

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: Torres Strait Regional Authority

Topic: Taxi costs

Senator: Senator Ludwig

Question reference number: PM136

Type of question: Written

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

Number of pages: 1

Question:

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

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

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

Answer:

1. Taxis	8,955
Corporate Services	1,624
Economic Development	495
Culture Art & Heritage	562
Native Title Office	1,325
Governance & Leadership	967
Environment	2,795
Healthy Communities	275
Fisheries	912
Total	8,955

2. Taxis are used for travel while staff are away from Thursday Island on mainland Australia or in Torres Strait communities.

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: Torres Strait Regional Authority

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:

See attached

Question 1	\$ 3,134		
Question 2	Nil		
Question 3			
<i>Location</i>	<i>Date</i>	<i>Purpose</i>	<i>Amount</i>
Thursday Island	Dec-15	Board dinner	\$ 2,105
Thursday Island	Nov-15	Staff awards dinner	\$ 1,029
Total			\$ 3,134
Question 4	Nil		
Question 5	Nil		
Question 6	Nil		
Question 7	Nil		
Question 8	Nil		
Question 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: Torres Strait Regional Authority

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. \$10,695.30 (comprising Casey Consulting: \$9,243.30 and LeadAbility Group: \$1,452.00)
2. Casey Consulting: APS 3 X 1, APS 5 X 5, APS 6 X 3, EL1 X 2.
LeadAbility Group: EL2 X 1.
3. Each mentoring session was only for 1 hour, except 1 session that lasted 2 hrs for one person.
4. Casey Consulting, LeadAbility Group.
 - a) Casey Consulting: provided individual coaching sessions for staff to assist with professional development around a range of issues and Group Coaching
LeadAbility Group: provided individual coaching sessions.
 - b) Casey Consulting: both one-on-one and group.
LeadAbility Group: one-on-one
 - c) As per question 2
 - d) Casey Consulting: 12 hours total for 12 employees at 1 hour each.
LeadAbility Group: 2 x 1hr sessions, 1 x 2hr session
 - e) As per question 1.
 - f) Casey Consulting: \$9,243.30
LeadAbility Group: \$1,452.00
5. Casey Consulting: coaching was held at the TSRA's premises
LeadAbility Group: coaching was held at Canberra.
6. The results of the mentoring sessions feed into improved discussions when preparing for Performance Discussion and PDP development. Each employee is encouraged to incorporate the results of their mentoring sessions into their next PDP.
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: Torres Strait Regional Authority

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. Nil
2. Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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
2. Nil
3. No
4. N/A
5. No
6. No ongoing staff left as a result of staff reductions/voluntary redundancies
7. No non-ongoing staff left as a result of staff reductions/voluntary redundancies
8. N/A

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: Torres Strait Regional Authority

Topic: Staffing reductions

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: 2

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. Three staff have been recruited to ongoing positions since 14 September 2015

Number of Positions Recruited	APS Level
1	4
1	5
1	6

2. Non Ongoing positions existing or created since 14 September 2015

Number of Non Ongoing Positions	APS Level
24	1
4	2
26	3
4	4
16	5
26	6
13	EL1
1	EL2
114 (Total Positions)	

3. Eleven (11) staff have been employed on contract since 14 September 2015 at an average length of 18 months employment period.

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: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority

Topic: Boards (for Departments or agencies with boards)

Senator: Senator Ludwig

Question reference number: PM143

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

Not applicable. The Torres Strait Regional Authority (TSRA) Board is not a ministerially appointed Board.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Topic: Corporate cars

Senator: Senator Ludwig

Question reference number: PM144

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. TSRA owns one corporate car and a variety of other commercial vehicles such as four wheel drive utilities, multi-purpose utility vehicles, a tractor and a troop carrier.
 - a. The car is located at the rear of the TSRA office at 46 Victoria Parade, Thursday Island.
 - b. The car is utilised for general office use
 - c. Car costs from 14 Sept 16 to date are \$694.92
 - d. Total distance travelled by the vehicle in this period was 1040km
2. TSRA does not have any leased cars.

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: Torres Strait Regional Authority

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. 9 days
2. 4410 payments 92.3%
3. 276 payments 5.78%
4. 89 payments 1.86%
5. 3 payments 0.06%
- 5f. 0 payments
6. No interest is paid on overdue accounts
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: Torres Strait Regional Authority
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. TSRA spent a total of \$3,581 during the period.

Governance & Leadership Programme	1,130
Environmental Management Programme	1,165
Economic Development Programme	708
Culture, Art & Heritage Programme	418
Corporate Services	160
Total	\$3,581

2. Hire cars are used for travel when TSRA staff are not on Thursday Island and when it is more efficient than taxi's
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: Torres Strait Regional Authority

Topic: Credit cards

Senator: Senator Ludwig

Question reference number: PM147

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. There have been no changes to classifications
2. No
3. No
4. No
5. No
6. No
7. 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: Torres Strait Regional Authority
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: 2

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. Minister Scullion Dinner 17 February 2016
 - a) Minister Nigel Scullion
Torres Strait Regional Authority Chairperson
Mayor, Torres Shire Council
Torres Strait Regional Authority Member, TRAWQ
Torres Strait Regional Authority Member, Port Kennedy
Torres Strait Regional Authority Member, Horn/Prince of Wales
Kaurareg Native Title Aboriginal Corporation, Chairperson
Kaurareg Native Title Aboriginal Corporation, Director
Torres Strait Regional Authority, Chief Executive Officer
Ministerial Advisors x 2
 - b) Torres Strait Regional Authority
 - c) Chalkboard Menu

d) Nil

2. Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority
Topic: Land costs

Senator: Senator Ludwig

Question reference number: PM150

Type of question: Written

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

Number of pages: 3

Question:

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

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

Answer:

See Attachment below

Land Holding	Location	Land Size m2	Building Size m2	Land Value	Owned / leased	Assets / Facilities	Occupancy	Building Value	Contractual Arrangements
Lot 2/RP732404 - 6 Moa Lane	Thursday Island, QLD	1556	193	\$250,000	owned	residential accommodation	100%	\$382,911	Rental Tenancy Agreement
Lot 42/RP714508 - 5 Chester Street	Thursday Island, QLD	1363	240	\$170,000	owned	residential accommodation	100%	\$500,734	Rental Tenancy Agreement
Lot 1/RP853664 - 15 Chester Street	Thursday Island, QLD	1529	149	\$130,000	owned	residential accommodation	100%	\$275,262	Rental Tenancy Agreement
Lot 1/RP853664 - 1/15 Chester Street	Thursday Island, QLD		178	\$80,000	owned	residential accommodation	100%	\$281,006	Rental Tenancy Agreement
Lot 1/RP853664 - 2/15 Chester Street	Thursday Island, QLD		178	\$80,000	owned	residential accommodation	100%	\$281,006	Rental Tenancy Agreement
Lot 1/RP853664 - 1/1 Quetta Lane	Thursday Island, QLD	2500	171	\$80,000	owned	residential accommodation	100%	\$289,494	Rental Tenancy Agreement
Lot 1/RP853664 - 2/1 Quetta Lane	Thursday Island, QLD		200	\$80,000	owned	residential accommodation	100%	\$346,887	Rental Tenancy Agreement
Lot 1/RP853664 - 3 Quetta Lane	Thursday Island, QLD		219	\$140,000	owned	residential accommodation	100%	\$359,895	Rental Tenancy Agreement
Lot 1/RP853664 - 4 Quetta Lane	Thursday Island, QLD		212	\$170,000	owned	residential accommodation	100%	\$359,076	Rental Tenancy Agreement
Lot 3/RP853664 - 4 Quetta Close	Thursday Island, QLD	2042	155	\$170,000	owned	residential accommodation	100%	\$305,351	Rental Tenancy Agreement
Lot 4/RP853664 - 1/2 Quetta Close	Thursday Island, QLD	1722	100	\$130,000	owned	residential accommodation	100%	\$211,000	Rental Tenancy Agreement
Lot 4/RP853664 - 2/2 Quetta Close	Thursday Island, QLD		131	\$130,000	owned	residential accommodation	100%	\$316,000	Rental Tenancy Agreement
Lot 1/RP727496 - 19 Chester Street	Thursday Island, QLD	845	144	\$220,000	owned	residential accommodation	100%	\$199,083	Rental Tenancy Agreement
Lot 2/RP727496 - 21 Chester Street	Thursday Island, QLD	845	144	\$230,000	owned	residential accommodation	100%	\$189,000	Rental Tenancy Agreement
Lot 3/RP727496 - 23 Chester Street	Thursday Island, QLD	845	138	\$240,000	owned	residential accommodation	100%	\$266,000	Rental Tenancy Agreement
Lot 4/RP727496 - 25 Chester Street	Thursday Island, QLD	845	107	\$250,000	owned	residential accommodation	100%	\$197,000	Rental Tenancy Agreement
Lot 6/RP727496 - 29 Chester Street	Thursday Island, QLD	960	107	\$270,000	owned	residential accommodation	100%	\$153,086	Rental Tenancy Agreement
Lot 7/RP727496 - 31 Chester Street	Thursday Island, QLD	1014	107	\$280,000	owned	residential accommodation	100%	\$218,144	Rental Tenancy Agreement
Lot 62/T2074 - 1/38 Hargrave Street	Thursday Island, QLD	1012	113	\$75,000	owned	residential accommodation	100%	\$208,817	Rental Tenancy Agreement
Lot 62/T2074 - 2/38 Hargrave Street	Thursday Island, QLD	1012	113	\$75,000	owned	residential accommodation	100%	\$270,640	Rental Tenancy Agreement
Lot 62/T2074 - 3/38 Hargrave Street	Thursday Island, QLD		113	\$75,000	owned	residential accommodation	100%	\$282,731	Rental Tenancy Agreement
Lot 62/T2074 - 4/38 Hargrave Street	Thursday Island, QLD		131	\$75,000	owned	residential accommodation	100%	\$264,044	Rental Tenancy Agreement
Lot 62/T2074 - 5/38 Hargrave Street	Thursday Island, QLD		93	\$75,000	owned	residential accommodation	100%	\$240,233	Rental Tenancy Agreement
Lot 1/RP742470 - 1/3 Quetta Close	Thursday Island, QLD	1246	152	\$115,000	owned	residential accommodation	100%	\$269,421	Rental Tenancy Agreement
Lot 1/RP742470 - 2/3 Quetta Close	Thursday Island, QLD		184	\$115,000	owned	residential accommodation	100%	\$321,000	Rental Tenancy Agreement
Lot 16/RPT5808367 - 1/35 Nawie Street	Horn Island, QLD	1329	92	\$90,000	owned	residential accommodation	100%	\$183,406	Rental Tenancy Agreement
Lot 16/RPT5808367 - 2/35 Nawie Street	Horn Island, QLD		92	\$90,000	owned	residential accommodation	100%	\$183,406	Rental Tenancy Agreement
Lot 11/RP843536 - Summers Street	Thursday Island, QLD	5.4850ha	N/A	\$450,000	owned	Land	100%	N/A	n/a
Lot 3/BUP104772 - 46 Victoria Parade	Thursday Island, QLD	933	933	\$450,000	owned	Office building	100%	\$2,183,068	owner occupier
Lot 12/RP900501 - 46A Victoria Parade	Thursday Island, QLD		72	n/a	leased	shed	100%	\$37,107	owner occupier
Lot 701/T2071 - Victoria Parade	Thursday Island, QLD	2023	1420	\$800,000	owned	office building & cultural centre	100%	\$7,282,949	owner occupier
Lot 3/RP800640 - 71 Waiben Esplanade	Thursday Island, QLD	1335	160	\$400,000	owned	shed	100%	\$196,564	owner occupier
Lot 41/RP714508 - 7 Chester Street	Thursday Island, QLD	1429	160 x 8 units	\$680,000	owned	residential accommodation	100%	\$4,373,670	Rental Tenancy Agreement
Lot 221/W11072 1/3 Nawie Street	Horn Island, QLD	1012	180	\$80,000	owned	residential accommodation	100%	\$266,763	Rental Tenancy Agreement
Lot 221/W11072 2/3 Nawie Street	Horn Island, QLD		180	\$80,000	owned	residential accommodation	100%	\$266,763	Rental Tenancy Agreement
Lot 10/W11075 - 1/14 Nawie Street	Horn Island, QLD	1012	144	\$80,000	owned	residential accommodation	100%	\$222,270	Rental Tenancy Agreement
Lot 10/W11075 - 2/14 Nawie Street	Horn Island, QLD		144	\$80,000	owned	residential accommodation	100%	\$222,270	Rental Tenancy Agreement
Lot 18/SP133779 - Normbay Street	Thursday Island, QLD	2.4340ha	N/A	\$300,000	owned	land	100%	N/A	n/a
Lot 19/SP133779 - Aubrey Parade	Thursday Island, QLD	1.6540ha	N/A	\$330,000	owned	land	100%	N/A	n/a
56 Douglas Street	Thursday Island, QLD	1012	658	\$600,000	owned	Office building	100%	\$790,913	owner occupier
Greenhill Fort - Lot 9 Off Chester Street	Thursday Island, QLD	15.7600 ha	N/A	\$1,000,000	owned	historical site - fort & museum	100%	Nil	leased to historical society
Pearls Building, 1st Floor, 38 Victoria Parade	Thursday Island, QLD	not known	not known	n/a	leased	Office Building	100%	not known	Lease Agreement
Cairns Office, 1/63 Spence Street	Cairns, QLD	not known	not known	n/a	leased	Office Building	100%	not known	Lease Agreement
ATSILS Office & Units, 25 Douglas Street Sub Lease	Thursday Island, QLD	not known	not known	n/a	leased	Office & residential accommodation	100%	not known	sub-lease
35A Loban Road	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
35B Loban Road	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
11 Summer Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
1/8 Chester Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
18B Summer Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
2/22 Douglas Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
15B Poruma Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
2/33 Loban Road	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
83 Hargrave Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
6/22 Clark Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
1/16 Hargrave Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
2/16 Hargrave Street	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
5 Quetta Close	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
TOTAL				\$9,215,000				\$23,196,970	

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: Torres Strait Regional Authority

Topic: Staffing reductions

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. \$5,483,796 This includes TSRAs APS employees that are Non-Ongoing or that are on temporary reassignment of duties to the TSRA from another APS agency.
2. 11
3. 114
4. Nil
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: Torres Strait Regional Authority
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. Annual Report - 750 copies was published online.

Gab Titui Cultural Centre 2016 calendar – 500 copies not published online

Dugong & Turtle Community Brochures – 2,700 copies not published online.

2. The Annual Report was printed by Canprint Communications who were selected by an open tender process

The calendar and community brochures were printed by Lotsa Printing who were directly approached.

3. Annual Report	\$31,861
Gab Titui Cultural Centre 2016 calendar	\$ 3,618
Dugong & Turtle Community Brochure	\$ 2,092

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: Torres Strait Regional Authority

Topic: Communications staff

Senator: Senator Ludwig

Question reference number: PM153

Type of question: Written

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

Number of pages: 2

Question:

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

If yes, please detail.

Answer:

1.
 - (a) Not Applicable
 - (b) Nil
 - (c) The Torres Strait Regional Authority (TSRA) has one non-ongoing APS5 Media Program Communications Coordination Officer who coordinates marketing, advertising and publications, maintenance of information on the Gab Titui Cultural Centre's website.
 - (d) Nil
 - (e) Nil

(f) 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: Torres Strait Regional Authority
Topic: Reviews

Senator: Senator Ludwig

Question reference number: PM154

Type of question: Written

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

Number of pages: 2

Question:

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

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

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

Answer:

Nil

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: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority

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. 17 Males, 3 Female Members
3. No
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: Torres Strait Regional Authority

Topic: Stationary Requirements

Senator: Senator Ludwig

Question reference number: PM157

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. N/A.
2. \$11,412
3. 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: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority

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. None
2. See below

Publication	Reason	Cost in period	Provided to Minister	Cost
Koori Mail	Keep current with news on Indigenous people at a broader national level	\$ 141	N/A	\$ -

3. See below

Harvard Business Review	Keep current with new management trends	\$ -	N/A	\$ -
Art Almanac	Keep abreast of national art industry	\$ -	N/A	\$ -

4. 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: Torres Strait Regional Authority

Topic: Meeting costs

Senator: Senator Ludwig

Question reference number: PM160

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1.

Location	Date	Purpose	Total
Badu Island	Sep-15	Community meeting	873
Dauan Island	Sep-15	Community meeting	1,527
Kubin community	Sep-15	Native Title matters	245
Mabuiag Island	Sep-15	Community meeting	121
Masig Island	Sep-15	Community meeting	287
Mer Island	Sep-15	Community meeting	2,370
Thursday Island	Sep-15	Native Title matters	245
Warraber Island	Sep-15	Community meeting	358
Bamaga Community	Oct-15	Staff planning day	3,874
Cairns	Oct-15	Native Title matters	1,227
Cairns	Oct-15	Staff planning day	218
Dauan Island	Oct-15	Community meeting	392
Kubin community	Oct-15	Community meeting	327
Kubin community	Oct-15	Native Title matters	864
Mer Island	Oct-15	Into Business Workshop	227
Thursday Island	Oct-15	Business Forum	443
Thursday Island	Oct-15	Economic Development Summit	1,765
Thursday Island	Oct-15	Into Business Workshop	1,020
Badu Island	Nov-15	Community meeting	601
Boigu Island	Nov-15	Community meeting	367
Cairns	Nov-15	Mer elders meeting	425
Erub Island	Nov-15	Community meeting	1,093
Horn Island	Nov-15	Staff planning day	6,565
Masig Island	Nov-15	Community meeting	133
Mer Island	Nov-15	Torres Strait traditional language workshop	10,964
New Mapoon Community	Nov-15	Community meeting	173
Poruma Island	Nov-15	Native Title matters	395
Poruma Island	Nov-15	Native Title matters	-
Saibai Island	Nov-15	Native Title matters	235
Saibai Island	Nov-15	Native Title matters	-
Seisia Community	Nov-15	Community meeting	173
St Pauls Community	Nov-15	Native Title matters	827
Thursday Island	Nov-15	Strategic Workshop	4,455
Thursday Island	Nov-15	Community meeting	419
Poruma Island	Dec-15	Native Title matters	965
Thursday Island	Dec-15	Arts Law Workshop	3,437
Mabuiag Island	Jan-16	Community meeting	661
Mer Island	Jan-16	Community meeting	257
Boigu Island	Feb-16	Community meeting	204
Hammond Island	Feb-16	Community meeting	501
Horn Island	Feb-16	Community meeting	255
Iama Island	Feb-16	Native Title matters	2,747
Kubin community	Feb-16	Community meeting	228
Mabuiag Island	Feb-16	Community meeting	120
Mabuiag Island	Feb-16	Native Title matters	355
Masig Island	Feb-16	Community meeting	624
Mer Island	Feb-16	Native Title matters	1,498

Mer Island	Feb-16	Community meeting	1,273
Poruma Island	Feb-16	Community meeting	767
Saibai Island	Feb-16	Community meeting	359
Saibai Island	Feb-16	Community meeting	352
St Pauls Community	Feb-16	Community meeting	124
Thursday Island	Feb-16	Community meeting	255
Thursday Island	Feb-16	Staff planning day	925
Warraber Island	Feb-16	Community meeting	207
Boigu Island	Mar-16	Community meeting	130
Thursday Island	Mar-16	Traditional language plan & charter	989

2.

Erub Island	Feb-16	Minister for Indigenous Affairs	597
Horn Island	Feb-16	Minister for Indigenous Affairs	307
Mer Island	Feb-16	Minister for Indigenous Affairs	682

3.

Various	March - June	Various	56,055
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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: Torres Strait Regional Authority
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. Nil.
2. Nil.
3. Nil.
4. Nil.
5. Nil.
6. Nil.
7. Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority
Topic: Consultancies

Senator: Senator Ludwig

Question reference number: PM162

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. See attached.
2. We have not published any planned consultancies in our Annual Procurement Plan on AusTender. Torres Strait Regional Authority is a Corporate Commonwealth Entity (CCE), there is only a requirement for Non-Corporate Commonwealth Entities to publish their Annual Procurement Plan (APP) on AusTender.
3. See attached.

No	Agreement Number	Contract Stage	Description	Organisation	Procurement Method	Reason	Start Date	End Date	Contract Amount (AU\$)
1	CA-2016-00008	Open	Internal Audit Services 2015-2018	Mann Judd	Open Tender		1/10/2015	30/09/2018	\$ 215,000.00
2	CA-2016-00014	Open	Dugong and Turtle management framework	Leading Practice	Direct Source	Specialised Local Indigenous Knowledge	17/09/2015	30/05/2016	\$ 25,000.00
3	CA-2016-00015	Open	Sabai Garden Knowledge Multi-media Project	Dmedia	Direct Source	Specialised Skills & Indigenous Experience	1/10/2015	30/03/2016	\$ 14,000.00
4	CA-2016-00016	Open	Media Monitoring Services	Isentia	Limited Tender	Limited number of suitable providers	18/01/2016	30/11/2018	\$ 12,600.00
5	CA-2016-00035	Closed	Corporate Facilitation of TSRA Strategic Planning Workshop	MLCS	Open Tender		9/11/2015	13/11/2015	\$ 30,000.00
6	CA-2016-00036	Open	ISD Community Booklets	Zakazukha	Restricted Tender	Large Market - quotation requested from 5 suppliers	1/12/2015	30/06/2016	\$ 22,660.00
7	CA-2016-00037	Open	To facilitate and develop a Torres Strait Regional Language Strategic Plan and Charter	Fieldworx Pty Ltd	Direct Source	Ongoing Appointment	12/11/2015	1/02/2016	\$ 45,584.00
8	CA-2016-00038	Open	Regional Investment Strategy project delivery plan	SC Lennon & Associates Pty Ltd	Direct Source	Ongoing Appointment	30/11/2015	30/06/2016	\$ 69,900.00
9	CA-2016-00039	Open	Biodiversity Book	David Fell Environmental	Direct Source	Specialised Skills & Indigenous Experience	22/01/2016	30/06/2016	\$ 30,000.00
10	CA-2016-00040	Open	Healthy Communities & Infrastructure Project Technical Services	Brian Riley	Direct Source	Direct Project Experience	18/01/2016	30/06/2018	\$ 194,520.00
11	CA-2016-00042	Open	Adaption and Resilience Project	Rohan Hamden and Associates	Direct Source	Ongoing Appointment	19/02/2016	25/06/2016	\$ 25,200.00
12	CA-2016-00043	Negotiating	Community Consultation Proposal	Shine Wing Australia	Direct Source	Ongoing Appointment	19/02/2016		\$ 27,000.00
TOTAL									\$ 711,464.00
No	Agreement Number	Contract Stage	Description	Organisation	Procurement Method	Reason	Start Date	End Date	Contract Amount (AU\$)
1		Planned	Training in CERT III CALM	Northern Skills Alliance	Direct Source	Specialised Skills & Indigenous Experience			\$ 100,000.00

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: Torres Strait Regional Authority

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:

Electronic equipment has been provided as per the table below:

Items	Purchase Cost	Ongoing Cost	Provided to
2 x Dell Latitude laptops	\$3,798	\$0	Buffer/Unallocated stock
10 x Lifeproof iPhone 5/5S cases	\$813.50	\$0	EL1
10 x Lifeproof iPhone 4/4S cases	\$727.50	\$0	APS 6 & EL1

10 x Lifeproof iPhone 6 cases	\$671	\$0	EL1 & EL2
5 x iPad/iPad 2 folio cases	\$671	\$0	EL1 & EL2
20 x Lighting charge cable	\$365	\$0	APS 6, EL1 & EL2
10 x Wall chargers USB	\$345.50	\$0	APS 6, EL1 & EL2
20 x iPhone 6	\$17,891	\$0	EL1 & EL2 & Board Members
5 x iPad Air 2 LTE 64GB	\$4,145.45	\$0	Buffer/Unallocated stock
5 x ZTE T55 Tough Phone	\$1,090.90	\$0	APS 5 and lower

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: Torres Strait Regional Authority
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: 2

Question:

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

Answer:

1. Not Applicable
2. List of computers owned by the TSRA.

Equipment	Number	Cost	Location
Dell Optiplex 9xxx Desktop (process of being replaced)	92	\$81,880	Thursday Island Offices
Dell Latitude 64xx Laptop	97	\$155,200	Thursday Island Offices
Dell Latitude 72xx (replacement for Dell Optiplex)	50	\$77,650	Thursday Island Offices

3. Operating Systems:

- The TSRA has one standard operating environment using Microsoft Windows 7 but is in the process of moving to Windows 8/10.
- The licences for this operating system were a one off purchase directly from Microsoft and as TSRA has not signed up for software assurance there are no ongoing costs.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Topic: Travel Costs - Departmental

Senator: Senator Ludwig

Question reference number: PM166

Type of question: Written

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

Number of pages: 1

Question:

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

1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?
2. If so, under what policy?
3. Provide a copy of that policy.
4. When was this policy implemented?
5. When is the minister notified, when is 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:

1-10 No or 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: Torres Strait Regional Authority
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:

1. Guidelines for administering grants are detailed in the Torres Strait Regional Authority Grant Procedures Manual 2015.
2. Grant applicants apply through the TSRA Common Funding Round which is advertised twice a year in local media as well as the TSRA website. Details of the Common Funding Round are published on the TSRA website: www.tsra.gov.au.
3. Yes. Section 142F of the *Aboriginal and Torres Strait Islander Act 2015* and the Torres Strait Regional Authority Decision Making Principles under Section 142k of the same Act apply.
4. Grant applications received through the TSRA Common Funding Rounds are assessed by a Risk Assessment Panel who make recommendations to the Grant Assessment Panel. The Grant Assessment Panel completes the final assessment before making recommendations to the Torres Strait Regional Authority Delegate who makes the decision.
5. The Risk Assessment Panel is made up of Executive Level 1 Officers and the Grant Assessment Panel is made up of Executive Level 2 Officers. The TSRA Delegate is the Chief Executive Officer.
6. No.

7.

GRANTS EXPENSE SINCE 14 SEPTEMBER 2015					
Service Provider	Activity	Value	Location	Electorate	State
Port Kennedy Association	IT Communications and Electrical Upgrades	53,000	Torres Strait	Leichardt	QLD
Torres Strait Youth and Recreational Sporting Association	Wongai Multi-Purpose Courts	233,558	Torres Strait	Leichardt	QLD
Sempolau Koey Kazil Inc.	Community Garden Shed	26,613	Torres Strait	Leichardt	QLD
Erub Erwer Meta	Monaco Exhibition	25,000	Torres Strait	Leichardt	QLD
Segar Passi	Arts Studio	25,000	Torres Strait	Leichardt	QLD
Mura Kosker Sorority	Torres Strait Writers Group	25,000	Torres Strait	Leichardt	QLD
Torres Strait Island Regional Council	War Memorials	20,000	Torres Strait	Leichardt	QLD
Badhulgaw Kuthinaw Mudh TSI Corporation	Published Documents	12,000	Torres Strait	Leichardt	QLD
Torres Strait Islanders Regional Education Committee	Kalaw Kawaw Ya Dictionary Project	24,800	Torres Strait	Leichardt	QLD

Wassie Tardent	Biography	25,000	Torres Strait	Leichardt	QLD
Jack Bani	Music Album	12,500	Torres Strait	Leichardt	QLD
Pele Savage	Music Album	12,500	Torres Strait	Leichardt	QLD
Malu Lamar RNTBC	Prescribe Body Corporate Support	50,750	Torres Strait	Leichardt	QLD
Francis Williams	Creation of Dance Apparatus	25,000	Torres Strait	Leichardt	QLD
Northern Peninsula Area Regional Council	NAIDOC Week July 2015 and Mabo Day June 2015	5,000	Torres Strait	Leichardt	QLD
Northern Peninsula Area Regional Council	Art Workshops Program	22,000	Torres Strait	Leichardt	QLD
Mura Badulgal (TSI) Corporation	Tier 1 Funding Release	42,720	Torres Strait	Leichardt	QLD
Mura Badulgal (TSI) Corporation	Contribution towards immediate upgrade costs	10,000	Torres Strait	Leichardt	QLD
Torres Strait Island Regional Council	Support toward TSIRC ES Operation & Maintenance	850,000	Torres Strait	Leichardt	QLD

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: Torres Strait Regional Authority

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. The Torres Strait Regional Authority has one enterprise agreement titled Torres Strait Regional Authority Enterprise Agreement 2011 – 2014.
2. Starting date was 20 October 2011. The nominal expiry date was 30 June 2014. The agreement remains in place until a new Enterprise Agreement is negotiated.
3. A preliminary assessment of the Enterprise Agreement against the Workplace Bargaining Policy 2015 has been received from the APSC and the TSRA is considering the feedback provided.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Topic: Existing Resources Program

Senator: Senator Ludwig

Question reference number: PM172

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1-5 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: Torres Strait Regional Authority

Topic: Conditions of Government Contracts and Agreements

Senator: Senator Ludwig

Question reference number: PM173

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

- 1. No
- 2. N/A
- 3. No
- 4. N/A
- 5. N/A
- 6. No
- 7. No
- 8. N/A
- 9. 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: Torres Strait Regional Authority

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:
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: Torres Strait Regional Authority

Topic: Sunset Provisions

Senator: Senator Ludwig

Question reference number: PM175

Type of question: Written

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

Number of pages: 1

Question:

1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:
 - a. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
 - b. Has any consideration been given to delaying or alerting the sunset provisions?
 - c. Please provide a schedule or a workplan for the sunset provisions becoming active
 - d. When did/will this work begin?
2. Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted? If yes:
 - a. When is/was the review due to commence.
 - b. What is the expected report date.
 - c. Who is the minister responsible for the review
 - d. What department is responsible for the review
 - e. List the specific clauses or legislation under review caused by the statutory provision.
 - f. List the terms of reference.
 - g. What is the scope of the review.
 - h. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 - i. What is the budgeted, projected or expected costs of the review?
 - j. When was the Minister briefed on this matter?
 - k. What decision points are upcoming for the minister on this matter?
 - l. List the number of officers, and their classification level, involved in conducting the review
3. Will the report will be tabled in parliament or made public. If so, when?

Answer:

N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority
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: 2

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. \$530,725
- 2.

		Services Provided
Australian Government Solicitor	\$ 22,772	Concessional loan documenatation and general legal
Gilkerson Legal	\$ 463,976	Native Title
HWL Ebsworth Lawyers	\$ 702	Native Title
Macdonnells Law	\$ 216	Native Title
Marrawah Law Pty Ltd	\$ 18,011	Native Title

P&E Law	\$ 8,715	Native Title
Preston Law	\$ 16,333	Native Title & debt collection
Total	\$ 530,725	
All Legal Services during the period were provided by solicitors. No Barristers were briefed and all legal services were provided by external parties.		

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: Torres Strait Regional Authority

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. No.
3. No.
4. No.
5. No.
6. TSRA Chairperson.

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: Torres Strait Regional Authority

Topic: Vending machines

Senator: Senator Ludwig

Question reference number: PM178

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority
Topic: Staff Awards

Senator: Senator Ludwig

Question reference number: PM180

Type of question: Written

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

Number of pages: 2

Question:

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

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

Answer:

1. Yes, as part of the annual TSRA Reward & Recognition Program.
 - (a) Annual TSRA Reward & Recognition Program.
 - (b) There are 5 categories of awards:
 - Customer Service to the TSRA customers (External to the TSRA);
 - Community Engagement and Partnerships;
 - Change Management;

- Support Services (Internal to the TSRA);
- Innovation within or external to the TSRA.

- (c) Certificates, TSRA Gab Titui Gift Vouchers, and trophies for 2 award recipients.
- (d) Certificates – Nil, TSRA Gab Titui Gift Vouchers - \$530.00, Trophies - \$ 283.85
- 2. Person to person.
- 3. The Chief Executive Officer of the TSRA and TSRA Member for Erub representing the TSRA Chair.
- 4. Part of the annual Staff Christmas event.
 - (a) At the main TSRA office on Thursday Island.
 - (b) No.
 - (c) Nil.
 - (d) Approximately 50 people
 - (e) No.
 - (f) No.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority
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:

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: Torres Strait Regional Authority

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. Attached.
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: Torres Strait Regional Authority

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. Attached.
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: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority

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. Two.
2. TSRA Report against its Statement of Intent and the Indigenous Advancement Strategy, half yearly.
3. Electronically.
4. Email.
5. Minister's 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: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority

Topic: FoI Requests

Senator: Senator Ludwig

Question reference number: PM189

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. NIL.
2. Not Applicable
3. Not Applicable

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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:

TSRA is a Nil response – TSRA had no interactions with any representative listed on the PM&C's lobbyist register.

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: Torres Strait Regional Authority

Topic: Workplace assessments

Senator: Senator Ludwig

Question reference number: PM193

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Nil. The TSRA now has a Work, Health & Safety Advisor conducting workplace ergonomic assessments.
2. No
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: Torres Strait Regional Authority

Topic: Freedom of Information - Stats

Senator: Senator Ludwig

Question reference number: PM194

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. NIL.
2. Not Applicable.
3. Not Applicable.
4. Not Applicable.
5. Not Applicable.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority
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:

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: Torres Strait Regional Authority

Topic: Departmental Upgrades

Senator: Senator Ludwig

Question reference number: PM197

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

1. Yes
 - a) Renovations to offices at the 4 Winds Building attached to the Gab Titui Cultural Centre.
 - b) \$1,600,000
 - c) \$1,600,000
 - d) Matt Birney Builders, James Davidson Architect, Black & More Engineering and Management Services.
 - e) Open tender for construction and direct approach for professional services.
 - f) May 2016.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Topic: Wine Coolers / Fridges

Senator: Senator Ludwig

Question reference number: PM198

Type of question: Written

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

Number of pages: 1

Question:

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

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

Answer:

No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority
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: Torres Strait Regional Authority

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: Torres Strait Regional Authority

Topic: Building Lease Costs

Senator: Senator Ludwig

Question reference number: PM201

Type of question: Written

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

Number of pages: 3

Question:

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

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

Answer:

1. What has been the total cost of building leases for the agency / department since the change of Prime Minister on 14 September, 2015
\$138,738
2. Please provide a detailed list of each building that is currently leased. Please detail by:
 - a. Date the lease agreement is active from.
Cairns Office Space – 14/04/2015
Level 1, Pearls Building – 1/02/2014
Aboriginal and Torres Strait Legal Services Building – 20/06/2014
 - b. Date the lease agreement ends.
Cairns Office Space – 13/04/2016
Level 1, Pearls Building – 31/01/2018
Aboriginal and Torres Strait Legal Services Building – 19/6/2018
 - c. Is the lease expected to be renewed? If not, why not?
Cairns Office Space – possibly, there is a further 2 x 1 year option which may be exercised dependant on organisational requirements.
Level 1, Pearls Building – possibly, there is a further two year option which may be exercised dependant on organisational requirements.
Aboriginal and Torres Strait Legal Services Building – possibly, there is a further three year option which may be exercised dependant on organisational requirements.
 - d. Location of the building (City and state).
Cairns Office – Cairns, QLD
Pearls Building – Thursday Island, QLD
ATSLS Building – Thursday Island, QLD
 - e. Cost of the lease.
Cairns Office Space – \$14,163
Level 1 Pearls Building – \$56,650
Aboriginal and Torres Strait Legal Services Building – \$67,925
 - f. Why the building is necessary for the operations of the agency / department.
Cairns Office – To meet business needs
Pearls Building – To meet business needs.
Aboriginal and Torres Strait Legal Services Building – As part of TSRA's funding agreement with the Aboriginal and Torres Strait Islander Legal Service (QLD), TSRA are committed to leasing office space for this organisation.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period.
Nil buildings.

4. Please provide a detailed list of each building that is expected to be leased in the next 12 months.

Nil buildings.

5. For each building owned or leased by the department:

- a. What is the current occupancy rate for the building?

Cairns Office – 100%

Pearls Building – 100%

ATSLS Building – 100%

- b. If the rate is less than 100%, detail what the remaining being used for.

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: Torres Strait Regional Authority

Topic: Government advertising/marketing

Senator: Senator Ludwig

Question reference number: PM202

Type of question: Written

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

Number of pages: 3

Question:

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

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

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

Answer:

1. NIL
2. See below

			Approving Officer
a)		\$ 21,148	
b)	Recruitment	\$ 7,320	Human Resources Manager
	Call for tenders	\$ 967	Programme Manager Environmental Management Programme
	Community notices	\$ 941	Programme Manager Environmental Management Programme
	Gab Titui Cultural Centre advertising	\$ 8,391	Manager Gab Titui Cultural Centre
	Scholarships/Training applications	\$ 2,850	Programme Manager Governance & Leadership Programme
	Finfish quota applications	\$ 679	Programme Manager Economic Development & Fisheries Programme
	Total	\$ 21,148	
c)	Torres News		
	Art Collector Magazine		
	Cairns Post		
	Careerone		
	HR Jobs		
	Jobs in HR		
	TSRA website		
	APS jobs website		
d)	See above		
e)	N/A		
f)	See answer to c) above		

3. See below
 - a) \$4,500
 - b) Advertising for the Gab Titui Cultural Centre \$4,500
 - c) Torres News
 - d) Manager Gab Titui Cultural Centre
 - e) N/A
 - f) Torres News
4. N/A

