

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Taxi costs

Senator: Senator Ludwig

Question reference number: PM136

Type of question: Written

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

Number of pages: 1

Question:

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

1. How much did each department/agency spend on taxis during the specified period?
Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?
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 \$23,132.19
2. AHL uses taxis for the following reasons:
 - a. For transport to and from official business functions(e.g. meeting, conferences and seminars)
 - b. For transport home after working pre-approved overtime and where personnel safety is a consideration; and
 - c. For transport from and to home for work related air travel. This may include transport to airports, hotel/motel and official business functions
3. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Hospitality and Entertainment

Senator: Senator Ludwig

Question reference number: PM137

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. AHL has not undertaken any spend on hospitality (including catering and drink costs).
2. Not applicable

3. AHL has not undertaken any spend on entertainment
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable
8. Not applicable
9. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Executive coaching and leadership training

Senator: Senator Ludwig

Question reference number: PM138

Type of question: Written

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

Number of pages: 2

Question:

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

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

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

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

Answer:

AHL has had no executive coaching and/or leadership training services since 14 September, 2015.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited
Topic: Staffing profile

Senator: Senator Ludwig

Question reference number: PM139

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Yes, there have been staffing changes since 14 September 2015.
2. The tables below refer.

	Sep-15	Feb-16
Classification	Total Staff	Total Staff
APS Level 1	308	317
APS Level 2	34	25
APS Level 3	80	80
APS Level 4	31	28
APS Level 5	16	19
APS Level 6	27	28
Executive Level 1	23	24
Executive Level 2	5	6
SES B1	2	2
CEO	1	1
Grand Total	527	530

	Sep-15	Feb-16	Sep-15	Feb-16	Sep-15	Feb-16	Sep-15	Feb-16	Sep-15	Feb-16	Sep-15	Feb-16
Classification	National Office/ACT	National Office/ACT	Western Australia/WA	Western Australia/WA	Top End/NT & WA	Top End/NT & WA	Queensland/QLD	Queensland/QLD	South Eastern Australia NSW & VIC	South Eastern Australia NSW & VIC	Southern Central Australia/ NT & SA	Southern Central Australia/ NT & SA
APS Level 1	2	2	51	56	57	50	83	86	33	37	82	86
APS Level 2	2	1	3	5	4	3	2	2	13	9	10	5
APS Level 3	1	3	8	11	14	15	22	21	13	12	22	18
APS Level 4	11	12	1	1	14	8	1	1	1	1	3	5
APS Level 5	8	9	2	2	2	2	1	1	2	2	1	3
APS Level 6	15	17	1	2	4	4	1	1	1	1	5	3
Executive Level 1	18	18	1	1	2	2	0	1	1	1	1	1
Executive Level 2	5	6	0	0	0	0	0	0	0	0	0	0
SES B1	2	2	0	0	0	0	0	0	0	0	0	0
CEO	1	1	0	0	0	0	0	0	0	0	0	0
Grand Total	65	71	67	78	97	84	110	113	64	63	124	121

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Staffing reductions

Senator: Senator Ludwig

Question reference number: PM140

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

- 1) No staff reductions/voluntary redundancies have occurred.
- 2) There were no involuntary redundancies.
- 3) There are no plans for staff reductions/voluntary redundancies.
- 4) Not applicable.
- 5) There are no plans for involuntary redundancies.

- 6) 17 Ongoing staff left the agency from 14 September 2015. Please refer to the table below for a breakdown of classification.

Classification	Number of Ongoing Terminations
APS Level 1	7
APS Level 2	3
APS Level 3	4
APS Level 4	1
Executive Level 1	1
SES B1	1
Grand Total	17

- 7) 52 Non-ongoing staff left the agency from 14 September 2015. Please refer to the table below for a breakdown of classification.

Classification	Number of Non-ongoing Terminations
APS Level 1	26
APS Level 2	3
APS Level 3	6
APS Level 4	7
APS Level 5	2
APS Level 6	6
Executive Level 1	2
Grand Total	52

- 8) There are no voluntary redundancy packages being offered
 9) Not applicable.
 10) Not applicable.

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

Department/Agency: Aboriginal Hostels Limited
Topic: Staffing recruitment

Senator: Senator Ludwig
Question reference number: PM141
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

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

Answer:

1. Eight ongoing staff have been engaged since 14 September 2014. Please refer to the table below for classification breakdown.

Classification	Ongoing Engagement
APS Level 1 (Trainee)	2
APS Level 6	3
Executive Level 1	2
SES B1	1
Grand Total	8

2. 71 Non-ongoing positions exist. The table below refers to the classification of these positions.

Non-Ongoing Positions	
Classification	Number of Positions
APS Level 1	22
APS Level 2	13
APS Level 3	7
APS Level 4	9
APS Level 5	2
APS Level 6	8
Executive Level 1	7
Executive Level 2	3
Grand Total	71

3. 28 staff have been engaged on contract since 14 September 2014. The average length of their employment period is 7.8 months.

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
Topic: Kitchen Appliances

Senator: Senator Ludwig

Question reference number: PM142

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No appliances purchased, leased or rented since 14 September 2015.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.
6. Not applicable.
7. Not applicable.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Boards (for Departments or agencies with boards)

Senator: Senator Ludwig

Question reference number: PM143

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The AHL Board has held two meetings since 14 September (7 Oct 15 & 2 Dec 15).
2. Allowance \$3,673.78, Travel Expenses \$12,370.09
3. 92% Board Members.
4. Dr Susan Gordon (Chair) – 2/2
Ms Kerryne Liddle (Director) – 2/2
Mr David Evans (Director) – 2/2
Mr Pat Watson (Director) – 2/2
Mr Wayne Jackson PSM (Director) – 2/2
Ms Vanessa Elliott (Director) – 1/2
5. At the commencement of each AHL Board meeting, the Chair asks the Directors if they wish to advise of any or possible conflicts of interests. All or possible conflicts are noted in the minutes of the meeting.
6. Commercial in Confidence.

7. The board members are paid an annual fee as per the Remuneration Tribunal for Part-time offices.
8. Appointments and dismissals are conducted through the sole owner represented by the Minister for Indigenous Affairs.
9. No.
10. Not applicable
11. \$805.86

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Corporate cars

Senator: Senator Ludwig

Question reference number: PM144

Type of question: Written

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

Number of pages: 2

Question:

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

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

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

Answer:

1. Nil (Not applicable)
2. Refer below

2.Vehicle	2a. Location	2b. What is the vehicle used for?	2c. Cost from 14 Sept 2015 - 29 Feb 2016	2d. Distance Travelled from 14 Sept 2015 - 29 Feb 2016 in km's
1	WA	Hostel Operations Use	\$ 3,104.26	1,986.70
2	WA	Hostel Operations Use	\$ 2,842.92	802.45
3	NT	Hostel Operations Use	\$ 11,020.63	1,790.29
4	NT	Hostel Operations Use	\$ 4,181.43	9,438.00
5	WA	Hostel Operations Use	\$ 3,968.34	3,589.43
6	NT	Hostel Operations Use	\$ 3,891.32	10,357.29
7	NT	Hostel Operations Use	\$ 7,923.07	6,737.71
8	NT	Hostel Operations Use	\$ 7,923.07	10,749.14
9	NT	Hostel Operations Use	\$ 3,821.60	5,411.71
10	QLD	Hostel Operations Use	\$ 3,010.41	1,413.61

11	QLD	Hostel Operations Use	\$ 3,547.14	1,287.25
12	QLD	Hostel Operations Use	\$ 11,008.07	1,024.79
13	QLD	Hostel Operations Use	\$ 3,668.82	618.88
14	QLD	Hostel Operations Use	\$ 2,876.34	1,961.54
15	NSW	Hostel Operations Use	\$ 5,311.06	1,486.10
16	NSW	Hostel Operations Use	\$ 5,755.28	4,542.79
17	NSW	Hostel Operations Use	\$ 3,427.46	3,651.87
18	NSW	Hostel Operations Use	\$ 4,579.55	5,191.24
19	NSW	Hostel Operations Use	\$ 13,663.85	4,570.35
20	NSW	Hostel Operations Use	\$ 4,170.09	872.55
21	NSW	Hostel Operations Use	\$ 3,944.05	1,366.35
22	SA	Hostel Operations Use	\$ 2,412.37	3,417.14
23	SA	Hostel Operations Use	\$ 2,374.35	3,062.43
24	SA	Hostel Operations Use	\$ 2,613.84	10,548.57
25	NT	Hostel Operations Use	\$ 2,820.17	1,242.43
26	NT	Hostel Operations Use	\$ 4,046.25	10,242.14
27	NT	Hostel Operations Use	\$ 12,383.32	6,000.43
28	NT	Hostel Operations Use	\$ 5,012.09	6,207.16
29	NT	Hostel Operations Use	\$ 4,889.42	2,858.14
30	WA	Hostel Operations Use	\$ 3,299.53	4,285.70
31	WA	Hostel Operations Use	\$ 3,734.23	2,717.00
32	NT	Hostel Operations Use	\$ 5,221.97	4,147.00
33	WA	Hostel Operations Use	\$ 4,125.65	2,152.80
34	WA	Hostel Operations Use	\$ 3,247.73	13,409.80
35	WA	Hostel Operations Use	\$ 3,326.64	1,637.00
36	NT	Hostel Operations Use	\$ 3,794.59	590.30
37	NT	Hostel Operations Use	\$ 3,801.46	433.70
38	NT	Hostel Operations Use	\$ 5,221.97	3,443.90
39	NT	Hostel Operations Use	\$ 3,656.81	2,888.90
40	QLD	Hostel Operations Use	\$ 3,648.85	603.80
41	QLD	Hostel Operations Use	\$ 3,385.35	528.70
42	QLD	Hostel Operations Use	\$ 3,121.02	771.10
43	QLD	Hostel Operations Use	\$ 3,632.25	926.90
44	NSW	Hostel Operations Use	\$ 5,457.69	233.70
45	NSW	Hostel Operations Use	\$ 11,360.15	1,661.00
46	NSW	Hostel Operations Use	\$ 4,249.60	3,719.40
47	NSW	Hostel Operations Use	\$ 2,665.07	695.30
48	NSW	Hostel Operations Use	\$ 2,756.26	1,616.40
49	NSW	Hostel Operations Use	\$ 5,277.14	2,491.20
50	VIC	Hostel Operations Use	\$ 2,813.81	1,244.50
51	SA	Hostel Operations Use	\$ 3,442.07	887.30
52	NT	Hostel Operations Use	\$ 3,045.16	289.80
53	NT	Hostel Operations Use	\$ 3,500.11	7,202.70
54	NT	Hostel Operations Use	\$ 3,625.44	2,335.90
55	NT	Hostel Operations Use	\$ 3,354.42	4,702.80

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Government payments of accounts

Senator: Senator Ludwig

Question reference number: PM145

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. AHL pays all its vendors within their payment terms, generally this has been in 7 to 30 days' time(majority of them are 30 day)
2. AHL has settled all payments within 'less than 30 day period' with the exception of invoices received late. AHL's Financial Information system is unable to identify invoices that have been paid late or overdue.
3. Refer to Answer 2
4. Refer to Answer 2
5. Refer to Answer 2
6. AHL has not paid any interest on past due payment.
7. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Hire cars

Senator: Senator Ludwig

Question reference number: PM146

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. AHL did not spend any monies on car hire since 14 September 2015.
2. AHL primarily uses lease vehicles and taxis for business travel.
3. Not applicable.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Credit cards

Senator: Senator Ludwig

Question reference number: PM147

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. There have been no changes to employment classifications which may be granted access to a corporate credit card.
2. No.
3. No.
4. No.
5. Not applicable.
6. No.
7. Not applicable.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited
Topic: Functions

Senator: Senator Ludwig

Question reference number: PM148

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

Answer:

1. Nil
2. Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Red tape reduction

Senator: Senator Ludwig

Question reference number: PM149

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

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

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Land costs

Senator: Senator Ludwig

Question reference number: PM150

Type of question: Written

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

Number of pages: 3

Question:

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

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

Answer:

Please see attached spreadsheet

	Property	ADDRESS	SUBURB	TOWN	STATE	Land Valuation as of 30 Jun 2015	Land Size (m ²)	Building Valuation as of 30 Jun 2015	Building Size (m ²)	Occupancy (%) by AHL
1	Allawah Grove Hostel	133 Great Eastern Highway	South Guildford	Perth	WA 6055	\$ 1,100,000.00	4,133	\$ 2,800,000.00	1,157	100%
2	Derbal Bidjar Hostel	6-8 Harrow Street	Maylands	Perth	WA 6051	\$ 1,400,000.00	2,110	\$ 1,600,000.00	867	100%
3	Kabayji Booroo Hostel	44-54 Villiers Street		Derby	WA 6728	\$ 1,050,000.00	6,860	\$ 4,000,000.00	1,219	100%
4	South Hedland Hostel	3 Hamilton Road		South Hedland	WA 6722	\$ 1,500,000.00	5,000	\$ 9,050,000.00	1,425	100%
5	Trilby Cooper Hostel	12-14 Hannan Street		Kalgoorlie	WA 6430	\$ 700,000.00	2,341	\$ 4,080,000.00	1,219	100%
6	Corroboree Hostel	11 Kirkpatrick Street		Katherine	NT 0850	\$ 550,000.00	8,280	\$ 2,840,000.00	2,112	100%
7	Daisy Yarmirr Hostel	37 Glencoe Crescent	Tiwi	Darwin	NT 0810	\$ 1,200,000.00	3,550	\$ 2,300,000.00	1,891	100%
8	Fordimail Student Hostel	Lot 2041 Zimin Drive	Cossak	Katherine	NT 0850	\$ 450,000.00	47,600	\$ 2,000,000.00	1,257	100%
9	Galawu Hostel	10 Finniss Street		Darwin	NT 0800	\$ 2,200,000.00	1,280	\$ 1,000,000.00	1,280	100%
10	Kununurra Hostel	Lot 302 on dp 44064 Victorian Hwy		Kununurra	WA 6743	\$ 400,000.00	40,000	\$ 8,815,000.00	396	100%
11	Nagandji Nagandji-Ba	14 Verbena Street	Nightcliff	Darwin	NT 0810	\$ 500,000.00	1,670	\$ 750,000.00	396	100%
12	Nhulunbuy Hostel	Bottlebrush Avenue		Nhulunbuy	NT 0880	\$ 200,000.00	2,830	\$ 1,920,000.00	1,096	100%
13	Silas Roberts Hostel	21 Packard Street	Larrakeyah	Darwin	NT 0820	\$ 3,000,000.00	2,360	\$ 600,000.00	1,049	100%
14	Canon Boggo Pilot Hostel	145-147 Douglas Street		Thursday Island	QLD 4875	\$ 650,000.00	2,023	\$ 3,085,000.00	995	100%
15	Elley Bennett Hostel	501 Brunswick Street	New Farm	Brisbane	QLD 4005	\$ 2,100,000.00	921	\$ 650,000.00	826	100%
16	Iris Clay Hostel	261-269 Sturt Street		Townsville	QLD 4810	\$ 700,000.00	1,012	\$ 3,500,000.00	1,729	100%
17	Jumula Dubbins Hostel	60 Victoria Parade		Thursday Island	QLD 4875	\$ 650,000.00	2,001	\$ 1,350,000.00	724	100%
18	Kabalulumana Hostel	37-41 Pamela Street		Mount Isa	QLD 4825	\$ 400,000.00	3,035	\$ 4,570,000.00	1,176	100%

19	Kuiyam Hostel	162 Grafton Street		Cairns	QLD 4870	\$ 1,700,000.00	3,054	\$ 600,000.00	1,400	100%
20	Mackay Hostel	49-53 Boddington Street		Mackay	QLD 4740	\$ 600,000.00	2,612	\$ 2,300,000.00	850	100%
21	Musgrave Park Hostel	196 Boundary Road	West End	Brisbane	QLD 4101	\$ 1,100,000.00	913	\$ 650,000.00	450	100%
22	Neville Bonner Hostel	5 Bridge Street	Berserler	Rockhampton	QLD 4701	\$ 450,000.00	9,663	\$ 3,600,000.00	2,280	100%
23	Tonky Logan Hostel	20 Bernarra St	Rasmussen	Townsville	QLD 4815	\$ 800,000.00	4,421	\$ 3,900,000.00	1,190	100%
24	Yumba Hostel	55 Gray Road	West End	Brisbane	QLD 4101	\$ 3,000,000.00	2,630	\$ 1,350,000.00	1,365	100%
25	Ee-Kee-Na Hostel	52 Rockvale Road		Armidale	NSW 2350	\$ 150,000.00	5,312	\$ 400,000.00	460	100%
27	Grey Street Hostel	2 Grey Street		Dubbo	NSW 2830	\$ 105,000.00	830	\$ 290,000.00	327	100%
29	Tamworth Hostel	179 Johnston Street	Tamworth	Tamworth	NSW 2340	\$ 500,000.00	4,048	\$ 950,000.00	830	100%
30	Tony Mundine Hostel	203 Catherine Street	Leichhardt	Sydney	NSW 2040	\$ 1,750,000.00	781	\$ 400,000.00	132	100%
31	William T Onus Hostel	Cnr Evans and Westgarth St	Northcote	Melbourne	VIC 3070	\$ 2,000,000.00	1,256	\$ 515,000.00	711	100%
32	Ayiparinya Hostel	Lot 8139 Larapinta Drive		Alice Springs	NT 0870	\$ 1,600,000.00	9,100	\$ 3,420,000.00	1,734	100%
34	Luprina Hostel	2 Clement Street	Dudley Park	Adelaide	SA 5008	\$ 800,000.00	3,629	\$ 300,000.00	800	100%
35	Mulgunya Hostel	55 Dew Street	Thebarton	Adelaide	SA 5031	\$ 765,000.00	1,251	\$ 185,000.00	432	100%
36	Nindee Hostel	2 Oban Sreet	Beulah Park	Adelaide	SA 5067	\$ 1,300,000.00	1,880	\$ 300,000.00	664	100%
37	Sid Ross Hostel	15 Gap Road		Alice Springs	NT 0870	\$ 700,000.00	2,090	\$ 3,000,000.00	580	100%
38	Topsy Smith Hostel	14-18 Renner Street		Alice Springs	NT 0870	\$ 1,000,000.00	3,370	\$ 4,100,000.00	1,284	100%
39	Wangkana Kari Hostel	Lot 782 Patterson Street		Tennant Creek	NT 0860	\$ 350,000.00	9,870	\$ 2,345,000.00	1,176	100%

42	Karinga Hostel	430 Payneham Road		Glynde	SA 5070	\$ 700,000.00	1,519	\$ 50,000.00	417	Property leased to a community organisation
43	Chewing Street Property	21 Chewing St		East Alice Springs	NT 0870	\$ 450,000.00	1,010	\$ 400,000.00	265	Vacant
	Leased									
1	Kirinari Newcastle Hostel	15 Myall Road		Newcastle	NSW 2300					100%
2	Durungaling Hostel	19 Spruce Street		Lambton	NSW 2299					100%
3	Biala Hostel	38 Lyly Road		Allambie Heights	NSW 2100					100%
4	Kirinari Sylvania Hostel	Box Road		Sylvania Heights	NSW 2224					100%
5	Broome Hostel	52 Forrest Street		Broome	WA 6725					100%
6	IMAF Darwin	105 Rocklands Dr		TIWI	NT 0810					100%
7	Kardu DarriKardu Numida Hostel	18 Nilinh Drive		Wadeye	NT 0822					100%
8	Alice Springs Visitors Centre	Kittle Drive		Alice Springs	NT 0870					100%
9	Mt Gillen House (Akangkentye Hostel Valuation)	28-34 South Terrace		Alice Springs	NT 0870					100%
10	Alyerre Hostel	16 Bath Street		Alice Springs	NT 0870					100%

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Contracts for Temporary Staff

Senator: Senator Ludwig

Question reference number: PM151

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. \$7,066,606.87
2. 131
3. 318
4. \$34,289.71
5. No

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

Department/Agency: Aboriginal Hostels Limited
Topic: Printing

Senator: Senator Ludwig

Question reference number: PM152

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

Answer:

1. 255 copies of the Annual report were printed for distribution.
 - a. The Annual Report is available online.

2. Yes
 - a. Voodoo Creative
 - b. Quotation was requested from 3 different suppliers for the Annual Report Design, Print & Distribution.
 - c. \$8,790.00

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

Topic: Communications staff

Senator: Senator Ludwig

Question reference number: PM153

Type of question: Written

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

Number of pages: 1

Question:

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

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

If yes, please detail.

Answer:

- 1a. 1 x EL1 located in Canberra. Manage & lead the Communications & Public Relations team. Manage internal & external stakeholders. Responsible for communication policy & procedure development.
- 1b. 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.
- 1c. Nil
- 1d. Nil
- 1e. Nil
- 1f. Two

2. No.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited
Topic: Reviews

Senator: Senator Ludwig

Question reference number: PM154

Type of question: Written

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

Number of pages: 2

Question:

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

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

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

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

Answer:

1. Review of Aboriginal Hostels Limited.

This Review commenced December 2015, and is managed by Department of Prime Minister and Cabinet (DPMC).

Please refer to DPMC agency response for further information.

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

Topic: Commissioned Reports

Senator: Senator Ludwig

Question reference number: PM155

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

- 1-3. No reports commissioned by AHL during the period.

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

Topic: Appointments

Senator: Senator Ludwig

Question reference number: PM156

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Appointment instruments received on 10 March 2016 for:
Denise Bowden (2/3/16 for 3 years)
Michael Allen PSM (2/3/16 for 3 years)
Maryann Bin-Sallick (2/3/16 for 3 years)
Rachelle Towart (2/3/16 for 3 years)
2. As at 10 March 2016: 6 females and 2 males
3. N/A – no gender ratio targets
4. N/A

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

Department/Agency: Aboriginal Hostels Limited

Topic: Stationary Requirements

Senator: Senator Ludwig

Question reference number: PM157

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil
2. AHL has spent \$53,280.62
3. Nil

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

Topic: Electronic Equipment

Senator: Senator Ludwig

Question reference number: PM158

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. None provided

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

Topic: Media subscriptions

Senator: Senator Ludwig

Question reference number: PM159

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

- a) Foxtel News Channels– to enable access to Indigenous Political and Parliamentary current affairs.
 - b) \$401.00
 - c) Nil
 - d) Nil
2. What newspaper subscriptions does your department/agency have?
- a) NIL – Koori mail subscription is being paid annually and being paid last February 2015
 - b) NIL
 - c) NIL
 - d) NIL
3. What magazine subscriptions does your department/agency have?
- a) NIL
 - b) NIL
 - c) NIL
 - d) NIL
4. What publications does your department/agency purchase?
- a) NIL
 - b) NIL
 - c) NIL
 - d) NIL

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Media training

Senator: Senator Ludwig

Question reference number: PM161

Type of question: Written

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

Number of pages: 2

Question:

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

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

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

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

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

Answer:

Nil. No media training services purchased.

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
Topic: Consultancies

Senator: Senator Ludwig

Question reference number: PM162

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1.

Consultant Name	Description	Duration	Contract value	Procurement method
Nous Group Pty Ltd	Development of Education Strategy	2 months	\$16,665	Limited tender (direct source)

2. Planned consultancies for the year : Nil
3. Nil

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

Topic: Provision of equipment - Departmental

Senator: Senator Ludwig

Question reference number: PM164

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. Yes
 - a. 52 Apple iPhones
16 Apple iPads
70 Microsoft mobile phones
13 wireless modems
55 vasco tokens
32 laptops
 - b. - e. refer table

item	Qty	purchase price (each)	ongoing costs (i.e. monthly plan cost)	Staff classification
Apple iPhones	52	\$ 799.00	\$ 28.92	APS 6, EL 1, EL 2
Apple iPads	16	\$ 657.00	\$ 34.99	EL 2, SES and Board of Directors
Microsoft mobile phones	70	\$ 235.00	\$ 38.95	APS 5, APS 6
wireless modems	13	\$ 264.00	\$ 28.92	for hostel use (fail over)
vasco tokens	55	\$ 185.00	\$ 2.92	APS 6, EL 1, EL 2
laptops	32	\$ 1,300.00	nil	EL1, EL 2

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
Topic: Computers

Senator: Senator Ludwig

Question reference number: PM165

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

- 1) Not applicable.
- 2) The below is the list of computers, cost and their location:

Equipment	Cost	Location
156 thin client computers and their monitors	\$165,047	National Office, 5 Regional Offices and 47 Hostels
150 Desktop PCs	\$132,504	12 Secondary & Tertiary Education Hostels, 5 Regional Offices & National Office
30 Laptops	\$25,140	National Office and 5 Regional Offices

- 3) Microsoft Windows – Biannual subscription for maintenance, support and upgrade - \$36,290 for 2 years.

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

Topic: Travel Costs - Departmental

Senator: Senator Ludwig

Question reference number: PM166

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. No
2. Not Applicable

3. Not Applicable
4. Not Applicable
5. Not Applicable
6. Not Applicable
7. Not Applicable
8. Not Applicable
9. Not Applicable
10. Not Applicable

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

Department/Agency: Aboriginal Hostels Limited
Topic: Grants

Senator: Senator Ludwig
Question reference number: PM167
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 2

Question:

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

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

Answer:

1. No grants were administered by AHL.
2. No grants were administered by AHL.

3. No grants were administered by AHL.
4. No grants were administered by AHL.
5. No grants were administered by AHL.
6. No grants were administered by AHL.
7. No grants were administered by AHL.
8. No grants were administered by AHL.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Senator Ludwig

Question reference number: PM171

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. *Aboriginal Hostels Limited Enterprise Agreement 2011-2014.*
2. Agreement commenced operating from January 2012 with a nominal expiry date of 30 June 2014.
3. Twelve (12) bargaining meetings between October 2015 and February 2016 were held between representatives from AHL, AHL workplace delegates and delegates from the United Voice, and Community and Public Sector Unions. AHL anticipates going to a vote in April 2016.

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ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Existing Resources Program

Senator: Senator Ludwig

Question reference number: PM172

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No projects commenced.
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Conditions of Government Contracts and Agreements

Senator: Senator Ludwig

Question reference number: PM173

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. No contracts which are managed by AHL 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. AHL is unaware of any meetings.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Statutory Review Provisions

Senator: Senator Ludwig

Question reference number: PM174

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. No statutory review under legislation for AHL.
2. No statutory review under legislation for AHL.
3. No statutory review under legislation for AHL.
4. No statutory review under legislation for AHL.
5. No statutory review under legislation for AHL.
6. No statutory review under legislation for AHL.
7. No statutory review under legislation for AHL.
8. No statutory review under legislation for AHL.
9. No statutory review under legislation for AHL.
10. No statutory review under legislation for AHL.
11. No statutory review under legislation for AHL.
12. No statutory review under legislation for AHL.
13. No statutory review under legislation for AHL.
14. No statutory review under legislation for AHL.
15. No statutory review under legislation for AHL.
16. No statutory review under legislation for AHL.

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

Topic: Sunset Provisions

Senator: Senator Ludwig

Question reference number: PM175

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

Answer:

1. Not applicable
2. Not applicable
3. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited
Topic: Legal Costs

Senator: Senator Ludwig

Question reference number: PM176

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

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

Australian Government Solicitor 34,676.87

IVI Meyer Vandenberg 1,054.81

Sparke Helmore Lawyers 3,613.50

Total Legal cost 39,345.18

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

Topic: Procedure Manuals (Departmental)

Senator: Senator Ludwig

Question reference number: PM177

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. No
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable

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

Department/Agency: Aboriginal Hostels Limited

Topic: Vending machines

Senator: Senator Ludwig

Question reference number: PM178

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No.

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

Department/Agency: Aboriginal Hostels Limited

Topic: Self-initiated work

Senator: Senator Ludwig

Question reference number: PM179

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. No.
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited
Topic: Staff Awards

Senator: Senator Ludwig

Question reference number: PM180

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. Yes
 - a. 10 x 2015 Australia Day Achievement Awards.
 - b. (i) Achievement or major contribution to the highest standard.
(ii) The achievement of more efficient processes or better service delivery that goes above and beyond the expectations for an individual role within Aboriginal Hostels Limited.
(iii) Noteworthy innovation in a program, project or policy development situation that improves our organisational effectiveness.

- (iv) Meeting significant changing requirements in a demanding and challenging job/environment.
 - (v) Providing consistently high service excellence to the public, or Aboriginal Hostels Limited's external and/or internal clients.
 - (vi) Being a supportive and motivational team member who always engages in working towards a common goal for Aboriginal Hostels Limited.
 - c. An Australia Day Certificate of Achievement and Australia Day Achievement Medallion for each recipient.
 - d. \$430 in total.
- 2. Staff meetings in National Office and three Aboriginal Hostels Limited accommodation facilities (Brisbane, Sydney and Alice Springs).
- 3.
 - (i) Chief Executive Officer, National Office (Canberra).
 - (ii) Regional Managers at three accommodation facilities (Brisbane, Sydney and Alice Springs).
- 4. Yes (ceremony)
 - a. National Office (Canberra) and three accommodation facilities (Brisbane, Sydney and Alice Springs).
 - b. No.
 - c. \$220 in total across National Office and three accommodation facilities.
 - d. 66 in total across National Office and three accommodation facilities.
 - e. No.
 - f. No.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited
Topic: Change Management

Senator: Senator Ludwig
Question reference number: PM181
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

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

Answer:

1. No



Conduct Policy

Authorising Officer:

Name: Katrina Fanning
Position: General Manager, Strategy, Innovation and People
Approval Date: 21 January 2016
Review Date: 21 January 2017

Signature:

1. Purpose

The purpose of this policy is to provide Aboriginal Hostels Limited (AHL) employees with details on the expected standards of conduct to be followed whilst employed by AHL.

2. Policy Owner

The People and Culture branch is the owner of this policy.

3. Policy Scope

This policy applies to all current AHL ongoing and non-ongoing employees. This includes all part time, casual, irregular and intermittent employees who are employed with AHL under section 22 of the Public Service Act 1999.

4. Related Conduct Legislation

Employees must comply with all applicable Australian laws, including:

- *Public Service Act 1999*
- *Public Service Regulations 1999;*
- *Australian Public Service Commissioner's Directions 2013*
- *Criminal Code Act 1995*
- *Crimes Act 1914*
- *Fair Work Act 2009*
- *Privacy Act 1988*
- *Public Interest Disclosure Act 2013*
- *Work Health and Safety Act 2011*
- *Public Governance, Performance and Accountability Act 2013;* and
- Other employment and administrative legislation.

All employees have the normal rights of employees under common law, such as antidiscrimination, equal employment opportunity and workplace health and safety legislation. The conduct of employees is also subject to the requirements and sanctions specified in relevant legislation.

5. The APS Values (The Values)

The Values are as follows:

- **Impartial:** The APS is apolitical and provides the Government with advice that is frank, honest, timely and based on the best available evidence.
- **Committed to service:** The APS is professional, objective, innovative and efficient, and works collaboratively to achieve the best results for the Australian community and the Government.
- **Accountable:** The APS is open and accountable to the Australian community under the law and within the framework of Ministerial responsibility.
- **Respectful:** The APS respects all people, including their rights and their heritage.
- **Ethical:** The APS demonstrates leadership, is trustworthy, and acts with integrity, in all that it does.

See [Attachment A](#) for further information on how these Values apply to you in your s role in AHL.

6. The APS Employment Principles

The Values are complemented by a set of Employment Principles that deal with employment and workplace relationships. See [Attachment B](#).

7. The Code of Conduct (The Code)

The Code describes how APS employees should behave in the workplace. In summary, the Code requires that staff model professional behaviour and standards of conduct at all times.

See [Attachment C](#) for further information on AHL's expected standards of conduct.

7.1 Application of the Code of Conduct

An investigation of a possible breach in the Code of Conduct can be taken in relation to current APS employees. An investigation of a possible breach in the Code of Conduct can also be taken in relation to APS employees who may have, before engagement, provided false or misleading information, failed to provide relevant information or otherwise failed to act with honesty or integrity in connection with their engagement. A determination of a breach of a Code of Conduct may be made after an employee separates from the APS however sanctions may not be imposed on former employees.

7.2 Personal/Professional Conduct

Employees must perform all duties associated with their positions diligently, impartially, conscientiously, in a respectful and courteous manner towards others and to the best of their ability. In the performance of their duties employees should, at all times:

- Act in such a way, at work, outside work hours, and at official functions in a way that will be held in high regard by the community and by industry.
- Treat members of the public and other employees with courtesy and with acknowledgement of their rights.
- Keep up to date with advances and changes in their area of expertise.
- Comply with relevant legislative, industrial and administrative requirements.
- Maintain adequate documentation to support decisions.
- Strive to obtain value for money spend and avoid waste and extravagance in the use of the AHL resources.
- Not take, or seek to take, improper advantage of official information gained in the course of employment.

Employees representing AHL are expected to act in a professional and ethical manner that does not bring AHL into disrepute. Employees socialising at official and semi-official functions, including after-hours events, with stakeholders are still representing AHL and are required to act in a professional manner. This also applies to behaviour outside work hours and away from the conventional workplace including work-related travel or training. Employees also need to ensure they remember the Code of Conduct when posting comments about their workplace (AHL), the APS or colleagues on social media forums.

While wearing official AHL branded clothing, employees are considered to be representing AHL and are required to act responsibly and in a professional manner at all times.

Employees must exercise all reasonable care, skill and diligence in giving information or advice. Any information or advice must be as accurate and complete as possible, to the best of the employee's ability. Where they cannot provide the required service personally, they will seek out the necessary expertise and advise accordingly.

8. Zero Tolerance

Employees must treat members of the public and their colleagues equitably. Employees should deal with all matters in accordance with approved procedures, promptly and without discrimination. There is an obligation to treat every issue reasonably and fairly and with a view to meeting the principles of procedural fairness and natural justice.

Employees are not permitted to discriminate against, harass or bully any colleague, resident or member of the public, particularly on the basis of race, religion, gender, political or union affiliation, sexual preference, political opinion, marital status, pregnancy, social origin, criminal record, age, physical, intellectual or mental disability or impairment. AHL will not tolerate behaviour which is shown to be discriminatory, or which constitutes harassment or bullying.

9. Workplace Health and Safety

Employees should be aware of the implications and responsibilities placed on them by Commonwealth Workplace Health and Safety (WHS) legislation and AHL policies. These are explained in greater detail in AHL's Work Health and Safety Management Arrangements and supporting policies and procedures. All employees whether supervisors, managers or individual employees, must take all reasonable practical steps to provide and maintain a safe and healthy work environment, particularly with:

- Provision of information, instruction and training in safe work procedures;
- Reporting all dangerous incidents, hazards or near incidents to the WHS team; and
- Adherence to WHS Policies and Procedures.

In addition, AHL is responsible for:

- Monitoring of employees' workplace conditions;
- Taking prompt action to address unsafe working conditions;
- Keeping appropriate records; and
- Providing access to adequate case management and rehabilitation support to injured workers.

10. Declaring a Conflict of Interest

A conflict of interest occurs when an employee's personal circumstances may be in conflict, or be perceived to be in conflict, with their responsibilities as an employee of the APS. Employees **must**:

- Take reasonable steps to avoid any real or apparent conflict of interest
- Disclose any real or apparent (perceived) conflict of interest.

Conflicts of interest can arise in a wide variety of circumstances and are not limited to situations such as where employees accept goods and services from companies who have a contractual relationship with AHL. An 'apparent' conflict of interest is the perception that an AHL employee is not acting fairly, appropriately or is acting with bias. Such a perception can be destructive to AHL operations, the reputation of the Commonwealth, the APS, and the employee - even if no actual wrongdoing has occurred. It is important that employees avoid the perception of conflicts of interest so that an event or relationship is not misinterpreted. Even if you are confident of the integrity of your actions, you must always consider how your relationships and actions may appear to others.

11. Acceptance of Gifts or Benefits

Employees must not accept a gift or benefit if it could be perceived by the public, knowing the full facts, as intended or likely to cause individuals to undertake or influence their work in a particular way, or deviate from the proper course of duty. Any gifts or benefits which have a value less than \$50 must be declared to the Director, People and Culture who will make a decision on their acceptance or disposal. Any gifts or benefits which have a value greater than \$50 or where there is an identified issue must be declared to the Chief Executive Officer who will make a decision on their acceptance or disposal.

12. Public Comment

Public comment includes public speaking engagements, comments on radio and television and expressing views in letters to newspapers or in books, journals or notices or where it might be expected that the publication or circulation of the comment would spread to the community at large. Whilst employees, as members of the community, have the right to make public comment and to enter into public debate on political and social issues, there are some circumstances in which public comment is inappropriate. These circumstances would be where there is an implication that the public comment, although made in a private capacity, is in some way an official comment of AHL or the wider APS.

13. Use of Official Information

Employees can disclose official information, which is normally given to members of the public. Employees should only disclose other official information or documents acquired in the connection with employment when required to do so by law in the course of duty, when called to give evidence in court, or when prior approval has been given by the Chief Executive Officer. Unauthorised disclosure of official information is an offence under Section 70 of the *Crimes Act 1914* (which applies to both current and former employees) and contravenes Public Service Regulation 2.1 (which has application while an APS employee). For further information regarding the use of official information please refer to AHL policies.

14. External Employment to AHL

The prior approval of the Chief Executive Officer is required before an employee of the Authority may engage in any form of paid employment outside their official duties. The request to undertake paid work outside of official duties must be provided to the Director, People and Culture for consideration prior to being sent to the CEO for approval. In all cases when outside employment is considered, employees should give their AHL employment first consideration. No work for financial gain should be undertaken if it conflicts with the purposes of AHL, could raise doubts over an employee's professional integrity, could give rise to a situation of conflict of interest or impinges on the ability of an employee to carry out their AHL work.

15. Use of AHL Facilities and Equipment

AHL provides computer facilities to employees to assist in the performance of their duties and employees should follow all directions issued by the Corporate Services Branch regarding the usage of these facilities. These facilities are provided for official use and while it is accepted that there will be some personal use of the facilities by AHL personnel, this should in no way take a form which is contrary to any provision of this Code of Conduct. In particular employees should ensure that they:

- Never disclose their user id or password or provide access to any party within or external of AHL;
- Never disclose classified or sensitive data to any unauthorised personnel;
- Never install any computer software on any AHL computer without the approval of the Corporate Services Branch;
- Never use AHL computing facilities for criminal or illegal purposes; and
- Never use AHL computer facilities for carrying out tasks related to employment outside AHL.

Employees should be particularly careful regarding their use of electronic mail and internet access. Consideration should be given to the appropriateness of material accessed or transmitted using these mediums particularly its ability to offend others and its possible illegality.

AHL reserves the right to monitor all web browsing activity, deny access to particular sites and modify data retrieved from web sites. All email and other forms of electronic communication are deemed to be officially the property of AHL and it is not considered private usage by an employee.

The use of electronic social network facilities (Facebook, YouTube, Instagram, Twitter, internet chat rooms etc.) cannot be accessed on AHL electronic equipment including an employee's personal computer. These sites can be accessed from the stand alone computers provided at AHL, which are not connected to the network. Unless specifically authorised, any public comment made by an AHL employee is unofficial – that is, it is a personal comment representing the views of the individual only. Please refer to AHL's *Guidance for personal use of social media* for further direction on your responsibilities when using social media as a public service employee. It is also inappropriate to represent AHL on such sites and AHL's logo must not be used on such sites unless authorised.

15.1 Devices

Any equipment provided by AHL (e.g. mobile telephones, iPads etc.) and made available to an employee should be treated securely and with all due care. Loss, theft, suspected misuse or damage of such equipment should be reported to the relevant authorities and to the Corporate Services Branch as soon as possible. Computer activity may be monitored by employees of the Corporate Services Branch for purposes of maintaining system performance and security. In instances when individuals are suspected of abuse of computer usage, the contents of user files may also be inspected upon the approval of the Chief Executive Officer, or their delegate. Any infringements of the above guidelines by a member of employees may result in disciplinary action which could include loss of access to computer facilities, particularly internet or electronic mail. Serious breaches may result in suspension or dismissal. Criminal activity will be referred to the police.

15.2 Company Vehicles

The use of Company vehicles for personal use is prohibited unless prior written agreement has been given by an approved AHL delegate. Failure to comply with this policy directive will result in disciplinary action.

16. Detection of Fraud

Fraud means any activity by which a person dishonestly obtains a benefit by deception or other means. In relation to AHL, 'fraud' includes dishonestly obtaining a benefit from AHL or the Commonwealth, by an act or misrepresentation, where the person who receives the benefit was not entitled to it. An example of fraud may be taking tariff from a resident for personal use, or not completing a timesheet accurately. AHL has a Fraud Control Plan, which is updated every two years. It is the responsibility of all AHL managers and employees to adopt working practices that minimise the risk of fraud and enhance the likelihood of detecting any fraud that does occur. If an employee becomes aware of working practices that leave the agency open to fraudulent activity, he/she has a responsibility to bring those instances to the attention of management in a formal way. Any employee who has a reasonable suspicion that fraud is occurring within AHL has an obligation to report the

matter as provided for within the AHL document titled *Making a Public Interest Disclosure (available on the Intranet)*.

17. Further Information

Email - valuesandconduct@ahl.gov.au

18. Definitions

The following terms are referred to in this Policy:

Term	Definition
AHL	Aboriginal Hostels Limited
APS	Australian Public Service
The Code	The Code of Conduct



APS VALUES

There are five APS Values (ICARE) we must uphold when undertaking our duties:

1. Impartial

Having regard to an individual's duties and responsibilities, upholding the APS Value "Impartial" means:

- a. Serving the Government of the day, providing the same standard of high quality advice and professional support, irrespective of which political party is in power and of your personal political beliefs;
- b. Ensuring that the individual's actions do not provide grounds for a reasonable person to question the ability of the individual to serve the Government of the day;
- c. Ensuring that management and employee decisions are made on a basis that is independent, free from political bias and not influenced by the individual's political beliefs;
- d. Understanding the needs of the Government and providing it with the best objective and on the best evidence available;
- e. Providing advice that is relevant and comprehensive, is not affected by fear of consequences, and does not withhold important facts or bad news; and
- f. Implementing Government policies in a way that is free from bias, and in accordance with the law.

2. Committed to Service

Having regard to an individual's duties and responsibilities, upholding the APS Value "Committed to service" means:

- a. Engaging effectively with the community and working actively to provide responsive, client-focused service delivery to AHL residents;
- b. Ensuring that decisions and interactions with residents and other AHL stakeholders are objective and impartial, and in accordance with Government policy;
- c. Encouraging innovative thought and supporting innovative solutions in the workplace;
- d. Supporting collaboration and teamwork, both internally (within AHL), and externally (with other APS agencies and the wider community);
- e. Promoting continuous improvement and managing change in the workplace effectively;
- f. Contributing to a culture of achievement;
- g. Identifying and managing areas of potential risk;
- h. Pursuing and supporting training and development to improve capability;
- i. Planning time and priorities to deliver intended results;

3. Accountable

Having regard to an individual's duties and responsibilities, upholding the APS Value "Accountable" means:

- a. Being transparent in all decision making processes;
- b. Being able to demonstrate that actions and decisions have been made with appropriate consideration;
- c. Being able to explain actions and decisions to the people affected by them;

- d. Being able to demonstrate clearly that resources have been used efficiently, effectively, economically and ethically;
- e. Being answerable for individual performance through performance management systems.

4. Respectful

Having regard to an individual's duties and responsibilities, upholding the APS Value "Respectful" means:

- a. Treating all people with dignity and recognising that all people have value;
- b. Dealing with all people honestly and with integrity;
- c. Recognising the importance of human rights and understanding Australia's human rights obligations;
- d. Recognising and fostering diversity;
- e. Collaborating and being open to ideas in policy development, implementation, program management and regulation;
- f. Complying with all relevant anti-discrimination laws.

5. Ethical

Having regard to an individual's duties and responsibilities, upholding the APS Value "Ethical" means:

- a. Acting in a way that models and promotes the highest standard of ethical behaviour;
- b. Following through on commitments made;
- c. Having the courage to address difficult issues;
- d. Complying with all relevant laws, appropriate professional standards and the APS Code of Conduct;
- e. Acting in a way that is right and proper;
- f. Reporting and addressing misconduct and other unacceptable behaviour by public servants in a fair, timely and effective way;
- g. Supporting the strategic objectives of AHL;
- h. Taking account of whole of government issues and concerns in developing and implementing policies and programs;
- i. Supporting systems that give appropriate opportunities for employees to develop and demonstrate leadership qualities.



THE APS EMPLOYMENT PRINCIPLES

Having regard to an individual's duties and responsibilities, upholding the APS Employment Principles involves:

- a. Making fair employment decisions - recognising that the usual basis for engagement is as an ongoing APS employee;
- b. Making decisions relating to engagement and promotion that are always based on merit;
- c. Effectively managing employee performance;
- d. Providing flexible, safe and rewarding workplaces where communication, consultation, cooperation and input from employees on matters that affect their workplaces are valued;
- e. Providing workplaces that are free from discrimination, patronage and favouritism; and
- f. Recognising the diversity of the Australian community and fostering diversity in the workplace.



The Code

The Code of Conduct requires that an APS employee must:

1. Behave honestly and with integrity in connection with APS employment;
2. Act with care and diligence in connection with APS employment;
3. When acting in connection with APS employment, treat everyone with respect and courtesy, and without harassment;
4. When acting in connection with APS employment, comply with all applicable Australian laws;
5. Comply with any lawful and reasonable direction given by someone in the employee's Agency who has authority to give the direction;
6. Maintain appropriate confidentiality about dealings that the employee has with any Minister or Minister's member of employees;
7. Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with APS employment;
8. Use Commonwealth resources in a proper manner;
9. Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's APS employment;
10. Not make improper use of:
 - Inside information, or
 - The employee's duties, status, power or authority; in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
11. At all times behave in a way that upholds:
 - The APS Values and APS Employment Principles; and
 - The integrity and good reputation of the employee's Agency and the APS.
12. On duty overseas must at all times behave in a way that upholds the good reputation of Australia.
13. Comply with any other conduct requirement that is prescribed by the regulations.

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

Topic: Departmental Staff Misconduct

Senator: Senator Ludwig

Question reference number: PM182

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. A copy of the Company Conduct Policy is attached.
2. No breaches have been identified.

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

Topic: Fee for services

Senator: Senator Ludwig

Question reference number: PM183

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No additional user-pay services or fees.
2. No additional user-pay services or fees.
3. No additional user-pay services or fees.
4. No additional user-pay services or fees.
5. No additional user-pay services or fees.
6. No additional user-pay services or fees.
7. No additional user-pay services or fees.
8. No additional user-pay services or fees.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Documents provided to minister

Senator: Senator Ludwig

Question reference number: PM184

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. No regular/scheduled documents provided.
2. No regular/scheduled documents provided.
3. No regular/scheduled documents provided.
4. No regular/scheduled documents provided.
5. No regular/scheduled documents provided.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Merchandise or promotional material

Senator: Senator Ludwig

Question reference number: PM185

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No promotional material purchased.
2. No promotional material purchased.
3. No promotional material purchased.
4. No promotional material purchased.
5. No promotional material purchased.
6. No promotional material purchased.
7. No promotional material purchased.
8. No promotional material purchased.
9. No promotional material purchased.
10. No promotional material purchased.
11. No promotional material purchased.

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

Topic: Report Printing

Senator: Senator Ludwig

Question reference number: PM188

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. None.
2. None.

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
Topic: FoI Requests

Senator: Senator Ludwig

Question reference number: PM189

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil requests since 14 September 2015
2. Nil requests since 14 September 2015
3. Nil requests since 14 September 2015

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Lobbyist Register Meetings

Senator: Senator Ludwig

Question reference number: PM192

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil
2. Nil
3. Nil

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

Topic: Workplace assessments

Senator: Senator Ludwig

Question reference number: PM193

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The total cost of assessments and associated recommended equipment purchases is \$3,965.65.
 - a. Workplace assessment + report - \$2,165.65
Recommended equipment - \$1,880.00
2. Yes.
3. Chairs - \$4,417.70
Mouse - \$390.00
Additional items such as footrests or document holders may be purchased from Staples if recommended from an assessment. These individual items cost less than \$200 each. The estimated value of these items in the period is \$1,200.00.

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

Topic: Freedom of Information - Stats

Senator: Senator Ludwig

Question reference number: PM194

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil requests since 14 September 2015
2. Nil requests since 14 September 2015
3. Nil requests since 14 September 2015
4. Nil requests since 14 September 2015
5. Nil requests since 14 September 2015

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Multiple tenders

Senator: Senator Ludwig

Question reference number: PM195

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil

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

Department/Agency: Aboriginal Hostels Limited
Topic: Market Research

Senator: Senator Ludwig

Question reference number: PM196

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. None undertaken

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Departmental Upgrades

Senator: Senator Ludwig

Question reference number: PM197

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Yes
 - a. Biala Hostel
 - b. \$40K
 - c. Biala \$40,140
 - d. Biala – SPACELift Design Consultants (works are out to select tender)
 - e. Biala – Request for Quote from panel members
 - f. Biala – May 2016

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Wine Coolers / Fridges

Senator: Senator Ludwig

Question reference number: PM198

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil purchased or leased.

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
Topic: Office Plants

Senator: Senator Ludwig

Question reference number: PM199

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

- 1, AHL does not purchase or lease any office plants.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Aboriginal Hostels Limited

Topic: Office recreation facilities

Senator: Senator Ludwig

Question reference number: PM200

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No

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

Department/Agency: Aboriginal Hostels Limited

Topic: Building Lease Costs

Senator: Senator Ludwig

Question reference number: PM201

Type of question: Written

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

Number of pages: 3

Question:

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

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

Answer:

1. Please refer to the attached table.
2. Please refer to the attached table.
3. Nil.
4. Nil.
5. Nil.

	Rent from September 15 to February 16	\$59,704.31	\$40,772.40	\$37,757.70	\$21,145.14	\$28,895.36	\$301,592.65
2		Sydney - Regional Office	Cairns - Regional Office	Darwin	Alice Springs	Perth	National Office
2 (a)	Commencement date	1 st December 2013	15 th November 2014	24 th November 2014	1 st December 2011	1 st January 2015	1 st April 2012
2 (b)	End date	30 th November 2016	14 th November 2017	23 rd November 2017	30 th November 2016	31 st December 2018	31 st March 2027
2 (c)	Renew Lease	No	Yes	Yes	No	Yes	Yes
2 (c)	Reason for not renewing	Relocate in 2016 as more expensive to fix current fit-out than the fit-out of a newly leased premises			Relocate in 2016 as there are security concerns with the current location		
2 (d)	Location	Sydney, NSW	Cairns, QLD	Darwin, NT	Alice Springs, NT	Perth, WA	Phillip, ACT
2 (e)	Cost of the lease	\$ 351,381.91	\$ 223,200.00	\$ 181,500.00	\$ 211,451.45	\$ 298,981.01	\$ 10,266,600.47
2 (f)	Reason for leasing	Administration office supporting hostels in the NSW and VIC region	Administration office supporting hostels in the QLD region	Administration office supporting hostels in the Top End region	Administration office supporting hostels in the Central Australia and SA region	Administration office supporting hostels in the WA region	Corporate administration of AHL

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

Department/Agency: Aboriginal Hostels Limited

Topic: Government advertising/marketing

Senator: Senator Ludwig

Question reference number: PM202

Type of question: Written

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

Number of pages: 3

Question:

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

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

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

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

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

Answers:

1.

a. \$22,644

b. Table below:

Item	Amount
Brochures, Posters and Flyers	\$9,910.00
Signage	\$1,784.00
Merchandise	\$10,950.00
TOTAL	\$22,644.00

c. Assistant Director, Strategy and Innovation Branch

d. Not applicable

e. Not applicable

2.

a. \$34,829.87

b. Table below:

Item	Amount
SBS Advertising	\$15,000.00
Newspaper Advertising (fortnightly Koori Mail)	\$4,000.00
Production of Television Commercial	\$1,135.00
Job Advertising	\$14,694.87
TOTAL	\$34,829.87

c. National Indigenous Television (NITV), Koori Mail Newspaper, Mix 106.3 and Special Children's Christmas Party, APS Gazette, Seek, Our Mob.

d.

Item	Approving Officer
SBS Advertising	General Manager, Strategy Innovation and People Division
Newspaper Advertising (fortnightly Koori Mail)	Assistant Director, Strategy and Innovation Branch
Production of Television Commercial	General Manager, Strategy Innovation and People Division
Job Advertising	Assistant Director, Recruitment and Workforce Safety

- e. Not applicable
- f. Not applicable

3. Koori Mail fortnightly advertising

a. \$18,281.80

b.

Item	Amount	Approving Officer
APS Gazette	\$1,822.92	Assistant Director, Recruitment and Workforce Safety
Newspaper Advertising (fortnightly Koori Mail)	\$3,600.00	Assistant Director, Strategy and Innovation Branch
Other Media (Seek, Our Mob)	\$12,858.88	Assistant Director, Recruitment and Workforce Safety

- c. Koori Mail Newspaper, APS Jobs, AHL Website
- d. Assistant Director, Strategy and Innovation Branch
- e. Not applicable
- f. Not applicable