870	2,000,000.00	1,176	Vacant
Roy Thorne House	180 Greenbah Road		Moree	NSW 2400	500,000	101,200	1,200,000.00	731	Vacant
Karinga Hostel	430 Payneham Road		Glynde	SA 5070	150,000	20,440		1,200	Property leased to a community organisation
					720,000	1,519		417	
Chewing Street Property	1/21 Chewing St		East Alice Springs	NT 0870	450,000	1,010	450,000.00	265	Vacant
<b>Leased - Peppercorn</b>									
Kirinari Newcastle Hostel	15 Myall Road		Newcastle	NSW 2300					100%
Durungaling Hostel	19 Spruce Street		Lambton	NSW 2299					100%
Biala Hostel	38 Lyly Road		Allambie Heights	NSW 2100					100%
Kirinari Sylvania Hostel	Box Road		Sylvania Heights	NSW 2224					100%
Broome Hostel	52 Forrest Street		Broome	WA 6725					100%
IMAF Darwin	105 Rocklands Dr		TIWI	NT 0810					100%
Kardu DarriKardu Numida Hostel	18 Nilinh Drive		Wadeye	NT 0822					100%
Alice Springs Visitors Centre	Kittle Drive		Alice Springs	NT 0870					100%
Mt Gillen House (Akangkentye Hostel Valuation)	28-34 South Terrace		Alice Springs	NT 0870					100%
Alyerre Hostel	16 Bath Street		Alice Springs	NT 0870					100%

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Boards (for Departments of agencies with boards)

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 110

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

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. AHL Board has met twice since Jun 14 (Jul 14, Oct 14)
2. Allowance \$3,671.90, Travel expense \$19,163.33
3. 88% attendance
4. Kevin Smith 2/2, David Evans 2/2, Gina Smith 0/2, Kerrynne Liddle 2/2, Vanessa Elliott 2/2, Hugo Johnston 1/2 Pat Watson 2/2, Wayne Jackson 2/2
5. Where a conflict of interest exists the board member is not present for the discussion
6. Commercial in confidence
7. All Board Members are paid per the Remuneration Tribunal 'Remuneration and Allowances for Holders of Part Time Office

8. Appointments and dismissals are through the Minister of Indigenous Affairs

9. No

10. NA

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Shared resources following MOG changes

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 111

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?
2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?
3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

**Answer:**

No shared services.



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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Departmental Rebranding

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 112

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:
  - a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
    - i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
    - b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
      - i. Signage.
      - ii. Stationery (please include details of existing stationery and how it was disposed of).
      - iii. Logos
      - iv. Consultancy
      - v. Any relevant IT changes.
      - vi. Office reconfiguration.
    - c. How was the decision reached to rename and/or rebrand the department?
      - i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

**Answer:**

No rebranding or name change.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Credit cards

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 113

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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 which may be granted access to a corporate credit card.
2. There have been no changes to the actions taken in the event of misuse of a corporate card.
3. An additional round of monthly review has been introduced in regard to outstanding credit card acquittals such that any acquittals remaining outstanding by the end of the current statement month is reported to Divisional Directors and forwarded to Executive level. This additional process has been added to the Procedural documentation.
4. There have been no instances of corporate credit card misuse in the specified period.
5. There have been no instances of corporate credit card misuse in the specified period.

6. The scope of what constitutes corporate credit card misuse has been more clearly defined in the approved Procedural documentation which is distributed to cardholders whenever a change has been made to Procedure or Policy, as well as re-distributed on an annual basis. Activity reports on a scheduled basis now includes notation of habitual minor misdemeanours per cardholder which may also prompt removal of the card.
7. Aboriginal Hostels Ltd does not issue credit cards to the Minister or anyone in their office.

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Contracts for Temporary Staff

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 114

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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. \$4,181,971.13
2. 278
3. 177
4. \$14,500
5. Nil

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Hire cars

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 115

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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. AHL has spent \$3,293.87
2. Most of the AHL sites are located remote areas where there is no public transport available and this is considered as the most practical and economical form of transport for its general staff members and senior executive staff for various site visits and business traveling.
3. Not applicable.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Unallocated equipment

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 116

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

**Answer:**

1. Approximately 20 complete computer sets are stored locally National Office.
2. No additional cost to AHL.

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

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Advertising

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 117

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.
2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.
3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister of their delegate or the department or their delegate.

**Answer:**

1. & 2.

Item	Approving Officer	Outlet Paid	Cost
Advertising	Assistant Director	Koori Mail	\$5720
Radio	Assistant Director	Mitchell	\$2892.52
Advertising	Director	Mitchell	\$39638.70
Advertising	Assistant Director	National Indigenous Times	\$660.00

3. N/A - spending falls below Government campaign advertising approval threshold.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Departmental Staff Misconduct

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 118

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?
  1. If yes, list the breaches identified, broken by staffing classification level.
  2. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  3. If yes, when was the breach identified? By whom? When was the Minister made aware?
  4. If yes, were there any legal ramifications for the department or staff member? Please detail.

**Answer:**

1. AHL operates in line with the APSC Code of Conduct
2. No breaches



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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Cloud Services and Storage

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 119

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:
2. What date did/will cloud services be deployed in the department?
3. Please provide a list of all cloud services in use or being considered for use.
4. How much do these services cost? Please break down by service.
5. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?
6. How much does this cloud storage cost per month?
7. What security arrangements are in place to protect cloud based services and storage?
8. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?
9. What has been the cost of security for the cloud? Please provide a breakdown.

**Answer:**

1. Yes – AHL uses cloud digital services.
2. The AHL Payroll and Human Resources application provider moved to a cloud-based service in March 2014 called Cloud5. AHL has been using this provider since 2003 in an externally-hosted environment. The Reservation Management System was deployed 2010.
3. Payroll and Reservation Management
4. Payroll \$6,700 / month, Reservation Management \$8,613 / month
5. Not applicable. AHL pays for this service based on number of employees / application. This monthly payment covers all infrastructure requirements – compute, memory and storage.
6. Not applicable. This cost is built into the per employee / application pricing model.
7. Cloud5 (Payroll) supports enterprise-grade security capable of protecting tenanted customers from loss of data from denial of service attacks, and unauthorized access. Cloud5 is compliant the requirements of ISO/IEC 27001, the international standard for

information security management systems. The Cloud5 Security Management Office (under a Chief Security Officer) monitors standards. Policies, education and compliance; takes corrective action.

RMS (Reservations Management) is SSAE16 (SOC1) Certified including third-party certification assessment to assure security controls for all RMS facilities. RMS facilities are self-certified with the U.S. Department of Commerce's U.S.-European Union (EU) Safe Harbor framework, verifying that RMS meets the EU's adequacy standard for data and privacy protection.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Disability access

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 120

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:
2. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
3. What plans are in place to make the premises compliant with the act.
4. When these plans will commence and when they are expected to be complete.
5. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue.
6. What is the expected cost of making the premises compliant? Please break down the costs.
7. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.
8. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

**Answer:**

AHL has numerous hostels in which disabled people use the facilities. Where this is the case AHL makes the necessary alterations to provide improved accessibility for disabled or impaired people.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Fee for services

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 121

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since September 7, 2013:

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:**

No additional user-pay services or fees.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Documents provided to minister

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 122

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**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:**

No regular/scheduled documents provided.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Merchandise or promotional material

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 123

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since 7 September 2013:

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 this 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:**

No promotional material purchased.

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Freedom of Information - Stats

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 124

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. How many FOI requests were received between 7 September 2013 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:**

No FOI requests during the period.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Savings and Efficiency Measures

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 125

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since the Appropriate Bills 2014 were passed by the parliament:

1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?
2. For each measure or task identified in question 1:
  1. What is the timeframe for implementation?
  2. Who is the responsible agency for actioning these measures, guidelines or tasks?
  3. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
  4. What action has the minister asked be done on this policy?

**Answer:**

AHL does not have any saving measures that have not been actioned or have had no guidance instructions issued.



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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Contracts under \$10,000

**Senator:** Senator the Hon Joseph Ludwig  
**Question reference number:** QoN 126  
**Type of question:** Written  
**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

**Answer:**

**Detailed List of all contracts between \$4,000 and \$10,000 entered into since Budget Estimates in June 2014**

<b>Supplier Name</b>	<b>Description</b>	<b>Timeframe</b>	<b>Contract Value (ex GST)</b>
Australian Comfort Group	Provision of commercial grade mattresses to the Elley Bennett Hostel, Brisbane	28/7/14	\$8,563.50
Australian Comfort Group	Provision of commercial grade mattresses to the William T Onus Hostel, Melbourne	15/8/14	\$7,546.00
Australian Comfort Group	Provision of commercial grade mattresses to the Derbal Bidjar Hostel, Maylands	15/8/14	\$8,712.00
A & M Commercials and Domestic Services	Provision of an industrial clean at the Trilby Cooper Hostel, Kalgoorlie	23/6/14	\$9,460.00
Direct Products Pty Ltd	Provision of commercial bed frames to the Elley Bennett Hostel, Brisbane	28/7/14	\$7,225.00
Direct Products Pty Ltd	Provision of commercial bed frames to the William T Onus Hostel, Melbourne	15/8/14	\$6,283.00
Direct Products Pty Ltd	Provision of commercial bed frames to the Derbal Bidjar Hostel, Maylands	15/8/14	\$7,223.00
Zone Pest Control Pty Ltd	Provision of Pest Control Service at the Elley Bennet Hostel, Brisbane	31/7/14	\$5,852.00
Corporate Connect.AB Pty Ltd	Provision of Business Support	10/9/14 – 30/6/15	\$7,662.00

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Consultancies

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 127

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 3

**Question:**

Since Budget Estimates in June, 2014:

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?
  1. List each, including name, cost and purpose
  2. If so, why?

**Answer:**

1. Refer to Attachment below which is an extract from the AHL Contract Register.
2. AHL does not plan to undertake any further consultancies for the remainder of the calendar year.
3. Refer below

**Detailed List of all consultancies entered into since Budget Estimates in June 2014**

<b>Consultant Name</b>	<b>Description</b>	<b>Timeframe</b>	<b>Contract Value</b>	<b>Procurement Method</b>
Willis GreenHalgh Architects	Provision of a Project Consultant Role of the urgent works at Canon Boggo Hostel		\$15,730.00	Limited Tender (direct source)
Bendelta Pty Ltd	Design and Delivery of a High Performance Organisational workshop	1/8/14 – 1/2/14	\$14,850.00	Limited Tender (direct source)
SPACElift Design Consultancy Pty Ltd	Provision of an interior design and documentation service in relation to Biala and Kirinari (Sylvania) Hostels	1/10/14 – 31/3/15	\$18,568.00	Prequalified Tender
Semaphore Consulting Services Pty Ltd	Provision of an ICT Consultant to improve the ICT systems, processes and business capabilities of AHL	1/11/14 – 28/2/15	\$65,340.00	Limited Tender (direct source)
Brian Gleeson Consultancy	Undertake a review of the Kardu Darrikardu Numida Hostel (Wadeye)	1/11/14 – 30/11/14	\$12,000.00	Limited Tender (direct source)
Casey Consulting Pty Ltd	Provision of advice in relation to WHS Issues	29/9/14 – 30/6/15	\$15,000.00	Limited Tender (direct source)
Manteena Security (Aust) Pty Ltd	Provision of Technical Advice in relation to the Capital Upgrades work packages	18/8/14 – 30/6/15	\$30,000.00	Limited Tender (direct source)
Wunan Foundation	Undertake a Community Engagement Project in relation to the Kununurra Hostel	1/8/14 – 31/10/14	\$35,640.00	Limited Tender (direct source)
GHD Pty Limited	Undertake an Asset Management	30/7/14 – 31/10/14	\$26,363.70	Limited Tender (direct

	Project			source)
Directors Australia Pty Ltd	Provision of Corporate Governance Services	1/8/14 – 30/6/15	\$22,000.00	Limited Tender

**The total value of all consultancies is \$ 255,491.70**

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Electronic Equipment

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 128

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office.
  1. List the items
  2. List the items location or normal location
  3. 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
  4. List the total cost of the items
  5. List an itemised cost breakdown of these items
  6. List the date they were provided to the office
  7. Note if the items were requested by the office or proactively provided by the department

**Answer:**

None provided.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Media subscriptions

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 129

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. What pay TV subscriptions does your department/agency have?
  1. Please provide a list of channels and the reason for each channel.
  2. What has been the cost of this package/s during the specified period?
  3. What is provided to the Minister or their office?
  4. What has been the cost of this package/s during the specified period?
2. What newspaper subscriptions does your department/agency have?
  1. Please provide a list of newspaper subscriptions and the reason for each.
  2. What has been the cost of this package/s during the specified period?
  3. What is provided to the Minister or their office?
  4. What has been the cost of this package/s during the specified period?
3. What magazine subscriptions does your department/agency have?
  1. Please provide a list of magazine subscriptions and the reason for each.
  2. What has been the cost of this package/s during the specified period?
  3. What is provided to the Minister or their office?
  4. What has been the cost of this package/s during the specified period?
4. What publications does your department/agency purchase?
  1. Please provide a list of publications purchased by the department and the reason for each.
  2. What has been the cost of this package/s during the specified period?
  3. What is provided to the Minister or their office?
  4. What has been the cost of this package/s during the specified period?

**Answer:**

1. Nil

2.1 National Indigenous Times

2.2 \$2,340 for a 12mth subscription (48 issues), 14 newspapers per week delivered to National Office and 5 Regional Offices across Australia.

2.3 Nil

2.4 Nil

3. Nil



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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Media monitoring

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 130

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?
  1. Which agency or agencies provided these services?
  2. What has been spent providing these services during the specified period?
  3. Itemise these expenses.
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period?
  1. Which agency or agencies provided these services?
  2. What has been spent providing these services during the specified period?
  3. Itemise these expenses

**Answer:**

1. Nil, no monitoring provided to Minister's office.
2. Nil, AHL receives periodic Indigenous media monitoring material (press clippings) from Dept. of Prime Minister and Cabinet on an in-kind basis, at no cost to AHL.

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Media training

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 131

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:
  1. Total spending on these services
  2. An itemised cost breakdown of these services
  3. The number of employees offered these services and their employment classification
  4. The number of employees who have utilised these services and their employment classification
  5. The names of all service providers engaged
  6. The location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
  1. The name and nature of the service purchased
  2. Whether the service is one-on-one or group based
  3. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
  4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  5. The total amount spent on the service
  6. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
  4. The location used
  5. The number of employees who took part on each occasion
  6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  7. Any costs the department or agency's incurred to use the location

**Answer:**

1. Nil, no media training services purchased.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Report printing

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 132

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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. None disposed of.

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Provisions of equipment - ministerial

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 133

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs?
  1. Itemise equipment and cost broken down by staff or minister classification
2. 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? If yes provide a list of:
3. What is provided?
4. The purchase cost.
5. The ongoing cost.
6. 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).
7. A breakdown of what staff and staff classification receives each item.

**Answer:**

1. None provided.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Computers

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 134

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**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. Nil

2. Core hardware infrastructure

Server infrastructure	\$212,950	Canberra data centre
160 thin client computers and monitors	\$81,243	National Office, 5 Regional Offices, 52 Hostels

Desktops

150 Desktop PCs and monitors	\$112,998	12 Secondary and Tertiary Education Hostels, 5 Regional Offices, National Office
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Laptops

30 Laptops	\$25,140	National Office 5 Regional Offices
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Printers

55 Multi-function devices	\$17,614	National Office 5 Regional Offices
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3. Microsoft Windows

Bi-annual subscription for maintenance, support and upgrade - \$36,290 for 2 years

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Travel costs - department

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 135

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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. List all occurrences of travel that this has occurred under.
6. Detail the process.
7. When is the minister notified, when is approved provided?
8. 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).
9. 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.
10. What date was the minister or their office was notified of the travel?
11. What date did the minister or their office approve the travel?
12. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

**Answer:**

1. – 7. N/A



8. NIL

**9. Actual Costs for Travel 1 July - 31 October**

Airfares Economy	86,570.65
Airfares Business	33,526.41
Total Airfares	120,097.06

Accommodation	12,697.58
Travel Allowance	96,631.16
Cabcharge & Hire Cars	
Other Incidentals	24,839.25

Total Travel Expenses 254,265.05

Reason for travel:

AHL operates nationally at 52 hostel sites and 5 regional office sites and staff are required at various times to travel to these locations to conduct business. Other reasons for travel include training and to attend meetings (including Board meetings) and conferences.

10 – 12 N/A

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Senate estimates briefing

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 137

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
  1. Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  1. If so, when did this occur?
  2. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  3. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

**Answer:**

1. 18
- 2.

<b>Level</b>	<b>Hours spent</b>
APS 5	15
APS 6	5.5
EL 1	29.5
EL 2	8
SES	3
<b>Total</b>	<b>61</b>

3. No
4. No
5. N/A

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Payment of accounts

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 138

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. AHL pays all its vendors within their payment terms generally this has been 7 to 30 day time (Majority of them are 30 day)
2. AHL has settled all of its payments within less than 30 day period with the exception to the invoice received being late. Further AHL Financial Information system is not capable of segregating of invoices that have been paid being late or overdue.
3. Please refer 138.2

4. Please refer 138.2
5. Please refer 138.2
6. AHL has not paid any interest on past due payment.
7. AHL has not paid any interest on past due payment.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Meeting costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 140

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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 Estimates, 2014 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. AHL has spent \$7,632.19

Detail as follow

<b>Meeting</b>	<b>date</b>	<b>Amount</b>
<b>Hostel Managers meetings</b>		
Perth WA	Jul-14	261.19
Darwin	Jul-14	393.09
	Aug-	
Sydney	14	119.69
Alice Spring	Sep-14	142.73
<b>Regional managers meetings</b>		
Canberra	Jul-14	168.1
Canberra	Sep-14	193.6

Canberra Oct-14 50.91

**Management and Executive meetings**

Alice Spring

Sept and Oct 7,632.19

2. Not applicable to AHL
3. AHL is planning to spending \$14,076.81 on general meeting expenses but AHL has not identified individual meeting event and expense component against it total remaining budget of \$14k
4. N/A

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Hospitality and entertainment

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 141

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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. AHL do not spent on hospitality including catering and drink.
2. Not applicable to AHL



3. Please refer 141.1
4. Not applicable to AHL
5. Please refer 141.1
6. Not applicable to AHL
7. Please refer 141.1
8. Not applicable to AHL
9. Not applicable to AHL

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Executive coaching and leadership training

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 142

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. The name and nature of the service purchased
  2. Whether the service is one-on-one or group based
  3. The number of employees who received the service and their employment classification
  4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  5. The total amount spent on the service
  6. 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
6. premises, please provide:
  1. The location used
  2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
  3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  4. Any costs the department or agency's incurred to use the location

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

**Answer:**

1. 1787.50 & \$5,914.11
2. Four (4) – SESB2 & SESB1
3. 4 SESB1&2, 5.5 and 22.5hrs
4. McCarthy Mentoring, Bendelta
  - i. Executive Coaching and Mentoring
  - ii. One-on-one and group
  - iii. 4 employees – SESB1&2
  - iv. 5.5 hrs & 22.5hrs
  - v. \$1787.50, \$5,914.11
  - vi. Complete package service provided
5.
  - a. QT Hotel Acton, & other various locations
  - b. 4 participants @ SESB1&2 classifications at QT hotel. 1 participant @ SESB2 at various locations
  - c. 22.5 hrs SESb1&2 and 5.5hrs SESB2
  - d. Venue Costs included in overall pricing
6. Employees are ongoing employees within the APS – do not know of any agreements
7. Nil

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Staffing profile

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 143

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:**

Please refer to AHL response to QoN 99

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Staffing reductions

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 144

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How many staff reductions/voluntary redundancies have occurred?
  1. 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:**

Please refer to AHL response to QoN 84

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Staffing recruitment

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 145

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:**

Please refer to AHL response to QoN 84

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

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Coffee machines

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 146

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased, leased or rented any coffee machines for staff useage?
  1. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?
  2. Why were coffee machines purchased?
  3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
  4. Where did the funding for the coffee machines come from?
  5. Who has access?
  6. Who is responsible for the maintenance of the coffee machines? 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 ongoing costs of the coffee machine, such as the cost of coffee?

**Answer:**

No.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Printing

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 147

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How many documents (include the amount – sic - of copies) have been printed?
  1. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  1. If so, what companies were used?
  2. How were they selected?
  3. What was the total cost of this printing by item?

**Answer:**

1. Annual Report - 500 copies.  
No smoking stickers – 2,000  
Conditions of Stay poster - 250

Only the Annual Report was published online.

2. Yes

Annual Report – Voodoo Design – 3 x Quotations – Total cost of printing \$10,670

No Smoking stickers – Goosebumps – direct source – Cost \$4,950

Conditions of Stay poster – Goosebumps – direct source – cost \$608



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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Corporate cars

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 148

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 5

**Question:**

Since Budget Estimates in June, 2014:

1. How many cars are owned by each department/agency?
  1. Where are the cars located?
  2. What are the cars used for?
  3. What is the cost of each car during the specified period?
  4. How far did each car travel during the specified period?
2. How many cars are leased by each department/agency?
  1. Where are the cars located?
  2. What are the cars used for?
  3. What is the cost of each car during the specified period?
  4. How far did each car travel during the specified period?

**Answer:**

1. See Attachment below
2. Cars used for Hostel and clients visits.

Registration Number	Make	Vehicle Description	1. Location	2. What is the vehicle used for?	Monthly Rental (Excl GST)	3. Cost from 1 July - 31 Oct	4. Distance Travelled 1 July - 31 Oct
AHL103	TOYOTA	Aurion AT-X	WA	Hostel Operations Use	561.01	2,244.04	1,977
AHL105	HYUNDAI	i30cw SX (MY11)	WA	Hostel Operations Use	513.78	2,055.12	1,027
1EJG923	TOYOTA	CAMRY Altise Sedan	WA	Hostel Operations Use	596.30	2,385.20	2,344
1EKB066	TOYOTA	CAMRY Altise Sedan	WA	Hostel Operations Use	586.94	2,347.76	6,621
1DDK924	TOYOTA	Toyota Coaster Deluxe	NT	Hostel Operations Use	2,071.55	8,286.20	115
CA64BP	HOLDEN	CG SeriesII Captiva 7 LX AWD	NT	Hostel Operations Use	755.68	3,022.72	3,571
1EHR094	KIA	GRAND CARNIVAL VQ Wagon	WA	Hostel Operations Use	745.60	2,982.40	2,023
1DWL176	HYUNDAI	iMAX Shuttle	WA	Hostel Operations Use	717.17	2,868.68	2,233
1EJZ740	TOYOTA	CAMRY MY12 (1/13) 2.5 Altise Auto Sedan	WA	Hostel Operations Use	674.86	2,699.44	6,705
1EKB059	TOYOTA	CAMRY MY12 (1/13) 2.5 Altise Auto Sedan	WA	Hostel Operations Use	601.20	2,404.80	3,154
CB31HT	HOLDEN	COLORADO Crew Ute	NT	Hostel Operations Use	685.77	2,743.08	1,335
CB22UU	HOLDEN	COLORADO Crew Ute	NT	Hostel Operations Use	687.01	2,748.04	1,956
AHL207	HYUNDAI	iMAX Shuttle	NT	Hostel Operations Use	703.25	2,813.00	2,080
CA51FB	TOYOTA	Toyota Coaster Deluxe	NT	Hostel Operations Use	1,991.68	7,966.72	2,274
CA51WD	TOYOTA	70 Series L/Cruiser W/Mate 11Seat	NT	Hostel Operations Use	1,431.88	5,727.52	8,883
CA51WE	TOYOTA	70 Series L/Cruiser W/Mate 11Seat	NT	Hostel Operations Use	1,431.88	5,727.52	7,889
AHL200	HYUNDAI	ix35 Elite (AWD)	NT	Hostel Operations Use	690.65	2,762.60	6,764

CB20YA	HYUNDAI	ix35 GDI Active FWD Auto	NT	Hostel Operations Use	660.87	2,643.48	3,511
302AHL	FORD	PX Ranger XL 4x2 Hi-Rider	QLD	Hostel Operations Use	544.05	2,176.20	1,043
061TMV	TOYOTA	CAMRY Altise Sedan	QLD	Hostel Operations Use	611.81	2,447.24	402
567SJL	TOYOTA	Hilux SR 4X2	QLD	Hostel Operations Use	641.05	2,564.20	693
306AHL	TOYOTA	Toyota Coaster STD	QLD	Hostel Operations Use	1,989.41	7,957.64	1,683
310AHL	TOYOTA	Hilux SR 4X2	QLD	Hostel Operations Use	663.04	2,652.16	2,501
915TTU	TOYOTA	HIACE Commuter Bus	QLD	Hostel Operations Use	986.33	3,945.32	6,580
321AHL	TOYOTA	Hilux SR 4X2	QLD	Hostel Operations Use	703.94	2,815.76	548
304AHL	TOYOTA	Corolla Ascent	QLD	Hostel Operations Use	493.80	1,975.20	1,519
138TQB	HOLDEN	COLORADO Crew Ute	QLD	Hostel Operations Use	656.43	2,625.72	2,499
866RYY	MITSUBISHI	ZH Outlander LS (5 Seat) MY11	QLD	Hostel Operations Use	760.13	3,040.52	2,431
328RYP	TOYOTA	Hilux Workmate 4X2	QLD	Hostel Operations Use	519.82	2,079.28	3,376
AHL502	TOYOTA	Hiace Commuter Super LWB	NSW	Hostel Operations Use	959.83	3,839.32	7,156
BX60AZ	TOYOTA	COASTER Bus	NSW	Hostel Operations Use	2,049.54	8,198.16	1,960
BX68XB	KIA	GRAND CARNIVAL Wagon	NSW	Hostel Operations Use	764.50	3,058.00	3,309
AHL521	HOLDEN	JH Cruze CD Series II	NSW	Hostel Operations Use	509.46	2,037.84	480
BY22MZ	HYUNDAI	i20 Active Hatch	NSW	Hostel Operations Use	481.64	1,926.56	632
AHL525	HOLDEN	JH Cruze CD Series II	NSW	Hostel Operations Use	513.46	2,053.84	3,563
AHL529	TOYOTA	Hiace Commuter Super LWB	NSW	Hostel Operations Use	1,040.11	4,160.44	4,139

BU70NB	KIA	KIA GRAND CARNIVAL	NSW	Hostel Operations Use	619.42	2,477.68	1,976
BP42BN	TOYOTA	Toyota Coaster Deluxe	NSW	Hostel Operations Use	2,469.37	9,877.48	5,485
AHL503	KIA	Carnival S (MY12)	NSW	Hostel Operations Use	827.63	3,310.52	3,261
AHL520	FORD	FG Falcon XT (Euro IV)	NSW	Hostel Operations Use	753.63	3,014.52	4,880
BP29HJ	HOLDEN	VE Omega 3.0L V6 MY12	NSW	Hostel Operations Use	712.78	2,851.12	3,595
1BF3EA	HYUNDAI	i20 Active Hatch	VIC	Hostel Operations Use	505.02	2,020.08	2,344
1BH9JJ	HYUNDAI	i20 Active Hatch	VIC	Hostel Operations Use	494.62	1,978.48	630
1CG7AD	HOLDEN	Cruze	VIC	Hostel Operations Use	550.33	2,201.32	1,233
S755BBZ	Holden	COLORADO Ute	SA	Hostel Operations Use	622.06	2,488.24	1,091
AHL721	HOLDEN	JH Cruze CD MY12	SA	Hostel Operations Use	429.10	1,716.40	2,696
S132ASE	HYUNDAI	i30cw SX (MY11)	SA	Hostel Operations Use	435.97	1,743.88	2,895
AHL719	HOLDEN	JH Cruze CD Series II	SA	Hostel Operations Use	472.38	1,889.52	6,894
AHL801	HYUNDAI	i30cw SX	NT	Hostel Operations Use	498.43	1,993.72	420
CB15IG	HOLDEN	COLORADO Crew Ute	NT	Hostel Operations Use	632.55	2,530.20	1,572
AHL807	HYUNDAI	i30cw SX (MY11)	NT	Hostel Operations Use	509.67	2,038.68	464
AHL818	TOYOTA	Toyota Coaster Deluxe	NT	Hostel Operations Use	2,237.95	8,951.80	5,659
AHL808	TOYOTA	Hilux SR 4X4 TDSL	NT	Hostel Operations Use	731.25	2,925.00	4,177
CB15IY	HOLDEN	COLORADO Crew Ute	NT	Hostel Operations Use	655.20	2,620.80	5,291
CA51FM	TOYOTA	Prado GX TDSL	NT	Hostel Operations Use	883.63	3,534.52	5,445

JPTC	TOYOTA	TOYOTA KLUGER	NT	Hostel Operations Use	905.80	3,623.20	<b>3,593</b>
CB14RZ	TOYOTA	CAMRY Altise Sedan	NT	Hostel Operations Use	606.22	2,424.88	<b>1,486</b>

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Taxi costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 149

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. AHL has spent \$12,930.96
2. Most of the AHL sites are located remote areas where there is no public transport available and this is considered as the most practical and economical form of transport for its general staff members and senior executive staff for various site visits and business traveling.
3. Not applicable.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Aboriginal Hostels Limited  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Grants

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 150

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 3

**Question:**

Since Budget Estimates in June, 2014:

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.
  1. 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.
  1. 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. Community and Corporate Partnership Programme Funding Guidelines formally known as the Community Hostel Grants Funding Guidelines are in place to administer grants.
2. Through a grant application process.
3. Organisations must address the following criteria when applying to AHL for funding through the CCP Programme:
  - Demonstrate that there is a need for the service
  - There is no duplication of services
  - The service is accessible to all Indigenous Australians requiring accommodation
  - Organisation must be incorporated
  - The organisation must be able to demonstrate the ability to administer and manage programme funding
  - The organisation is locally based and employs Indigenous Australians
  - No
4. No new selections in the period. Currently funded organisations re-funded annually based on acquittal of previous grant.
5. Applications are appraised by the relevant Regional Office, with recommendations made in line with the region's priorities in accordance with their business plan. The application is sent to National office for further processing
6. No the minister or minister's office does not play any role in awarding CCPP grants
7. No ad hoc or one-off discretionary grants funded. AHL funds the community organisations below to provide accommodation to Indigenous Australians in addition to AHL's owned and operated hostels.

Hostel	2014 - 2015 Budget	Location	Electorate
<b>Western Australia</b>			
Boomerang Hostel	<b>95,857.00</b>	Geraldton	Agricultural
Bunura Maya	<b>104,558.00</b>	South Hedland	Mining and Pastoral
Karalundi	<b>61,306.00</b>	Meekatharra	Mining and Pastoral
Wongutha CAPS	<b>66,008.00</b>	Gibson	Mining and Pastoral
Clontarf-Ngulla Mia	<b>55,175.00</b>	Freemantle	North Metropolitan
CAPS Coolgardie	<b>40,328.00</b>	Coolgardie	Mining and Pastoral
<b>Queensland</b>			
AFL Cape York	<b>50,000.00</b>	Cairns	Cairns Electorate
Mookai	<b>71,790.00</b>	Cairns	Cairns



Rosie Bi-Bayun			Electorate
Bowman Johnson	<b>100,051.00</b>	Brisbane CBD	Electorate of Brisbane Central
Joyce Wilding	<b>121,797.00</b>	Brisbane CBD	Brisbane Central
Gamba Lodge	<b>45,493.00</b>	Dalby	Electorate of Southern Downs
<b>South Eastern Australia</b>			
Mayaroo	<b>32,316.00</b>	Cessnock NSW	Cessnock Electoral District of NSW
Sheraton House	<b>17,648.50</b>	Ballina NSW	Ballina Electoral District of NSW
Worawa College	<b>48,864.50</b>	Healsville VIC	

1. No organisations funded prior to the period which did not have contracts in place