

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

Answer:

1. \$0
2. N/A
3. \$0

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: Tiwi 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: 2

Question:

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

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

Answer:

1. \$9,613.17

Sum of Debit		
class	Date	Total
Catering	1/03/2016	47.44
	1/10/2015	202.5
	11/11/2015	628.67
	15/03/2016	611.36
	18/11/2015	118.19
	19/01/2016	51.62
	2/12/2015	6045.45
	20/10/2015	189.32
	24/09/2015	198
	27/10/2015	163.64
	28/01/2016	652.28
	3/02/2016	59.24
	4/03/2016	372.73
	5/12/2015	181.82
7/12/2015	90.91	
Catering Total		9613.17
Grand Total		9613.17

2. \$0
3. \$0
4. \$0
5. \$453.87
6. \$0
7. \$0
8. \$0
9. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. \$25,000
2. 9 Part time officer
3. 1 x Chair, 1 x Deputy Chair, 7 x executive committee members
4.
 - a. Peter Chilman Former Managing Partner of KPMG Darwin Corporate Governance
 - b. Continuous 2 year program basis
 - c. 1 x Chair, 1 x Deputy Chair, 7 x executive committee members
 - d. Hours vary dependant of assistance sort by the Executive Management Committee and level of research undertaken.
 - e. Scheduled for 10 hours per week.
 - f. Monthly fee of \$4,166.67, approximate hourly rate \$100.
5.
 - a. There is attendance on the Tiwi Islands and phone contact
 - b. Service is continuous over two years
 - c. n/a
 - d. nil
6. Training is provided for the Executive Management Committee, provide the part time officer remains a member of the Full Land Council they will retain their position on the Executive Management Committee.
7. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. Has there been any change to the staffing profile of the department/agency?

Yes. Acting CEO, Brian Clancy was appointed to the role on a permanent basis on a 3-year contract.

2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)

Numbers have remained unchanged.

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

Department/Agency: Tiwi 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. Nil
 - a) N/A
2. N/A
3. No plans at this stage for staff reductions.
4. N/A
5. No
6. Nil

7. Nil
8. No packages offered by the Tiwi Land Council
9. N/A
10. N/A

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

Prime Minister and Cabinet Portfolio

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

Answer:

1. NIL
2. NIL
3. One staff member – CEO position. 3-year contract.

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: Tiwi 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:

1. No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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: 3

Question:

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

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

Answer:

1. The Land Council Executive Management Committee has met 16 times in this period. There has been one meeting of the full membership of the Tiwi Land Council membership in this period (total membership of the Land Council is currently 35 men).
2. Airfares and charters - \$6,918
Accommodation - \$1,631
3. 10 members attending on average for Executive Management Committee meetings and 35 members on average for meeting of the full Land Council membership.
4. Executive Management Committee – 16 meetings:

Gibson Farmer – attended 15 of 16 meetings
Stanley Tipiloura – attended 14 of 16 meetings
Andrew Tipungwuti - attended 15 of 16 meetings
Leslie Tungatulum – attended 13 of 16 meetings
Richard Puruntatameri – attended 16 of 16 meetings
John Wilson – attended 15 of 16 meetings
Wesley Kerinauia – attended 16 of 16 meetings
Brian Tipungwuti – attended 14 of 16 meetings
David Guy – attended 16 of 16 meetings

Meetings of the Full Land Council – 1 meeting:

Max Kerinauia – attended 0 of 1 meetings.
Lorenzo Kerinauia - attended 0 of 1 meetings.
Joseph Puantulura – attended 1 of 1 meetings
Jonathon Munkara - attended 0 of 1 meetings.
Brian Tipungwuti – attended 1 of 1 meetings
Baylon Tipungwuti – attended 1 of 1 meetings
Andrew Tipungwuti – attended 1 of 1 meetings
Vernard Pilakui – attended 1 of 1 meetings
Ivan Fernando – attended 1 of 1 meetings
Stephen Kantilla – attended 1 of 1 meetings
Dominic Kantilla – attended 1 of 1 meetings
Emmanuel Tipungwuti – attended 1 of 1 meetings
Richard Puruntatameri – attended 1 of 1 meetings
Kim Puruntatameri – attended 1 of 1 meetings
Dennis Tipakalippa – attended 1 of 1 meetings
Patrick Puruntatameri – attended 1 of 1 meetings
Leslie Tungatulum – attended 1 of 1 meetings
Gabriel Wommatakimmi – attended 1 of 1 meetings
Damian Molaminni – attended 1 of 1 meetings
Kim Wommatakimmi – attended 1 of 1 meetings
Christopher Molaminni - attended 0 of 1 meetings.
Neville Wommatakimmi – attended 1 of 1 meetings
Stanley Tipiloura – attended 1 of 1 meetings
Connell Tipiloura – attended 1 of 1 meetings
Vincent Mungatopi – attended 1 of 1 meetings
Frederick Mungatopi – attended 1 of 1 meetings
John Wilson – attended 1 of 1 meetings
Pedro Wonaeamirri - attended 0 of 1 meetings
David Guy Jnr – attended 1 of 1 meetings
Trevor Wilson– attended 1 of 1 meetings
Andrew Bush – attended 1 of 1 meetings
Walter Kerinauia Jnr (Trustee) – attended 0 of 1 meetings
Wesley Kerinauia (Exec Member) – attended 1 of 1 meetings
Gibson Farmer Illortaminni (Chairman & Exec Member) – attended 1 of 1 meetings
Bonaventure Timaepatua – attended 1 of 1 meetings

5. Declarations are made at the commencement of meeting pertaining to conflicts of interest and pecuniary interest.
6. Land Council members complete a pecuniary interest document.
7. Executive Management Committee members are paid
 - in accordance with the determination 2015/20 of the Remuneration Tribunal
 - Chair \$57,450 pa
 - Deputy Chair \$34,470
 - Member management committee \$34,470;
 - A sitting fee of \$100 for each meeting attended; and
 - \$13,000 for vehicle operations.
8. No attendance at three consecutive meeting without justifiable reason. Committee member would be stood down and another member of the full land council would be sought to make the replacement.
9. No
10. Nil
11. The Bakers House \$ 770.47
- Tiwi Islands Adventure \$6,072.73
- Tiwi Enterprises Pty Ltd \$1,542.72

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: Tiwi 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: 2

Question:

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

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

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

Answer:

1. 9
 - a. 2 Darwin, 7 Tiwi Islands
 - b. 3 Administration, 3 Ranger Program, 3 unserviceable
 - c. cost per vehicle

i.	Vehicle	i.	Cost
i.	Commodore	/.	2964
/.	VW	i.	4278
i.	Fairlane	i.	3216
/.	Toyota Land cruiser 963-076	/.	814
i.	Toyota Land cruiser CA-90-QE	i.	1274
i.	Toyota Land cruiser CA-37-SP	/.	1005

d. Distance travelled

i.	Vehicle	i.	Km Travelled
i.	Commodore	γ.	12,000 km
γ.	VW	i.	10,825 km
i.	Fairlane	i.	8,660 km
κ.	Toyota Land cruiser 963-076	κ.	0 km
i.	Toyota Land cruiser CA-90-QE	i.	4,221 km
i.	Toyota Land cruiser CA-37-SP	γ.	5478 km

2. Nil leased vehicles

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: Tiwi 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. 22 days
2. 17
3. 39
4. 16
5. 1
- 6 No interest is paid
- 7 NA.

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: Tiwi 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:

1. \$12,017.65 Tiwi Land Council
2. Limited cars on Tiwi Islands, vehicles hired for executive to attend to functions under the ALRA, hire of vehicle in Darwin when executive members travel for business.
3. \$0

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: Tiwi 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:

N/A Tiwi Land Council has no credit or charge cards.

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: Tiwi 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:

1. Nil / Not applicable
2. Nil / Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. NIL/Not Applicable for all of the above

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

Department/Agency: Tiwi 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:

1. Owned estate in fee simple 7,769 Square Kilometres Tiwi Islands
2. Northern Territory portions 1640, 1644 and 3042, as shown on plans CP 4186 and CP 4194
- 3.

Pirlangimpi Manager's Office	30/06/2000	-	87,500
Fishing Shed Marine Ranger 1 GPT	21/01/2009	-	20,571
Coastwatch Shelters ONE at Jessie River.	30/06/2012	-	33,000
Coastwatch Shelter TWO at Cape Gambier.	30/06/2012	-	33,000
Coastwatch Shelter THREE at Luxmore Head.	30/06/2012	-	33,000
Coastwatch Shelter FOUR at Tikilaru.	30/06/2012	-	33,000
Coastwatch Shelter FIVE at Malawu.	30/06/2012	-	33,000
Coastwatch Shelter SIX at Port Hurd.	30/06/2012	-	33,000
TLC Office Pickertaramoor	30/09/2008	-	650,000
TLC Office Pickertaramoor Sheds, Hexagonal 1-bed dwelling & External Works	30/09/2008	-	150,000
Safe storage shed	1/07/2014	-	90,000
Safe storage shed	1/07/2014	-	90,000
Safe storage shed	1/07/2014	-	90,000
Safe storage shed	1/07/2014	-	90,000
			1,106,071

These structures are for the use of the Land Council in conducting their functions.

4. 14

5

Location	Sqm
Pirlangimpi Manager's Office	6.9
Fishing Shed Marine Ranger 1 GPT	25
Coastwatch Shelters ONE at Jessie River.	25
Coastwatch Shelter TWO at Cape Gambier.	25
Coastwatch Shelter THREE at Luxmore Head.	25
Coastwatch Shelter FOUR at Tikilaru.	25
Coastwatch Shelter FIVE at Malawu.	25
Coastwatch Shelter SIX at Port Hurd.	25
TLC Office Pickertaramoor	60
TLC Office Pickertaramoor Sheds, Hexagonal 1-bed dwelling & External Works	18
Safe storage shed	10

6 Tiwi Land Council has full control of these structures, due to the size of the island not all shelters and storage sheds are occupied at the same time.

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

Department/Agency: Tiwi 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. \$0
2. 0
3. 0
4. 0
5. No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. The Tiwi editions 21, 22 and 23 1,000 copies each edition
 - a) Each edition has been published on line at <http://www.tiwilandcouncil.com/publications/the-tiwi.htm>
2. Yes
 - a) View Axis
 - b) Editor of magazine prints document
3. \$20,639.36

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: Tiwi 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: 1

Question:

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

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

If yes, please detail.

Answer:

1. Nil
2. No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

- 1. Nil / Not applicable
- 2. Nil / Not applicable
- 3. Not applicable
- 4. Not applicable
- 5. Not applicable
- 6. Not applicable
- 7. Not applicable
- 8. 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: Tiwi 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:

1. Nil
2. \$0
3. Not Applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. NIL
2. Based on Tiwi land ownership views – all board members are male.
3. No.
4. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. \$16,309.22
 - a. Nil
 - b. Nil
2. Nil
3. Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. Nil / Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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 / Not applicable
2. Nil / Not applicable
3. Nil
4. Nil / Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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: 1

Question:

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

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

Answer:

1. **Outlined below**

Executive Management Committee Meeting 406, Wurrumiyanga, NT, 23-9-15

Executive Management Committee Meeting 407, Pirlangimpi, NT, 1-10-15

Executive Management Committee Meeting 408, Milikapiti, NT, 14-10-15

Executive Management Committee Meeting 409, Milikapiti, NT, 27-10-15

Executive Management Committee Meeting 410, Wurrumiyanga, NT, 29-10-15

Executive Management Committee Meeting 411, Wurrumiyanga, NT, 11-11-15

Executive Management Committee Meeting 412, Pickataramoor, NT, 18-11-15
Executive Management Committee Meeting 413, Wurrumiyanga, NT, 8-12-15
Executive Management Committee Meeting 414, Wurrumiyanga, NT, 22-12-15
Executive Management Committee Meeting 415, Pirlangimpi/Yapilika, NT, 9-1-16
Executive Management Committee Meeting 416, Wurrumiyanga, NT, 19-1-16
Executive Management Committee Meeting 417, Wurrumiyanga, NT, 3-2-16
Executive Management Committee Meeting 418, Port Melville, NT, 17-2-16
Executive Management Committee Meeting 419, Wurrumiyanga, NT, 1-3-16
Executive Management Committee Meeting 420, Pickataramoor, NT, 9-3-16
Executive Management Committee Meeting 421, Wurrumiyanga, NT, 15-3-16

Full Land Council Meeting #290, Milikapiti, NT, 2-12-15

Meeting costs including venue hire, catering, transportation of executive members and staff was \$35,679.28

2. Nil
3. 26 Executive Management Committee meetings have been budgeted, there are 5 remaining budgeted meetings at projected at \$20,000.
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: Tiwi 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:

1. Not applicable
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. Nil
2. Nil
3. Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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: 2

Question:

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

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

Answer:

What has been provided	The purchase cost	The ongoing cost	A list of any accessories	A breakdown of what staff
WD EXTERNAL 2.5" EXTERNAL / LOAD INFORMATION	\$194.00	0	Nil	Admin Officer
TL HP Pro 608 G1 Tablet & Smart cover	\$1,078.00	\$0	Nil	Executive Officer
TL HP K4Q78AA Quick Charge	\$158.00	\$0	Nil	Executive Officer

galaxy tablets for executive trg & development	\$4,403.00 (Qty 7)	\$140 per month	SD cards \$270.00 (Qty 7)	7 Executive members
1 year licence Abode photoshop lightroom studio	\$130.00	\$0	\$0	Executive Officer
Samsung Galaxy Tablet	\$729.00	\$140.00 per month		1 Executive member
Surface Pro 4	\$1982.00	\$0	Nil	Executive Officer
case surface pro 4 and griffin survivor ipad air	\$150.00	\$0	Nil	Admin Officer
USb hub and carry case	\$68.00	\$0	Nil	Environmental Officer

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: Tiwi 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:

Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. No-/N/A
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. Trip to Melbourne of the Science Reference Committee to meeting with Melbourne University - Airfares \$5,561.58 - Bus Shuttle \$272.00
8. No
9. N/A
10. None

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: Tiwi 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:

Tiwi Land Council is a grant recipient, it does not administer grants

1. N/A
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. Nil
2. N/A
3. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. NIL
2. N/A
3. N/A
4. N/A
5. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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: 2

Question:

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

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

Answer:

1. N/A
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A
8. N/A
9. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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: 2

Question:

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

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

Answer:

Not Applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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: 2

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. Nil
2. N/A
3. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. Nil
2. N/A
3. N/A
4. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. No
2. N/A
3. N/A
4. N/A
5. N/A
6. No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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: 2

Question:

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

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

Answer:

1. No.
 - a. N/A
 - b. N/A
 - c. N/A
 - d. N/A
 - e. N/A
 - f. N/A
 - g. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. No
2. N/A
3. N/A
4. N/A
5. N/A
6. N/A
7. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. No
2. Not applicable
3. Not applicable
4. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. No



CODE OF CONDUCT

Purpose

This policy affirms the Tiwi Land Council's (TLC) belief in responsible, social and ethical behaviour from all representatives. This policy clarifies the standards of behaviour that the TLC expects of all representatives.

Principles

Members: Members of the Tiwi Land Council are responsible leaders of a Statutory Authority and are the nominated Directors of the Authority for the purposes of the Public Governance, Performance and Accountability Act (2013). Members undertake positions of Trust on behalf of Tiwi land owners and have responsibilities both to Tiwi people and to the Commonwealth Government. In fulfilling their roles Land Council Members should:

- Continually consult with their families and land owning groups and represent the concerns and interests of all Tiwi people at the Land Council.
- Refer matters of interest discussed at Land Council meetings to other Tiwi land owners.
- Provide Tiwi leadership.
- Contribute to the discussions and debate and to the decisions of the Land Council.
- Contribute to the policies, goals and objectives of the Land Council and to those agreed strategies to achieve these.
- Collectively monitor the performance of the Land Council and to the attainment of those goals and objectives and to ensure the accountability and sound financial management of the Land Council.
- Represent the Land Council to the Tiwi community and to State and Federal Governments, and, without fear or favour, discharge a position of Trust for the benefit all Tiwi people.

Last drafted on 27 / 10 / 2014 This manual scheduled for review on 27 / 10 / 2015

Failure to comply with TLC code of conduct and other policies and procedures will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repeat offence, may include dismissal. Staff need to be aware that some forms of misconduct may lead to criminal prosecution.

Policy

Our Code of Conduct policy applies to all representatives and Directors providing the framework of principles for conducting business, dealing with other representatives, members and suppliers. The Code of Conduct does not replace legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following principles:

- Act and maintain a high standard of integrity and professionalism.
- Be culturally aware and sensitive.
- Respect Tiwi Culture at all times.
- Be responsible and scrupulous in the proper use of Company information, funds, equipment and facilities.
- Be considerate and respectful of the environment and others.
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other representatives, directors, members and suppliers.
- Avoid apparent conflict of interests, promptly disclosing to a TLC senior manager any interest which may constitute a conflict of interest.
- Promote the interests of TLC.
- Perform duties with skill, honesty, care and diligence.
- Abide by policies, procedures and lawful directions that relate to your employment with the TLC and/or our members.
- Avoid the perception that any business transaction may be influenced by offering or accepting gifts.
- Under no circumstances may representatives offer or accept money.
- Any representative, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

TLC expects co-operation from all representatives in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards.

Any representative in breach of this policy may be subject to disciplinary action, including termination.

Should a representative have doubts about any aspect of the Code of Conduct, they must seek clarification from the CEO.

This policy will be regularly reviewed by the TLC and any necessary changes will be implemented by the CEO.

Last drafted on 27 / 10 / 2014 This manual scheduled for review on 27 / 10 / 2015

Failure to comply with TLC code of conduct and other policies and procedures will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repeat offence, may include dismissal. Staff need to be aware that some forms of misconduct may lead to criminal prosecution.

Managers, Staff, Advisors and Contractors

In undertaking their various roles and duties, should:

- Be familiar with those laws and regulations applicable to the good practices, accountability, powers and obligations of the Tiwi Land Council.
- Maintain a high standard of quality services that are efficient and responsive to the needs of the Tiwi Land Council and to the requirements of the law.
- Assist and advise on the formulation of policies and plans.
- Implement such policies and plans as may be developed by the Land Council.
- Provide experience and expertise to assist Members of the Land Council and seek such professional advice as may be necessary to better advise the Land Council.
- Attend upon those professional development activities, conferences and seminars such as will provide information and knowledge for the benefit of the Tiwi Land Council.

Member and Management Relationships

Members, Management and Staff, Advisors and Contractors acknowledge the necessary cohesion and trust of their relationship, and are required to:

- Work together as part of the one Land Council based upon mutual respect and co-operation to achieve the goals of the Land Council and to implement its policies.
- Develop a mature and constructive working relationship based upon mutual trust.
- Establish and continue an effective communication and respect their distinctive roles for the benefit of the Tiwi Land Council.
- Accept Management roles in the direction of staff and retained advisors, and in the accountability of management to the Land Council.
- Accept the Members role as a representative of the Tiwi landowners and in the representation of landowner interest to the Land Council.
- Monitor and require timely and accurate reports and information necessary for the Land Council to consider and formulate appropriate policy.
- Acknowledge the rights and obligations of all Members to have access to all information relative to matters before the Land Council.

Last drafted on 27 / 10 / 2014 This manual scheduled for review on 27 / 10 / 2015

Failure to comply with TLC code of conduct and other policies and procedures will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repeat offence, may include dismissal. Staff need to be aware that some forms of misconduct may lead to criminal prosecution.

Communications and Public Relations

Members, Management and Staff, Advisors and Contractors must continue to be responsive to the opinions and concerns of all Tiwi people and:

- Respect the majority decisions of the Land Council.
- Convey such decisions to their people and landowners.
- Convey that information and those policies and procedures related to these decisions accurately to their people and to all Tiwi landowners.
- Maintain respect for the Land Council decision making processes and refrain from showing disrespect to other members or to management and staff.
- Acknowledge Land Council directions in the use of Land Council information.
- Acknowledge and be careful and prudent in the use of confidential and controversial information.
- Acknowledge and refrain from the disclosure of some information that may cause damage to the interests of the Tiwi Land Council.
- Not disclose any information that may provide an unfair commercial or financial advantage to any person or group.
- Respect and separate personal views from those majority decisions of the Land Council.

CONFLICT OF INTEREST, ACCOUNTABILITY AND DISCLOSURE

Members, Management and Staff, Advisors and Contractors acknowledge high standards of integrity are required to reflect upon the good standing of the Tiwi Land Council, and:

- Will always ensure that there is no conflict between their own personal interests and those interests and activities of the Tiwi Land Council.
- Individual Members, Management and Staff must not engage in private works or works for any person, group or Company with an existing, proposed or planned contract or undertaking with the Tiwi Land Council without first making full disclosure to the Management of the Tiwi Land Council and to the Land Council itself, and obtaining written advice from the Land Council.
- The employment and appointment of Staff or Advisors or the exercise of other discretionary powers is a decision of the management and executive and relatives or close friends of Land Council members will disqualify themselves from dealing with those persons.
- The principles of full disclosure of any and all financial (pecuniary) interests will be adopted at all times.
- An undertaking is required of all members to disclose to the Land Council any interest that may conflict with the performance of public or professional duties.

Last drafted on 27 / 10 / 2014 This manual scheduled for review on 27 / 10 / 2015

Failure to comply with TLC code of conduct and other policies and procedures will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repeat offence, may include dismissal. Staff need to be aware that some forms of misconduct may lead to criminal prosecution.

- Allegations of fraud or dishonesty are to be immediately reported to the Chairman and Managers of the Land Council.
- Gifts, rewards or benefits shall not be sought or accepted, either directly or indirectly by any Member, Manager or Staff for themselves, or for any other person or body, relating to any duty or work for the Tiwi Land Council or to their status and performance of work for the Tiwi Land Council.
- Any gift, reward or benefit offered must be disclosed to the Chairman and Managers of the Tiwi Land Council.

CONDUCT OF MEMBERS, MANAGEMENT AND STAFF, ADVISORS and CONTRACTORS

Personal Behaviour

- To act properly and in accordance with the requirements of the law and with the terms and conditions of this Code.
- To act in accordance with their obligations of trust to the Tiwi Land Council.
- To observe high standards of honesty and integrity.
- To provide their whole time and commitment to the business of the Tiwi Land Council whilst performing the duties and responsibilities of their Office.
- To exercise reasonable care and diligence in the performance of all duties required by the Tiwi Land Council.
- To be honest and careful in the use of property belonging to the Tiwi Land Council.
- Not to misuse or permit the misuse of Land Council property by any person or group.
- To use Land Council property effectively and efficiently in the course of duties associated with the Land Council.
- Not to use Land Council property for any private purpose unless properly authorised by the Land Council for such a purpose.

Conduct at meetings

- Not to obstruct or interrupt the proper conduct of any meeting.
- Not to use offensive or indecent language.
- Not to make a statement reflecting adversely upon the reputation of the Tiwi Land Council.
- Not to make an intemperate statement reflecting adversely upon the character or motives of a fellow Member, Manager or member of Staff.
- Not to willfully refuse or fail to comply with a lawful direction given by the Chairman.

Last drafted on 27 / 10 / 2014 This manual scheduled for review on 27 / 10 / 2015

Failure to comply with TLC code of conduct and other policies and procedures will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repeat offence, may include dismissal. Staff need to be aware that some forms of misconduct may lead to criminal prosecution.

COMPLIANCE WITH THE CODE OF CONDUCT:

By Members: Compliance with these standards of conduct is the responsibility of individual members. Alleged breaches or failure to comply with this Code of Conduct shall be dealt with by the Land Council. Where an alleged breach of the Code is considered and found to be of substance the Chairman may require the Managers to prepare a report on the matter for the consideration of the Tiwi Land Council.

By Managers and Staff, Advisors and Contractors: Compliance with these standards is the responsibility of the Chairman of the Tiwi Land Council who may seek the advice of other Managers and report to the Tiwi Land Council.

**ACCEPTANCE OF
THE CODE OF CONDUCT**

I,

Being a Member/Manager/Member of Staff/Advisor/Delegate or Contractor of the Tiwi Land Council, hereby agree to uphold and abide by the Tiwi Land Council Code of Conduct that has been formally adopted by the Tiwi Land Council.

Signed..... On...../...../.....

Last drafted on 27 / 10 / 2014 This manual scheduled for review on 27 / 10 / 2015

Failure to comply with TLC code of conduct and other policies and procedures will be subject to appropriate investigation. In serious cases, the penalty for an offence, or repeat offence, may include dismissal. Staff need to be aware that some forms of misconduct may lead to criminal prosecution.

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: Tiwi 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. See attached PDF document - *PM182 QoN attachment A - Tiwi Land Council Code of Conduct*
2. No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

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

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. 2
2. Annual Report, Corporate Plan
3. Email
4. Email
5. Advisor

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: Tiwi 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:

1. No
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable
8. Not applicable
9. Not applicable
10. Not applicable
11. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. No
2. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. None
2. N/A
3. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. None
2. N/A
3. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

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

1. NIL
 - a. List each item of expenditure and cost
2. No
3. Not applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. None
2. N/A
3. N/A
4. N/A
5. N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

None - N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

All of the above N/A to the Tiwi Land Council

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: Tiwi 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:

No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

1. No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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:

No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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: 1

Question:

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

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

Answer:

1. \$29,718.18
2. 5 Benson Court Knuckey Lagoon
 - a. 02 December 2012
 - b. Periodic
 - c. Continue on a periodic basis
 - d. Knuckey Lagoon Northern Territory
 - e. \$1,300 each four week period + ground maintenance, water and electricity.
 - f. Is the Secretariat of Land Council, holds the archives and records in hard format
3. n/a
4. n/a
5. 5 Benson Court Knuckey Lagoon
 - a. 100%
 - b. n/a

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

Prime Minister and Cabinet Portfolio

Department/Agency: Tiwi 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. None
2. CEO Job Position
 - a. \$1,087.27
 - b. Nationwide News NT Division \$1,087.27
 - c. NT News
 - d. No
 - e. Paid direct to Nationwide News NT Division
3. None