



**Australian Government**  
**Indigenous Business Australia**

16 December 2014

Senator Cory Bernardi  
Chair  
Standing Committee on Finance and Public Administration  
PO Box 6100  
Parliament House  
Canberra ACT 2600

Dear Senator Bernardi

Please be advised that IBA, on the advice of the Department of the Prime Minister and Cabinet, has not prepared answers to the written 'All Agency' Questions on Notice listed below from the Supplementary Budget Estimates Hearings held in October 2014.

The questions (63, 80, 81, 82, 86, 109, 133, 136 and 139) are from Senator the Hon Joseph Ludwig and refer to Ministerial matters that are not applicable to IBA.

Yours sincerely

Leo Bator  
Chief Operating Officer



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**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Statutory Review Provisions

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 68

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

No

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Graduate intake

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 70

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. What was the graduate intake for 2012-2013?
2. What was the graduate intake for 2013-2014?
3. What is the graduate intake for 2014-2015?
4. What will be the graduate intake for 2015-2016?

**Answer:**

1. Nil
2. Five (5) Indigenous graduates commenced February 2014
3. Recruitment action is currently underway for an intended intake of five (5) Indigenous graduates from February 2015
4. To be determined in 2015-16 workforce planning and budget processes.

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Wine Coolers/Fridges

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 78

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current stocking level for each of these items?

**Answer:**

No.

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**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** FoI Requests

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 79

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
  2. 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**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Building Lease Costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 83

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. Date the lease agreement is active from.
  2. Date the lease agreement ends.
  3. Is the lease expected to be renewed? If not, why not?
  4. Location of the building (City and state).
  5. Cost of the lease.
  6. 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:
  1. Date from which the lease agreement was active.
  2. Date the lease agreement ended.
  3. Why was the lease not renewed?
  4. Location of the building (City and state).
  5. Cost of the lease.
  6. 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:
  1. Date the lease agreement is expected to become active.
  2. Date the lease agreement is expected to end.
  3. Expected location of the building (City and state).
  4. Expected cost of the lease.
    1. Has this cost been allocated into the budget?
  5. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
  1. What is the current occupancy rate for the building?
  2. If the rate is less than 100%, detail what the remaining being used for.

**Answer:**

Indigenous Business Australia does not hold any building leases in its current office accommodation portfolio.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Government advertising

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 84

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. How much has been spent on government advertising (including job ads)?
  1. List each item of expenditure and cost
  2. List the approving officer for each item
  3. Detail the outlets that were paid for the advertising
2. What government advertising is planned for the rest of the financial year?
  1. List the total expected cost
  2. List each item of expenditure and cost
  3. List the approving officer for each item
  4. Detail the outlets that have been or will be paid for the advertising

**Answer:**

1-1.3. For details on expenditure relating to the period 30 May to 24 October refer to Attachment A.

2.1. Expenditure for advertising of IBA's programs is expected to be in line with the expenditure as outlined in Attachment A.

2.2-2.4. IBA generally advertises its products and services via local and Indigenous press and radio and as such pricing and outlets will differ depending on location.



1. How much has been spent on government advertising (incl job ads)			
Item of expenditure	Cost (less GST)	Approving officer	Outlets paid for the advertising
Home loan information session	\$77.30	General Manager Homes	Facebook
Into Business Workshops	\$1,249.56	General Manager Enterprises	Facebook
Job Ad - Graduate positions	\$2,809.66	General Manager Corporate	Facebook Koori Mail, National Indigenous Times, Our Mob, and Seek via Adcorp
Job Ad	\$2,475.23	General Manager Corporate	Koori Mail, National Indigenous Times, Our Mob, and Seek via Adcorp
Job Ad	\$3,485.40	General Manager Homes	Brisbane Courier Mail, Our Mob and Seek via Adcorp
Home ownership info sessions	\$715.19	General Manager, Homes	Mackay Mercury via Adcorp
Home ownership info sessions	\$785.94	General Manager, Homes	Singleton Argus via Adcorp
Home ownership info sessions	\$3,401.50	General Manager, Homes	Illawara Mercury via Adcorp
Home ownership info sessions	\$1,036.36	General Manager, Homes	Weipa Bulletin
1 x ad space in the WA Indigenous 2014-15 financial year planner	\$1,463.64	Senior Manager Corporate Communications	WA Indigenous 2014-15 financial year planner
Total	\$17,499.78		

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Workplace assessments

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 85

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How much has been spent on workplace ergonomic assessments?
  1. 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. \$346.50
  1. One workstation assessment
2. No
3. N/A

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Multiple tenders

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 88

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. Since 2014, no tenders have been re-issued or issued multiple times.

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Departmental Upgrades

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 90

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?
  1. If so, list these
  2. If so, list the total cost for these changes
  3. If so, list the itemised cost for each item of expenditure
  4. If so, who conducted the works?
  5. If so, list the process for identifying who would conduct these works
  6. If so, when are the works expected to be completed?

**Answer:**

Indigenous Business Australia has not engaged in any new refurbishments, upgrades or changes to its facilities since budget estimates in June, 2014.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Non-Conventional Therapies

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 91

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since 7 September 2013:

1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes:
  1. What is the process by which these therapies can be approved?
  2. Who are they available to?
  3. Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?
2. Has the department/agency paid for any non-conventional therapy for any Minister or Staff? If yes:
  1. What therapies have been provided?
  2. What were they used to treat?
  3. What was the cost of the therapy?

**Answer:**

1. No.
2. No.

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Office Plants

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 92

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any office plants?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?

**Answer:**

No new office plants have been purchased or leased since Budget Estimates in June, 2014.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Office recreation facilities

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 93

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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)?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased,
  6. If so, what is the current location for these items?
  7. If so, what is the current usage for each of these items?

**Answer:**

No.

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Vending machines

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 94

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?
  1. If so, list these
  2. If so, list the total cost for these items
  3. If so, list the itemised cost for each item of expenditure
  4. If so, where were these purchased
  5. If so, list the process for identifying how they would be purchased
  6. If so, what is the current location for these items?
  7. If so, what is the current usage for each of these items?

**Answer:**

No.



**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Legal Costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 95

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. The total legal cost incurred by IBA since June 2014 is \$602,195.17.
2. To provide the level of detail requested would involve an unreasonable diversion of agency resources. However, of this total, \$484,184.17 is attributed to external legal expenses, while \$118,011.00 is attributed to internal program costs.
3. To provide the level of detail requested would involve an unreasonable diversion of agency resources.
4. To provide the level of detail requested would involve an unreasonable diversion of agency resources.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Provision of equipment – departmental

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 96

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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:
2. What has been provided?
3. The purchase cost.
4. The ongoing cost.
5. 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).
6. A breakdown of what staff and staff classification receives each item.

**Answer:**

1. IBA has a number of laptops, iPad's, iPhones and Secure thumb drives in use across the agency.
2. Staff at IBA 6 level and above are provided with a laptop, iPhone and Kingston USB based on role and business need. Other staff are provided equipment at the discretion and approval of their Branch head.

Executive and Board members are provided with iPad devices for board meeting use via BoardPad application.

Current prices for equipment include:

- 3-4. Toshiba R930 Laptop – approx. \$1800 each depending on available specification

iPhone 5s – approx. \$720 each depending on available specifications. \$49/m ongoing mobile phone & data plan

iPad – approx. \$789 each depending on available specifications. \$49/m ongoing mobile data plan for board member iPads only

Kingston Secure USB thumb drive - \$150 each

5-6. To provide further level of detail requested would involve an unreasonable diversion of limited agency resources.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Lobbyist Register Meetings

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 97

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

IBA has numerous interactions with a wide range of individuals and businesses in the course of our commercial dealings and in the course of facilitating contact between Indigenous businesses and the corporate sector. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources. IBA has not engaged any lobbyists to act on its behalf since Budget Estimates in June, 2014.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Appointments

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 98

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Please detail any board appointments made from 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. IBA Board: 71% female, 29% male
3. No
4. N/A

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Staff transfers

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 99

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 8

**Question:**

1. How many people does your department employ?
2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level?
3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level?
4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013?
5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to?
6. with co
7. How many of these people are employed in Canberra?
8. How many people did your department employ in Canberra immediately prior to the 2013 federal election?
9. How many employees have been transferred out of Canberra since the 2013
10. How many of your employees have been transferred to Canberra since the 2013 federal election?
11. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their wage. Please provide the figure for before their transfer and after their transfer.
13. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
14. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.

15. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.
16. For every transferred employee please provide an explanation for their transfer?
17. For every transferred employee please provide any other cost incurred by the department because of that transfer?
18. Please provide all relevant dates.

*Redundancies*

19. 1 How many positions have been made redundant in your department since the 2013 federal election?
  1. How many of these positions were non-ongoing?
  2. How many of these positions were situated in the Australian Capital Territory?
2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
4. How many accepted voluntary redundancies since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
6. For all employees who accepted voluntary redundancies since the 2013 federal election please:
  1. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located.
  2. Please specify what component of that figure was paid out entitlements (annual leave etc).
  3. Please specify any other costs incurred by the department because of this redundancy.
  4. Please provide the reason a voluntary redundancy was offered for their position.
  5. Please provide all relevant dates.

7. For all employees who were redeployed please provide:
  1. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located.
  2. Please specify any other costs incurred by the department because of this redeployment.
  3. Please provide the reason for that redeployment.
  4. Please provide all relevant dates.
8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
  1. How many of these employees were ongoing?
  2. How many of these employees were non-ongoing?
  3. How many of these employees were situated in the Australian Capital Territory?
10. For employees who were made forcibly redundant since the 2013 federal election please provide:
  1. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located.
  2. Please specify what component of that figure was paid out entitlements (annual leave etc).
  3. Please specify any other costs incurred by the department because of this redundancy.
  4. Please provide the reason for that redundancy.
  5. Please provide all relevant dates.

#### *Hiring*

20. How many people are employed in your department on non-ongoing contracts?
21. How many people are employed in your department on ongoing contracts?
22. How many non-ongoing contracts has your department extended since the 2013 federal election?
23. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
24. How many of these extensions were approved by the Public Service Commission?
  1. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
2. How many of these extensions were rejected by the Public Service Commission?



1. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.
3. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
  1. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.
4. How many non-ongoing contracts have expired without extension since the 2013 federal election?
  1. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
5. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
6. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
7. How many of these new non-ongoing engagements were approved by the Public Service Commission?
  1. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
8. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
  1. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
9. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
  1. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and

the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

10. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
11. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
12. How many of these new ongoing engagements were approved by the Public Service Commission?
  1. For every approved new engagement of a ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
13. How many of these new ongoing employee applications were rejected by the Public Service Commission?
  1. For every new ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.
14. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
  1. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.

**Answer:**

1. 225 as at 24 October 2014.
2. **IBA Staff Numbers - Substantive Classification/Location as at cob 30 June 2013**

Classification	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Total
CEO	1	0	0	0	0	0	0	0	1
COO	1	0	0	0	0	0	0	0	1
GM/CFO/GC	7	1	0	0	0	0	0	0	8
IBA 7	17	5	0	4	0	0	0	1	27
IBA 6	19	6	0	3	0	0	0	0	28
IBA 5	31	6	2	14	2	0	2	3	60

IBA 4	18	8	2	14	4	1	3	6	<b>56</b>
IBA 3	15	5	2	3	1	1	2	1	<b>30</b>
IBA 2	4	3	0	2	0	0	0	0	<b>9</b>
IBA 1	3	0	0	2	0	0	0	1	<b>6</b>
Cadet	0	0	0	0	1	0	0	0	<b>1</b>
<b>Total</b>	<b>116</b>	<b>34</b>	<b>6</b>	<b>42</b>	<b>8</b>	<b>2</b>	<b>7</b>	<b>12</b>	<b>227</b>

Given the relatively small size of IBA, to break the staff down by gender and age as well as classification within each state may identify some staff. However, the average age of IBA staff at 30 June 2013 was 43 years and 54% of staff were female.

### 3. IBA Staff Numbers - Substantive Classification and Location as at cob 24 October 2014

Classification	ACT	NSW	NT	QLD	SA	TAS	VIC	WA	Total
CEO	1	0	0	0	0	0	0	0	<b>1</b>
COO	1	0	0	0	0	0	0	0	<b>1</b>
GM/CFO/GC	6	1	0	0	0	0	0	0	<b>7</b>
IBA 7	13	5	0	3	0	0	0	1	<b>22</b>
IBA 6	18	7	1	7	0	0	0	1	<b>34</b>
IBA 5	26	6	3	15	1	0	2	3	<b>56</b>
IBA 4	20	8	2	12	4	0	3	6	<b>55</b>
IBA 3	11	6	3	1	1	1	2	1	<b>26</b>
IBA 2	4	4	1	3	1	0	1	0	<b>14</b>
IBA 1	3	2	1	3	0	0	0	0	<b>9</b>
Cadet	0	0	0	0	0	0	0	0	<b>0</b>
<b>Total</b>	<b>103</b>	<b>39</b>	<b>11</b>	<b>44</b>	<b>7</b>	<b>1</b>	<b>8</b>	<b>12</b>	<b>225</b>

Given the relatively small size of IBA, to break the staff down by gender and age as well as classification within each state may identify some staff. However, the average age of IBA staff at 24 October 2014 was 42 years and 55% of staff were female.

4. Nil.
5. N/A
6. Question incomplete not possible to answer.
7. N/A
8. 115
- 9-18. IBA has not initiated the transfer of any staff into or out of Canberra since the 2013 election.

#### *Redundancies*

- 19.1. 12 positions all ongoing
  1. Nil
  2. Nine
  2. Nil
  3. Nil
  4. N/A. IBA's Enterprise Agreement does not provide provisions for involuntary redundancies.

5. N/A
6. N/A
7. N/A
8. 12
  1. 12
  2. Zero
  3. Nine
9. No suitable positions for redeployment were available

10. Providing the level of detail requested may identify individuals and as such an aggregated response is provided.

10.1

Age	35-65
Gender	Seven female and five Male
Level	IBA 2-7. All ongoing
Location	Canberra - Nine Perth - one Brisbane - one Adelaide - one

10.2 \$1.4 million of which \$490,000 was in accrued leave.

10.3 \$20,000

10.4 The role was no longer required due to changes in operational requirements.

10.5 April – October 2014.

#### *Hiring*

20. 35
21. 190
22. 26
23. N/A staff not employed under the Public Service Act
24.
  1. N/A staff are not employed under the Public Service Act
  2. N/A staff are not employed under the Public Service Act
  3. N/A staff are not employed under the Public Service Act
  4. 11

4.1 Providing the level of detail requested may identify individuals and as such an aggregated response is provided:

Age	21-63
Gender	Seven female and four Male
Level	IBA 2-7. All ongoing
LOS	Nine months

5. 36
6. N/A staff are not employed under the Public Service Act
7. N/A staff are not employed under the Public Service Act
8. N/A staff are not employed under the Public Service Act
9. N/A staff are not employed under the Public Service Act

10. 15

11. N/A as staff not employed under the Public Service Act

12. N/A as staff not employed under the Public Service Act

13. N/A as staff not employed under the Public Service Act

14. N/A as staff not employed under the Public Service Act

Senate Finance and Public Administration Legislation Committee

**ANSWERS TO QUESTIONS ON NOTICE**

**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Existing Resources Program

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 100

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1-5. IBA's planned performance, agency resources statement and budgeted expenses are as per the Portfolio Budget Statements 2014-15.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Conditions of Government Contracts and Agreements

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 101

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations on 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. Not applicable
3. No
4. Not applicable
5. Not applicable

6. No
7. Not applicable
8. Not applicable
9. No



**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Market Research

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 102

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. List any market research conducted by the department/agency:
  1. List the total cost of this research
  2. List each item of expenditure and cost, broken down by division and program
  3. Who conducted the research?
  4. How were they identified?
  5. Where was the research conducted?
  6. In what way was the research conducted?
  7. Were focus groups, round tables or other forms of research tools used?
  8. How were participants for these focus groups et al selected?
  9. How was the firm or individual that conducted the review selected?
  10. What input did the Minister have?
  11. How was it approved?
  12. Were other firms or individuals considered? If yes, please detail.

**Answer:**

1-1.12 Not applicable.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Prequalified, Multi-use list tenders

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 103

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 5

**Question:**

1. Does the Department/Agency have existing prequalified or multi-use list panels for tenders?
2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency?
3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels?
4. Do any Ministerial staff have directorships in any of the firms on your panels?
5. Do any Ministerial staff have interest- financial or otherwise in any of the firms on your panel?
6. Have the minister or ministerial staff made representations concerning the panels?
7. Is Australian Public Affairs on any of your panels?

**Answer:**

1. Yes
2. Business Support Panel. The firms on the Business Support Panel are listed at Attachment A.
3. No
4. None known
5. None known
6. No
7. No

A. Stafford & Associates Pty Limited  
Abbott Audit Services Pty Ltd  
ABC Corporate Development  
ACIL Allen Consulting  
Acuro Pty Ltd  
Agricultural Management Company Pty Ltd  
Align Corp Pty Ltd  
All Things Web  
Ambrose Indigenous Business Pty Ltd  
Andrew Griffiths Enterprises Pty Ltd  
Armidale & District Business Enterprise Centre Ltd  
Armstrong Muller Consulting Pty Ltd  
Artifact Atelier  
Australian Rural Accounting Solutions Pty Ltd t/a  
Aust Indig Business Serv  
Balanix Solutions Pty Ltd  
Balkanu Cape York Development Corporation Pty  
Ltd  
Barbara Sullivan Pty Ltd  
BDO (Qld) Pty Ltd  
Beaconhill Australia Pty Ltd  
Betterlink Business Consultancy and Training  
Services Group  
Bluebone Solutions  
Bush Agribusiness Pty Ltd  
Business & Community Pty Ltd  
Business Mapping Solutions Pty Ltd  
Carbon Media Events Pty Ltd  
Catalyst Business Improvement  
Centre for Business Success Pty Ltd  
Centrefarm Aboriginal Horticulture Ltd  
Chapell and Associates  
Clear Vision Consulting  
Contact First Business Solutions Pty Ltd  
Creative Economy Pty Ltd  
Crowe Horwath (Aust) Pty Ltd (Vic)  
Crowe Horwath (NQ)  
Crowe Horwath (WA)  
Cul-2-Vate  
Danielle Eastlake Lighthouse Consulting  
Darebin Enterprise Centre  
Darwin International Management Consultants Pty  
Ltd  
Deloitte  
Denigu Pty Ltd  
DHW Computers  
Diverse Travel Pty Ltd  
Dreamtime Public Relations Pty Ltd

Edgar Price & Associates  
Engelhard Consulting  
Enmark Pty Ltd  
Enterprise and Training Company Ltd  
Enterprise Development Australia Pty Ltd  
Ernst & Young  
Excelink Pacific  
Family Business Support (Angelo Coco trading as)  
Financial Management Trainer  
Fivegrants Family trust  
Fortis One Pty Ltd  
Future Solutions Australia  
Gibbrac Pty Ltd  
Glass House Mountains EcoLodge Pty Ltd  
Gongan Consultancy Pty Ltd  
Goolarri Media Enterprises Pty Ltd  
Grant Thornton  
Harbour Healthcare Consulting Pty Ltd  
Harlequin Business Consultants Pty Ltd  
Hunter Region Business Enterprise Centre Inc  
Indi Energy Pty Ltd  
Indigenous Consulting Group  
Indigenous Consulting Group - Marketing & Design  
Industry Capability Network (NSW) Ltd  
Jaragun Pty Ltd  
Jayne Sunbird Enterprises Pty Ltd  
Jigsaw Training Solutions T/a Training Basix  
JKY & Co  
John Pearson Consulting Pty Ltd  
Kadar Pearson Partners Pty Ltd  
Kestrel Solutions Pty Ltd  
Kidsons Pty Ltd  
Kimberley Economic Development Services  
Kimberley Web Design  
Kleinhardt Pty Ltd  
KPMG - Darwin  
Kristine Peters Project Management Pty Ltd  
Kununurra Accounting Services Pty Ltd  
Langford Consulting Pty Ltd  
Leal Technology Pty Ltd  
Mandurah-Hunter Indigenous Business Chamber Inc  
Marcus Lee Design Pty Ltd  
Mazart Design Studio t/a Mazart Designs  
MEG Consultancy Pty Ltd  
Merit Partners Pty Ltd  
Michels Warren Munday  
Middle Star Pty Ltd  
Mike Stephens & Associates Pty Ltd  
MLCS Corporate  
Mobius MBL

Murray Hume Business Enterprise Centre Inc  
Norrish & Associates  
North Australian Rural Management Consultants Pty  
Ltd  
Northern Rivers Enterprise Development Agency  
OPC IT Pty Limited  
P.S. McIntyre  
Parkes Forbes Enterprise Development Centre Inc  
Patrick Baker & Associates Pty Ltd  
Phil Camens  
Pitcher Partners (WA) Pty Ltd  
Platinum Mix  
Prosperity Consulting Pty Ltd  
R & S Muller Enterprises Pty Ltd  
RDA Far North  
RDA Limestone Coast  
RDA Murraylands and Riverland Inc  
RDA Whyalla & Eyre Peninsula Inc  
Red Ochre Consulting Pty Ltd  
Reputation Pty Ltd  
Resolve Digital  
Roundhouse Creative  
RSM Bird Cameron  
Rural Directions  
Rural Solutions  
Science Matters Pty Ltd  
SDF Global  
Sharyn Innes Consultancies Pty Ltd  
Small Business Development Service Pty Ltd  
Social Ventures Australia (SVA) Limited  
Something Ventured Pty Ltd  
Southern Flinders Enterprises  
Stantons International Audit and Consulting Pty Ltd  
Starfish Business Solutions  
Street Ryan and Associates Pty Ltd  
Sue Gold Associates  
Synergistics Marketing  
Templeton Marketing  
Terri Janke & Company Pty Ltd  
The Exponential Curve  
The Management Capacity Builder  
Thomas Noble & Russell  
TLE North Pty Ltd  
Uptuyu  
Urban Aesthetics Pty Ltd  
Verve Group  
VH Pty Ltd  
Vision Network Pty Ltd  
Walker Reid  
Warren Moore Consulting

Web Noise Pty Ltd  
Wendy Davidson Enterprises Pty Ltd  
Westwood Spice  
Working Visions  
WP Creative Designs Pty Ltd  
Zestuccine Pty Ltd

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Communications staff

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 104

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
2. How many ongoing staff, the classification, the type of work they undertake and their location.
3. How many non-ongoing staff, their classification, type of work they undertake and their location
4. How many contractors, their classification, type of work they undertake and their location
5. How many are graphic designers?
6. How many are media managers?
7. How many organise events?

**Answer:**

2. Four ongoing, IBA5-6, Communications, PR & Media, Marketing and Graphic Design based in Canberra and Sydney.
3. Two non-ongoing, IBA4-5, Communications, Marketing and Graphic Design, Scholarships administration based in Canberra and Sydney.
4. Nil
5. 1.4
6. 0.5
7. 0.5

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Freedom of Information

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 105

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 3

**Question:**

1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests?
2. If so, for each instance provide a table setting out the following information:
  1. The Department or Agency which was consulted;
  2. The document;
  3. The purpose of the consultation;
  4. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
  5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension
3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?
4. If yes, provide a table setting out the following information:
  1. The requests with respect to which the Minister or Ministerial office was consulted;
  2. The Minister or Ministerial office which was consulted;
  3. The purpose of the consultation;
  4. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension;
  5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension



6. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

### **Staffing resources**

The following questions relate to the period from 18 September 2013:

1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?

### **FOI Disclosure Log**

For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:

1. Maintain a webpage allowing download of documents released under section 11A (direct download)?
2. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)?
3. Facilitate to those documents in a different manner (if so, specify).
2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:
  1. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision;
  2. The total number of direct downloads of documents released under 11A the Departmental or Agency website;
  3. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]?
  4. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision?
    1. What was the approximate cost for salaries for the FTE staff allocated to this task?
3. Has the Department or Agency charged any for access to a document under section 11C(4)?
4. If so, please provide the following information in a table:
  1. On how many occasions charges have been imposed;
  2. The amount charged for each document
  3. The total amount charged;
  4. What is the highest charge that has been imposed.

With respect to FOI requests:

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?
2. Of those, how many were:
  1. Released in full
  2. Released in part
  3. Refused access on the grounds that release of the document would be contrary to the public interest
  4. Other (please specify)

**Answer:**

*Consultations with other Departments, Agencies and the Minister*

1. No
- 2-2.5. Not applicable
3. No
- 4-4.6. Not applicable

*Staffing Resources*

1. 0.07 FTE

*FOI Disclosure Log*

- 1-1.3. IBA provides a system of direct download.
- 2-2.4.1. Not applicable
3. No
- 4-4.4. Not applicable

*FOI Requests*

1. 246 documents were assessed as conditionally exempt.
2. Of these:
  1. Zero were released in full.
  2. 103 were released in part.
  3. 0 were refused access on the grounds that release of the document would be contrary to the public interest.
  4. Two were refused access on the grounds of commercially sensitive information.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Red Tape Reduction

**Senator:** Senator the Hon Joseph Ludwig  
**Question reference number:** QoN 107  
**Type of question:** Written  
**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

- 1.1-9. IBA does not have a dedicated red tape reduction unit. These functions are managed within existing program and corporate support resources.

IBA policies that may impact our customers are reviewed regularly.

**Senate Finance and Public Administration Legislation Committee**  
**ANSWERS TO QUESTIONS ON NOTICE**  
**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Land costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 108

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?
2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government Corporation within that portfolio? (In regards to this question please ignore land upon which Australian Defence force bases are located. Non Defence Force base land is to be included)
3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.
  - a. What is the current occupancy level and occupant of the items identified in (3)?
  - b. What is the value of the items identified in (3)?
  - c. What contractual or other arrangements are in place for the items identified in (3)?
4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?
5. Please list by each building owned, its name, the size of the building in terms of square metres, the location of that of that building and the latest valuation of that building, where that building is owned by the Department, or agency or authority or Government corporation within that portfolio? (In regards to this question please ignore buildings that are situated on Australian Defence force bases. Non Defence Force base buildings are to be included).
6. In regards to any building identified in Q4, please also detail, the occupancy rate as expressed as a percentage of the building size. If occupancy is identified as less than 100%, for what is the remaining space used?

**Answer:**

1. Nil
- 2-6. N/A

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Boards (for Departments of agencies with boards)

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 110

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

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

**Answer:**

1. Six: BM88,BM89, BM89A, BM89B, BM90 and BM90A
2. Expenses as outline in Remuneration Tribunal Determination 2013/16: Official Travel by Office Holders
3. 82%
4. BM88 (9),BM89 (7), BM89A (6), BM89B (6), BM90 (6), BM90A (6)
5. As provided at Chapter 2, Part 2.2, Division 3, Subdivision A of the *Public Governance and Accountability Act 2013*, and Appendix 9: Guidelines for managing Directors' conflicts of interest, IBA Board Governance Charter (11 March 2014).
6. Unable to provide this information, refer Division 9, s.191, of *Aboriginal and Torres Strait Islander Act 2005*.
7. In accordance with Remuneration Tribunal Determination 2014/08: Remuneration and Allowances for Holders of Part-time Public Office
8. As provided at Part 4, Division 4, s.165 *Aboriginal and Torres Strait Islander Act 2005*

9. No

10. N/A

11. \$1680 (\$560 – BM88), (\$543 – BM89), (\$0 – BM89A), (\$0 – BM89B), (\$577 – BM90), (\$0 – BM90A).

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Shared resources following MOG changes

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 111

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?
2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?
3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

**Answer:**

1. Yes
2. IBA subleases one tenancy from the Department of Social Services (DSS) for the purposes of office accommodation and in addition has in place a memorandum of understanding with DSS whereby IBA pays for office accommodation in six Indigenous Co-ordination Centres; No.
3. \$801,717. N/A.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Departmental Rebranding

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 112

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

- 1) Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:
  - a) Please detail why this name change/rebrand were considered necessary and a justified use of department funds?
    - i) Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
  - b) Please provide the total cost associated with this rebrand and then break down by amount spending replacing:
    - i) Signage.
    - ii) Stationary (please include details of existing stationary and how it was disposed of).
    - iii) Logos
    - iv) Consultancy
    - v) Any relevant IT changes
    - vi) Office reconfiguration
  - c) How was the decision reached to rename and/or rebrand the department?
    - i) Who was involved in reaching this decisions
    - ii) Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

**Answer:**

No.



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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Credit cards

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 113

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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. Not applicable.
2. No.
3. There has been one change to how corporate credit use is monitored. This was a minor change in the Chief Executive Instruction on Corporate Credit Cards, consisting of the final approval for card issuance being given by the Chief Finance Officer.
4. No.
5. Not applicable.
6. No change has been made to IBA's current controls.
7. Not applicable.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Contracts for Temporary Staff

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 114

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.
2. Nine
3. 36
4. \$25,630
5. No

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Hire cars

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 115

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:**

Hire cars are used by staff in the provision of client service delivery, business development and supporting operations nationally.

**Indigenous Business Australia Hire Car Costs 30/05/2014-24/10/2014**

<i>PORTFOLIO BODY</i>	<i>AMOUNT \$</i>	<i>BUSINESS GROUP</i>	<i>REASONS FOR HIRE CAR COSTS</i>
<i>INDIGENOUS BUSINESS AUSTRALIA</i>	<i>\$31,407. 00</i>	<i>1. BUSINESS DEVELOPMENT &amp; ASSISTANCE \$7,177.00 2. EQUITIES AND INVESTMENTS \$12,110.00 3. HOME OWNERSHIP \$9,542.00 4. SUPPORT SERVICES \$2,578.00</i>	<i>CLIENT VISITS, BUSINESS DEVELOPMENT AND OPERATIONS.</i>

There was nil expenditure on car hire for our Minister or Ministers Office

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Unallocated equipment

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 116

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff
2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.

**Answer:**

IBA currently maintains a small (less than 15) fleet of desktop PC's to allow for contractors, new staff and hot swap capacity when required.

IBA's current desktop PC's (excluding monitors, keyboards) were purchased for \$785 per unit. There are no additional costs for storage of this equipment.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Advertising

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 117

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on Advertising? Including through the use of agencies.
2. Please detail each advertising campaign including its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning.
3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister of their delegate or the department or their delegate.

**Answer:**

1. As per IBA's response to QoN 84 - \$17,499.78
2. As per Attachment A, nil ministerial and/or ministerial staff involvement in commissioning
3. N/A

**Attachment A**

<b>Item of expenditure</b>	<b>Cost (less GST)</b>	<b>Approving officer</b>	<b>Outlets paid for the advertising</b>
Home loan information session	\$77.30	General Manager Homes	Facebook
Into Business Workshops	\$1,249.56	General Manager Enterprises	Facebook
Job Ad - Graduate positions	\$2,809.66	General Manager Corporate	Facebook Koori Mail, National Indigenous Times, Our Mob, and Seek via Adcorp
Job Ad	\$2,475.23	General Manager Corporate	Koori Mail, National Indigenous Times, Our Mob, and Seek via Adcorp
Job Ad	\$3,485.40	General Manager Homes	Brisbane Courier Mail, Our Mob and Seek via Adcorp
Home ownership info sessions	\$715.19	General Manager, Homes	Mackay Mercury via Adcorp
Home ownership info sessions	\$785.94	General Manager, Homes	Singleton Argus via Adcorp
Home ownership info sessions	\$3,401.50	General Manager, Homes	Illawara Mercury via Adcorp
Home ownership info sessions	\$1,036.36	General Manager, Homes	Weipa Bulletin
1 x ad space in the WA Indigenous 2014-15 financial year planner	\$1,463.64	Senior Manager Corporate Communications	WA Indigenous 2014-15 financial year planner
Total	\$17,499.78		



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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Departmental Staff Misconduct

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 118

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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?
  1. If yes, list the breaches identified, broken by staffing classification level.
  2. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
  3. If yes, when was the breach identified? By whom? When was the Minister made aware?
  4. If yes, were there any legal ramifications for the department or staff member? Please detail.

**Answer:**

1. Refer attached, Chief Executive Instruction 20.
2. No breaches found.



## CHIEF EXECUTIVE'S INSTRUCTION – CEI 20

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

### 1. OBJECTIVES AND SCOPE

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

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

### 3. DELEGATIONS AND RESPONSIBILITIES

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

### 4. INSTRUCTIONS

#### 4.1 Code of Conduct, Values and Behaviours

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

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

#### 4.2 Reporting possible breaches of the IBA Code of Conduct

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

## CHIEF EXECUTIVE'S INSTRUCTION – CEI 20

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

### 4.3 Dealing with breaches of the IBA Code of Conduct

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

### 4.5 Confidentiality

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

## 5. REFERENCES

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

# CHIEF EXECUTIVE'S INSTRUCTION – CEI 20

## APPENDIX A

### IBA Code of Conduct, Values and Behaviour Framework

#### IBA employees must:

1. Behave honestly and with integrity in the course of their employment in IBA.
2. Act with care and diligence in the course of their employment.
3. When acting in the course of their IBA employment, treat everyone with respect and courtesy, and without harassment.
4. When acting in the course of IBA employment comply with all applicable Australian laws.
5. Comply with any lawful and reasonable direction given by someone within IBA who has authority to give the direction.
6. Maintain appropriate confidentiality of IBA information.
7. Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.
8. Use IBA resources (including IT) in a proper manner.
9. Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment.
10. Not make improper use of:
  - inside information; or
  - the employee's duties, status, power or authority
 in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
11. At all times behave in a way that upholds IBA's Values and the integrity and good reputation of IBA.
12. Except in the course of his or her duties as an IBA employee or with the Chief Executive Officer's express authority, not give or disclose, directly or indirectly, any information about business or anything of which the employee has official knowledge.

#### IBA's work is underpinned by our values:

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

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

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

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

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

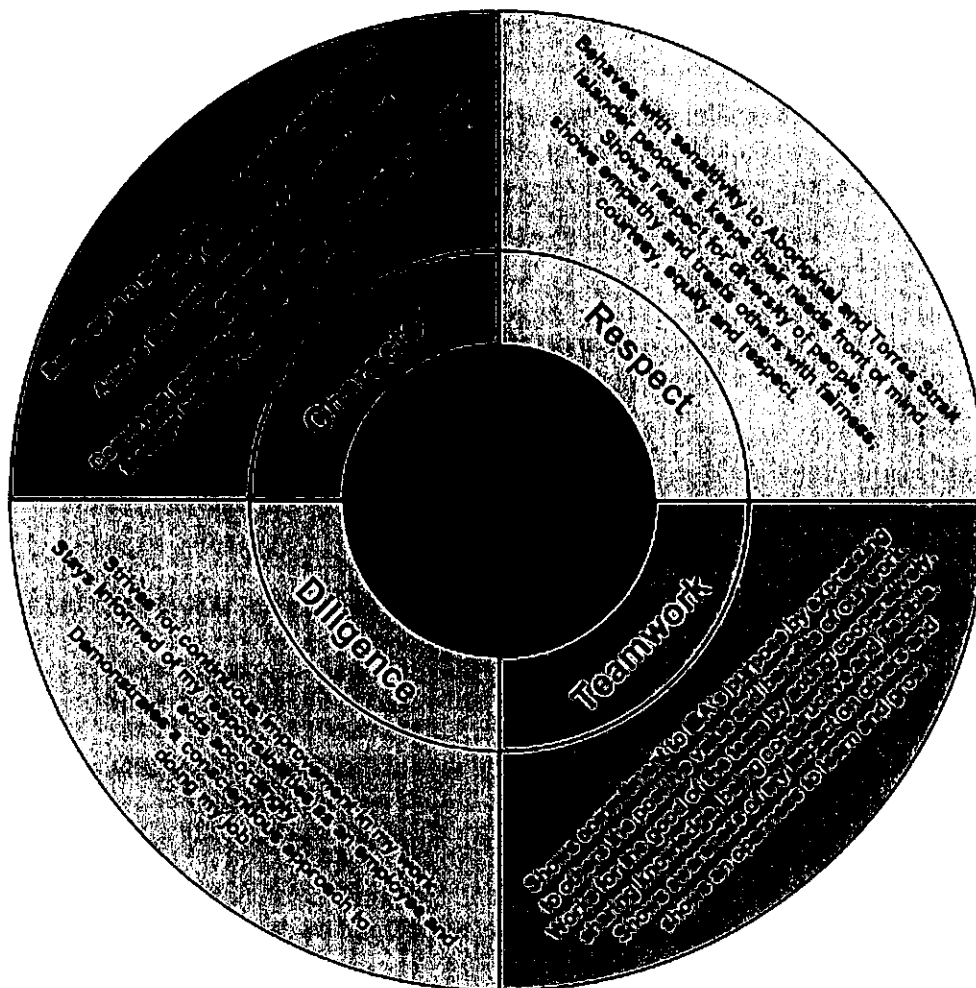
**Realistic:** We face challenges with practical and achievable solutions.

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

## CHIEF EXECUTIVE'S INSTRUCTION – CEI 20

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

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



# CHIEF EXECUTIVE'S INSTRUCTION – CEI 20

## APPENDIX B

### Guidelines for Complying with the IBA Code of Conduct

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

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

Code	Relevant statutes	More detail on IBA requirements is available in the following:
1. Behave honestly and with integrity in the course of their employment in IBA.		Board policies, delegations, CEIs and relevant procedures
2. Act with care and diligence in the course of their employment.	CAC Act s12 [Senior Managers]	Board policies, delegations, CEIs and relevant procedures
3. When acting in the course of their IBA employment, treat everyone with respect and courtesy and without harassment.	Range of employment law [anti-discrimination etc]	CEI 13 Bullying and Harassment Customer Service Charter
4. When acting in the course of IBA employment comply with all applicable Australian laws.	All relevant Laws in particular the ATSI and CAC Acts	CEI18 Governance
5. Comply with any lawful and reasonable direction given by someone within IBA who has authority to give the direction.		Board policies, delegations, CEIs and relevant procedures
6. Maintain appropriate confidentiality of IBA information.	Privacy Act 1988 ATSI Act section 191 (Secrecy)	CEI 6 Protective Security Confidentiality Advice (Legal & Governance Services section of intranet)
7. Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.	CAC s22 (Senior Managers)	CEI 18 Governance
8. Use IBA resources (including IT) in a proper manner.	Crimes Act 1914	CEI 3 Credit Card CEI 4 Cabcharge CEI 5 Computer Use and Access CEI 8 Fixed Assets Fraud Control Plan

## CHIEF EXECUTIVE'S INSTRUCTION – CEI 20

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

### References:

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

## CHIEF EXECUTIVE'S INSTRUCTION – CEI 20

### Examples of application of the Code:

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

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Cloud Services and Storage

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 119

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:
2. What date did/will cloud services be deployed in the department?
3. Please provide a list of all cloud services in use or being considered for use.
4. How much do these services cost? Please break down by service.
5. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?
6. How much does this cloud storage cost per month?
7. What security arrangements are in place to protect cloud based services and storage?
8. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?
9. What has been the cost of security for the cloud? Please provide a breakdown.

**Answer:**

Currently IBA does not utilise public cloud services for data storage, software access or for application delivery.

Cloud services are considered for any proposed IT system development as part of the normal procurement process.



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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Disability access

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 120

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:
2. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
3. What plans are in place to make the premises compliant with the act.
4. When these plans will commence and when they are expected to be complete.
5. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue.
6. What is the expected cost of making the premises compliant? Please break down the costs.
7. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.
8. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

**Answer:**

1-7. All premises leased by Indigenous Business Australia maintain a certificate of occupancy which can only be issued for premises meeting the Disability Standards in place at the time.

8. Nil.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Documents provided to minister

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 122

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

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

**Answer:**

- 1-2. IBA provides two key documents to the Minister's office on a regular and scheduled basis being the Corporate Plan and the Annual Report as required by legislation.
- 3-4. Electronically via email and hard copy.
5. Unknown.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Merchandise or promotional material

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 123

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since 7 September 2013:

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 this material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

**Answer:**

1-11. Yes, IBA utilises and brands low cost items to assist in raising Indigenous Australian's awareness of its products and services. Since 7 September 2013 there was one purchase of 2,500 items at \$1.38 each as part of IBA's approved marketing budget. Procurement is conducted in accordance with IBA's procurement policies.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Freedom of Information - Stats

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 124

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

1. How many FOI requests were received between 7 September 2013 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. Four
2. Three
3. One
4. Nil
5. Nil

**Senate Finance and Public Administration Legislation Committee**  
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**SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014**

Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Savings and Efficiency Measures

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 125

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since the Appropriate Bills 2014 were passed by the parliament:

1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?
2. For each measure or task identified in question 1:
  1. What is the timeframe for implementation?
  2. Who is the responsible agency for actioning these measures, guidelines or tasks?
  3. When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
  4. What action has the minister asked be done on this policy?

**Answer:**

1. Not applicable
2. Not applicable

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Contracts under \$10,000

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 126

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

**Answer:**

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

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Consultancies

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 127

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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?
  1. List each, including name, cost and purpose
  2. If so, why?

**Answer:**

1. 15 consultancies have been undertaken and are detailed at attachment A.

2-3. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources. IBA is not a prescribed Corporate Commonwealth entity listed in section 30 of the Public Governance, Performance and Accountability Rule 2014 and therefore not required to submit an Annual Procurement Plan.

Attachment A

Consultant	Amount
BoardRoom Pty Ltd	19,504
Bowchung Consulting	101,362
Corporate Property & Consulting Services	6,171
Deloitte Touche	51,234
Dransfield & Co	11,000
Ernst & Young	44,549
Giselle Collins	11,063
Gongan Consultancy	1,579
Inside Policy Pty Ltd	42,900
Lange Consulting & Software	1,031
Marcus Holdings Pty Ltd	26,730
Pacific Road Co	6,875
QCS Consulting	1,925
Rolins Consulting Pty Ltd	88,790
Thinkplace	43,759
Total Including GST	<u><u>458,472</u></u>



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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Media subscriptions

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 129

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. IBA does not have any pay TV subscriptions
- 1.1 – 1.4 N/A

2. IBA subscribes to the following newspapers so as to be informed of what is published in regards to Indigenous affairs and industry markets and sectors in which IBA operates in.

2.1 The Australian

The Financial Review

The Koori Mail

National Indigenous Times

The Mulga Mail

2.2 Approximate cost is \$150 per month

2.3 N/A

2.4 N/A

3. Money Magazine

3.1 To be informed of what is published in regards to industry markets and sectors in which IBA operates

3.2 Approximate cost is \$10 per month

3.3 N/A

3.4 N/A

4.1 – 4.4 As per responses to questions 2 and 3.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Media training

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 131

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:
  1. Total spending on these services
  2. An itemised cost breakdown of these services
  3. The number of employees offered these services and their employment classification
  4. The number of employees who have utilised these services and their employment classification
  5. The names of all service providers engaged
  6. The location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
  1. The name and nature of the service purchased
  2. Whether the service is one-on-one or group based
  3. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
  4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  5. The total amount spent on the service
  6. 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:**

IBA did not purchase media training services during the specified period.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Report printing

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 132

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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:**

IBA maintains its records in accordance with its regulatory requirements as are required under the *Archives Act 1983* and associated IBA records management policy and procedures.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Senate estimates briefing

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 137

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 4

**Question:**

Since Budget Estimates in June, 2014:

1. How many officers have been responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
  1. Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
  1. If so, when did this occur?
  2. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
  3. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

**Answer:**

1. One part-time IBA5 is responsible for coordinating the briefing pack for the IBA Senior Executive attending a Senate Estimates hearing with input to individual briefings provided by subject matter experts within IBA.
2. Completing a briefing pack takes approximately 36 hours.
- 3-4. The briefing packs are for the use of the IBA Senior Executive and are not provided to the Minister or his office at any stage.
5. A copy of the contents page for IBA's briefing pack for Additional Estimates is at Attachment A.

**1. General**

- Agenda
- Finance and Public Administration Committee
- Finance and Public Administration Committee participating members

**2. Supplementary Estimates – 22 November 2013**

- Hansard – extract IBA and ILC appearance
- Letter of correction – Bunuba Cattle Company, Mike Stephens and Tjapukai
- Questions on Notice

IBA input to PM&C questions (tabled version and IBA input)

- 168 – public relations, communications & media staff
- 171 – grants
- 178 – executive coaching & leadership training
- 182 – coffee machines
- 184 – cars
- 185 – taxis
- 186 – hire cars
- 188 – electricity purchasing agreements
- 197 – portraits of Her Majesty the Queen
- 205 – subscription TV services
- 206 – newspaper and magazine subscriptions.

PM&C relating to IBA

- 323 – overhaul of IBA

ILC QoNs

- 225 – Ayres Rock Resort
- 226 – Ayres Rock Resort
- 244 – Sacking of Voyagers Board

**3. Briefs**

- Key issues document
- Corporate
  - o National office accommodation
  - o Workforce profile
  - o Interim recruitment arrangements
- Enterprises
  - o Enterprises program update
  - o Hope Vale banana farm
- Finance
  - o Operating results 2012-13 & Budgeted operating results 2013-14
  - o Financial snapshot 31 December 2013
  - o Consultants 2012-13 and to 31 December
  - o Departmental expenses



- Homes
  - o Integration of HOP and HOIL
  - o Home ownership opportunities and lending in emerging markets
  - o Home ownership at Baniyala (Yilpara)
- Investments
  - o Tjapukai Aboriginal Cultural Park – Update
  - o Tjapukai Aboriginal Cultural Park – Update additional
  - o Tjapukai Aboriginal Cultural Park – Financial support
  - o Tjapukai Aboriginal Cultural Park – Enterprise Agreement
  - o Tjapukai Aboriginal Cultural Park – Djabugay community
  - o Tjapukai Aboriginal Cultural Park – CEO recruitment
  - o Wildman Wilderness Lodge
  - o Wilpena Pound
  - o CME (incl financial information)
- Legal and Governance
  - o Directors’ conflict of interest (I-REIT)
  - o Ombudsman investigations and complaints

#### **4. Other**

- Submission by IBA to the Review of IBA and the ILC
- Source of factual evidence in above submission

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Payment of accounts

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 138

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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. The average time period for IBA to pay its accounts to contractors, consultants and others from the 30 May – 24 October 2014 period is 18.35 days.
2. 1322 payments (86% of 1543 total payments) have been paid under 30 days
3. 154 payments (10% of 1543 total payments) have been paid between 30 to 60 days
4. 58 payments (4% of 1543 total payments) have been paid between 60 to 90 days.

5. Nine payments (less than 1% of 1543 total payments) have been paid between 90 and 120 days.
6. Nil
7. Not applicable.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Meeting costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 140

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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 Estimates, 2014 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. The Agency spent \$18,674.83 (including GST) on meeting costs for the period covering 30 May to 24 Oct 2014. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.
2. N/A
3. To provide the level of detail requested would involve an unreasonable diversion of limited agency resources.
4. N/A

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

**Department/Agency:** Central Land Council  
**Outcome/Program:** Outcome 2, Indigenous  
**Topic:** Hospitality and entertainment

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 141

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. The Agency has spent \$4,147.92 (including GST) on hospitality for the period covering 30 May to 24 Oct 2014.

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

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Executive coaching and leadership training

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 142

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 4

**Question:**

Since Budget Estimates in June, 2014:

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:
  1. The name and nature of the service purchased
  2. Whether the service is one-on-one or group based
  3. The number of employees who received the service and their employment classification
  4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
  5. The total amount spent on the service
  6. 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
6. premises, please provide:
  1. The location used
  2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
  3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  4. Any costs the department or agency's incurred to use the location

7. 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?
8. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

**Answers:**

1. The total Indigenous Business Australia (IBA) spending in relation to leadership training and coaching from 30 May 2014 to 24 October 2014 was \$51,368 (GST inclusive)
2. 21 employees at the IBA classification 2 to 7 were provided with leadership training and coaching from 30 May 2014 to 24 October 2014.
- 3-6.4. For details of the leadership training and coaching services purchased by IBA from 30 May 2014 to 24 October 2014, and the locations offered (Q5-6) refer to the following table (note this includes services that were provided but not necessarily paid for in this reporting period):



Name and nature of service purchased	Service provider	Group based or 1 on 1	Number of employees who received the service	Number of days/hrs involved	Employment Classification of those who received the service	Amount spent on service (GST inclusive)	Location where service provided
<b>Leadership Training - Certificate IV in Frontline Management</b> Purchased – delivery of course content face to face, workbooks and assessment of participant's competence for a qualification. Course commenced May 2014 continuing until Dec 2014.	Australian Institute of Management	Group based delivery	10	9 days face to face delivery and up to 52.5 hours study leave during work hours per participant to gather evidence of competence	IBA level 2, 4 and 5	\$26,344 (complete package for one course)	Brisbane at IBA's premises
<b>Leadership Training - Diploma of Organisational Change Management</b> Purchased - delivery of course content face to face, workbooks and assessment of participant's competence for a qualification. Course commenced September 2014 continuing until September 2015.	Uniforte	Group based delivery with participants from outside IBA	1	6 days face to face delivery	IBA level 6	\$4,929 (complete package for one course)	Brisbane at no cost to IBA as participant attended a public course

Name and nature of service purchased	Service provider	Group based or 1 on 1	Number of employees who received the service	Number of days/hrs involved	Employment Classification of those who received the service	Amount spent on service (GST inclusive)	Location where service provided
<b>Leadership Development Program</b> Purchased – delivery of program content face to face, workbooks, lifestyle Inventory tool, one on one coaching and facilitation of action learning project presentations. Program commenced March 2014 to June 2014 i.e. commenced before this reporting period.	John Robinson Consulting Services Pty Ltd	Group based workshops and 1 on 1 coaching sessions	9 (plus 1 participant from Reconciliation Australia)	2.5 days Note this represents the days involved in this program this reporting period 30 May 2014 to 24 October 2014 only and does not represent the total program days.	IBA level 5-7	\$18,444	Canberra, Sydney & Brisbane on IBA premises.
<b>Executive coaching</b> Purchased three one on one leadership coaching sessions and profile tool	Yellow Edge Pty Ltd	1 on 1	1	3 hours	IBA level 5	\$1,650 (3 sessions at \$350 each and profiling tool at \$600)	Canberra at IBA premises

7. Provision of the above mentioned leadership training and coaching services paid for by IBA had no implications for employees' continued employment or otherwise after training had been completed.
8. No graduate or post graduate study was undertaken in the areas of leadership training and coaching.

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

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Staffing profile

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 143

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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. There has been some minor change to IBA's staffing profile since 30 June 2014 with the hosting of a number of Indigenous interns at the IBA 1 level and some minor changes at level's 2 & 3.

2.

Level	ACT	NT	QLD
1	+1	+1	+2
2	+1		
3	-3		-1

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Staffing reductions

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 144

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

1. How many staff reductions/voluntary redundancies have occurred?
  1. 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. There is no provision for voluntary redundancies under the IBA Enterprise Agreement however there were 10 separations during the period.
  - 1.1 One resignation, one end of contract, one retirement and seven involuntary redundancies.

2. Yes, the roles were no longer required due to changes in operational requirements.
3. There are no plans for significant staff reductions.
4. N/A
5. N/A
6. Seven (IBA 2 – 7)
7. Three (IBA 3 – 4)
8. There is no provision for voluntary redundancies under the IBA Enterprise Agreement.
9. N/A
10. Redundancies are funded from existing budgets and future cost savings.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Staffing recruitment

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 145

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. Nil
2. Nine non-ongoing staff commenced with four IBA level1's, one IBA4, two IBA5's, one IBA6, and one IBA7.
3. As above, nine, with an average length of employment of nine months.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Coffee machines

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 146

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased, leased or rented any coffee machines for staff usage?
  1. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?
  2. Why were coffee machines purchased?
  3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
  4. Where did the funding for the coffee machines come from?
  5. Who has access?
  6. Who is responsible for the maintenance of coffee machines? 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 ongoing costs of the coffee machines, such as the cost of coffee?

**Answer:**

No.

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Printing

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 147

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 3

**Question:**

Since Budget Estimates in June, 2014:

1. How many documents (include the amount – sic - of copies) have been printed?
  1. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  1. If so, what companies were used?
  2. How were they selected?
  3. What was the total cost of this printing by item?

**Answer:**

For the period 30 May to 24 October 2014 refer to Attachment A.



30 May to 24 October 2014

Title of document	Number of copies	Published online	Print company	Selection process	Total printing cost (less GST)
Inspire magazine, issue 14	15,214 + 6 x A3 posters of magazine cover	Yes	Print Junction, South Australia	Direct source of Indigenous supplier	\$11,140.00
NAIDOC	5	No	Waratah Signs of the Highlands	Limited quotes of Indigenous supplier	\$276.36
Home Loans for Indigenous Australians brochure	2,000	Yes	Print Junction	Direct source of Indigenous supplier	\$561.00
Confirmation of Aboriginal or Torres Strait Islander Descent form	10,000	Yes	Paragon Printers	Limited quotes	\$1,359.00
Reconciliation Action Plan	500	Yes	Print Junction	Limited quotes of Indigenous supplier	\$3,135.00
Reconciliation Action Plan	200	Yes	Print Junction	Direct source of Indigenous supplier	\$3,290.09
Split Loans – Customer factsheet	2,000	Yes	Snap Underwood	Direct source of Indigenous supplier	\$499.09
Split Loans - Frequently Asked Questions factsheet	1,000	Yes	Snap Underwood	Direct source of Indigenous supplier	\$832.73

Title of document	Number of copies	Published online	Print company	Selection process	Total printing cost (less GST)
Housing Loan form	1,000	No	Print Junction	Limited quotes of Indigenous supplier	\$1,060.00
Collection of Personal Information Notice - IBA Products and Services	1,000	No	Print Junction	Direct source of Indigenous supplier	\$610.00
Consent form	1,000	Yes	Print Junction	Direct source of Indigenous supplier	\$360.00
Indigenous Homes Finance flyer	1,000	No	Snap Underwood	Direct source of Indigenous supplier	\$294.55
Housing Loan Application form	1,000	No	Print Junction	Direct source of Indigenous supplier	\$1,360.00
NAIDOC poster	1	No	Snap Underwood	Direct source of Indigenous supplier	\$24.55
Investments Posters	3	No	Create and Print	Direct source	\$220.00
				Total	\$25,022.37

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Corporate cars

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 148

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

1. Four cars are owned by Indigenous Business Australia.
  - 1.1 Brisbane, Broome, Melbourne, Sydney.
  - 1.2 All cars are used for client visits, business development and operations.
  - 1.3 Brisbane (\$695.55) Broome (\$2946.06) Melbourne (\$1301.88) Sydney (\$660.59)
  - 1.4 Brisbane (3712Kms) Broome (7278Kms) Melbourne (10199Kms) Sydney (3944Kms)
2. Seven cars are leased by Indigenous Business Australia.
  - 2.1 Adelaide, Alice Springs, Cairns, Darwin, Grafton, Perth, Wagga Wagga.
  - 2.2 All cars are used for Client visits, business development and operations.
  - 2.3 Adelaide (\$4,193.02) Alice Springs (\$8,403.37) Cairns (\$3,514.99) Darwin (\$3,721.49) Grafton (\$4,296.08) Perth (\$3,759.54) Wagga Wagga (\$4,376.25 )
3. Adelaide (14419kms) Alice Springs (4884kms) Cairns (5444kms) Darwin (3803kms) Grafton (9273kms) Perth (9759kms) Wagga Wagga (9004kms).

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Prime Minister and Cabinet Portfolio

**Department/Agency:** Indigenous Business Australia

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Taxi costs

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 149

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 1

**Question:**

Since Budget Estimates in June, 2014:

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

**Answer:**

Taxis are used by staff in the provision of client services delivery, business development and supporting operations nationally.

Indigenous Business Australia Taxi Fares 30/05/2014-24/10/2014:

Business Development and Assistance \$12,855.00

Equities and Investments \$21,804.00

Home Ownership \$15,677.00

Support Services \$21,915.00

Total \$72,251.00

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**Prime Minister and Cabinet Portfolio**

**Department/Agency:** Aboriginal Hostels Limited

**Outcome/Program:** Outcome 2, Indigenous

**Topic:** Grants

**Senator:** Senator the Hon Joseph Ludwig

**Question reference number:** QoN 150

**Type of question:** Written

**Date set by Committee for the return of the answer:** 31 December 2014

**Number of pages:** 2

**Question:**

Since Budget Estimates in June, 2014:

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.
  1. 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.
  1. Has the minister or the minister's office exercised or attempted to exercise any influence over the awarding of any grants? If yes, please detail.
7. Provide a list of all grants, including ad hoc, one-off discretionary grants awarded to date. Provide the recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations.
8. Update the status of each grant that was approved prior to the specified period, but did not have financial contracts in place at that time. Provide details of the recipients, the amount, the intended use of the grants, what locations have benefited from the grants and the electorate and state of those grants.

**Answer:**

1. Dependent on the program IBA has a range of policies in place to administer a number of assistance measures.
2. Via the particular program application process.
3. Yes, dependent on the particular program policy.
  - 3.1 No.
4. Eligibility is assessed on defined criteria in the relevant program policy.
5. Relevant skilled program staff.
6. No.

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