

20 November 2014

Ms Lyn Beverly
Committee Secretary
PO Box 6100
Parliament House
CANBERRA ACT 2600

Dear Ms Beverly

**Senate Finance and Public Administration Committee
Supplementary Budget Estimates 2014
All Agency Questions on Notice**

The Torres Strait Regional Authority (TSRA) has been provided with Questions on Notice from the Supplementary Budget Estimates held in October 2014. The following questions are not applicable to the TSRA.

- 63 – Official residences
- 80 – Ministerial motor vehicle
- 81 - Ministerial Staff vehicles (non-MoPS)
- 82 - Ministerial Staff vehicles
- 86 - Ministerial Website
- 87 - Ministerial staff turnover
- 109 - Ministerial staff code
- 133 - Provision of equipment - ministerial
- 136 - Travel costs - ministerial
- 139 - Stationery Requirements

Yours sincerely,


Mr Wayne See Kee
Chief Executive Officer
Torres Strait Regional Authority

24 November 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: Torres Strait Regional Authority

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:

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: Torres Strait Regional Authority
Outcome/Program: 1.1 Prime Minister and Cabinet
Topic: Statutory Review Provisions

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 68

Type of Question: Written

Date set by the committee for the return of 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:

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Self-Initiated Work

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 69

Type of Question: Written

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

Number of Pages: 1

Question:

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

Answer:

No.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Graduate intake

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: 70

Type of Question: Written

Date set by the committee for the return of 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:

No graduate intake was conducted.

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: G20 - expenses

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 71

Type of Question: Written

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

Number of Pages: 1

Question:

Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.

For each item, please provide:

1. The name of the event/meeting that the expense related to.
2. The location of the event.
3. The date of the event.
4. The name and ABN of the service provider.
5. Advise whether the contract was awarded through an open tender process.
6. The total value of the contract/invoice.
7. The date the contract was executed by the Department.
8. The number of attendees at the event, if applicable.
9. Advise whether an Australian Government Minister was in attendance. Please detail.
10. Advise whether foreign delegates were in attendance. Please detail.

Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: G20 - Brisbane

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 72

Type of Question: Written

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

Number of Pages: 1

Question:

1. Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following:
2. How long will the minister be in Brisbane for?
3. Please provide a copy of the minister's program and a list of any meetings that are scheduled.
4. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles.
5. How many ministerial staff will attended with the minister?
6. How many departmental staff attended the G20?
7. For each minister and staff member attending, how much was spent on airfares to and from Brisbane?
8. For each minister and staff member attending, how much was spent on accommodation in Brisbane?
9. For each minister and staff member attending, how much was spent on other associated expenses? Please detail.
10. Has the department purchased any merchandise or promotional material for the G20? Please detail.
11. Will the department be preparing a report following the G20? If yes:
 1. What will be the scope of the report?
 2. When will it be complete?
 3. Will it be available to the public?

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Procedures Manuals (Ministerial)

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 73

Type of Question: Written

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

Number of Pages: 1

Question:

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

Answer:

The Torres Strait Regional Authority does not have access to this information.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Procedures Manuals (Departmental)

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 74

Type of Question: Written

Date set by the committee for the return of 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:

No.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Domain Usage

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 75

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. Please provide a breakdown of the domain usage for the 50 most utilised (by data sent and received), unique (internet) domains accessed by the minister's office. Please provide:
 1. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).
 2. Amount of data downloaded and uploaded to the site.
 3. Number of times the site was accessed.

Answer:

The Torres Strait Regional Authority does not have access to this information.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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:

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: Torres Strait Regional Authority

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Wine Coolers / Fridges

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: 78

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. 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

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: FOI Requests

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: 79

Type of Question: Written

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

Number of Pages:

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. Two FOI Requests Received 5 Sep 2014 and 12 Sep 2014.
2. The requests were not identified to be of a deliberative nature and were referred to the AGS for further advice.
- 3.1. N/A.
- 3.2. N/A

Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
[SENATE ESTIMATES SESSION]
Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 3

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:

Question:	Pearls Building	ATSLS Building	Cairns Office
What has been the total cost of building leases for the agency / department?			
Date the lease agreement is active from	1/02/2014	20/6/2014	1/11/2012
Date the lease agreement ends	31/1/2016	19/6/2015	13/04/2015
Is the lease expected to be renewed? If not, why not?	possibly – we have a 2 +2+2 lease and depending on business needs the lease may or may not be renewed	yes	yes
Location of the building (City and state)	Thursday Island, QLD	Thursday Island, QLD	Cairns, QLD
Cost of the lease.	\$243,600 (2 year lease)	\$260,391 (3 year lease)	\$75,963 (2 years 5 month lease)
Why the building is necessary for the operations of the agency / department	To meet business needs	Aboriginal and Torres Strait Legal Services Building – As part of TSRA's funding agreement with the Aboriginal and Torres Strait Islander Legal Service (QLD), TSRA are committing to lease office space for this organisation	To meet business needs
Please provide a detailed list of each building that had a lease that was not renewed during the specified period.	Nil		

Question	Reponses
Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:	Cairns Office
Date the lease agreement is expected to become active	14/4/15
Date the lease agreement is expected to end	14/4/17
Expected location of the building (City and state)	Cairns, QLD
Expected cost of the lease	\$70,000 (2 year lease)
Has this cost been allocated into the budget?	yes
Why the building is necessary for the operations of the agency / department.	To meet business needs

For each building owned or leased by the department what is the current occupancy rate for the building?	100%
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Senate Finance and Public Administration Legislation Committee
ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages:

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.

Advertising Expenditure June 2014 - October 2014 - QoN 84			
Outlet	Purpose	Cost	Approving Officer
Adcorp	Recruitment Advertising	259	Human Resources Manager
Art Almanac	Listing in Art Almanac for Gab Titui Cultural Centre	428	Program Manager
Art Link Advertising	Advertising Gab Titui Cultural Centre	953	Program Manager
Environmental Job Network	Recruitment Advertising	453	Human Resources Manager
Islander Magazine	Advertising Gab Titui Cultural Centre	1,500	Program Manager
Koori Mail	EOI - Gab Titui Cultural Centre - Café Lease	211	Program Manager
Mitchell and Partners	Recruitment Advertising	1,836	Human Resources Manager
Torres News	Recruitment Advertising	2,632	Human Resources Manager
Torres News	EOI - Gab Titui Cultural Centre - Café Lease	709	Program Manager
Torres News	Listing in Torres Strait/NPA Directory - Gab Titui Cultural Centre	450	Program Manager
Torres News	Meeting Notices	777	Program Manager
Torres News	Public Notice	136	Program Manager
Torres News	Call for Applications (Grants, Training Workshops, Art Awards Entries)	3,845	Program Manager
Torres News	Gab Titui Cultural Centre Advertising	6,136	Program Manager
Torres Strait Islander Media Association	Gab Titui Cultural Centre Advertising	1,286	Program Manager
Torres Strait Islander Media Association	Event Notices	568	Program Manager
Torres Strait Islander Media Association	Meeting Notices	409	Program Manager
TOTAL		\$ 22,589	

2. Future advertising will be based on operational requirements.

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Workplace assessments

Senator: Senator Joe Ludwig

Question Reference Number: QoN 85

Type of Question: Written

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

Number of Pages:

Question:

Since Budget Estimates in June, 2014:

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

Answer:

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: Torres Strait Regional Authority

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 the committee for the return of 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:

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: Torres Strait Regional Authority

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 the committee for the return of 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. Torres Strait Regional Authority Enterprise Agreement 2011 -2014.
2. The start was 27 October 2011. The nominal expiration date was 30 June 2014.
3. Negotiations continue for non-remuneration content. A proposed remuneration increase is yet to be prepared and agreement sought from the Australian Public Service Commissioner and 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: Torres Strait Regional Authority

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 the committee for the return of 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:

No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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. Yes, but only as part of treatment deemed suitable for an approved rehabilitation plan when liability for a claim is accepted under the *Safety, Rehabilitation and Compensation Act* 1988 (SRC Act).

- (1) Recommended by approved rehabilitation provider or medical practitioner.
- (2) Staff who have an approved rehabilitation plan when liability for a claim is accepted under the *Safety, Rehabilitation and Compensation Act* 1988 (SRC Act).
- (3) Staff who have an approved rehabilitation plan when liability for a claim is accepted under the *Safety, Rehabilitation and Compensation Act* 1988 (SRC Act).

2. No

- (1) Nil
- (2) Nil

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

No

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Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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

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Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

No

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

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

1. The Torres Strait Regional Authority incurred legal cost of \$619,118 for the period from the response provided to the June 2014 Senate estimates and October 2014.
- 2, 3 & 4. The Torres Strait Regional Authority does not record these costs and to attempt to provide this level of detail would involve an unreasonable diversion of agency resources.

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Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 1

Question: 1

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:

Electronic equipment has been provided as per the table below:

Items	Purchase Cost	Ongoing Cost	Provided to
5 x Dell Optiplex desktops	\$4,895	\$0	Buffer/Unallocated stock
14 x Dell Monitors	\$3,467	\$0	8 x EL 1 6 x APS 6
8 x Dell Monitors	\$1750	\$0	8 x APS 5
9 x Dell Monitors	\$2390	\$0	Buffer/Unallocated stock

No phones, tablets or accessories have been purchased during this timeframe.

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

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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:

Nil.

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

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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. 17 Male 3 Female Members.
3. No.

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

Department/Agency: Torres Strait Regional Authority
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 the committee for the return of answer: 31 December 2014

Number of Pages: 6

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? How many of these positions were ongoing?
 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:

The TSRA is an agency located in the Torres Strait, Queensland. The TSRA has 148 employees, 70% of which identify as indigenous. No TSRA Staff have been made redundant or transferred between States or Territories since the federal election in 2013.

1. 148

2. 134 in Queensland.

a. Age

18-29	33
30-39	42
40-49	35
50-59	17
60-69	6
70-79	1
TOTAL	134

b. Male –73 Female – 61

c. Classification - APS Level

APS1	21
APS2	7
APS3	28
APS4	5
APS5	23
APS6	20
EL1	18
EL2	7

SES or Equivalent	2
Trainee	3
TOTAL	134

d. Contract type

Ongoing	Non Ongoing
38	96

3. 148 staff in Queensland

Age:

Age	#
18-29	30
30-39	48
40-49	39
50-59	19
60-69	11
70-79	1
TOTAL	148

Gender:

Male – 77 Female – 71

Classification - APS Level:

APS Level	#
APS1	22
APS2	11
APS3	26
APS4	5
APS5	27
APS6	27
EL1	22
EL2	6
SES or Equivalent	2
TOTAL	148

Contract type:

Ongoing	Non Ongoing
38	110

4 – 19 (inclusive) – N/A

20. 110

21. 38

22. 31

23. Nil

24. N/A

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Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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
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Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Conditions of Government Contracts and Agreements

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: 101

Type of Question: Written

Date set by the committee for the return of 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:

Nil.

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

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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
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Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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:

No.

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Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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:

1. Not Applicable
2. Nil
3. The Torres Strait Regional Authority (TSRA) has one non-ongoing APS5 Media Program Communications Coordination Officer who coordinates marketing, advertising and publications, maintenance of information on the Gab Titui Cultural Centre's website.
4. The TSRA has one Media Coordinator who undertakes media coordination located at Burleigh Heads, Queensland and a Communications Support consultant who supports the Environment Program located in Cairns, Queensland.
5. Nil
6. Nil
7. Nil

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

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 4

Question:

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

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

5. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension
6. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office

Staffing resources

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

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

FOI Disclosure Log

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

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

With respect to FOI requests:

1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt?
2. Of those, how many were:

1. Released in full
2. Released in part
3. Refused access on the grounds that release of the document would be contrary to the public interest
4. Other (please specify)

Answer:

Consultations with other Departments, Agencies and the Minister

1. The TSRA will consult with the AGS and as required with the Office of the Australian Information Commissioner (OAIC).
2. Table summarising consultations:

Agency	Document	Purpose of Consultation	Extension sought from Applicant	Extension sought from OAIC
AGS	Correspondence between TSRA Chair and PM	To seek advice with processing FOI request	No	No
AGS	Badu Connection Report (5 Sep 2014)	To seek advice with processing FOI request	Yes but not granted. Determination to release requested made within the required time so no further action to seek time extension required	No
AGS & OAIC	Moa Connection Report (12 Sep 2014)	To seek advice with processing FOI request. To seek a time extension to continue consultation	Yes and denied by applicant	Yes applied for on Oct 22 2014 and granted until Oct 31 2014

3. No
4. N/A

Staffing resources

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

1. For the period of time from 18 September 2013, the average FTE that has been allocated to processing FOI requests is difficult to quantify as this function has been bundled into the Information Services Manager and Records Manager roles.

FOI Disclosure Log

1.1 No

1.2 Yes

1.3 Yes. In the instance where there was agreement to release the requested document it was provided in paper form to the requestor.

- 2. N/A
- 3. No
- 4. N/A

With respect to FOI requests:

- 1. Two documents were assessed as being conditionally exempt under s 42 FOI Act
- 2. Of those, how many were:
 - 1. One was released in full
 - 2. One was released in part (redacted)
 - 3. None were refused access on the grounds that release of the document would be contrary to the public interest
 - 4. One was refused access under s 42 FOI Act

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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

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: Torres Strait Regional Authority

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 the committee for the return of 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:

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: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages:

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:

Land Holding	Location	Land Size m2	Building Size m2	Land Value	Owned / leased	Assets / Facilities	Occupancy	Building Value	Contractual Arrangements
Lot 2/RP732404 - 6 Moa Lane	Thursday Island, QLD	1556	212	\$250,000	owned	residential accommodation	100%	\$394,293	Rental Tenancy Agreement
Lot 42/RP714508 - 5 Chester Street	Thursday Island, QLD	1363	259	\$150,000	owned	residential accommodation	100%	\$513,653	Rental Tenancy Agreement
Lot 1/RP853664 - 15 Chester Street	Thursday Island, QLD	1529	149	\$130,000	owned	residential accommodation	100%	\$281,432	Rental Tenancy Agreement
Lot 1/RP853664 - 1/15 Chester Street	Thursday Island, QLD		228	\$80,000	owned	residential accommodation	100%	\$285,033	Rental Tenancy Agreement
Lot 1/RP853664 - 2/15 Chester Street	Thursday Island, QLD		228	\$80,000	owned	residential accommodation	100%	\$285,033	Rental Tenancy Agreement
Lot 1/RP853664 - 1/1 Quetta Lane	Thursday Island, QLD	2500	199	\$80,000	owned	residential accommodation	100%	\$296,932	Rental Tenancy Agreement
Lot 1/RP853664 - 2/1 Quetta Lane	Thursday Island, QLD		200	\$80,000	owned	residential accommodation	100%	\$294,866	Rental Tenancy Agreement
Lot 1/RP853664 - 3 Quetta Lane	Thursday Island, QLD		219	\$140,000	owned	residential accommodation	100%	\$368,689	Rental Tenancy Agreement
Lot 1/RP853664 - 4 Quetta Lane	Thursday Island, QLD		212	\$170,000	owned	residential accommodation	100%	\$293,000	Rental Tenancy Agreement
Lot 3/RP853664 - 4 Quetta Close	Thursday Island, QLD	2042	190	\$170,000	owned	residential accommodation	100%	\$236,230	Rental Tenancy Agreement
Lot 4/RP853664 - 1/2 Quetta Close	Thursday Island, QLD	1722	200	\$130,000	owned	residential accommodation	100%	\$216,500	Rental Tenancy Agreement
Lot 4/RP853664 - 2/2 Quetta Close	Thursday Island, QLD		180	\$130,000	owned	residential accommodation	100%	\$320,038	Rental Tenancy Agreement
Lot 1/RP727496 - 19 Chester Street	Thursday Island, QLD	845	144	\$220,000	owned	residential accommodation	100%	\$184,834	Rental Tenancy Agreement
Lot 2/RP727496 - 21 Chester Street	Thursday Island, QLD	845	144	\$230,000	owned	residential accommodation	100%	\$190,231	Rental Tenancy Agreement
Lot 3/RP727496 - 23 Chester Street	Thursday Island, QLD	845	138	\$240,000	owned	residential accommodation	100%	\$196,692	Rental Tenancy Agreement

Land Holding	Location	Land Size m2	Building Size m2	Land Value	Owned / leased	Assets / Facilities	Occupancy	Building Value	Contractual Arrangements
Lot 4/RP727496 - 25 Chester Street	Thursday Island, QLD	845	138	\$250,000	owned	residential accommodation	100%	\$181,411	Rental Tenancy Agreement
Lot 6/RP727496 - 29 Chester Street	Thursday Island, QLD	960	107	\$270,000	owned	residential accommodation	100%	\$157,154	Rental Tenancy Agreement
Lot 7/RP727496 - 31 Chester Street	Thursday Island, QLD	1014	107	\$280,000	owned	residential accommodation	100%	\$223,297	Rental Tenancy Agreement
Lot 62/T2074 - 1/38 Hargrave Street	Thursday Island, QLD	1012	163	\$75,000	owned	residential accommodation	100%	\$207,115	Rental Tenancy Agreement
Lot 62/T2074 - 2/38 Hargrave Street	Thursday Island, QLD	1012	165	\$75,000	owned	residential accommodation	100%	\$286,154	Rental Tenancy Agreement
Lot 62/T2074 - 3/38 Hargrave Street	Thursday Island, QLD		163	\$75,000	owned	residential accommodation	100%	\$296,115	Rental Tenancy Agreement
Lot 62/T2074 - 4/38 Hargrave Street	Thursday Island, QLD		163	\$75,000	owned	residential accommodation	100%	\$258,115	Rental Tenancy Agreement
Lot 62/T2074 - 5/38 Hargrave Street	Thursday Island, QLD		143	\$75,000	owned	residential accommodation	100%	\$237,968	Rental Tenancy Agreement
Lot 1/RP742470 - 1/3 Quetta Close	Thursday Island, QLD	1246	179	\$115,000	owned	residential accommodation	100%	\$275,299	Rental Tenancy Agreement
Lot 1/RP742470 - 2/3 Quetta Close	Thursday Island, QLD		219	\$115,000	owned	residential accommodation	100%	\$315,666	Rental Tenancy Agreement
Lot 16/RPT5808367 - 1/35 Nawie Street	Horn Island, QLD	1329	119	\$90,000	owned	residential accommodation	100%	\$167,071	Rental Tenancy Agreement
Lot 16/RPT5808367 - 2/35 Nawie Street	Horn Island, QLD		119	\$90,000	owned	residential accommodation	100%	\$167,071	Rental Tenancy Agreement
Lot 11/RP843536 - Summers Street	Thursday Island, QLD	5.4850ha	N/A	\$550,000	owned	Land	100%	N/A	n/a

Land Holding	Location	Land Size m2	Building Size m2	Land Value	Owned / leased	Assets / Facilities	Occupancy	Building Value	Contractual Arrangements
Lot 3/BUP104772 - 46 Victoria Parade	Thursday Island, QLD	933	933	\$450,000	owned	Office building	100%	\$2,291,046	owner occupier
Lot 12/RP900501 - 46A Victoria Parade	Thursday Island, QLD		72	\$ -	leased	shed	100%	\$38,725	owner occupier
Lot 701/T2071 - Victoria Parade	Thursday Island, QLD	2023	1420	\$800,000	owned	office building & cultural centre	100%	\$7,180,129	owner occupier
Lot 3/RP800640 - 71 Waiben Esplanade	Thursday Island, QLD	1335	160	\$400,000	owned	shed	100%	\$177,120	owner occupier
Lot 41/RP714508 - 7 Chester Street	Thursday Island, QLD	1429	200 x 8 units	\$680,000	owned	residential accommodation	100%	\$4,398,000	Rental Tenancy Agreement
Lot 221/W11072 1/3 Nawie Street	Horn Island, QLD	1012	180	\$80,000	owned	residential accommodation	100%	\$272,856	Rental Tenancy Agreement
Lot 221/W11072 2/3 Nawie Street	Horn Island, QLD		180	\$80,000	owned	residential accommodation	100%	\$272,856	Rental Tenancy Agreement
Lot 10/W11075 - 1/14 Nawie Street	Horn Island, QLD	1012	144	\$80,000	owned	residential accommodation	100%	\$222,035	Rental Tenancy Agreement
Lot 10/W11075 - 2/14 Nawie Street	Horn Island, QLD		144	\$80,000	owned	residential accommodation	100%	\$222,035	Rental Tenancy Agreement
Lot 18/SP133779 - Normbay Street	Thursday Island, QLD	2.4340ha		\$365,000	owned	land	100%	N/A	n/a
Lot 19/SP133779 - Aubrey Parade	Thursday Island, QLD	1.6540ha		\$330,000	owned	land	100%	N/A	n/a
56 Douglas Street	Thursday Island, QLD	1012	658	\$610,262	owned	Office building	100%	\$810,607	owner occupier
Greenhill Fort - Lot 9 Off Chester Street	Thursday Island, QLD	15.7600 ha	N/A	\$1,000,000	owned	historical site - fort & museum	100%	Nil	leased to historical society
Pearls Building, 1st Floor, 38 Victoria Parade, TI	Thursday Island, QLD	not known	not known	n/a	leased	Office Building	100%	not known	Rental Tenancy Agreement

Land Holding	Location	Land Size m2	Building Size m2	Land Value	Owned / leased	Assets / Facilities	Occupancy	Building Value	Contractual Arrangements
Cairns Office, 1/63 Spence Street	Cairns, QLD	not known	not known	n/a	leased	Office Building	100%	not known	Rental Tenancy Agreement
ATSILS Office & Units, 25 Douglas Street Sub Lease	Thursday Island, QLD	not known	not known	n/a	leased	Office Building & residential accommodation	100%	not known	sub-lease
12 Nawie Street, Horn Island	Horn Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
35A Loban Road, Thursday Island	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
35B Loban Road, Thursday Island	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
11 Summer Street, Thursday Island	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
1/8 chester Street, Thursday Island	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
2/8 chester Street, Thursday Island	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
18B summer Street, Thursday Island	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
2/22 Douglas Street, Thursday Island	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
15B Poruma Street, Thursday Island	Thursday Island, QLD	not known	not known	n/a	leased	residential accommodation	100%	not known	Rental Tenancy Agreement
TOTAL				\$9,370,262				\$23,015,301	

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Boards (for Departments or Agencies with Boards)

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 110

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 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:

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

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: Torres Strait Regional Authority

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 the committee for the return of 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:

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: Torres Strait Regional Authority

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 the committee for the return of 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.

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: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

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

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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. \$3,300,443.65 (includes all non-ongoing staff paid between 1/7/14 and 31/10/14)
2. 8 (includes staff employed on a non-ongoing basis since 1/7/14)
3. 110 as at 31/10/14
4. Nil
5. The APSC Interim Recruitment Arrangements are followed by the TSRA.

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

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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:

<i>AMOUNT \$</i>	<i>REASONS FOR HIRE CAR COSTS</i>
\$4,892	<i>HIRE CARS ARE USED WHEN STAFF ARE AWAY FROM THURSDAY ISLAND AND HIRING A CAR IS MORE ECONOMICAL THAN USING TAXIS</i>

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: Torres Strait Regional Authority

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 the committee for the return of 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:

Q1. Electrical Equipment unallocated to staff

Equipment	Number Unallocated	Purchase Cost (per unit)
Laptop	8	\$1,600
Desktop	5	\$890
Monitors	11	\$248
iPhones	2	\$869
Telstra Tough Phone	11	\$192
iPads	4	\$899

There are no storage and ongoing costs associated with the above.

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

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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:

Please refer to QoN No.84

TSRA Procedures for determining breaches of the Code of Conduct and for determining sanction

The electronic version published on the TSRA intranet is the only authorised copy

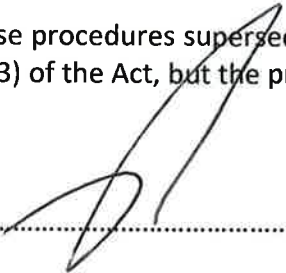
Date of issue	1 July 2013
Version	1
Application	All Torres Strait Regional Authority employees and contractors
Related documents	APS Values and Code of Conduct. TSRA Enterprise Agreement TSRA Staff Behaviours (Performance Development Program)
Policy statement	<p>The TSRA supports the principle that employees' conduct is professional and meets the requirements of the APS Code of Conduct and the APS Values in the course of employment.</p> <p>This corporate policy is issued under the authority of the Chief Executive Officer of TSRA and must be followed by all employees, both ongoing and non-ongoing. This corporate policy forms a reasonable and lawful direction for the purposes of sub-section 13(5) of the Public Service Act 1999 and must be adhered to by all TSRA employees.</p>

Procedures for determining breaches of the Code of Conduct and for determining sanction

I, Wayne See Kee, Chief Executive Officer and Agency Head of the Torres Strait Regional Authority ('the Authority'), establish these procedures under subsection 15 (3) of the Public Service Act 1999 ('the Act').

These procedures commence on 1 July 2013.

These procedures supersede the previous procedures made for the Authority under subsection 15 (3) of the Act, but the previous procedures may continue to apply for transitional purposes.


.....

Wayne See Kee
Chief Executive Officer

28 June 2013

1. Application of procedures

- 1.1. These procedures apply in determining whether a person who is an APS employee in the Authority, or who is a former APS employee who was employed in the Authority at the time of the suspected misconduct, has breached the APS Code of Conduct ('the Code') in section 13 of the Public Service Act 1999 ('the Act').

Note: Where a decision had been taken, before 1 July 2013, to begin an investigation to determine whether an APS employee in TSRA had breached the Code of Conduct, the investigation must be carried out in accordance with the procedures that were in place at the time the decision was made.

- 1.2. These procedures, as they apply to determining any sanction for breach of the Code, apply where a sanction decision is under consideration on or after 1 July 2013.
- 1.3. In these procedures, a reference to a breach of the Code by a person includes a reference to a person engaging in conduct set out in subsection 15 (2A) of the Act in connection with their engagement as an APS employee.

Note: Not all suspected breaches of the Code need to be dealt with by way of determination under these procedures. In particular circumstances, another way of dealing with a suspected breach of the Code may be more appropriate, including performance management.

2. Availability of procedures

- 2.1. As provided for in subsection 15 (7) of the Act, these procedures are publicly available on the Authority's intranet and external website.

3. Breach decision maker and sanction delegate

- 3.1. As soon as practicable after a suspected breach of the Code has been identified and the Chief Executive Officer, or a person authorised by the Chief Executive Officer, has decided to deal with the suspected breach under these procedures, the Chief Executive Officer or that person will appoint a decision maker ('the breach decision maker') to make a determination under these procedures.

Note: The Australian Public Service Commissioner's Directions 2013 provide that where the conduct of an APS employee raises concerns that relate both to effective performance and possible breaches of the Code, the Agency Head must, before making a decision to commence formal misconduct action, have regard to any relevant standards and guidance issued by the Australian Public Service Commissioner.

- 3.2. The role of the breach decision maker is to determine in writing whether a breach of the Code has occurred.
- 3.3. The breach decision maker may seek the assistance of an investigator with matters including investigating the alleged breach, gathering evidence and making a report of recommended factual findings to the breach decision maker.

- 3.4. The person who is to decide what, if any, sanction is to be imposed on an APS employee who is found to have breached the Code must hold a delegation of the power under the Act to impose sanctions ('the sanction delegate').
- 3.5. These procedures do not prevent the breach decision maker from being the sanction delegate in the same matter.

Note: Any delegation of powers under the Act that is proposed to be made to a person who is not an APS employee must be approved in writing in advance by the Australian Public Service Commissioner. This is required by subsection 78 (8) of the Act. This would include delegation of the power under subsection 15 (1) to impose a sanction.

Note: Appointment as a breach decision maker under these procedures does not empower the breach decision maker to make a decision regarding sanction. Only the Chief Executive Officer or a person who has been delegated the power under section 15 of the Act and related powers, such as under section 29 of the Act, may make a sanction decision.

4. Person or persons making breach determination and imposing any sanction to be independent and unbiased

- 4.1. The breach decision maker and the sanction delegate must be, and must appear to be, independent and unbiased.
- 4.2. The breach decision maker and the sanction delegate must advise the Chief Executive Officer in writing if they consider that they may not be independent and unbiased or if they consider that they may reasonably be perceived not to be independent and unbiased, for example if they are a witness in the matter.

5. The determination process

- 5.1. The process for determining whether a person who is, or was, an APS employee in the Authority has breached the Code must be carried out with as little formality, and with as much expedition, as a proper consideration of the matter allows.
- 5.2. The process must be consistent with the principles of procedural fairness.

Note: Procedural fairness generally requires that:

- *the person suspected of breaching the Code is informed of the case against them (i.e. any material that is before the decision maker that is adverse to the person or their interests and that is credible, relevant and significant)*
- *the person is provided with a reasonable opportunity to respond and put their case, in accordance with these procedures, before any decision is made on breach or sanction*
- *the decision maker acts without bias or an appearance of bias*
- *there is logically probative evidence to support the making, on the balance of probabilities, of adverse findings.*

- 5.3. A determination may not be made in relation to a suspected breach of the Code by a person unless reasonable steps have been taken to:

Procedures for determining breaches of the Code of Conduct and for determining sanction

- a) inform the person of:
 - i. the details of the suspected breach of the Code (including any subsequent variation of those details); and
 - ii. where the person is an APS employee, the sanctions that may be imposed on them under subsection 15 (1) of the Act;and
- b) give the person a reasonable opportunity to make a written statement, or provide further evidence in relation to the suspected breach, within 7 calendar days or any longer period that is allowed.

Note: This clause is designed to ensure that by the time the breach decision maker comes to make a determination, reasonable steps have been taken for the person suspected of breach to be informed of the case against them. It will generally also be good practice to give the person notice at an early stage in the process of a summary of the details of the suspected breach that are available at that time and notice of the elements of the Code that are suspected to have been breached.

Note: The breach decision maker may decide to give the person the opportunity to make both a written and an oral statement.

- 5.4. A person who does not make a statement in relation to the suspected breach is not, for that reason alone, to be taken to have admitted to committing the suspected breach.
- 5.5. For the purpose of determining whether a person who is, or was, an APS employee in the Authority has breached the Code, a formal hearing is not required.
- 5.6. The breach decision maker (or the person assisting the breach decision maker, if any) where they consider in all the circumstances that the request is reasonable, must agree to a request made by the person who is suspected of breaching the Code to have a support person present in a meeting or interview they conduct.

6. Sanctions

- 6.1. The process for deciding on sanction must be consistent with the principles of procedural fairness.
- 6.2. If a determination is made that an APS employee in the Authority has breached the Code, a sanction may not be imposed on the employee unless reasonable steps have been taken to:
 - a) inform the employee of:
 - i. the determination that has been made;
 - ii. the sanction or sanctions that are under consideration; and
 - iii. the factors that are under consideration in determining any sanction to be imposed; and

- b) give the employee a reasonable opportunity to make a written statement in relation to the sanction or sanctions under consideration within 7 calendar days, or any longer period that is allowed by the sanction delegate.

Note: The sanction delegate may decide to give the employee the opportunity to make both a written and an oral statement.

7. Record of determination and sanction

7.1. If a determination in relation to a suspected breach of the Code by a person who is, or was, an APS employee in the Authority is made, a written record must be made of:

- a) the suspected breach; and
- b) the determination; and
- c) where the person is an APS employee - any sanctions imposed as a result of a determination that the employee has breached the Code; and
- d) if a statement of reasons was given to the person regarding the determination in relation to suspected breach of the Code, or, in the case of an employee, regarding the sanction decision - that statement of reasons or those statements of reasons.

Note: The Archives Act 1983 and the Privacy Act 1988 apply to Authority records.

8. Procedure when an ongoing employee is to move to another agency

8.1. This clause applies if:

- a) a person who is an ongoing APS employee in the Authority is suspected of having breached the Code, and
- b) the employee has been informed of the matters mentioned in 5.3.(a); and
- c) the matter has not yet been resolved, and
- d) a decision has been made that, apart from this clause, the employee would move to another agency in accordance with section 26 of the Act (including on promotion).

8.2. Unless the Chief Executive Officer and the new Agency Head agree otherwise, the movement (including on promotion) does not take effect until the matter is resolved.

8.3. For the purpose of this clause the matter is taken to be resolved when:

- a) a determination in relation to suspected breach of the Code is made in accordance with these procedures; or
- b) the Chief Executive Officer decides that a determination is not necessary.

Procedures for determining breaches of the Code of Conduct and for determining sanction

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: Torres Strait Regional Authority
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 the committee for the return of answer: 31 December 2014

Number of pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

1. A copy of the TSRA Procedures for determining breaches of the Code of Conduct and for determining sanction is attached.
2. There were no identified (proven breaches) of this code by TSRA staff.

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: Torres Strait Regional Authority

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 the committee for the return of 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. Yes
2. See table below for additional answers to above questions.

Service Provider / Vendor	Deployment Date	Storage Total	% in Use	Annual Service Costs	Storage Costs / Mnth	Security Arrangements	Security Analysts	Cost of Security
Telstra Cloud Services	Dec-12	40 GB	100%	\$2,640.00	\$220.00	Public Firewall	N/A	N/A
Symantec Endpoint Protection	Jan-13	N/A	N/A	\$5,359.20	N/A	User Authentication	N/A	N/A
Symantec MessageLabs	Sep-12	N/A	N/A	\$12,870.00	N/A	User Authentication	N/A	N/A
Dropbox	Apr-12	14 TB	0.06%	\$5,170.00	\$430.83	User Authentication / Access Control Lists	N/A	N/A
OpenDNS	Jan-12	N/A	N/A	\$2,922.98	N/A	User Authentication	N/A	N/A
SafeNet	Aug-13	N/A	N/A	\$8,553.60	N/A	Two Factor Authentication	N/A	N/A

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority
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 the committee for the return of 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:

Q1		Q2		Q3	Q4		Q5	Q6	Q7	Q8
Premises	Owned /leased	Year of ownership/ lease/rented	Expiry of lease	Compliance Plan	Start date	Completion date	Minister's office notification	Cost	Delays/ Cancellation	Complaints
46 Victoria Parade	Owned	1997	n/a	TSRA will have a review conducted to identify remediation necessary to achieve compliance. Small activities (up to \$20,000) will be carried out this financial year. Activities over this amount will form part of the TSRA Capital Management Plan and will be budgeted for accordingly.	Jan-15	TBA - depending on outcome of review	No	TBA	No	No
Gab Titui Cultural Centre	Owned	2004	n/a							
LSMU/NTO Building	Owned	2008	n/a							
Pearls Building	Leased	2014	2016	TSRA will raise the issue to the Landlord and work with them to achieve compliance.	Nov-14	TBA - depending on the action by landlord (Department of Finance)	No	TBA	No	No

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SUPPLEMENTARY BUDGET ESTIMATES 20-24 OCTOBER 2014

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Fee for Service

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 121

Type of Question: Written

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

Number of Pages: 1

Question:

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

Answer:

No.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Documents provided to Minister

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 122

Type of Question: Written

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

Number of Pages: 1

Question:

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

Answer:

1. One
2. Activity Update, Quarterly
3. Electronically
4. Email
5. Minister's Advisor

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

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of 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:

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: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 1

Question:

1. How many FOI requests were received between 7 September 2013 to date.
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

Answer:

1. Three.
2. Two
3. Nil
4. Nil
5. One following a granting an extension of time by the OAIC under s 15AC of the FOI Act

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

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 the committee for the return of answer: 31 December 2014

Number of Pages: 1

Question:

Since the Appropriate Bills 2014 were passed by the parliament:

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

Answer:

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Contracts under \$10,000

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 126

Type of Question: Written

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

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Consultancies

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 127

Type of Question: Written

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

Number of Pages: 2

Question:

Since Budget Estimates in June, 2014:

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

Answer:

See Attached

[illegible]

No	Agreement Number	Contract Stage	Description	Organisation	Procurement Method	Justification	Start Date	End Date	Contract Amount (AU\$)
1	CA-2015-00021	Planned	Workplan for Torres Strait Youth Recreational Sporting Association	KPMG	Direct Source	Direct Project Experience			to be negotiated
TOTAL									\$ -

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

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Electronic Equipment

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 128

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. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office.
 1. List the items
 2. List the items location or normal location
 3. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level
 4. List the total cost of the items
 5. List an itemised cost breakdown of these items
 6. List the date they were provided to the office
 7. Note if the items were requested by the office or proactively provided by the department.

Answer:

Nil.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Media Subscriptions

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 129

Type of Question: Written

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

Number of Pages: 2

Question:

Since Budget Estimates in June, 2014:

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

Answer:

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

4.

	\$ 363.00 Local
Cairns Post	News
	\$ 116.60 Local
Weekend Post	News
	\$ 275.00 Local
Courier Mail	News
	\$ 143.00 Local
Torres News	News
	\$ 37.40 Local
Koori Mail	News
TOTAL	\$ 935.00

No publications were provided to the Minister or their office.

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ANSWERS TO QUESTIONS ON NOTICE
SUPPLEMENTARY BUDGET ESTIMATES

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Media monitoring

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 130

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. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?
 1. Which agency or agencies provided these services?
 2. What has been spent providing these services during the specified period?
 3. Itemise these expenses.
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency during the specified period?
 1. Which agency or agencies provided these services?
 2. What has been spent providing these services during the specified period?
 3. Itemise these expenses

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Media training

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 131

Type of Question: Written

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

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:
 1. Total spending on these services
 2. An itemised cost breakdown of these services
 3. The number of employees offered these services and their employment classification
 4. The number of employees who have utilised these services and their employment classification
 5. The names of all service providers engaged
 6. The location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
 1. The name and nature of the service purchased
 2. Whether the service is one-on-one or group based
 3. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 5. The total amount spent on the service
 6. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 4. The location used
 5. The number of employees who took part on each occasion
 6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 7. Any costs the department or agency's incurred to use the location

Answer:

No media training was undertaken by the TSRA during this time period.

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Report Printing

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 132

Type of Question: Written

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

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

No.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Computers

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 134

Type of Question: Written

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

Number of Pages: 1

Question:

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

Answer:

Q1. Not applicable – The TSRA does not supply computers to the Ministers Office.

Q2. List of computers owned by the TSRA.

Equipment	Number	Cost	Location
Dell Optiplex 9xxx Desktop	92	81880	Thursday Island Offices
Dell Latitude 64xx Laptop	97	155200	Thursday Island Offices

Q3. Operating Systems:

- The TSRA has one standard operating environment using Microsoft Windows 7.
- The licences for this operating system were a one off purchase directly from Microsoft and as TSRA has not signed up for software assurance there are no ongoing costs.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Travel costs - department

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 135

Type of Question: Written

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

Number of Pages: 2

Question:

Since Budget Estimates in June, 2014:

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

Answer:

1. Yes
2. Finance Circular 2013/06
3. www.finance.gov.au
4. December 16th 2013

5. Nil
6. N/A
7. N/A
8. N/A
9. N/A
10. N/A
11. 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: Torres Strait Regional Authority
Outcome/Program: Outcome 2, Indigenous
Topic: Senate estimate 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:

The Torres Strait Regional Authority was not required to attend Senate Budget Estimates or prepare a briefing pack 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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Government payments of accounts

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 138

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. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Estimates, 2014?
7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer:

1. 30 Days
- 2-7. The Agency does not record data in a way that would readily allow answers to be provided to these questions. To attempt to provide this level of detail would involve an unreasonable diversion of agency resources.

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Meeting Costs

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: 140

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 much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer:

Expenditure on Meetings July 2014 2014- October 2014 re QoN 140			
Date	Location	Purpose	Cost
Aug-14	Cairns	Native Title matters	9,431
Aug-14	Horn Island	Native Title matters	830
Oct-14	Cairns	Native Title matters	9,796
Total			\$ 20,057

2. Not applicable
3. Nil
4. 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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Hospitality and Entertainment

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 141

Type of Question: Written

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

Number of Pages: 2

Question:

Since Budget Estimates in June, 2014:

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

Answer:

1. \$17,285
2. N/A

3.

Expenditure on Entertainment July 2014- October 2014 re QoN 141			
Date	Location	Purpose	Cost
July 28th 2014	Thursday Island	Corporate Staff Team Dinner	908

4. N/A

5. NIL

6. N/A

7. We do not budget to this level of detail

8. N/A

9. No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Executive Coaching and Leadership Training

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 142

Type of Question: Written

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

Number of Pages: 6

Question:

Since Budget Estimates in June, 2014:

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

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

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

Answer:

1-4

Agency	Name of Service	Provider	Nature of Service (leadership or Coaching)	Group/ 1 on 1	Number of hrs	Attendees (Number)	Classification	Total Cost – course (GST inclusive)	Location
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.5	2	APS5 & APS6	99	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	2.75	2	APS6 & EL1	545	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1.25	1	APS5	248	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.75	1	EL2	149	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.25	1	EL2	50	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1.5	1	APS5	297	Thursday Island
Torres Strait Regional	Mentoring & Coaching	Ray Shatte – Arenelle Pty	Coaching	1 on 1	0.5	1	APS5 & APS6	99	Thursday Island

Authority		Ltd							
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1.75	2	APS6 & EL1	347	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1	1	APS5	198	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.25	1	APS5	50	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1	1	EL2	198	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1.25	2	APS5 & EL1	248	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1.5	1	APS5	297	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.25	1	EL1	50	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.25	1	EL1	50	Thursday Island
Torres Strait Regional	Mentoring & Coaching	Ray Shatte – Arenelle Pty	Coaching	1 on 1	0.5	1	APS5	99	Thursday Island

Authority	Coaching	Ltd							
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.25	1	APS5	50	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1	1	APS5	198	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	4.5	4	APS5, EL1 & EL2	891	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	2.5	2	APS6 & EL1	495	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.5	1	APS5	99	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.25	1	APS5	50	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	0.5	1	APS5	99	Thursday Island
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1	1	EL1	198	Thursday Island
Torres Strait Regional	Mentoring & Coaching	Ray Shatte – Arenelle Pty	Coaching	1 on 1	1.5	2	APS6 & EL1	297	Thursday Island

Authority	Coaching	Ltd							
Torres Strait Regional Authority	Mentoring & Coaching	Ray Shatte – Arenelle Pty Ltd	Coaching	1 on 1	1.5	2	APS5 & APS6	297	Thursday Island
Registered Training Organisation	Accredited leadership training	Australian Indigenous leadership Centre	Leadership	Group	80	13	Certificate 2 APS1, APS3 & APS5	71,900	Horn Island
Registered Training Organisation	Accredited leadership training	Australian Indigenous leadership Centre	Leadership	Group	120	11	Certificate IV APS1, APS3, APS5 & APS6	110,000	Horn Island
<u>Totals</u>					228.75	60		187,598	

5. The training was conducted off site.

1. Wongai Beach Hotel, Horn Island, Torres Strait.

2 - 3. Refer above table for # of employees and # of hours.

4. The total costs incurred to use the location for the two training courses detailed above was \$7200.00

6. N/A

7. The staff participating in mentoring & coaching, as well as leadership training, are currently employed by the TSRA.

8. No TSRA staff undertook graduate or postgraduate study in Executive Coaching and/or Leadership training.

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Staffing Profile

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 143

Type of Question: Written

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

Number of Pages: 2

Question:

Since Budget Estimates in June, 2014:

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

Answer:

Since 1 July 2014 there was a net increase of seven staff.

Movements to the TSRA between 1 July to 31 October 2014

Role	Classification	Program	Location
Senior Project Officer – Business Support and Sustainability	APS6	Economic Development & Fisheries	Thursday Island, Qld
Senior Project Officer – Business Support and Sustainability	APS6	Economic Development & Fisheries	Thursday Island, Qld
Project Manager – Business Support and Sustainability	EL1	Economic Development & Fisheries	Thursday Island, Qld
Senior Project Officer – Fisheries	APS6	Economic Development & Fisheries	Thursday Island, Qld
Senior Ranger – Poruma	APS3	Environmental Management	Poruma Island, Qld
Trainee Ranger	APS1	Environmental Management	Poruma Island, Qld
Trainee Ranger	APS1	Environmental	Warraber, Thursday

		Management	Island, Qld
Trainee Ranger	APS1	Environmental Management	Mer, Qld

Movements from the TSRA between 1 July to 31 October 2014

Role	Classification	Program	Location
Admin Support Officer	APS3	Environmental Management	Thursday Island, Qld

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: Torres Strait Regional Authority
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 the committee for the return of answer: 31 December 2014

Number of Pages: 1

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:

The TSRA did not have any staff reductions/voluntary redundancies. The TSRA does not have any plans for staff reductions or involuntary redundancies.

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Staffing Reductions

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 145

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

Answer:

1. Nil

2. The TSRA has 110 non-ongoing staff

Classification	Ongoing	Non Ongoing
APS 1	0	22
APS 2	5	3
APS 3	2	26
APS 4	4	2
APS 5	9	18
APS 6	5	22
EL 1	6	13
EL 2	6	0
SES or equivalent	1	1
Trainee	0	3
Total	38	110

3. 8 staff have been employed on contract with an average length of employment contract of 12 months.

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Coffee Machines

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 146

Type of Question: Written

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

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

No

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

Prime Minister and Cabinet Portfolio

Department/Agency: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Printing

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 147

Type of Question: Written

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

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

1. Torres Strait Regional Authority Annual Report 2013/2014 (750 Copies). Published on Torres Strait Regional Authority website (www.tsra.gov.au).
2. Canprint Communications Pty Ltd.
Limited Tender.
\$36,970

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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Corporate Cars

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 148

Type of Question: Written

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

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

1. One car
 1. In the car park attached to the office on Thursday Island
 2. General office uses
 3. \$340
 4. 1,732kms
2. 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: Torres Strait Regional Authority

Outcome/Program: Outcome 2, Indigenous

Topic: Taxi Costs

Senator: Senator the Hon Joseph Ludwig

Question Reference Number: QoN 149

Type of Question: Written

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

Number of Pages: 1

Question:

Since Budget Estimates in June, 2014:

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

Answer:

<i>AMOUNT \$</i>	<i>REASONS FOR TAXI COSTS</i>
<i>\$16,285</i>	<i>TAXIS ARE USED WHEN STAFF ARE AWAY FROM THURSDAY ISLAND.</i>

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: Torres Strait Regional Authority
Outcome/Program: Outcome 2, Indigenous
Topic: Grants

Senator: Senator the Hon Joseph Ludwig
Question Reference Number: QoN 150
Type of Question: Written
Date set by the committee for the return of answer: 31 December 2014

Number of Pages: 2

Question:

Since Budget Estimates in June, 2014:

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

Answer:

1. Guidelines are included in the Torres Strait Regional Authority Grants Procedures Manual
2. Application criteria is published on www.tsra.gov.au.
3. Yes. S142F of Aboriginal and Torres Strait Islander Act 2005 and the Torres Strait Regional Authority Decision Making Principles under S142k of the same Act apply.
4. Grants received through the Common Funding Rounds are first assessed by a Risk Assessment Panel who make recommendations to the Grant Assessment Panel who, in turn,

make recommendations to the Torres Strait Regional Authority delegate who makes the final decision

5. EL1's, EL2's and the CEO

6. No

7.

Grants Expense to October 31st 2014 QoN 150					
Service Provider	Activity	Value	Location	Electorate	State
Enterprise Management Group Pty Ltd	Community Development Employment Projects	822,843	Torres Strait	Leichardt	QLD
Erubam Le Traditional Land and Sea Owners Corporation (RNTBC)	Prescribed Body Corporate Support	5,000	Torres Strait	Leichardt	QLD
Mer Gedkem Le (TSI) Corporation	Prescribed Body Corporate Support	69,400	Torres Strait	Leichardt	QLD
Our Lady of the Sacred Heart	Cultural Tour to Brisbane	16,000	Torres Strait	Leichardt	QLD
Erub Erwer Meta (TSI) Corporation	Promote Arts Centre	20,000	Torres Strait	Leichardt	QLD
Malu Ki'ai (TSI) Corporation	Cultural celebrations on Boigu	12,000	Torres Strait	Leichardt	QLD
Denis Newie	Purchase of material and equipment for the Arpaka Dance Team	8,500	Torres Strait	Leichardt	QLD
Ngalmun Lagau Minaral #78893	Operational support Moa Art Centre	50,000	Torres Strait	Leichardt	QLD
Torres Strait Kaziw Meta Inc	Student transfer bus	51,200	Torres Strait	Leichardt	QLD
Mer Gedkem Le (TSI) Corporation	Purchase jewellery making materials	8,234	Torres Strait	Leichardt	QLD
Mura Badu	Prescribed Body Corporate Support	7,000	Torres Strait	Leichardt	QLD
Torres Strait Islander Media Association	Media Festival	5,000	Torres Strait	Leichardt	QLD
Mura Kosker Sorority	Allen Creation - Ripple Effect Program	17,000	Torres Strait	Leichardt	QLD
Port Kennedy Association	Regional Hub Workshop	65,000	Torres Strait	Leichardt	QLD
Port Kennedy Association	CommunityAfter School Care Program	95,000	Torres Strait	Leichardt	QLD
Australian Maritime Safety Authority	Torres Strait Marine Pathways Project	1,450,000	Torres Strait	Leichardt	QLD
Total		2,702,177			

8. Nil