

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: Indigenous Business Australia

Topic: Taxi costs

Senator: Senator Ludwig

Question reference number: PM136

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

Answer:

1. Indigenous Business Australia Taxi Fares 14/09/2015-29/02/2016
 - Business Development and Assistance \$20,343
 - Equities and Investments \$21,104
 - Home Ownership \$8,682
 - Support Services \$19,099
 - **Total \$69,228**
2. Taxis are used by staff in the provision of client service delivery, business development and supporting operations nationally.

No expenditure was incurred for the Minister or the Minister's Office.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

Topic: Hospitality and Entertainment

Senator: Senator Ludwig

Question reference number: PM137

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. \$10,711 (including GST)
2. N/A

3. The Response to question 1 covers both entertainment and hospitality. To provide the level of additional detail requested would involve an unreasonable diversion of limited agency resources.
4. N/A
5. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.
6. N/A
7. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.
8. N/A
9. IBA continues to seek opportunities to reduce the level of spending on these items.

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

Department/Agency: Indigenous Business Australia

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.

Answers:

1. \$53,124 (GST inclusive).
2. Nine Indigenous employees at the IBA classification 1 to 6 were offered leadership training services.
3. Nine employees were granted 7.5 days study leave.
- 4-6. Details of the leadership training services purchased by IBA from 14 September 2015 to 18 March 2016, and the locations offered (Q5-6) are in the following table:

Name and nature of service purchased	Service provider	Group based or 1 on 1	Number of employees who received the service	Employment Classification of those who received the service	Number of days/hrs involved	Total amount spent on service (GST inclusive)	Location where service provided
Leadership Training – Certificate II in Indigenous Leadership Purchased – delivery of course content face to face, workbooks and assessment of participant's competence for a qualification.	Australian Indigenous Leadership Centre	Group based delivery	9 IBA employees	IBA level 1-6	10 days face to face delivery	\$53,124	Canberra Novotel (Venue costs \$12,950)

6. Participation in the above mentioned leadership training services paid for by IBA had no implications for employees in regards to whether their employment continued or not after training had been completed.
7. No graduate or post graduate study was undertaken in the area of coaching and leadership training.

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ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

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. Minor change.
2. See table below:

Classification Level	Staff Number/s	Division	Home Base Location
SES 1 (Decrease of 1)	-1	Enterprises	Canberra, ACT
IBA6 (Increase of 1 overall)	+ 1	Homes	Canberra, ACT
	-1	Homes	Sydney, NSW
	+ 2	Legal	Brisbane, QLD
	- 1	Legal	Perth, WA
IBA 4 (Decrease of 4 overall)	-1	Homes	Canberra, ACT
	-1	Enterprises	Sydney, NSW
	-1	Investments	Brisbane, QLD
	-1	Enterprises	Perth, WA
IBA 3 (Increase of 1 overall)	+2	Homes	Canberra, ACT
	-1	Enterprises	Canberra, ACT
IBA 1 (Decrease of 1)	-1	Enterprises	Townsville, QLD

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

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. 11.
 - a) Natural attrition and involuntary redundancies.
2. Three roles were excess to IBA's requirements.
3. No.
4. N/A.
5. No.
6. 9 (1x SES 1, 1x IBA 7, 1x IBA 6, 2x IBA 5, 2x IBA 4, 2x IBA 3).
7. Two (1x IBA 2, 1x IBA 1).
8. IBA's EA does not have the provision for voluntary redundancies.
9. N/A.
10. N/A.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

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. 1 x IBA 3.
2. IBA does not have a set number of non-ongoing positions. Based on the business needs at that time a decision is made on whether to recruit an ongoing or non-ongoing employee.

Currently there are 29 non-ongoing employees with 6 of those engaged since 14 September 2015:

1 x SES3	
1 x SES2	
1 x SES1	
5 x IBA7	1 engaged since 14/9/15
3 x IBA6	1 engaged since 14/9/15
6 x IBA5	1 engaged since 14/9/15
3 x IBA4	
3 x IBA3	2 engaged since 14/9/15
2 x IBA2	1 engaged since 14/9/15
4 x IBA1	

3. Two contractors for a two month period.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia
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.

1.1-1.7. N/A

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ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

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: 2

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. There have been six Indigenous Business Australia Board Meetings.
2. \$20698.
3. There has been an average of eight attendees per meeting.
4. Eddie Fry – 6/6
Rick Allert – 5/6
Anthony Ashby – 6/6
Peter Thomas – 5/6
Shirley McPherson – 5/6
Glenn Brennan – 6/6
Claire Woodley – 5/6

Trish Angus – 5/6
Nareen Young – 5/6

5. The IBA Board Governance Charter includes the Code of Conduct for Directors, and guidelines for dealing with directors' conflicts of interest and material personal interests as required.
6. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources, however IBA does list all related party disclosures and related entity transactions in its Annual Report.
7. Remuneration provided to Board directors is in accordance to remuneration and allowances as set out in the Remuneration Tribunal Determinations 2013 and 2014/08 as amended from time to time.
8. Section 165(2) of the *Aboriginal and Torres Strait Islander Act 2005* refers to these processes.
9. No.
10. Not applicable.
11. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources, IBA does list all related party disclosures and related entity transactions in its Annual Report.

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

Department/Agency: Indigenous Business Australia

Topic: Corporate cars

Senator: Senator Ludwig

Question reference number: PM144

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. One.
 - a. Broome, WA
 - b. Visiting remote clients within the region
 - c. \$946.38
 - d. 1102km
2. None.
 - a-d. 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: Indigenous Business Australia

Topic: Government payments of accounts

Senator: Senator Ludwig

Question reference number: PM145

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. 18.02 days.
2. 743 payments (85% of 874 total payments) have been paid under 30 days.
3. 88 payments (10% of 874 total payments) have been paid between 30 to 60 days.
4. 31 payments (4% of 874 total payments) have been paid between 60 to 90 days.
5. 9 payments (1% of 874 total payments) have been paid between 90 and 120 days. 3 payments (less than 1% of 874 total payments) have been paid over 120 days.
6. Nil
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: Indigenous Business Australia

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. Total spend on car hire for 01/09/2015 to 29/02/2016 is \$27,573

Executive \$1,833
Corporate \$3,750
Finance \$1,922
Enterprises \$9,094
Investments - \$3,144
Legal \$1,043
Policy \$1,013
Homes \$12,063

2. Client visits business development and operations
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: Indigenous Business Australia
Topic: Credit cards

Senator: Senator Ludwig

Question reference number: PM147

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. N/A
2. No misuse has occurred
3. No changes have occurred
4. N/A
5. N/A
6. N/A
7. N/A

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

Department/Agency: Indigenous Business Australia
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. N/A.
2. N/A.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

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:

Nil to all Questions.

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: Indigenous Business Australia
Topic: Land costs

Senator: Senator Ludwig

Question reference number: PM150

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

Q1. Indigenous Business Australia does not own or lease any land in its own right.

Q2-6. 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: Indigenous Business Australia

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. \$35,552
2. 2
3. 2
4. \$2,354
5. No.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia
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: 2

Question:

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

1. Please list all documents that have been printed at the expense of the department/agency where 500 or more copies have been produced? Please include the total number produced as well.
 - a) How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
 - a) If so, what companies were used?
 - b) How were they selected?
3. What was the total cost of this printing by item?

Answer:

Document title	Quantity printed	Published online (yes/no)	Total print cost (ex GST)	Printed by:	Selection process
Inspire Postcards	2000	No	\$840	Print Junction	Direct source quote with Indigenous supplier.
Annual Report	730	Yes	\$14661	Horizon Print Management	Sufficient quotes to ensure value for money outcome.
Customer Service Charters	6000	Yes	\$1660	Print Junction	Direct source

					quote with Indigenous supplier.
Confirmation of Aboriginal or Torres Strait Islander Descent form	1000	Yes	\$1390	Print Junction	Direct source quote with Indigenous supplier.
Home Ownership Expression of Interest form	1000	Yes	\$650	Print Junction	Direct source quote with Indigenous supplier.
About IBA Factsheet	1000	No	\$400	Print Junction	Direct source quote with Indigenous supplier.
Home Ownership for Indigenous Australians	2000	Yes	\$1323	Snap Underwood	Direct source quote with Indigenous supplier.
Buying a home factsheet	800	Yes	\$582	Worldwide printing solutions	Direct source quote.
Indigenous Prosperity Fund Information Memorandum	500	No	\$1420	Print Junction	Direct source quote with Indigenous supplier.

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: Indigenous Business Australia

Topic: Communications staff

Senator: Senator Ludwig

Question reference number: PM153

Type of question: Written

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

Number of pages: 1

Question:

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
 - a) How many ongoing staff, the classification, the type of work they undertake and their location.
 - b) How many non-ongoing staff, their classification, type of work they undertake and their location
 - c) How many contractors, their classification, type of work they undertake and their location
 - d) How many are graphic designers?
 - e) How many are media managers?
 - f) How many organise events?
2. Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail.

Answer:

- 1
 - a). 4 x IBA 5-6, Communications, Marketing, Graphic Design, Media and PR - Sydney and Canberra.
 - b). 2 x IBA 4-5, Communications, Marketing, Graphic Design, Media and PR - Sydney and Canberra.
 - c) Nil
 - d) Two, as noted above at 1a) and b).
 - e-f) One, as noted above in 1a). covers both media activities and organises events.
2. No.

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

Department/Agency: Indigenous Business Australia
Topic: Reviews

Senator: Senator Ludwig

Question reference number: PM154

Type of question: Written

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

Number of pages: 2

Question:

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

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
 - a) the date they were ordered
 - b) the date they commenced
 - c) the minister responsible
 - d) the department responsible
 - e) the nature of the review
 - f) their terms of reference
 - g) the scope of the review
 - h) Who is conducting the review
 - i) the number of officers, and their classification level, involved in conducting the review
 - j) the expected report date
 - k) the budgeted, projected or expected costs
 - l) If the report will be tabled in parliament or made public
2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review?
 - a) If so, please list them, including their name and/or trading name/s and any known alias or other trading names
 - b) If so, please list their managing director and the board of directors or equivalent
 - c) If yes, for each is the cost associated with their involvement, including a break down for each cost item
 - d) If yes, for each, what is the nature of their involvement
 - e) If yes, for each, are they on the lobbyist register, provide details.

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

Answer:

- 1. Nil.
- 2. N/A
- 3. N/A
- 4. No.
- 5. N/A
- 6. N/A
- 7. N/A
- 8. None known.

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: Indigenous Business Australia

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. 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: Indigenous Business Australia

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. Not applicable to Indigenous Business Australia.
2. Gender balance is 55.5 per cent male and 44.5 per cent female.
3. The target is 50 per cent of women holding Board positions.
4. 8 March 2016 to 50 per cent.

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: Indigenous Business Australia

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 stationary 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:

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: Indigenous Business Australia

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:

There is no electronic equipment provided to the Minister’s Office.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

Topic: Media subscriptions

Senator: Senator Ludwig

Question reference number: PM159

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1 a-d. N/A

2 a.

The Australian Financial Review

The Australian

The Courier Mail

The Koori Mail

Morning Star – Your money weekly

The subscription services provide information on the financial market performance, community affairs, industry growth/performance and Indigenous affairs.

2b. Total cost for subscriptions is \$1806.

2c. N/A

3. None

4 a.

- FMRC Benchmarking and IBISWorld – provides current industry information.
- Redbook - vehicle and light commercial – assist with asset leasing solutions.
- Personal Property Securities in Australia – Loose leaf service

4 b.

- FMRC Benchmarking – no cost incurred during the specified period.
- IBISWorld, \$13,362 during the specified period and Redbook - vehicle and light commercial \$227.
- Personal Property Securities in Australia – \$1,468.

4 c. N/A

4 d. 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: Indigenous Business Australia

Topic: Meeting costs

Senator: Senator Ludwig

Question reference number: PM160

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. \$22,883 (including GST). To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.
2. N/A
3. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.
4. 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: Indigenous Business Australia
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:

There have been no media training services purchase 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: Indigenous Business Australia
Topic: Consultancies

Senator: Senator Ludwig

Question reference number: PM162

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. 26 consultancies have been undertaken for the period to 29/2/2016 and are detailed in below table:

Consultant	Cost
ACIL Allen Consulting	61,667
AILC (Australian Indigenous Leadership Centre Ltd)	7,865
Bendelta Pty Ltd	24,350
Blue River Group	33,000

CBRE Valuations Pty Ltd	38,538
Charmaine Teoh	851
Chris Walder Consulting Pty Ltd	18,480
Darjeeling Pty Ltd as Trustee for the Inverell Trust	5,558
Deloitte Touche Tohmatsu	123,477
Ernst & Young	39,597
Good Foundations Consulting	54,322
Insitec Pty Ltd	5,896
Knight Frank Australia Pty Ltd	3,850
KPMG Australia	45,627
Lange Consulting & Software	15,125
Long Reef Consultancy Pty Ltd	24,090
Marcro Plan Holdings Pty Ltd	5,724
Margot Faraci	11,517
Price Waterhouse Coopers (PWC)	5,610
PWC Advisory Services Pty Ltd	22,440
Synergy Group Australia Ltd	21,780
Sypaq Systems Pty Ltd	29,122
Technology One Limited	4,312
Van Stephan Burroughs	15,895
Veriment Pty Ltd	934
Workplace Research Associates	11,880
Total Including GST	631,507

To provide any further level of detail requested would involve an unreasonable diversion of limited agency resources.

2. IBA is not required to comply with commonwealth procurement rules including the requirements to publish in the Annual Procurement Plan (APP) on the AusTender website. IBA has in place instructions on procurement that ensures the proper use and management of public resources.
3. IBA is not a prescribed Corporate Commonwealth entity listed in section 30 of the Public Governance, Performance and Accountability Rule 2014 and therefore not required to submit an Annual Procurement Plan. An open tender process is only required for procurements valued over \$400,000 according to IBA's relevant instructions.

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: Indigenous Business Australia

Topic: Provision of equipment - Departmental

Senator: Senator Ludwig

Question reference number: PM164

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

- 1) Yes
 - a) IBA has a number of laptops, iPad's, iPhones and Kingston Secure thumb drives deployed across the agency, based on the role and business need.
 - b) Current prices for equipment include; Lenovo Laptop – approx. \$2200 each depending on available specification; iPhone 6 – approx. \$1000 each depending on available specifications; iPad – approx. \$800 each depending on available specifications.
 - c) \$49/m ongoing mobile phone & data plan; \$49/m ongoing mobile data plan for board member iPads only and Kingston Secure USB thumb drive - \$150 each.
 - d-e) To provide further level of detail requested would involve an unreasonable diversion of limited agency resources.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia
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. IBA deployed a fleet of INTEL NUC PC's across its offices at a cost of \$293,280.
3. IBA utilises Windows 7 operating system for all desktop PC's and Microsoft Server 2012r2 and 2008r2 for its server environment. Licencing and support costs for desktop operating systems are included in IBA's services agreement with an outsourced service provider of which the contractual costs are commercial in confidence.

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: Indigenous Business Australia

Topic: Travel Costs - Departmental

Senator: Senator Ludwig

Question reference number: PM166

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No.
- 2-10. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia
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. Dependent on the program, IBA has a range of policies in place to administer a number of assistance measures.
2. Via the particular program application process.
3. Yes, dependent on the particular program policy.
- 3.a) No.
4. Eligibility is assessed on defined criteria in the relevant program policy.
5. Relevant skilled program staff.
6. No.
- 6.a) No.
7. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.
8. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Senator Ludwig

Question reference number: PM171

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. Indigenous Business Australia Enterprise Agreement 2012 – 2014
2. The current Agreement commenced 11 January 2012. Its nominal expiry date was 31 December 2014 but it remains in force until rescinded or replaced by a new agreement.
3. The Agreement has recently been renegotiated and subject to a vote of eligible employees between 8-10 March. The result of the ballot was announced on 11 March and a majority voted in support of the proposed Agreement. The Indigenous Business Australia Enterprise Agreement 2016 -19 is now the subject of an application to the Fair Work Commission for approval. If approved by the Commission the new Agreement is likely to come into effect late March or early April 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: Indigenous Business Australia

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:

1-5. IBA's planned performance, agency resources statement and budgeted expenses are as per the Portfolio Budget Statements 2015-16.

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: Indigenous Business Australia

Topic: Conditions of Government Contracts and Agreements

Senator: Senator Ludwig

Question reference number: PM173

Type of question: Written

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

Number of pages: 1

Question:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contract. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations 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. Not applicable.
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: Indigenous Business Australia

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:

Nil to all questions.

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: Indigenous Business Australia

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: Nil to all questions

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: Indigenous Business Australia
Topic: Legal Costs

Senator: Senator Ludwig

Question reference number: PM176

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The total external legal cost incurred by IBA since 14 September 2015 to 15 March 2016 is \$519,397. The total internal legal costs requested would involve an unreasonable diversion of agency resources.
2. To provide the level of detail requested would involve an unreasonable diversion of agency resources.
3. To provide the level of detail requested would involve an unreasonable diversion of agency resources.
4. To provide the level of detail requested would involve an unreasonable diversion of agency resources.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

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
- 2-5. N/A
6. Yes

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: Indigenous Business Australia

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:

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: Indigenous Business Australia

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.
- 2-7. 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: Indigenous Business Australia

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. Recognising significant staff contributions that have made a positive impact on our clients, contributing to their economic development and participation in the broader economy.
 - b. As per 1a.
 - c. Certificate and medallion.
 - d. \$657.11.

2. By the CEO on two occasions and by other executive on behalf of the CEO.
3. As per response to question 2.
4. Yes there was a small acknowledgment ceremony.
 - a. In the offices of the respective recipients.
 - b. No.
 - c. A total of \$657.11 was spent for two events on catering.
 - d. An estimate of seventy staff in total for both events.
 - 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: Indigenous Business Australia
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. IBA does not have a formal policy on Change Management.

a-e. 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: Indigenous Business Australia

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: 8

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. IBA Code of Conduct attached.
2. Yes – 1
 - a. Behave honestly and with integrity in the course of their employment with IBA; and Comply with any lawful and reasonable direction given by someone within IBA who has authority to give the direction. IBA 3.
 - b. Staff member was issued with a formal reprimand.
 - c. On the day it occurred. Supervisor. N/A.
 - d. No.

Title	IBA Code of Conduct, Values and Behaviours Framework				
CEI #	20		File Reference	09/283	
Owner	General Manager Corporate				
Version	1.3 Final	Date Approved	10/02/2012	Review Date	Dec 2016

1. OBJECTIVES AND SCOPE

This CEI details the requirements of the IBA Code of Conduct, Values and Behaviours. It also details the processes for reporting and managing possible breaches to the Code. This CEI applies to all IBA employees.

The CEI on Whistleblower Disclosure and Protection (CEI 14) encourages and facilitates the reporting by employees of suspected breaches of the IBA Code of Conduct where those suspected breaches are supported by reasonable grounds.

3. DELEGATIONS AND RESPONSIBILITIES

Position	Responsibility
IBA employees	Comply to the IBA Code of Conduct and act consistently with our aspired Values and Behaviours.
General Managers (GM), Chief Financial Officer (CFO), General Counsel (GC) and Chief Operating Officer (COO)	Delegation to exercise the Chief Executive Officer's authority in relation to all matters pertaining to discipline, with the exception of a decision to terminate an employee's employment.
GM Corporate, COO	Terminate an employee's employment.

4. INSTRUCTIONS

4.1 Code of Conduct, Values and Behaviours

4.1.1 In accordance with the Enterprise Agreement, employees are to comply with the IBA Code of Conduct, Behaviour Framework and Values as detailed at Appendix A. At all times, employees are to behave in a way that upholds IBA's Values and the integrity and good reputation of IBA.

4.1.2 The Guidelines for Complying to the IBA Code of Conduct at Appendix B provides additional information and examples for IBA employees on application of the Code.

4.2 Reporting possible breaches of the IBA Code of Conduct

4.2.1 IBA encourages and facilitates the reporting by employees of possible breaches by another IBA employee of the IBA Code of Conduct through the relevant GM, COO or CEO in accordance with the CEI on Whistleblower Disclosure and Protection (CEI 14). Any potential fraudulent matters are to be reported to the GM Corporate.

- 4.2.2** An IBA contractor or a member of the public who suspects a breach to the IBA Code of Conduct by another IBA employee is to report the concerns to the General Manager Corporate.
- 4.2.3** Any documents related to the suspected breach must be retained as possible evidence and must not be altered (e.g. by marking). The documents are to be stored securely.

4.3 Dealing with breaches of the IBA Code of Conduct

- 4.3.1** Where there is a suspected breach of the Code of Conduct and its nature is such that a formal determination that a breach has occurred is a realistic potential outcome and imposition of a penalty is possible, the suspected breach will be investigated in accordance with the Procedures for Determining Breaches of the IBA Code of Conduct.
- 4.3.2** A breach of the IBA Code of Conduct may result in an employee being counselled or formally warned, or in a penalty that may include:
- A reprimand;
 - Deductions in salary, by way of fine;
 - Reduction in salary;
 - Re-assignment of duties;
 - Reduction in classification;
 - Termination of employment.
- 4.3.3** Any incidence of fraud that involves an IBA employee may constitute a breach of the IBA Code of Conduct and will be investigated in accordance with the IBA Fraud Control Plan.
- 4.3.4** This instruction does not prevent termination without notice for serious misconduct in accordance with the *Fair Work Act 2009* and regulations.

4.5 Confidentiality

- 4.5.1** All investigations regarding suspected breaches to the IBA Code of Conduct will remain confidential in accordance with the *Privacy Act 1988*.

5. REFERENCES

CEI on Whistleblower Disclosure and Protection (CEI 14)
Enterprise Agreement
Guidelines for Complying with the IBA Code of Conduct (Appendix B)
IBA Fraud Control Plan
IBA Code of Conduct, Values and Behaviour Framework (Appendix A)
Procedures for Determining Breaches of the IBA Code of Conduct

IBA Code of Conduct, Values and Behaviour Framework

IBA employees must:

1. Behave honestly and with integrity in the course of their employment in IBA.
2. Act with care and diligence in the course of their employment.
3. When acting in the course of their IBA employment, treat everyone with respect and courtesy, and without harassment.
4. When acting in the course of IBA employment comply with all applicable Australian laws.
5. Comply with any lawful and reasonable direction given by someone within IBA who has authority to give the direction.
6. Maintain appropriate confidentiality of IBA information.
7. Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.
8. Use IBA resources (including IT) 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 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 IBA's Values and the integrity and good reputation of IBA.
12. Except in the course of his or her duties as an IBA employee or with the Chief Executive Officer's express authority, not give or disclose, directly or indirectly, any information about business or anything of which the employee has official knowledge.

IBA's work is underpinned by our values:

Professionalism: We act in a commercial manner, building and maintaining a reputation for excellence in both our dealings with our stakeholders and in our decision making process.

Outcomes focused: We are creative, flexible, and results driven. We have courage to attempt solutions in difficult business situations.

Collaborative: We build partnerships with our clients, business partners and our stakeholders. Internally we draw together our skills, knowledge and expertise to harness the breadth of capabilities in IBA.

Responsive: We meet the needs of our clients and stakeholders in a timely way. We take the time to listen to be sure we understand what needs to be done.

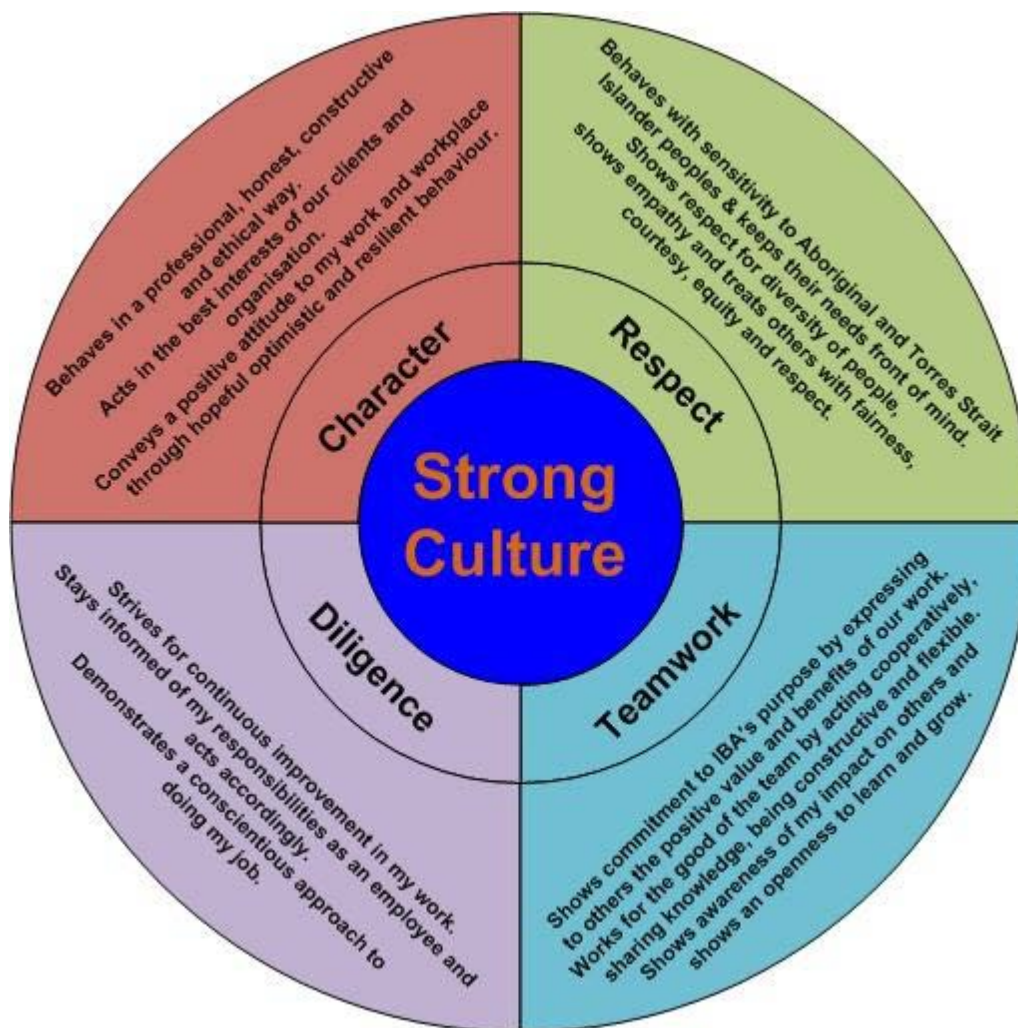
Proactive: We anticipate opportunities and plan ahead so we are ready for new challenges.

Realistic: We face challenges with practical and achievable solutions.

Respectful: We aim to understand the cultural and social context in which we work, we build trust and display integrity in our dealings.

IBA BEHAVIOUR FRAMEWORK	
Respect	<ul style="list-style-type: none"> Behaves with sensitivity to Aboriginal and Torres Strait Islander people and cultures and keeps their needs at front of mind. Shows respect for diversity of people, shows empathy, and treats others with fairness, courtesy, equity and respect.
Character	<ul style="list-style-type: none"> Behaves in a professional, honest, constructive and ethical way. Acts in the best interests of our clients and our organisation. Conveys a positive attitude to my work and workplace through hopeful, optimistic and resilient behaviour.
Teamwork	<ul style="list-style-type: none"> Shows commitment to IBA's purpose by expressing to others the positive value and benefits of our work. Works for the good of the team by acting cooperatively, sharing knowledge, being constructive and flexible. Shows awareness of my impact on others and shows an openness to learn and grow.
Diligence	<ul style="list-style-type: none"> Strives for excellence and continuous improvement in my work. Stays informed of my responsibilities as an employee and behaves accordingly. Demonstrates a conscientious approach to doing my job.

Staff behaviour is the foundation of IBA's performance management system. Individual and team performance is assessed with reference to these behaviours.



Guidelines for Complying with the IBA Code of Conduct

The following guidelines provide advice to staff on complying with the IBA Code of Conduct. They should be read in conjunction with the CEI on IBA Code of Conduct – CEI 20 that includes the IBA Code of Conduct and Values. The Code requires, *inter alia*, that at all times, employees are to behave in a way that upholds IBA's Values and the integrity and good reputation of IBA. This includes complying with Board policies, CEIs and relevant procedures and conducting yourself in a professional manner in your day-to-day work, including dealings with IBA stakeholders and customers.

The following guidelines provide the relevant statutes and requirements for each Code:

Code	Relevant statutes	More detail on IBA requirements is available in the following:
1. Behave honestly and with integrity in the course of their employment in IBA.		Board policies, delegations, CEIs and relevant procedures
2. Act with care and diligence in the course of their employment.	CAC Act s12 [Senior Managers]	Board policies, delegations, CEIs and relevant procedures
3. When acting in the course of their IBA employment, treat everyone with respect and courtesy and without harassment.	Range of employment law [anti-discrimination etc]	CEI 13 Bullying and Harassment Customer Service Charter
4. When acting in the course of IBA employment comply with all applicable Australian laws.	All relevant Laws in particular the ATSI and CAC Acts	CEI18 Governance
5. Comply with any lawful and reasonable direction given by someone within IBA who has authority to give the direction.		Board policies, delegations, CEIs and relevant procedures
6. Maintain appropriate confidentiality of IBA information.	Privacy Act 1988 ATSI Act section 191 (Secrecy)	CEI 6 Protective Security Confidentiality Advice (Legal & Governance Services section of intranet)
7. Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.	CAC s22 (Senior Managers)	CEI 18 Governance
8. Use IBA resources (including IT) in a proper manner.	Crimes Act 1914	CEI 3 Credit Card CEI 4 Cabcharge CEI 5 Computer Use and Access CEI 8 Fixed Assets Fraud Control Plan
9. Not provide false or misleading	Crimes Act	Board policies, Delegations, CEIs

Code	Relevant statutes	More detail on IBA requirements is available in the following:
information in response to a request for information that is made for official purposes in connection with the employee's employment.	1914	and relevant procedures
10. Not make improper use of: a) inside information; or b) 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.	CAC s24 & 25 (all employees)	CEI 18 Governance Fraud Control Plan
11. At all times behave in a way that upholds IBA's Values and the integrity and good reputation of IBA.		Customer Service Charter
12. Except in the course of his or her duties as an IBA employee or with the Chief Executive Officer's express authority, not give or disclose, directly or indirectly, any information about business or anything of which the employee has official knowledge.	Privacy Act 1988, ATSI Act section 191 (Secrecy)	Confidentiality Advice Legal & Governance Services section of intranet CEI 9 Media Protocol CEI 22 Engagement with the Board CEI 23 Engagement with Members of Parliament

References:

Aboriginal and Torres Strait Islander Act 2005 (ATSI Act)
Commonwealth Authorities and Companies Act 1997 (CAC Act)

Examples of application of the Code:

- Dress in a manner befitting a commercial business operation.
- Language – foul language and swearing is never appropriate in office situations or when dealing with customers. Plain English, clear explanations should be the standard.
- Cultural awareness – IBA employees should respect the cultures of other employees and clients. While it is not expected that all staff will always have detailed knowledge of all potential cultural barriers and sensitivities, they are expected to treat others with courtesy and familiarise themselves about issues that are more likely to arise.
- Manner – courtesy and calmness in dealing with other staff and customers should be the norm in accord with the Customer Service Charter.
- Providing information – other employees and customers should be provided with accurate and complete information appropriate to their needs. This means take care not to mislead or misinform, but do not overwhelm with unnecessary detail. Where prepared brochures and work manuals and guidelines are available, use them.
- Alcohol and drug use – staff are not to attend work affected by alcohol or drugs (Refer CEI 12 - Alcohol, Drugs and Pornography).
- Punctuality – staff are expected to keep appointments, provide advance notice if changes are necessary and apologise if clients or colleagues are kept waiting. In most customer contact areas it is important that employees are at work and available to answer phone calls during business hours. Any use of flex time needs to be arranged so customer enquiries can still be responded to promptly.
- Bullying and harassment may affect the health and safety of others at work and is unlawful (Refer CEI 13 – Bullying and Harassment).
- Breaks – short tea breaks morning and afternoon are allowed (10 mins each). Smokers can use those times, but must leave the building. Other smoke breaks, if required, must be made up using flextime. Employees should not be absent from their workstation for extended or frequent periods without advising anyone.
- Gifts and Hospitality - Any gift or hospitality with a value of \$100 or more must be declared, in writing, to the General Counsel. Where there is any real perception or expectation of conflict the gift or hospitality of any value must be refused and the relevant line manager notified immediately (Refer CEI 18 – Governance).

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: Indigenous Business Australia

Topic: Fee for services

Senator: Senator Ludwig

Question reference number: PM183

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No.

2-8. 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: Indigenous Business Australia

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. There is no regular schedule of correspondence to the Minister's office – it is done on an as required basis.

2-5. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

Topic: Merchandise or promotional material

Senator: Senator Ludwig

Question reference number: PM185

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No.

2-11. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

Topic: Report Printing

Senator: Senator Ludwig

Question reference number: PM188

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No.
2. N/A.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia
Topic: FoI Requests

Senator: Senator Ludwig

Question reference number: PM189

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil.
- 2-3. 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: Indigenous Business Australia

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:

IBA has numerous interactions with a wide range of individuals and businesses in the course of our commercial dealings and facilitating contact between Indigenous businesses and the private sector.

To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.

IBA has not engaged any lobbyists to act on its behalf 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: Indigenous Business Australia

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. \$528.00, One Workplace Assessment (no new equipment recommended).
2. Several adjustments were made to existing equipment at the time of the above assessment.
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: Indigenous Business Australia

Topic: Freedom of Information - Stats

Senator: Senator Ludwig

Question reference number: PM194

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil.
- 2-5. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Business Australia

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

a-c 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: Indigenous Business Australia
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: 2

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. **List any market research conducted by the department/agency:**

Developed a modelling tool to forecast market demand for home loans by Aboriginal and Torres Strait Islander people.

- a. **List the total cost of this research**

The consultancy cost was \$66,434 (GST Exclusive)

- b. **List each item of expenditure and cost, broken down by division and program**

The total consultancy cost of \$66,434 (GST Exclusive) to develop the model was funded by Indigenous Business Australia through its Policy Branch budget.

- c. **Who conducted the research?**

Consulting firm ACIL Allen conducted the research

- d. **How were they identified?**

ACIL Allen was identified through a select tender process against firms with similar expertise.

- e. **Where was the research conducted?**

N/A

- f. **In what way was the research conducted?**

A literature review was undertaken to determine the key socio-economic factors. Then relevant time consistent data from the Australian Bureau of Statistics was selected to build an econometric model.

- g. **Were focus groups, round tables or other forms of research tools used?**

N/A

- h. **How were participants for these focus groups et al selected?**

N/A

- i. **How was the firm or individual that conducted the review selected?**

ACIL Allen was identified through a select tender process

- j. **What input did the Minister have?**

None

- k. **How was it approved?**

The project was approved through internal IBA processes ensuring that relevant delegations were adhered to.

- l. **Were other firms or individuals considered? If yes, please detail.**

Two other firms that had similar expertise were considered in a select tender process.

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: Indigenous Business Australia

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. No.

a-f. 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: Indigenous Business Australia

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:

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: Indigenous Business Australia

Topic: Office Plants

Senator: Senator Ludwig

Question reference number: PM199

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No.

a-f. 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: Indigenous Business Australia

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.

a-g. 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: Indigenous Business Australia

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: 1

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:

1-5. N/A. IBA does not lease or own any buildings in its own right.

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: Indigenous Business Australia

Topic: Government advertising/marketing

Senator: Senator Ludwig

Question reference number: PM202

Type of question: Written

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

Number of pages: 3

Question:

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

1. How much has been spent by the department / agency on marketing?
 - a. List the total cost
 - b. List each item of expenditure and cost
 - c. List the approving officer for each item.
 - d. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - e. Which firm provided the marketing?
2. How much has been spent by the department / agency on government advertising (including job ads)?
 - a. List the total cost
 - b. List each item of expenditure and cost
 - c. Where the advertising appeared
 - d. List the approving officer for each item.
 - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - f. Detail the outlets that were paid for the advertising.
3. What government advertising is planned for the rest of the financial year?
 - a. List the total expected cost.
 - b. List each item of expenditure and cost.
 - c. Where the advertising will appear
 - d. List the approving officer for each item.
 - e. Detail the ministerial or ministerial staff involvement in the commissioning process.
 - f. Detail the outlets that have been or will be paid for the advertising.

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

Answer:

- 1a) \$790
 b) Home ownership information sessions
 c) General Manager Corporate
 d) N/A
 e) Facebook Ad Manager

2a) \$9591

2b)

Advertisement	Cost \$	Advertising appeared	Approving officer
Loan Management Officer, Homes	228	SEEK	General Manager, Homes
Loan Management Officer, Homes	106	Our Mob	General Manager, Homes
Graduate	23	Wollongong University Job Board	Chief Operating Officer
Graduate	928	SEEK	Manager, Human Resources
Graduate	838	Koori Mail	Manager, Human Resources
Graduate	106	SEEK	Manager, Human Resources
Graduate	194	Facebook	Communications and Marketing Manager
Project Officer	685	SEEK	General Manager, Enterprises
Project Officer	318	Our Mob	General Manager, Enterprises
Senior Manager	1827	SEEK	General Manager, Enterprises
Senior Manager	853	Our Mob	General Manager, Enterprises
Executive Administration Officer	106	Our Mob	CEO
Executive Administration Officer	228	SEEK	CEO
Manager, Loan Management	530	Our Mob	General Manager, Homes
Manager, Loan Management	1142	SEEK	General Manager, Homes
Assistant Loan Manager	530	Our Mob	General Manager, Homes
Assistant Loan Manager	1142	SEEK	General Manager, Homes

Request for tender – Property Management	2338	The Australian	Manager, Property and Security Management
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e) N/A

f) All advertising payments were made to Densu Mitchell Media Australia

3) Additional government advertising throughout the year is likely but not yet confirmed.