

8 December 2014

Ms Lyn Beverley
Committee Secretary
Senate Finance and Public Administration Committee
PO Box 6100
Parliament House Canberra ACT 2600

Dear Ms Beverley

The Indigenous Land Corporation has received and responded to Questions on Notice for All Agencies.

The following questions are not applicable to the ILC and therefore a response has not been provided.

- 63, 69, 71-73, 75, 80-82, 85-87, 109, 122, 126-136, 138-143, 145-150

Please do not hesitate to contact me if you or the Committee believes there are grounds for the ILC to respond to any of the above questions.

Yours sincerely

M C Dillon
Chief Executive Officer

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 Land Corporation
Outcome/Program: Outcome 2, Indigenous
Topic: Commissioned Reports

Senator: Senator the Hon Joseph Ludwig

Question reference number: QoN 67

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

Answer:

1. Nil reports have been commissioned in this period.
2. Not Applicable
3. Not Applicable

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 Land Corporation

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:

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

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

Answer:

This question is not applicable for the ILC; the *Aboriginal and Torres Strait Islander Act 2005* is not subject to statutory review.

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 Land Corporation

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. The ILC did not engage any graduates in 2012-2013
2. The ILC did not engage any graduates in 2013-2014
3. The ILC did not engage any graduates in 2014-2015
4. The ILC is not expecting to engage any graduates in 2015-2016

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 Land Corporation
Outcome/Program: Outcome 2, Indigenous
Topic: Procedure Manuals (Departmental)

Senator: Senator the Hon Joseph Ludwig

Question reference number: QoN 74

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. The Indigenous Land Corporation's communications with the Minister are governed by legislation, in particular the *Public Governance, Performance and Accountability Act 2013* and the *Aboriginal and Torres Strait Islander Act 2005*. The Indigenous Land Corporation does not have an additional procedure manual for communication with the Minister.
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. The Indigenous Land Corporation Chief Executive Officer and Chairperson are responsible for clearing communications before they are sent to the Minister and Minister's office.

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 Land Corporation
Outcome/Program: Outcome 2, Indigenous
Topic: Reviews

Senator: Senator the Hon Joseph Ludwig

Question reference number: QoN 76

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 new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
 1. the date they were ordered
 2. the date they commenced
 3. the minister responsible
 4. the department responsible
 5. the nature of the review
 6. their terms of reference
 7. the scope of the review
 8. Who is conducting the review
 9. the number of officers, and their classification level, involved in conducting the review
 10. the expected report date
 11. the budgeted, projected or expected costs
 12. If the report will be tabled in parliament or made public
2. For any review commenced or ordered since Budget Estimates in June, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?
 1. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
 2. If so, please list their managing director and the board of directors or equivalent
 3. If yes, for each is the cost associated with their involvement, including a break down for each cost item
 4. If yes, for each, what is the nature of their involvement
 5. If yes, for each, are they on the lobbyist register, provide details.
 6. If yes, for each, what contact has the Minister or their office had with them
 7. If yes, for each, who selected them

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

Answer:

There have been no new reviews (as defined by *PM&C's QON handling advice*) in this period.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

Outcome/Program: Outcome 2, Indigenous

Topic: Sunset provisions

Senator: Senator the Hon Joseph Ludwig

Question reference number: QoN 77

Type of question: Written

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

Number of pages: 1

Question:

1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide:
 1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?
 2. Has any consideration been given to delaying or alerting the sunset provisions?
 3. Please provide a schedule or a work plan for the sunset provisions becoming active
 4. When did/will this work begin?
 5. When is/was the review due to commence.
 6. What is the expected report date.
 7. Who is the minister responsible for the review
 8. What department is responsible for the review
 9. List the specific clauses or legislation under review caused by the statutory provision.
 10. List the terms of reference.
 11. What is the scope of the review.
 12. Who is conducting the review. How were they selected? What are the legislated obligation for the selection of the person to conduct the review?
 13. What is the budgeted, projected or expected costs of the review?
 14. When was the Minister briefed on this matter?
 15. What decision points are upcoming for the minister on this matter?
 16. List the number of officers, and their classification level, involved in conducting the review
 17. Will the report will be tabled in parliament or made public. If so, when?

Answer:

Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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:

Since Budget Estimates in June, 2014:

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, the ILC has not purchased or leased any new wine coolers, wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies 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 Land Corporation
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. 2
2. 0
3. N/A

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 Land Corporation
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:

1. The total cost of building leases for the Indigenous Land Corporation since Budget Estimates in June, 2014 is \$370,416 (GST exclusive)
2. Detailed list of each building that is currently leased provided in the following table:

Start Date	End Date	Renewed? Y/N	Location	Total Cost of lease pa (GST Excl)	Use
1 Jan 2011	31 Dec 2014	Business decision has been made to renew.	Canberra ACT	\$115,055	Program delivery and corporate administration in accordance with statutory functions
1 May 2009	30 Apr 2019	Business decision to be made at time.	Adelaide, SA	\$501,738	Program delivery and corporate administration in accordance with statutory functions
28 Sept 2012	27 Sept 2015	Business decision to be made at time.	Adelaide, SA	\$25,153	Program delivery and corporate administration (ICS) in accordance with statutory functions
1 Aug 2012	31 July 2016	Business decision to be made at time.	Brisbane, Qld	\$179,233	Program delivery and corporate administration in accordance with statutory functions
17 Feb 2012	16 Feb 2022	Business decision to be made at time.	Perth, WA	\$259,945	Program delivery and corporate administration in accordance with statutory functions

3. NIL.
4. The Indigenous Land Corporations Canberra office lease expires within the next few months. The Indigenous Land Corporation has considering options and has decided to renew.
5. The Indigenous Land Corporation does not own or lease any entire buildings for its own use.

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 Land Corporation

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.

COST	ITEM	APPROVING OFFICER	OUTLET
\$4,869	Job ads(x 11)	HR Manager	Mitchell & Partners Australia
\$105	Job Ad (x 2)	Director Business Operations	Backpacker Job Centre
\$381	Gunbalanya Meats – business advertisement	Director Business Operations	Community Crime Review Trust
\$109	Banka Banka West – business advertisement	Director Business Operations	Farmstay Australia
\$327	Gunbalanya Meats – business advertisement	Director Business Operations	Health & Safety for Kids Trust

\$45	Outback Careers standard ad	HR Manager	Outback Careers
\$156	Sale of asset	Director Business Operations	North Aust News P/L t/a Katherine Times

2. No specific advertising planned.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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:

No tenders were re-issued or issued multiple times 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 Land Corporation

Outcome/Program: Outcome 2, Indigenous

Topic: Enterprise Bargaining Agreements (EBAs)

Senator: Senator the Hon Joseph Ludwig

Question reference number: QoN 89

Type of question: Written

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

Number of pages: 1

Question:

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

Answer:

1. The Indigenous Land Corporation Enterprise Agreement (EA) 2011-2014 covers Indigenous Land Corporation (ILC) employees
2. Commencement date: 3 October 2011 Expiration date: 19 October 2014
3. The ILC has issued the Employee Representational Rights form and have commenced bargaining with Employee Representatives. The ILC is bargaining consistent with the Australian Government Public Sector Workplace Bargaining Policy. The ILC has not entered into discussions with Employee Representatives on remuneration as a Remuneration Declaration has not been submitted to the Australian Public Service Commission (APSC) for review and endorsement prior to gaining the Minister's approval.

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SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

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:

1. No, the Indigenous Land Corporation has not engaged in any new refurbishments, upgrades or change to our building or facilities during the period 1 June 2014 to 31 October 2014.

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SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

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. The ILC does not provide non-conventional therapies to employees.
2. The ILC has not paid for non-conventional therapies.

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 Land Corporation

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:

Questions 1-3 - The ILC leases plants in each of its offices.

Location	Details	Cost per month
Adelaide	30 plants	\$218
Adelaide (ICS)	6 plants	\$105
Canberra	7 plants	\$163
Brisbane	12 plants	\$122
Perth	8 plants	\$212
<i>Total Cost from 1/6/14 to 31/10/14</i>		<i>\$4,100</i>

4. No plants were purchased
5. Not applicable
6. Not applicable

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 Land Corporation
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 the ILC has not purchased, leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others) 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 Land Corporation
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, the ILC has not purchased, leased or taken under contract any vending machine 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 Land Corporation

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: 2

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:

Period 1 June to 31 October 2014

Source	Internal/ External	Level of Counsel/ Solicitor	Gender	Hrs	Counsel briefed	Amount (Legal fees only & excluding GST)	Method of Procurement
Fisher Dore Lawyers	External	Solicitor	Female	N/A (advice was not sought)	N	\$440	Direct Sourcing
Fisher Dore Lawyers	External	Partner	Male	N/A (advice was not sought)	N	\$400	Direct Sourcing
Australian Government Solicitor	External	Senior Lawyer/Senior Executive Lawyer	Female	5.4	N	\$1,500	Direct Sourcing
Clayton Utz	External	Partner/ Director/ Senior Associate	Male/ Female	29.7	N	\$14,024	Direct Sourcing
Australian Government Solicitor	External	Senior Executive Lawyer/ Graduate Lawyer	Female/ Male	7.7	N	\$3,435	Direct Sourcing
Australian Government Solicitor	External	Barrister/Senior Lawyer	Male	7.2 (Senior Lawyer) N/A (Counsel)	Y	\$5,483	Direct Sourcing (AGS) Indirect sourcing (Counsel)
Australian Government Solicitor	External	Senior Lawyer	Male	5.4	N	\$2,025	Direct Sourcing
Miller Harris Lawyers	External	Partner	Male	N/A (advice was not sought)	N	\$1,603	Direct Sourcing

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 Land Corporation

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:

Equipment	Staff Classificati on level*	Numbe r of Device s	Average Purchase Cost of Individual Equipment and Accessories#	Annual Cost of Individual Equipment	Total Annual Cost of Equipment
Broadband UBS Device – Next G	Pooled	3			
	APS 3	1			
	APS 6	10			
	EL	9			
	SEE	1			
	TOTAL	24	\$150	\$228	\$5,472
Mobile Phone	Pooled	4			
	APS 3	1			
	APS 5	2			
	APS 6	26			
	EL	28			
	SEE	10			
	TOTAL	71	\$353	\$240	\$25,063
Notebook Computer	Pooled	5			
	APS 5	1			
	APS 6	22			
	EL	28			
	SEE	12			
	TOTAL	68	\$2,777	N/a	N/a
Tablet Devices	Pooled	1			
	APS 6	1			
	EL	4			
	SEE	8			
	TOTAL	14	\$851	\$420	\$5,880

*APS Equivalent

Accessories include keyboards, laptop carry bags, additional chargers.

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 Land Corporation
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:

1. 89 Degrees East
2. The firm was engaged via a *request to quote* to facilitate a strategic marketing workshop held in Sydney at the office of Voyages Indigenous Tourism Australia on 15 October 2014. Participants included ILC Board marketing subcommittee members, ILC CEO, NCIE Marketing Manager and the ILC internal marketing working group. The objectives of the engagement included:
 - a. Building awareness, interest and commitment among key ILC staff and Board members about the value of strategic marketing and communications activity;
 - b. Developing a shared vision for how to approach marketing and communications at the ILC ; and
 - c. Identifying key opportunities to improve the way marketing and communications is approached at the ILC.
3. N/A

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 Land Corporation
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. The Indigenous Land Corporation Board has four female members, including the Chair, and three male members.
3. Appointments to the Indigenous Land Corporation Board are made by the Minister for Indigenous Affairs.
4. See 3 above.

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 Land Corporation

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: 10

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. 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. The Indigenous Land Corporation (ILC) employs 101 employees (head count) as at 31 October 2014.
- 2.

As at 30 June 2013			.		
State/Territory	Age	APS Equivalent*	Female	Male	Grand Total
ACT	50-59	APS6	2	-	2
		EL	1	1	2
		SEE	-	1	1
	60-69	SEE	-	1	1
QLD	20-29	APS1	-	1	1
		APS3	1	-	1
	30-39	APS5	1	-	1
		APS6	1	2	3
		EL	1	-	1
		SEE	-	1	1
	40-49	APS4	1	-	1
		APS6	2	1	3
		EL	-	1	1
		SEE	-	1	1

	50-59	SEE	-	1	1
	60-69	APS6	-	1	1
		EL	-	2	2

*ILC employees are not employed under APS, accordingly the classification level has been provided on an APS equivalent basis.

As at 30 June 2013			.		
State/Territory	Age	APS Equivalent*	Female	Male	Grand Total
SA	20-29	APS2	3	-	3
		APS3	1	-	1
		APS4	3	1	4
	30-39	APS2	1	-	1
		APS3	-	1	1
		APS4	2	1	3
		APS6	4	2	6
		EL	3	3	6
		Legal		1	1
	40-49	APS3	2	-	2
		APS4	1	-	1
		APS6	3	-	3
		EL	1	4	5
		Legal	-	1	1
		SEE	1	1	2
	50-59	APS2	1	-	1
		APS3	1	1	2
		APS4	1	-	1
		APS6	4	3	7
		EL	2	4	6
	60-69	APS3	1	-	1
		SEE	-	1	1
WA	<20	APS1	1		1
	20-29	APS1	1		1
		APS3	1	1	2
		APS6	1		1
	30-39	APS6	3		3
		EL	1		1
		SEE	1		1
	50-59	APS3	2		2
		APS4		1	1
		APS6	1		1
EL			1	1	
Grand Total			57	41	98

3.

As at 31 October 2014			.		
State/Territory	Age	APS Equivalent*	Female	Male	Grand Total
ACT	20-29	APS6	1	-	1
	30-39	EL	1	-	1
	50-59	EL	2	1	3
		SEE	-	2	2
	60-69	APS6	2	-	2
QLD	20-29	APS1	-	1	1
		APS3	1	-	1
	30-39	APS5	1	-	1
		APS6	1	2	3
		EL	1	-	1
	40-49	APS4	1	-	1
		APS6	2	1	3
		EL	-	2	2
		SEE	-	2	2
	60-69	APS6	-	1	1
		EL	-	2	2
SA	20-29	APS2	1	-	1
		APS4	2	-	2
		Legal	1	-	1
	30-39	APS2	1	-	1
		APS3	1	1	2
		APS4	1	1	2
		APS6	3	5	8
		EL	4	3	7
		Legal	-	1	1
		SEE	-	1	1
	40-49	APS3	1	-	1
		APS6	1	1	2
		EL	1	4	5
		Legal	-	1	1
		SEE	1	1	2
	50-59	APS2	1	-	1
		APS3	2	-	2
		APS4	1	-	1
		APS6	4	2	6
		EL	4	5	9
	60-69	EL	-	1	1

As at 31 October 2014					
State/Territory	Age	APS Equivalent*	Female	Male	Grand Total
WA	20-29	APS1	2	-	2
	30-39	APS3	1	1	2
		APS6	4	-	4
		SEE	1	-	1
	40-49	APS6	-	1	1
		EL	-	2	2
	50-59	APS3	1	-	1
		APS6	2	-	2
		EL	-	1	1
	60-69	APS5	-	1	1
Grand Total			54	47	101

4. The ILC has not transferred functions between States or Territories since the federal election in 2013.
5. Not applicable (refer to question 4)
6. Not applicable (refer to question 4)
7. Not applicable (refer to question 4)
8. The ILC employed 6 employees (headcount) in Canberra immediately prior to the 2013 Federal Election
9. No employees have been transferred out of Canberra since the 2013 Federal Election.
10. No employees have been transferred to Canberra since the 2013 Federal Election.
11. Not applicable (refer to questions 9 and 10)
12. Not applicable (refer to questions 9 and 10).
13. Not applicable (refer to questions 9 and 10).
14. Not applicable (refer to questions 9 and 10).
15. Not applicable (refer to questions 9 and 10).
16. Not applicable (refer to questions 9 and 10).
17. Not applicable (refer to questions 9 and 10).
18. Not applicable (refer to questions 9 and 10).

Redundancies

1. The ILC has made two positions redundant since the 2013 federal election.
 1. Two
 2. None
 3. None
2. Nil
 1. Not Applicable
 2. Not Applicable
 3. Not Applicable
3. The two employees were offered voluntary redundancy.
 1. Two
 2. None
 3. None
4. The two employees accepted voluntary redundancy.

1. Two
2. None
3. None
5. Both employees were provided the choice between a voluntary redundancy and redeployment.
 1. Two
 2. None
 3. None

6.
 - 1.

	Employee 1	Employee 2
Description of Position	Director	Para-legal Officer
Payout figure	\$209,284 (gross)	\$25,739 (gross)
Age	55	41
Separation Date	3 August 2014	28 February 2014
Gender	Male	Female
APS Equivalent*	SEE	APS4
Contract Type	On-going	On-going
Responsibilities	Policy and Program Development	Provision of paralegal support
Location	Queensland	Adelaide

- 2.

	Employee 1	Employee 2
Leave Payout Entitlement (inc Notice Period)	\$108,705 (Gross)	\$13,716 (Gross)

3. The ILC incurred a cost for outplacement/career transition support for Employee 1.

- 4.

	Employee 1	Employee 2
Reason	Restructure of Executive Team and a redistribution of responsibilities.	Restructure of legal team as a result of an operational requirement to increase the legal qualifications within the Section.

5. Refer to question 6.1 above.

- 7.

1. Not applicable (refer question 2).
2. Not applicable (refer question 2)
3. Not applicable (refer question 2)
4. Not applicable (refer question 2)
8. The ILC has not forcibly made any employee redundant since the 2013 federal election.
 1. Not applicable
 2. Not applicable
 3. Not applicable

9. Not applicable (refer to question 8).
 1. Not applicable
 2. Not applicable
 3. Not applicable
10.
 1. Not applicable (refer to question 8).
 2. Not applicable
 3. Not applicable
 4. Not applicable
 5. Not applicable

Hiring

1. As at 31 October 2014, the ILC has 4 employees who are employed on non-ongoing contracts.
2. As at 31 October 2014, The ILC has 94 employees who are employed on ongoing contracts
3. The ILC has extended 3 employee's non-ongoing contract since the 2013 federal election.
4. Not applicable. The ILC is a Statutory Authority. There is no requirement for the ILC to gain non-ongoing contract extension approvals from the Public Service Commission.
5.
 1. Not applicable (refer to question 4 above)
6.
 1. Not applicable (refer to question 4 above)
7.
 1. Not applicable (refer to question 4 above)
8.
 - 1.

Position	Gender	Employment Status	Age	APS Equivalent	Annual	Joined	Last Day of Duty	Service (years)	Reason
Para-legal	Female	Non-ongoing	30-39	APS4	\$50,183	25/03/2013	7/03/2014	1	Expired. Maternity Leave coverage

9. The ILC has engaged 2 employees on non-ongoing contracts since the 2013 federal election
10. Not applicable. The ILC is a Statutory Authority. There is no requirement for the ILC to gain non-ongoing contract extension approvals from the Public Service Commission.
11.
 1. Not applicable (refer to question 10 above)
12.
 1. Not applicable (refer to question 10 above)
13.
 1. Not applicable (refer to question 10 above)
14. The ILC has engaged 17 employees on on-going contracts since the 2013 federal election
15. Not applicable. The ILC is a Statutory Authority. There is no requirement for the ILC to gain non-ongoing contract extension approvals from the Public Service Commission.
16.
 1. Not applicable (refer to question 15 above)
17.
 1. Not applicable (refer to question 15 above)
18.
 1. Not applicable (refer to question 15 above)

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 Land Corporation

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:

Nil.

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 Land Corporation

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: 1

Question:

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

No to all of the above questions

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 Land Corporation

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:

Nil

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 Land Corporation

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: 1

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:

The ILC does not have any existing prequalified or multi-use list panels for tenders.

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 Land Corporation

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:

Questions 1 and 2

<i>Number of ongoing staff</i>	<i>Classification (APS Equivalent)</i>	<i>Type of Work</i>	<i>Location</i>
2	EL2 x 1 APS6 x 1	Media releases, media liaison, publications annual reports, speeches, website content	Adelaide

3. Nil
4. Nil
5. Nil
6. One
7. One

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 Land Corporation

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:

The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):

Consultations with other Departments, Agencies and the Minister

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

1. 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. Yes (on one occasion only)
2. Table below

<i>Dept/Agency</i>	<i>Document</i>	<i>Purpose of consultation</i>	<i>Extension of time sought from applicant</i>	<i>Extension of time sought from Information Commissioner</i>
Department of Prime Minister and Cabinet	Letter from Senator Nigel Scullion to ILC's Chairperson, Dr Dawn Casey, dated 20 Dec 2013	Consultation on possible objections to release	No	No

3. No
4. Not applicable

Staffing resources

1. Approximately 2% of one full time employee's time.

FOI disclosure log

1. ILC maintains a webpage allowing download of documents released under s 11A. ILC does not require individuals to contact it to ask for the provision of those documents or facilitate the provision of documents in a different manner.
2. ILC has not moved from a system of direct download to a system of request for provision.
3. No
4. Not applicable

With respect to FOI requests

1. Conditionally exempt documents: 10
2. 1. Released in full: Nil
2. Released in part: 2
3. Refused access: 8
4. Other: Ni

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 Land Corporation
Outcome/Program: Outcome 2, Indigenous
Topic: Functions

Senator: Senator the Hon Joseph Ludwig

Question reference number: QoN 106

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 list of all formal functions or forms of hospitality conducted for the Minister, include:
 1. The guest list of each function
 2. The party or individual who initiated the request for the function
 3. The menu, program or list of proceedings of the function
 4. A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office. Breakdown by item, quantity and cost.

Answer:

Nil, the ILC does not conduct any formal functions or forms of hospitality for the Minister.

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 Land Corporation
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:

Not Applicable – this is a question specifically for the department

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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: 2

Question:

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

Answer:

1. The ILC does not own or lease any land for corporate purposes (this response does not include land purchased or leased under the ILC's Land Acquisition and Land

Management functions). The ILC leases parts of buildings for administration for corporate purposes.

2. Details of property leased for corporate purposes is provided in response to QON 83 – Building Lease costs.
3. Not applicable
4. Nil – see answer to Question 1 above.
5. Not applicable
6. Not applicable

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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. During the period June to October 2014, the Indigenous Land Corporation Board has met five times.
2. The ILC incurs airfares and travel allowance paid for overnight stays in accordance with the Remuneration Tribunal Determination—Remuneration and Allowances for Holders of Part-Time Public Office.
3. 94%
4. Dr Dawn Casey PSM FAHA (Chair)—5/5
Mr Ian Trust (Deputy Chair)—4/5
Mr Graham Atkinson—5/5
Ms Lisa Gay—5/5
Ms Olga Havnen—5/5
Ms Alison Page—4/5
Mr Neil Westbury—5/5

5. Board members advise if they have a potential conflict of interest with any items listed on an agenda prior to each meeting. Briefing papers supporting an item that may be a conflict of interest to a Board member are not provided to that Board member. Further, the Board member who has a conflict of interest is excluded from any Board discussion on that item and the relevant section of the meeting minutes is redacted for that Board member.
6. A register of interests is maintained for each Board member.
7. Remuneration is provided to Board members in accordance with the Remuneration Tribunal Determination—Remuneration and Allowances for Holders of Part-Time Public Office.
8. The ILC Board does not have the ability to dismiss ILC Board members.
9. Since Budget Estimates in June 2014, no requests have been made to dismiss Board members.
10. Nil
11. \$835.—This amount covered morning and afternoon teas and a working lunch for Board members and staff in attendance. No alcohol was served

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

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:

The ILC does not share any good/services/accommodation with other departments.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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 departmental 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 spent replacing:
 - i) Signage.
 - ii) Stationery (please include details of existing stationery 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 decision?
 - 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, the ILC has not undergone any name change or any other form of rebranding since Additional Estimates in February 2014.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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. Has 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. Since budget estimates in June 2014 there as not been any changes to employment classifications that have access to a corporate credit card.
2. There has been no change to action taken in the event that the corporate credit card is misused.
3. There has been no change to how corporate credit card use is monitored.
4. No instances of corporate credit card misuse have been discovered since Budget Estimates in June 2014.
5. Not applicable (refer question 4).
6. There has been no change to action taken to prevent corporate credit card misuse.
7. The ILC has not issued any credit cards to the Minister of their office.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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. Since Budget Estimate in June 2014, the ILC spent \$5,598 on temporary or contract staff.
2. Since Budget Estimate in June 2014, the ILC has employed 2 temporary or contract staff has been employed.
3. The ILC has 1 temporary or contract staff currently employed.
4. Since Budget Estimate in June 2014, the ILC has not paid agencies/companies to find temporary/contract staff.
5. Since Budget Estimate in June 2014, the ILC has not made any changes to the policies/criteria that govern the appointment of contract staff.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

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:

1. Hire Car Spend 1 June 2014 to 31 October 2014

Business Group	Total (GST Excl)
Program Delivery	\$ 15,470
Businesses, Employment and Training	\$ 14,423
Board	\$ 430
Office of CEO	\$ 1,921
Corporate Services	\$ 1,560
Policy and Program Development	\$ 2,575
NT Real Jobs	\$ 4,870
	\$ 41,249

2. Hire car costs are connected to staff travel predominantly in remote and rural areas of Australia.
3. Nil

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

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:

Hardware Type	Indicative Purchase Cost	On-going & Storage Cost
Desktop Workstation	\$1,690	-
Mobile Phone	\$175	-
Mobile Phone	\$441	-
Notebook	\$2,672	-
Printer	\$361	-
Projector	\$1,750	-
Projector	\$3,620	-

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 Land Corporation
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:

The only advertising conducted by ILC is detailed in response to QON 84 – Government Advertising.

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 Land Corporation
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: 2

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. Indigenous Land Corporation's Code of Conduct

Responsibility: It is the responsibility of all employees not only to behave in such a way that upholds the ILC Code of Conduct, but to assist and support their colleagues to uphold the Code of Conduct.

For the avoidance of doubt, the phrase "acting in the course of employment" as used in this Code of Conduct includes the conduct of employees:

- at all times while they are present on premises owned or occupied by the ILC; or
- which is otherwise connected to their employment or where such a connection may be reasonably inferred or perceived.

Commitment: The parties agree to uphold and promote the ILC Code of Conduct:

Honesty and Integrity An employee must behave honestly and with integrity in the course of their employment.

Care and Diligence in the An employee must act with care and diligence in the course of

Course of Employment	<p>their employment.</p> <p>An employee must comply with any lawful and reasonable direction given by someone in the ILC who has authority to give the direction.</p>
Respect and Courtesy	<p>An employee, when acting in the course of employment, must treat everyone with respect and courtesy, and without harassment.</p>
Operate in a Lawful Manner	<p>An employee, when acting in the course of employment, must comply with all applicable Australian laws. For this purpose, Australian law means:</p> <ul style="list-style-type: none"> a. any Commonwealth Act or any instrument made under a Commonwealth Act; and/or b. any law of a State or Territory, including any instrument made under such a law.
Commercial in Confidence	<p>An employee must maintain appropriate confidentiality with respect to ILC and Clients' confidential information.</p>
Conflict of Interest	<p>An employee must disclose, and take reasonable steps to avoid, any conflict of interest (actual or apparent) in connection with their employment.</p>
Proper Use of Resources	<p>An employee must use ILC resources in a proper manner.</p>
False or Misleading Information	<p>An employee must 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.</p>
Inside Information	<p>An employee must not make improper use of inside information, or their duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for themselves or any other person.</p>
Appropriate Behaviour	<p>An employee must at all times behave in a way that upholds the Values and the integrity and good reputation of the ILC; and</p> <p>An employee on duty overseas must at all times behave in a way that upholds the good reputation of Australia.</p>

2. The ILC has not had any breaches of the code of conduct since the Budget Estimates in June 2014.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

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: 2

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:

1. The ILC is currently piloting the use of Microsoft's OneDrive Cloud storage services for the incidental secure transfer of files in limited circumstances.
2. No specific date identified
3. The current pilot may be used to inform a more routine use of Microsoft's Cloud services.
4. There are no cost associated with this pilot of Cloud storage services or forecast for any planned routine use of Microsoft's Cloud services given the very limited extent to which the ILC may use it.
5. Not Applicable
6. Not Applicable
7. Information stored in Cloud services is password protected or secured by an obfuscated link and is transmitted using the https protocol. No external security analysts have been contracted to advise on the implementation or upkeep of these security arrangements.

8. There has been no cost of security for the Cloud services used by the ILC.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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: 2

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. The Indigenous Land Corporation does not own or lease or otherwise operate premises that do not yet comply with the Disability Discrimination Act (through the Disability (Access to Premises – Buildings) Standards 2010). – *Please note that the response does not include properties purchased under the ILC's Land Acquisition Function.*
2. Nil
3. Nil
4. Nil

5. Nil
6. Nil
7. Nil
8. Nil

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
Outcome/Program: Outcome 2, Indigenous
Topic: Fee for services

Senator: Senator the Hon Joseph Ludwig
Question reference number: QoN 121
Type of question: Written
Date set by Committee for the return of the answer: 31 December 2014

Number of pages: 1

Question:

Since September 7, 2013:

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

Answer:

Since September 7 2013, no services provided by the ILC have moved from being free to a user-pay service.

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Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation
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. No, the Indigenous Land Corporation has not purchased any merchandise or promotional material since 7 September 2013

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

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

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:

Questions answered in order presented

1. 5 (7 September 2013 to 30 November 2013)
2. 5
3. Nil
4. Nil
5. Nil

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 Land Corporation
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 Appropriation 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:

The ILC has no measures, savings tasks or efficiency measures contained in the Appropriations bills.

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
Supplementary Budget Estimates 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Indigenous Land Corporation

Outcome/Program: Outcome 2, Indigenous

Topic: Senates Estimates Briefing

Senator: Senator the Hon Joseph Ludwig

Question reference number: QoN 137

Type of question: Written

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

Number of pages: 1

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. 9 Officers were involved in preparing ILC CEO briefing pack.
2. 22 Officer hours total

ILC3	EL1 – EL2	SES
1 hour	4 hour	17 hours

3. No.
4. N/A
5. N/A

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 Land Corporation
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. Since Budget Estimates in June, 2014, The ILC has had 3.4 FTE staff reductions since Budget Estimates in June 2014; one voluntary redundancy, two reductions through natural attrition and a position reduced to 0.6 of an FTE. All reductions were a result of restructures and redistribution of responsibilities.

2. The ILC has not had any reductions due to involuntary redundancies.
3. The ILC does plan to reduce its administrative costs by 5% over the next 4years. This reduction will be achieved by combination of cost efficiency measures and staff reductions through natural attrition. Core ILC services/programs will continue notwithstanding the proposed reduction in administrative costs.
4. Staff reductions through natural attrition have been identified as a mechanism to assist in achieving the proposed cost reduction over the next 4 years.
5. The ILC does not have any plans for involuntary redundancies.
6. The ILC has had the following number of ongoing staff separate since Budget Estimates in June 2014:

Employment Status	APS Equivalent Class	Total
Ongoing Staff	APS2	1
	APS3	1
	APS4	1
	APS6	1
	EL	1
	SEE	1
Total		6

7. The ILC has had the following number of non-ongoing staff separate since Budget Estimates in June 2014:

Employment Status	APS Equivalent Class	Total
Non-ongoing Staff	APS2	1
Total		1

8. The voluntary redundancy packages include 2 weeks for every year of service and a pro rata payment for completed months of service, capped a maximum of 48 weeks.
9. The ILC's voluntary redundancy package is consistent with the default APS package.
10. The ILC funds any voluntary redundancies from its administration budget.