

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: Northern Land Council

Topic: Taxi costs

Senator: Senator Ludwig

Question reference number: PM136

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

Answer:

- 1 \$24,392.00
- 2 Taxis are used to get from one place to another, during the course of business, when it is the most practicable method of transport.

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: Northern Land Council

Topic: Hospitality and Entertainment

Senator: Senator Ludwig

Question reference number: PM137

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

The amount spent on hospitality is not material, it would be no more than \$500.

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: Northern Land Council

Topic: Executive coaching and leadership training

Senator: Senator Ludwig

Question reference number: PM138

Type of question: Written

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

Number of pages: 2

Question:

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

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

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

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

Answer:

1. Nil
2. Nil
3. Nil
4. Nil.
5. Nil
6. Nil.
7. Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Staffing profile

Senator: Senator Ludwig

Question reference number: PM139

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. No substantive changes have occurred during the time frame in question.
2. Nil.

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ANSWERS TO QUESTIONS ON NOTICE
Additional Budget Estimates Hearings 8-12 February 2016

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Staffing reductions

Senator: Senator Ludwig

Question reference number: PM140

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. One staffing reduction occurred – not a voluntary redundancy.
 - a) Review of internal processes and efficiencies.
2. One involuntary redundancy occurred – due to review of internal processes and efficiencies.

3. NA

4. NA

5. Yes one further involuntary redundancy forecast. Reallocation of resources and services to other high priority areas, no cut to programs or existing services.

6. Two AS05 level - ongoing continuous contracted employees.

7. 15 non-ongoing employees (fixed term contract employees):

- 3 x negotiated contracts
- 6 x AS01
- 2 x AS04
- 2 x AS05
- 1 x P02
- 1 x SOGB

8. In accordance with the provisions of the NLC EA 2011, or National Employment Standards (NES).

9. Required information not currently available.

10. From within existing budgets.

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: Northern Land Council

Topic: Staffing recruitment

Senator: Senator Ludwig

Question reference number: PM141

Type of question: Written

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

Number of pages: 1

Question:

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

1. None – all have been recruited to non-ongoing (fixed term contracts).
2. Estimated 220.
3. 46 positions created during this reporting period on fixed term contracts:
 - 29 x AS01
 - 2 x AS02
 - 2 x P02
 - 1 x L1
 - 2 x AS04
 - 3 x AS05
 - 2 x SOGB
 - 3 x negotiated contract
 - 2 x SPO

3 years is the maximum employment contract, or in line with funding arrangements.

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

Department/Agency: Northern Land Council

Topic: Kitchen Appliances

Senator: Senator Ludwig

Question reference number: PM142

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Boards (for Departments or agencies with boards)

Senator: Senator Ludwig

Question reference number: PM143

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

The Northern Land Council structure does not include a board.

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

Department/Agency: Northern Land Council

Topic: Corporate cars

Senator: Senator Ludwig

Question reference number: PM144

Type of question: Written

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

Number of pages: 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 during the specified period?

Answer:

1. 88 vehicles
 - a. Vehicles are located in various locations across the NT
 - b. Meetings, consultations and general business.
 - c. 2 vehicles purchased with cost ranging from \$19,990 to \$43,000
 - d. 2 Used vehicles with approx. 750 klms from 4/9/15

2. 2 vehicles
 - a. Darwin and Jabiru
 - b. Meetings, consultations
 - c. \$17,688.00
 - d. 2 leased vehicles with approx. 17,288 klms from 4/9/15

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

Department/Agency: Northern Land Council

Topic: Government payments of accounts

Senator: Senator Ludwig

Question reference number: PM145

Type of question: Written

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

Number of pages: 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: 30 Days

2: 85%

3: 10%

4: 3%

5: 2%

6: nil

7: nil

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

Department/Agency: Northern Land Council

Topic: Hire cars

Senator: Senator Ludwig

Question reference number: PM146

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

3 \$33,942.00

2 Car hire is used for:

- Travel to and within regional areas when an NLC vehicle is not available or there isn't an NLC vehicle fit for purpose; or
- When NLC staff need a car when travelling on official business inter-state.

3 Not applicable – NLC does not pay for minister or minister's office expenses.

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: Northern Land Council

Topic: Credit cards

Senator: Senator Ludwig

Question reference number: PM147

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Information unable to be extracted in the required time frame.

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ANSWERS TO QUESTIONS ON NOTICE
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Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Functions

Senator: Senator Ludwig

Question reference number: PM148

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Red tape reduction

Senator: Senator Ludwig

Question reference number: PM149

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil activity for the time frame in question.

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: Northern Land Council

Topic: Land costs

Senator: Senator Ludwig

Question reference number: PM150

Type of question: Written

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

Number of pages: 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:

Data unable to be extracted for the time frame in question.

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: Northern Land Council

Topic: Contracts for Temporary Staff

Senator: Senator Ludwig

Question reference number: PM151

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. 14/09/15 to 14/03/16 = \$177,127.97
2. 4
3. 1.
4. Nil.
5. Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council
Topic: Printing

Senator: Senator Ludwig
Question reference number: PM152
Type of question: Written
Date set by the committee for the return of answer: 1 April 2016

Number of pages: 1

Question:

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

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

Answer:

- 1 Land Rights News – 7,500 copies each issue.
 - a.) Each copy of Land Rights News is available online.
- 2 Yes.
 - a. NT News, Black Dog Graphics, Territory Sportster.
 - b. Each was selected internally according to NLC situational requirements.
- 3 For Land Rights News:
 - October edition - \$18.88 per copy
 - January edition - \$13.33 per copy

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: Northern Land Council

Topic: Communications staff

Senator: Senator Ludwig

Question reference number: PM153

Type of question: Written

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

Number of pages: 2

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) One person (senior communications and marketing officer); media liaison, publication of 'Land Rights News' and internal communications; based in Darwin.
 - b) NIL
 - c) Two persons, Darwin-based, have been engaged to lay out one edition each of Land Rights News (October 2015 & January 2016).
 - d) One.
 - e) None

f) None

2. The two persons mentioned in 1.c) above have been engaged because of internal redundancy.

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: Northern Land Council

Topic: Reviews

Senator: Senator Ludwig

Question reference number: PM154

Type of question: Written

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

Number of pages: 2

Question:

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

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

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

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

Answer:

Nil - No reviews are being undertaken in the time frame in question.

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

Department/Agency: Northern Land Council

Topic: Commissioned Reports

Senator: Senator Ludwig

Question reference number: PM155

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

No formal reports have been commissioned by the Northern Land Council during the time frame in question.

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

Department/Agency: Northern Land Council

Topic: Appointments

Senator: Senator Ludwig

Question reference number: PM156

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

The Northern Land Council structure does not include a board.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Stationary Requirements

Senator: Senator Ludwig

Question reference number: PM157

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

- 1 Not applicable – no Ministers / Parliamentary Secretaries within NLC
- 2 \$47,658
- 3 Not applicable – no Ministers / Parliamentary Secretaries within NLC

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

Department/Agency: Northern Land Council

Topic: Electronic Equipment

Senator: Senator Ludwig

Question reference number: PM158

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

NA

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

Department/Agency: Northern Land Council

Topic: Media subscriptions

Senator: Senator Ludwig

Question reference number: PM159

Type of question: Written

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

Number of pages: 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. NIL
2. NIL
3. NIL
4. a) NT News, Monday-Friday; Centralian Advocate; Tennant & District Times; The Australian; AFR – Friday only. Reason: to monitor content related to NLC business.
b) \$38.88 per week
c) NIL
d) NIL

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Meeting costs

Senator: Senator Ludwig

Question reference number: PM160

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

As a Statutory Authority, the NLC is obliged to consult (ie; hold meetings) with Traditional Owners on various matters according to its legislative obligations under the *Aboriginal Land Rights Act 1976* and the *Native Title Act 1996*. The NLC also holds and attends frequent meetings in its role as an advocate for Aboriginal people, and its general role in land administration within the Northern Territory.

These meetings are part of NLC core business, and are dispersed across cost codes. As a result, data around meeting costs for general business cannot be extracted by the QON deadline.

That notwithstanding, the NLC governance structure includes Full, Regional and Executive Councils who hold regular meetings.

At time of writing, dates and associated costs* for Full, Regional (RCM) and Executive Council meetings for the time frame in the QON are as follows:

Meeting	Date	Location	Cost (\$,000)
Combined Darwin/Daly /Wagait and VRD RCM	23-24/7/2015	Kununurra	58
Borroloola/Barkly RCM	7-8/8/2015	Tennant Creek	35
East Arnhem RCM	13-14/8/2015	Nhulunbuy	30
Ngukurr RCM	27-28/8/2015	Katherine	10
Full Council Meeting	15-20/11/2015	Gulkula	330
Executive Council Meeting	24-25/2/2016	Darwin	6
		Total	469

The Northern Land Council is currently funded (on a financial year basis) to hold:

- 2 x Full Council Meetings.
- 2 x Meetings of each (of 7) Regional Council.
- 6 x Executive Meetings.

* Includes travel, accommodation, catering and other logistical costs.

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: Northern Land Council

Topic: Media training

Senator: Senator Ludwig

Question reference number: PM161

Type of question: Written

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

Number of pages: 2

Question:

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

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

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

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

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

Answer: NIL

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

Department/Agency: Northern Land Council

Topic: Consultancies

Senator: Senator Ludwig

Question reference number: PM162

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

The technical nature of much of the NLCs work means that consultancy costs are proportionally large and dispersed across the organisation. While annual data around consultant engagement are extracted for annual reporting purposes, an extraction of this size and scope is unable to be completed in the time frame in question.

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

Department/Agency: Northern Land Council

Topic: Provision of equipment - Departmental

Senator: Senator Ludwig

Question reference number: PM164

Type of question: Written

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

Number of pages: 6

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) iPad; iPhone; Wireless card; Laptop; Digital Camera
 - b) Purchase cost:

Type	Cost
Mobile Phone	
Apple Iphone	
Iphone 6 64GB	\$ 1,080.00
Iphone 6s 16GB	\$ 1,080.00
Iphone 6s 64GB	\$ 1,224.00
Nokia Phone	
Lumia 435 Dual Sim	\$ 100.00

Lumia 435 Dual Sim	\$ 100.00
Lumia 435 Dual Sim	\$ 100.00
Lumia 435 Dual Sim	\$ 100.00
Ipad	
Ipad Air 2	0
Ipad Air 2	0
Ipad Air 2	0
Ipad Air 2	0
Ipad Air 2	0
Ipad Air 2	0
Ipad Air 2	0
Ipad Air 2	0
Ipad Air 2	0
Digital camera	
Blue Panasonic DMC-FT6 GPS camera	\$ 369.00
Wireless Card	
AirCard 785S	\$ 129.00
4GX WIFI PLUS MF910	\$ 99.00
4GX WIFI PLUS MF910	\$ 99.00
AirCard 785S	\$ 129.00
AirCard 785S	\$ 129.00
4GX WIFI PLUS MF910	\$ 99.00
AirCard 785S	\$ 129.00
Laptop	
Folio 9480m i5 4GB 256GB SSD WWAN W7P	\$ 1,999.35
Folio 9480m i5 4GB 256GB SSD WWAN W7P	\$ 1,999.35
Folio 9480m i5 4GB 256GB SSD WWAN W7P	\$ 1,999.35
Folio 9480m i5 4GB 256GB SSD WWAN W7P	\$ 1,999.35

c) **Ongoing cost**

Type	On-going Cost
Mobile Phone	
Apple Iphone	
Iphone 6 64GB	\$150 month
Iphone 6s 16GB	\$90 month
Iphone 6s 64GB	\$40 month

Nokia Phone	
Lumia 435 Dual Sim	\$45 month
Lumia 435 Dual Sim	\$155 month
Lumia 435 Dual Sim	\$135 month
Lumia 435 Dual Sim	\$135 month
Ipad	
Ipad Air 2	\$61 month / 24 months
Ipad Air 2	\$61 month / 24 months
Ipad Air 2	\$61 month / 24 months
Ipad Air 2	\$61 month / 24 months
Ipad Air 2	\$61 month / 24 months
Ipad Air 2	\$61 month / 24 months
Ipad Air 2	\$61 month / 24 months
Ipad Air 2	\$61 month / 24 months
Digital camera	
Blue Panasonic DMC-FT6 GPS camera	0
Wireless Card	
AirCard 785S	\$65 month / 24 Month
4GX WIFI PLUS MF910	\$49.95 month / 24 Month
4GX WIFI PLUS MF910	\$69 month / 24 Month
AirCard 785S	\$30 month / 24 Month
AirCard 785S	\$30 month / 24 Month
4GX WIFI PLUS MF910	\$30 month / 24 Month
AirCard 785S	\$45 month / 12 Month
Laptop	
Folio 9480m i5 4GB 256GB SSD WWAN W7P	0
Folio 9480m i5 4GB 256GB SSD WWAN W7P	0
Folio 9480m i5 4GB 256GB SSD WWAN W7P	0
Folio 9480m i5 4GB 256GB SSD WWAN W7P	0

d) **Accessories and cost of accessories**

Accessories	No. of Unit	Cost
Iphone Chargers	2	\$ 30.00
Ipad Chargers lead	1	\$ 7.00
Otterbox Ipad Defender case	8	\$ 120.00

Cordless mouse	1	\$	27.43
Laptop Bags	4	\$	32.19
IP67 Case/Lifeproof Fre	3	\$	129.00

e) Staff

Type	Staff	Classification
Mobile Phone		
Nokia Mobile		
Lumia 435 Dual Sim	Senior Anthropologist	SPO
Lumia 435 Dual Sim	Research & Policy Officer	Negotiated contract
Lumia 435 Dual Sim	Mining Officer	SPO
Lumia 435 Dual Sim	Mining Officer	SOGB
Apple Iphone	Staff	Classification
Iphone 6 64GB	Project Officer	SPO
Iphone 6s 16GB	Legal Advisor	L1
Iphone 6s 64GB	Manager	2IC Negotiated Contract
Ipad	Staff	Classification
Ipad Air 2	Executive members	Elected Member – determined by Remuneration Tribunal
Ipad Air 2	Executive members	Elected Member – determined by Remuneration Tribunal
Ipad Air 2	Executive members	Elected Member – determined by Remuneration Tribunal
Ipad Air 2	Executive members	Elected Member – determined by Remuneration Tribunal
Ipad Air 2	Executive members	Elected Member – determined by Remuneration Tribunal
Ipad Air 2	Executive members	Elected Member – determined by Remuneration Tribunal
Ipad Air 2	Executive members	NLC Chairman
Ipad Air 2	Executive members	Elected Member – determined by Remuneration Tribunal
Digital Camera	Staff	Classification
Blue Panasonic DMC-FT6 GPS camera	Project Officer	AS05
Air Card	Staff	Classification
AirCard 785S	Anthropologist	SPO
4GX WIFI PLUS MF910	CEO PA	AS06
4GX WIFI PLUS MF910	Regional Manager	Negotiated contract
AirCard 785S	Anthropology Manager	Negotiated contract
AirCard 785S	Regional Manager	Negotiated contract
4GX WIFI PLUS	Legal Advisor	Negotiated contract

MF910		
AirCard 785S	Principal Legal Advisor	Negotiated contract
Accessories	Staff	Classification
Iphone Chargers	Principal Legal Advisor	Negotiated contract
Iphone Chargers	IT Manager	SOGB
Ipad Chargers lead	Anthropologist	SPO
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Otterbox Ipad Defender case	Executive members	Elected Member – determined by Remuneration Tribunal
Cordless mouse	CEO PA	AS06
Laptop Bags	CEO PA	AS06
Laptop Bags	Regional Manager	Negotiated contract
Laptop Bags	Regional Manager	Negotiated contract
Laptop Bags	Anthropology Manager	Negotiated contract
IP67 Case/Lifeproof Fre	Project Officer	SPO
IP67 Case/Lifeproof Fre	Legal Advisor	L1
IP67 Case/Lifeproof Fre	Manager	2IC Negotiated Contract
Lightweight Laptops	Staff	Classification
Folio 9480m i5 4GB 256GB SSD WWAN W7P	Regional Manager	Negotiated contract
Folio 9480m i5 4GB 256GB SSD WWAN W7P	Regional Manager	Negotiated contract
Folio 9480m i5 4GB 256GB SSD WWAN W7P	Anthropology Manager	Negotiated contract
Folio 9480m i5 4GB 256GB SSD WWAN	CEO PA	AS06

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: Northern Land Council

Topic: Computers

Senator: Senator Ludwig

Question reference number: PM165

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

NA

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

Department/Agency: Northern Land Council

Topic: Travel Costs - Departmental

Senator: Senator Ludwig

Question reference number: PM166

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. NA
2. NA
3. NA
4. NA
5. NA
6. NA
7. As a large regionally oriented organisation travel is a core function of the NLCs work, costs are dispersed across many project codes. Information unable to extracted for the time frame in question.
8. NA
9. NA
10. NA.

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

Department/Agency: Northern Land Council
Topic: Grants

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

Number of pages: 1

Question:

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

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

Answer:

Nil - the NLC does not provide grants.

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

Department/Agency: Northern Land Council

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Senator Ludwig

Question reference number: PM171

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. Northern Land Council EA 2011.
2. 13 March 2012 to 01 July 2013
3. The NLC is currently finalising EBA negotiations, prior to sending to APSC in the very near future.

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: Northern Land Council

Topic: Existing Resources Program

Senator: Senator Ludwig

Question reference number: PM172

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil response. The Minister for Indigenous Affairs considers budget and supplementary bids by the Northern Land Council under Section 64(1) of the *Aboriginal Land Rights Act 1976*.

All projects, work programs or other tasks undertaken by the Northern Land Council not funded by the Minister under Section 64(1) must be undertaken within existing resources. Much of this work is core business, and thus cannot be identified and costed within the QON time frame available.

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: Northern Land Council

Topic: Conditions of Government Contracts and Agreements

Senator: Senator Ludwig

Question reference number: PM173

Type of question: Written

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

Number of pages: 1

Question:

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations 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:

Nil to all above.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Statutory Review Provisions

Senator: Senator Ludwig

Question reference number: PM174

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil.

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

Department/Agency: Northern Land Council

Topic: Sunset Provisions

Senator: Senator Ludwig

Question reference number: PM175

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

Answer:

1. *Aboriginal Land Rights (Northern Territory) Act 1976* s50 (2A) which prohibits the Aboriginal Land Commissioner from hearing land claim applications made 10 years after the commencement of the provision. The 10 years has now expired and therefore questions 1(a) – (d) are not applicable.
2. None that the NLC is aware of at the time of writing.

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

Department/Agency: Northern Land Council

Topic: Legal Costs

Senator: Senator Ludwig

Question reference number: PM176

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

NA.

As a Statutory Authority whose core business includes legislative and litigative functions under the *Aboriginal Land Rights Act 1976* and the *Native Title Act 1996*, spending on 'legal costs' is dispersed throughout through-out NLC cost centres. On this basis, cost data relating to the time frame in question is unable to be extracted by the QON deadline.

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

Department/Agency: Northern Land Council

Topic: Procedure Manuals (Departmental)

Senator: Senator Ludwig

Question reference number: PM177

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. Nil.
2. Nil.
3. Nil.
4. Nil.
5. Nil.
6. Within the NLC, the Office of the Chief Executive, supported by the Secretariat Branch, is responsible for clearing communications before they are sent to the Minister.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Vending machines

Senator: Senator Ludwig

Question reference number: PM178

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil.

WSenate 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: Northern Land Council

Topic: Self-initiated work

Senator: Senator Ludwig

Question reference number: PM179

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

As a Statutory Authority and Commonwealth Corporate Entity which acts within the parameters of the PGPA Act 2013, the NLC engages substantially in self-initiated work to meet its obligations under the Aboriginal *Land Rights Act 12976* and the *Native Title Act 1996*.

This activity is ongoing and is generally undertaken within existing 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: Northern Land Council

Topic: Staff Awards

Senator: Senator Ludwig

Question reference number: PM180

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil
2. Nil
3. Nil
4. Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Change Management

Senator: Senator Ludwig

Question reference number: PM181

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

The Northern Land Council does not have a change management policy.

CODE OF CONDUCT FOR NORTHERN LAND COUNCIL STAFF

Code of Conduct for Northern Land Council Staff – 09 March 2009

1. Community Expectations

The Northern Land Council is the organisation closest to the indigenous people of the Northern Territory. The actions and behaviour of staff are likely to be closely monitored by the traditional owners and local community.

In performing their roles and functions the community expects that staff will:

- **Be committed to ethical behaviour;**
- **Deal with all members of the community honestly, fairly, and not offend or embarrass individuals or groups;**
- **Not discriminate against people on the basis of sex, sexuality, marital status, pregnancy, race, cultural background, physical impairment, intellectual impairment or age;**
- **Be aware of situations that may create a tension between their public and private roles and in such cases give priority to the public role;**
- **Ensure that administrative mechanisms are in place to deal promptly and efficiently with the handling of community complaints and concerns.**

2. Role of Staff

Staff should generally conduct themselves in a way that reflects community trust and confidence in them as individuals and enhances the role and image of the Northern Land Council. They should be well informed about the roles, functions and processes of the Northern Land Council.

Council staff in fulfilling their various roles and duties, should focus on:

- Knowing the Northern Land Council area and the make up of the community;
- Maintaining quality services that are efficient and responsive to traditional owner needs;
- Assisting in the formulation of policies and plans;
- Implementing policies and plans developed by the Northern Land Council;
- Providing experience and expertise to assist elected members;
- Being aware of the statutory obligations imposed on employees and on the Northern Land Council;
- Undertaking appropriate professional development activities.

3. Staff and Elected Member Relationships

Staff work effectively together as part of the Northern Land Council team.

The teamwork of staff must be based on mutual respect and cooperation to achieve the Northern Land Council's goals and implement its policies.

To achieve the teamwork approach, staff need to:

- Develop a mature and constructive working relationship based on mutual trust;
- Establish an effective means of communication and be clear about the distinction in the roles of elected members and staff and how they work together for the benefit of the community;
- Accept that the elected member role is a community representative and leadership one to determine goals and policies;
- Observe Northern Land Council policy and practice about the various staff members to approach, to provide routine reports or other information;
- Be aware that elected members have a right to view and access information relative to matters being considered at Council meetings in order to undertake their Northern Land Council responsibilities in an effective and proper manner;
- Not publicly criticise individuals in a way that casts doubts on their competence and integrity;
- Not use their position to improperly influence an individual to gain an advantage for themselves or others.

The management of Northern Land Council staff is the responsibility of the Chief Executive Officer.

4. Communications and Public Relations

All aspects of communication by staff (including verbal, written or personal), involving the Northern Land Councils activities should reflect the status and objectives of the Northern Land Council. Communications should be accurate and professional.

As a representative of the Northern Land Council, staff need to be not only responsive to community views, but to adequately communicate the policies and decisions of the Council.

In doing so, staff should acknowledge that:

- As a member of the Northern Land Council staff there is respect for the decision making processes of the Northern Land Council;
- Information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- Information relating to decisions of the Northern Land Council on approvals or permits should only be communicated in an official capacity by a designated employee of the Northern Land Council;
- Information concerning adopted policies, procedures and decisions of the Northern Land Council is conveyed accurately.

5. Use of Information

Staff are often provided with information that needs to be considered or handled in a sensitive or confidential manner.

The use of Northern Land Council information obtained through their role within the staff of Northern Land Council for financial or other personal advantage is illegal.

Staff are expected to:

- Observe any legal requirements and any specific policies that the Northern Land Council has on the use of the Northern Land Council information;
- Be careful and prudent about how they collect and use confidential or controversial information;
- Balance the interests of the community and its right to information with the potential for significant damage to occur if confidentiality is not maintained in relation to information or documents that are likely to be determined by the Northern Land Council to be confidential;
- Nor use or disclose information in a way that may:
 - o cause significant damage or distress to a person;
 - o cause significant damage to the interests of the Northern Land Council or a person; *or*
 - o confer an unfair commercial or financial advantage on a person.
- Observe any order made by the Northern Land Council that a document is to remain confidential until such time as that order ceases to apply.

6. Conflict of Interest and Disclosure of Information

6.1 Conflict of Interest

- Staff will ensure that there is not actual or perceived conflict of interest between their personal interests and the impartial fulfillment of their professional duties.
- Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Northern Land Council, without first making disclosure to the Chief Executive Officer.
- Staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.
- Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.
- An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

6.2 Pecuniary Interest

- Staff will adopt the principles of disclosure of pecuniary interest.

6.3 Disclosure of Interest

- Staff will disclose at the relevant meeting, any interests, which might be in conflict with their public or professional duties.

7. Personal Benefit

7.1 Use of Confidential Information

- Staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

7.2 Improper or Undue Influence

- Staff will not take advantage of their position to improperly influence other members of staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

7.3 Gifts and Bribery

- Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- Staff will not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit (other than gifts of a token kind, or moderate acts of hospitality) for themselves or for any other person or body, relating to their status with the Northern Land Council or their performance of any duty or work which touches or concerns the Northern Land Council.
- If any gift, reward or benefit is offered (other than gifts of a token kind or moderate acts of hospitality), disclosure will be made in a prompt and full manner.

8. Conduct of Staff

8.1 Personal Behaviour

Staff will:

- Act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;
- Perform their duties impartially and in the best interests of the Northern Land Council uninfluenced by fear or favour;
- Act in good faith (ie honestly, for the proper purpose, and without exceeding their powers) in the interests of the Northern Land Council and the community;
- Make no allegations which are improper or derogatory (unless true and in the public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; *and*
- Always act in accordance with their obligation of fidelity to the Northern Land Council.

8.2 Honesty and Integrity

Staff will:

- Observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;
- Bring to the notice of the Chief Executive Officer any dishonesty or possible dishonesty on the part of any other staff member;
- Be frank and honest in their official dealing with each other.

8.3 Performance of Duties

- While on duty, staff will give their whole time and attention to the Northern Land Council's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Northern Land Council.

8.4 Compliance with Lawful Orders

- Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order, and, if resolution can not be achieved, with the Chief Executive Officer.

8.5 Administrative and Management Practices

- Staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

8.6 Conduct at the Northern Land Council or Meetings

Staff will not:

- Obstruct or interrupt the proper conduct of the Northern Land Council or meeting; *or*
- Use indecent or offensive language; *or*
- Make a statement reflecting adversely on the reputation of the Northern Land Council; *or*
- Make intemperate statement reflecting adversely on the character or motives of a member or employee of the Northern Land Council; *or*
- Refuse or wilfully fail to comply with a direction given by the chairperson of the meeting.

9. Dealing with Council Property

9.1 Use of Northern Land Council Property

Staff will:

- Be scrupulously honest in their use of the Northern Land Council's property and shall not misuse or permit misuse by any other person or body;
- Use the Northern Land Council's property entrusted to them effectively and economically in the course of their duties; *and*
- Not use the Northern Land Council's property for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so.

9.2 Travelling and Sustenance Expenses

- Staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Northern Land Council in accordance with the Northern Land Council policy.

10. Appointments to Other Bodies

Staff may be asked to represent the Northern Land Council on external organisations as part of their corporate role.

Some appointments may be to government committees or as a Northern Land Council representative in a particular community interest group.

It is important that staff:

- Clearly understand the basis of their Northern Land Council nominated appointment and are aware of the ethical and legal responsibilities attached to such appointments;
- Are aware of all relevant Northern Land Council policies;
- Balance and represent the interests of the Northern Land Council and the local community;
- Remain objective and not seek to influence the Northern Land Council so as to give preferential treatment to such bodies;
- Provide regular reports to the Northern Land Council on the activities of the organisation;
- Inform the Northern Land Council of any intention to undertake an activity, which may interfere with their role.

11. Compliance with the Code of Conduct

Compliance of staff with this code of conduct should be monitored by the Chief Executive Officer.

A party to proceedings before a disciplinary committee may appeal to the Tribunal against a decision of the committee in the proceedings.

The Minister may remove a member from office if:

- (a) a disciplinary committee recommends the members removal; or
- (b) the member is convicted of an offence showing the member to be unfit to remain in office.

Compliance of staff with code of conduct is the responsibility of the Chief Executive Officer.

12. Availability of the Code

This Code of Conduct is available on the Northern Land Council intranet site.

I, _____ have read and understood the Northern Land Council's *Code of Conduct*.

I agree to abide by the principles of conduct during my employment with the Northern Land Council.

Signature

Date

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: Northern Land Council

Topic: Departmental Staff Misconduct

Senator: Senator Ludwig

Question reference number: PM182

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Refer Attached.
2. Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Fee for services

Senator: Senator Ludwig

Question reference number: PM183

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Recent high level policy decisions made by the NLC and supported by the Department of Finance have and will radically alter NLC processes and procedures for charging and cost recovery. To this end, providing current information would present a distorted picture of the NLC's charging and cost recover activities.

Further, the NLCs financial systems cannot support a data extraction of this size in the time frame in question.

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

Department/Agency: Northern Land Council

Topic: Documents provided to minister

Senator: Senator Ludwig

Question reference number: PM184

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. The Northern Land Council, as Commonwealth Statutory Authority, provides documents and correspondence to the relevant Minister (Indigenous Affairs) from time to time, as required. This includes all reporting and compliance documents as required under the provisions of the PGPA Act.
2. The NLC does not supply regular and scheduled upward communication in an 'agency fashion'.
3. Transmittal of documents occurs appropriate to the correspondence in question. Email is a regular tool utilised by the NLC in this manner.
4. Refer 3, above.
5. Correspondence from the NLC to the Minister for Indigenous Affairs is usually sent directly 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: Northern Land Council

Topic: Merchandise or promotional material

Senator: Senator Ludwig

Question reference number: PM185

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil to all above.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Report Printing

Senator: Senator Ludwig

Question reference number: PM188

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Yes.
2. All documents are destroyed or retained in accordance with National Archives of Australia AFDA Administrative Functions Disposal Authority and Land Council's Records Disposal Authority under the Archive Act 1983. The destruction or retention of all documents are the responsibility of the Coordinator Retention & Disposals.

Further information unable to extracted for the time frame in question.

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: Northern Land Council

Topic: FoI Requests

Senator: Senator Ludwig

Question reference number: PM189

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

NA – The NLC is not subject to the provisions of the FOI Act.

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

Department/Agency: Northern Land Council

Topic: Lobbyist Register Meetings

Senator: Senator Ludwig

Question reference number: PM192

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. The Northern Land Council engage Endeavour Consulting Group Pty Ltd to facilitate access to Ministers and Senior Departmental Staff involved in Indigenous Economic and Northern Development matters.
2. No meetings have occurred during the time frame in question.
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: Northern Land Council

Topic: Workplace assessments

Senator: Senator Ludwig

Question reference number: PM193

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Freedom of Information - Stats

Senator: Senator Ludwig

Question reference number: PM194

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

NA – The Northern Land Council is not subject to the provisions of the FOI Act.

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

Department/Agency: Northern Land Council

Topic: Multiple tenders

Senator: Senator Ludwig

Question reference number: PM195

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Market Research

Senator: Senator Ludwig

Question reference number: PM196

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1 - Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Departmental Upgrades

Senator: Senator Ludwig

Question reference number: PM197

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Wine Coolers / Fridges

Senator: Senator Ludwig

Question reference number: PM198

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council
Topic: Office Plants

Senator: Senator Ludwig

Question reference number: PM199

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Yes.

- a: Leased indoor office plants
- b: \$7,776
- c: Plant Hire: \$1,521.00, Plant Maintenance: \$6,255.00
- d: Nil
- e: Nil
- f: NLC Head office. 45 Mitchell Street, Darwin NT 0800

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: Northern Land Council

Topic: Office recreation facilities

Senator: Senator Ludwig

Question reference number: PM200

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Building Lease Costs

Senator: Senator Ludwig

Question reference number: PM201

Type of question: Written

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

Number of pages: 3

Question:

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

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

Answer:

1 – \$670,900

2– As follows

Property Address	45 Mitchell Street, Darwin	11 Tasman Crescent, Jabiru	29 Katherine Terrace, Katherine	Shop 4 Arnhem House, Nhulunbuy	178 Paterson Street, Tennant Creek	4/138 Coonawarra Road, Winnellie
Property Type	Commercial Office	Commercial Office	Commercial Office/	Commercial Office	Commercial Office	Shed/Workshop
Property	NLC Head Office	Northern Land Council Jabiru	NLC Katherine Regional Office	Nhulunbuy Regional Office	Tennant Creek NLC Regional	NLC Fleet Workshop
Region	Darwin	Jabiru	Katherine	Nhulunbuy	Tennant Creek	
Size (m2)	2494m2		2023m2			
Tenancy Agreement in place	Yes	Expired	Yes	Yes	Yes	Yes
Lease start date	1/04/2007	1/01/2011	1/09/2010	1/04/2014	7/03/2012	1/07/2015
Lease end date	31/03/2017	31/12/2013	31/08/2020	31/03/2016	7/03/2015	1/07/2020
Is lease expected to be renewed?	Yes	Yes	Yes	Yes	Yes	Yes
Running Costs						
Monthly Rent	\$90,461	\$1,397	\$10,269	\$5,232	\$1,517	\$5,692

3 As follows:

- a. 1/03/2011 to 28/02/2016
- b. 28/02/2016
- c. Why was the lease not renewed? Review of internal efficiencies.
- d. Location of the building (City and state). – 60 Smith Street, Darwin 0800
- e. Cost of the lease. - \$29,478.31 per month
- f. Buildings leased by the NLC are used to enable the NLC to discharge its obligations under the *Aboriginal Land Rights Act 1976* and the *Native Title Act 1996*. In this context, buildings act as urban, regional and remote corporate bases for the NLC to assist Aboriginal people to:

- Obtain secure recognition of their of their interests;
- Negotiate with third parties about the use of their land and sea country;
- Conserve, manage and develop their land and sea resources;
- Resolve disputes between Aboriginal people about their land;
- Protect Sacred Sites.

The NLC also utilises these buildings to:

- Consult with and represent the views of the Aboriginal people within the NLC region;
- Advocate on behalf of Aboriginal people in relation to laws, policies and procedures that affect them; and

- Develop innovative land and sea management employment, training and other programs that enhance Aboriginal self-determination and cultural survival.

4. Refer question 2.

5. 100%

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

Prime Minister and Cabinet Portfolio

Department/Agency: Northern Land Council

Topic: Government advertising/marketing

Senator: Senator Ludwig

Question reference number: PM202

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

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

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

Answer:

1. Nil.
2. Information unable to be extracted for the time frame in question.
3. Nil.
4. Nil.