

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 1**

**EMDG**

Page 71 of proof Hansard.

What is the position of industry associations that were consulted on recent changes to the EMDG scheme? Please provide a summary.

**Answer**

Austrade consulted the Australian Industry Group, the Export Council of Australia, and the Australian Chamber of Commerce and Industry and its member organisations: NSW Business Chamber, Victorian Employers Chamber of Commerce and Industry, Business SA, Chamber of Commerce and Industry Queensland, WA Chamber of Commerce and Industry, Tasmanian Chamber of Commerce and Industry, Chamber of Commerce and Industry Northern Territory, and ACT Chamber of Commerce and Industry.

Industry associations reported a range of opinions across their memberships. Following is a summary of some of the main views expressed.

Industry Associations expressed disappointment at the reduction in funding. Whilst the budget reduction was not preferable, if a budget reduction was necessary, the proposed retargeting was accepted as consistent with the Australia in the Asian Century policy. If retargeting was required, the five plus three grant structure (as reflected in the *Export Market Development Grants (EMDG) Amendment Bill 2013*) would be best, as it would have the lowest impact on record keeping and compliance costs. If the scheme is to be retargeted, applicants /industry should retain the choice of applying any five of eight claims to established markets. If the scheme is retargeted, the Government should bring forward the review of EMDG to produce recommendations. The proposed changes regarding funding for administration are necessary and reasonable.

**Question 2**

**EMDG**

Pages 72, 73 and 74 of proof Hansard.

1. What percentage of funding from the EMDG program goes towards small business? Please provide details for 2010–11 and 2011–12.
2. What is the return on investment from the EMDG program? Please provide copies of recent econometric studies on the program.
3. What is the value of total exports from small businesses in the EMDG scheme?
4. What are the requirements of the EMDG scheme for grant applicants?

**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Answer**

1. In 2010–11, 61 per cent of EMDG grant funding was paid to businesses with less than 20 employees, and 59 per cent of EMDG grant funding was paid to businesses with less than \$5 million in annual income.

In 2011–12, 60 per cent of EMDG grant funding was paid to businesses with less than 20 employees, and 59 per cent of EMDG grant funding was paid to businesses with less than \$5 million in annual income.

2. In the context of the 2008 *Review of Export Policies and Programs*, a review of EMDG was also undertaken. Chapter four of the resultant report, *Winning in World Markets*, entitled “Efficiency of the EMDG scheme”, outlined the trade, industry and long-term national macro-economic effects of the scheme, i.e. the return on investment from the EMDG program. A copy is attached.

In 2009, Austrade contracted KPMG Econtech and Lateral Economics to undertake a follow-up survey of EMDG grant recipients surveyed in 2008 to quantify, as far as possible, EMDG spillover effects. Their reports were titled *Economic Impacts of the Export Market Development Grant* and *2009 Update of Review of the Export Market Development Grants Scheme 2008*. Copies are attached. In summary the reports found that:

- The EMDG scheme enhances Australian consumer welfare, returning \$5.38 to the Australian community for every dollar spent (this is the preferred assessment measure for the performance of Government programs).
- Modelling estimated that the potential increase in EMDG recipients’ exports due to the EMDG scheme was 38 per cent.
- The estimated net benefit of the EMDG scheme, taking into account grants, spillover and productivity effects, was \$444 million (ie gross benefit of \$546 million less net budget cost of \$101 million).
- When surveyed, EMDG firms confirm that the EMDG scheme encourages firms to boost export-promotional activities beyond levels that would otherwise occur, and that exports would be lower without the scheme (if indeed they would have become exporters in the scheme’s absence).

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

- EMDG has a (net) budgetary impact which is much less than its apparent \$152 million budget cost (in 2007–08) once the claw-back effect on tax revenues of higher incomes attributable to the scheme are taken into account – with KPMG Econtech modelling estimating the net cost to the federal budget at some \$101 million.
3. The value of total exports from small businesses, i.e. those with less than 20 employees, in the EMDG scheme over the past two years has been:
    - 2010–11           \$2.3 billion
    - 2011–12           \$1.8 billion
  4. The requirements of the EMDG scheme for grant applicants are defined by the *Export Market Development Grants Act 1997*, *EMDG Regulations 2008* and Legislative instruments such as Ministerial and Austrade CEO Determinations. These can be accessed at the Austrade website at <http://www.austrade.gov.au/export-grants-publications>.

**Question 3**

**International Education**

1. Does Austrade intend to conduct a review of the effectiveness of the *Future Unlimited* brand? If so, what form will the review take and when will it be completed?
2. Does the *Future Unlimited* brand incorporate the promotion of a safe learning environment for international students? If not, why not?
3. Please outline Austrade's expenditure to date, and its anticipated expenditure in future years, on:
  - the *Future Unlimited* brand
  - the *Study in Australia* website.
4. With respect to Austrade's international marketing roadshows, exhibitions, alumni events and education and career expos:
  - what is the cost of these events?
  - how specifically do each of the events help to promote Australia's international education industry?

Can these events be linked to measurable increases in international student enrolments at Australian tertiary institutions? Please provide any figures to verify this.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Answer**

1. Launched on 7 June 2011, the *Future Unlimited* brand contributes to the re-positioning of Australia as a provider of high quality education services to international students by focussing on the quality outcomes students can obtain from an Australian qualification. It was developed in response to requests from the education sector and after surveys in main source markets and involved extensive consultation with the sector. Austrade plans to assess *Future Unlimited's* effectiveness in 2014–15, after three years of operation, through a range of surveys, including with international students.

In the interim, the effectiveness of the *Future Unlimited* brand is indicated by data such as:

- the brand has been licensed to 250 organisations, 188 in Australia and 62 offshore, as at 31 March 2013:
    - thirty two of Australia's 39 public universities are licenced to use the brand (82 per cent)
    - fifty two of the 62 offshore organisations licenced to use the brand are education agents or education agent associations (84 per cent)
    - major education peak bodies such as Universities Australia, English Australia and the Australian Council for Private Education and Training (ACPET) are licenced to use the brand
    - thirteen government education agencies from six states and territories have been licensed to use the brand.
  - there are 216 *Future Unlimited* brand assets available for use by licensees and these have been downloaded 2,580 times as at 31 March 2013
  - the *Future Unlimited* video, launched in March 2012, has been viewed on Austrade's YouTube channel 33,000 times as at 31 March 2013. In addition, the video has been used by licensed organisations and at education events
  - Sixty four per cent of education clients surveyed in 2012 who were aware of the new branding gave a positive rating for Austrade's performance in promoting the *Future Unlimited* brand over the past 12 months
  - the Study in Australia website, the official government source of information for prospective and current international students, was updated with *Future Unlimited* branding on 1 July 2011. Since then, the number of visitors to the website has increased each month by an average of 4.5 per cent:
    - e.g. the number of visitors to the website in February 2013 (260,000) was 51 per cent higher than in February 2012 (172,000).
2. The *Future Unlimited* brand focuses on the high quality outcomes that an Australian education qualification can bring to an international student and directs them to the Study in Australia website ([www.studyinaustralia.gov.au](http://www.studyinaustralia.gov.au)) which is managed by Austrade. Recognised as the official source of government information for international students by the 2010 Council of Australian Governments' (COAG) International Student Strategy for Australia, the SIA website received 2.4 million visitors in 2012. One of its key features is the provision of comprehensive information about living safely in Australia. For example, it includes a Student Safety Guide

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

developed by the Department of Industry, Innovation, Climate Change, Science,  
Research and Tertiary Education.

3. Austrade's expenditure since 1 July 2010 (when it assumed responsibility for the international marketing and promotion of Australian education and training) on the *Future Unlimited* Brand and the Study in Australia Website is as follows:

	2010–11	2011–12	2012–13*	Total
<i>Future Unlimited</i> - Brand and Asset Development and Collateral	\$73,981	\$1,163,953	\$87,206	\$1,325,140
<i>Study in Australia</i> Website	\$259,831	\$263,795	\$142,385	\$666,011
<b>Totals</b>	<b>\$333,812</b>	<b>\$1,427,748</b>	<b>\$229,591</b>	<b>\$1,991,151</b>

\*2012-13 as at 31 Dec YTD

Austrade's expenditures on the *Future Unlimited* Brand and the *Study in Australia* Website will reduce in future years as the one-off costs associated with their development and implementation will have been largely completed in 2012–13. Future expenditure will depend on the resources allocated to Austrade so it is currently not possible to provide an estimate of their future budgets.

4. Austrade conducts international education marketing road-shows, exhibitions, alumni events, and education and career expos to: (i) showcase the quality of Australia's education system; (ii) provide Australian education providers with international brand presence, using *Future Unlimited*, at major international student exhibitions; and (iii) increase traffic to the *Study in Australia* website.

Austrade's costs in undertaking such events are offset by revenues raised from the fees it charges education providers to participate in them.

	Expenditure
2010–11	\$653,534
2011–12	\$1,090,125
2012–13 *	\$409,013

\*2012–13 as at 31 Dec YTD

An example of how Austrade promotes Australia's education sector internationally is its involvement in the annual China International Education Exhibition Tour (CIEET) event. This event is organised by the Chinese Service Centre for Scholarly Exchange (CSCSE), a corporate affiliate of the Chinese Government's Ministry of Education. In 2012, Austrade organised the inaugural Australia Pavilion at the CIEET event held in Beijing using the *Future Unlimited* brand to create national presence at the largest international student exhibition in China. Australian participants in this event gained: (i) access to the largest source of international students in the world; (ii) market insights from Austrade's pre-event briefings; and (iii) international presence through the *Future Unlimited* branding. The success of this initiative was recognised by the CSCSE in 2013 with an award to Austrade for organising the 'Outstanding Pavilion Award for the 17<sup>th</sup> CIEET'.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

A student's choice to study in Australia can be influenced by a range of factors such as: student visa policies, tuition and living costs as well as exchange rates, the international reputation of a country's institutions and their recruitment policies, as well as the quality of their student support services and a country's international reputation. In addition to the marketing work undertaken by Australian education providers, their offshore education agents can also play a key role in influencing student choice regarding their study destination. Australian Government branded events such as the Australia Pavilion at the 2012 CIEET build Australia's brand presence offshore by positioning Australia as a provider of high quality education services and provide a platform for Australian education providers to market their services under the badge of the Australian Government and the *Future Unlimited* brand.

**Question 4**

**EMDG**

1. What percentage of EMDG funding do you forecast will be allocated to small business for 2012–13?
2. How many small businesses applied to claim back expenses on the EMDG program last year?
3. How many do you forecast will make claims on the EMDG program for 2012–13?
4. How many small businesses were rejected and for what reasons were they rejected in 2011–12?
5. Aside from the verifying against the basic claim criteria outlined on your website and in information packages provided by Austrade, do you look at the specific commercial return in projects before allowing expenditure items to be claimed?
6. Do you look at the small business turnover or the commercial viability of a small business, before allowing expenditure to be claimed?
7. Do you look at lending history, bank statements, debt repayment capacity of the small businesses making EMDG claims?

**Answer**

1. Austrade expects around 60 per cent of EMDG funding in financial year 2012–13 to be allocated to small businesses with less than 20 employees, and around 59 per cent of EMDG funding to small businesses with less than \$5 million in annual income. This is based on historical experience.
2. In 2011–12, 2,384 small businesses (defined as with less than 20 employees) applied to claim back expenses on the EMDG program.
3. In 2012–13, 2,246 small businesses (defined as with less than 20 employees) have lodged claims on the EMDG program.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

4. In 2011–12, 229 small businesses (defined as with less than 20 employees) had their claims rejected. Reasons for their rejection included:
  - ineligibility of the applicant
  - failure to have incurred eligible business expenses in respect of the export promotion of eligible products
  - not genuinely carrying on business in Australia
  - non residency in Australia
  - exceeding the scheme's seven grants limitation
  - failure to meet Australian net benefit requirements under Option B of the scheme
  - having a disqualifying conviction
  - Austrade, under subsection 87AA (1) of the Act, forming an opinion whether a person or any associate of the person is a fit and proper person to receive a grant.
5. Austrade does not look at the specific commercial return on projects before allowing expenditure items to be claimed, but from year three onward Austrade looks at the export earnings of applicants and caps the level of their grants to those earnings subject also to the level of eligible export promotion expenditure.
6. EMDG has grants entry requirements by which applicants are assessed for their eligibility under the scheme. These are specified in Division 1 of the *Export Market Development Grants (EMDG) Act 1997*.
7. In terms of determining the applicant's eligibility, Austrade does not look at lending history, bank statements, or debt repayment capacity of the small businesses making EMDG claims. However, in the process of grant assessment, Austrade examines a range of financial reports and statements to determine that the expenditure claims are legitimate and the applicant is viable and capable of conducting its business.

**Question 5**

**Ongoing staff recruited this financial year to 31 January 2013**

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

**Answer**

1. Ongoing staff recruited:
  - a) 42 ongoing employees
  - b) Australian based: non-SES 23, SES 4  
Overseas Engaged Employees (OEE): non-SES 15

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

2. Non-ongoing positions this financial year to date:
  - a) 58 non-ongoing employees
  - b) Australian based: non-SES 19, contractors 17  
OEE: non-SES 4, contractors 10
3. Employed on contract this financial year to date:  
Australian based: non-SES 17, SES 0, average length of employment period 6.22 months  
OEE: 0

**Question 6**

**Staff departures this financial year to 31 January 2013**

1. How many ongoing staff left the department/agency this financial year to date? What classification were these staff?
2. How many non-ongoing staff left department/agency this financial year to date? What classification were these staff?
3. How many contract staff left department/agency in the year this financial year to date? What classification were these staff?

**Answer**

1. Ongoing staff
  - a) 73 ongoing employees
  - b) Australian based: non-SES 22, SES 8  
Overseas Engaged Employees (OEE): non-SES 43
2. Non-ongoing staff
  - a) 18 non-ongoing employees
  - b) Australian based: non-SES 6, SES 2  
OEE: non-SES 10
3. Contract staff
  - a) 13 contract employees
  - b) Australian based : non-SES 13  
OEE: 0

**Question 7**

**Staff reductions**

1. Are there any plans for staff reduction? 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.
2. If there are plans for staff reductions, please give the reason why these are happening.



**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Answer**

1. Austrade has no plans for staff reductions at this time.
2. Not applicable.

**Question 8**

**Making the Public Service more efficient**

1. Please provide an update of the savings achieved through pursuing further efficiencies in the way the public service operates (see media release by the Minister for Finance and Deregulation and the Special Minister of State of 25 September 2012 ([http://www.financeminister.gov.au/media/2012/mr\\_1982012.html](http://www.financeminister.gov.au/media/2012/mr_1982012.html))).
2. In addition, please provide the following detail:
  - a. Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?
  - b. Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?
  - c. Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how?
  - d. What are the estimated savings for each year over the forward estimates?
  - e. Provide an update of moving recruitment advertising online. Is any recruitment still in printed materials, and if yes, why? What are the estimated savings for each year over the forward estimates?
  - f. Has the department/agency reduced its printing costs? If no, why not?
  - g. Have printing costs increased, and if yes why and how much? Has the five per cent savings target been achieved – if yes, how, or if it will not, why not? What are the estimated savings for each year over the forward estimates?

**Answer**

1. Austrade has reduced its discretionary (non-staff, property) budget across the board by 20 per cent in 2012–13, in order to achieve the savings required by Government. It is expected that this reduction will continue over the period of the forward estimates.
2.
  - a. See (1), above. Travel is included in Austrade's discretionary budget and savings in travel (other than that related to overseas postings of employees) are anticipated to be in line with the reduction in discretionary budget over the forward estimates.
  - b. In general, Austrade policy is that business class travel can only be used for flights of over six hours, or three hours for senior executives. This policy has been in force for some time and savings have already been harvested in this area.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

- c. In addition to the 20 per cent reduction outlined above, Austrade has significantly tightened its policy concerning the engagement of consultants. All approvals for such engagements are approved by the Chief Executive Officer.
- d. See 2(c), above.
- e. Austrade complies with the Non Campaign Recruitment Advertising Policy promulgated by the Department of Finance and Deregulation. Austrade therefore no longer uses print media for recruitment advertising except for a limited number of high profile SES roles, for which the CEO provides a written exemption, as required by policy. As recruitment advertising is already restricted to online only, in most cases, savings have already been harvested in this area.
- f. Publications and brochures which constitute the majority of Austrade's printing costs are increasingly being made available online, and in some cases are only available in electronic format. Decisions on documents which will no longer be printed are made on a case by case basis, depending on the purpose and use of the documents and the effect that electronic format only will have in these areas. Savings are expected to be in line with or exceed the 20 per cent reduction in discretionary budget over the period of the forward estimates.
- g. See 2(f), above.

**Question 9**

**Printing costs**

How many documents (include the amount of copies) have been printed this financial year to date? How many of these printed documents were also published online?

**Answer**

Austrade's accounting systems do not record the number and amount of copies of publications and brochures, and to collect this level of detail would entail a significant diversion of resources and, in these circumstances, it is not considered that this work can be justified.

Publications and brochures which constitute the majority of Austrade's printing are increasingly being made available online, and in some cases are only available in electronic format. Decisions on documents which will no longer be printed are made on a case by case basis, depending on the purpose and use of the documents and the effect that electronic format only will have in these areas.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 10**  
**Graduate Recruitment**

1. How much has been spent on 2014 Graduate Recruitment to date? Please itemise and detail costs.
2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.

**Answer**

1. Austrade does not have a graduate program.
2. Not applicable.

**Question 11**  
**Graduate training**

How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.

**Answer**

Austrade does not currently have a graduate program.

**Question 12**  
**Advertising**

1. What was the total cost of all advertising for the financial year to date?
2. Is the advertising campaign or non-campaign advertising? Provide details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.
4. Has the Peer Review Group (PRG) and/or Independent Communications Committee (ICC) provided any advice about the advertising? Provide details of each advertising item.
5. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

7. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

**Answer**

1. \$366,418.17 (including GST) financial year to date to 31 January 2013.
2. Austrade has undertaken non-campaign advertising and communications programs in Australia and globally to support the promotion of Australian trade, investment and international education. Additionally, Austrade undertook advertising to recruit staff to specific positions and for routine administrative matters.
3. No. There have been no campaigns valued at over \$250,000 therefore Austrade has not received any advice from the Department of Finance and Regulation. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
4. No.
5. Advertising complied with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies, and was non-campaign in nature.
6. Austrade has responsibility for helping Australian companies grow their business in international markets, the promotion and attraction of foreign direct investment into Australia and the international marketing and promotion of Australian education. This work involves a range of communications activities in international markets to build awareness of Australia's capabilities and promote opportunities in key priority areas, events and activities at an industry sector and sub-sector level.

Itemising details of all communications programs would entail a significant diversion of resources which, in these circumstances, cannot be justified.

7. The 51st Australian Export Awards will run a campaign targeted at Australian exporters to promote the launch of the Awards program. Advertising is planned for May – August 2013. The estimated budget for the campaign is \$40,000.

A campaign targeting international students (promoting Australian education) is planned for implementation from October 2013. Estimated budget for this campaign is \$300,000 depending on the amount of sponsor funding raised. Advertising will appear outside of Australia. Advice from the Department of Finance and Deregulation was received for this campaign.

Austrade will undertake a marketing campaign in April–May 2013. The budget is expected to be less than \$100,000 and is subject to available Export Market Development Grants (EMDG) scheme administration funds, to make public announcements on:

- the new EMDG E-lodge System

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

- changes to the scheme effective from 1 July 2013
- the EMDG Consultants Quality Incentive Program.

**Question 13**

**Hospitality and entertainment**

1. What is the Department/Agency's hospitality spend for this financial year to date? 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 hospitality spend for this financial year to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What is the Department/Agency's entertainment spend for this financial year to date? 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 for this financial year to date. 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 and what are the estimated savings over each year of the forward estimates?

**Answer**

1. This financial year to 31 January 2013, Austrade spent a total of \$0.31 million at posts and in Australia on hospitality/entertainment for Australian clients, overseas customers and potential customers of Australian companies, and others external to Austrade. The expenditure includes major activities such as the Australian Export Awards functions.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

Hospitality/entertainment has a role to play in the support of Austrade's objectives of promoting Australia's international trade, education and investment interests. Austrade has long-established instructions on the proper management of hospitality/entertainment funds. For expenditure to be admissible under the guidelines, activities must be clearly warranted and be of specific value to Australia. All staff are required to account fully and justify their use of the funds. They must maintain written records of purpose, attendees, venue and final costs of each item of expenditure and certify that the criteria for expenditure have been met. There are several thousand records for the year. To provide hospitality/entertainment expenditure by date, location, purpose and cost of each activity would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.

2. Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be referred to the Department of Finance and Deregulation.
3. See (1) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.
4. See (2) above.
5. The total spend for the 2012–13 financial year is expected to be \$0.6 million. There are several thousand records for the year. To provide hospitality/entertainment expenditure by date, location, purpose and cost of each activity would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
6. See (2) above.
7. See (3) above.
8. See (2) above.
9. Austrade's discretionary expenditure budget for 2012–13 has been reduced by 20 per cent. Spending on hospitality/entertainment is budgeted to be reduced by a similar amount. This will be achieved through focusing on activities which represent the highest value against established business plans. At this stage, spending will be held at 2012–13 notional levels in line with the forward estimates published in the 2012–13 Portfolio Additional Estimates Statements.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 14**

**Meeting costs**

1. What is the Department/Agency's meeting spend for this financial year to date? 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 for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer**

1. Austrade's accounting systems do not record individual meeting costs, and to collect this level of detail would entail a significant diversion of resources and, in these circumstances, it is not considered that this work can be justified.
2. Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be referred to the Department of Finance and Deregulation.
3. Austrade's accounting systems do not record individual meeting budgets, and to collect this level of detail would entail a significant diversion of resources and, in these circumstances, it is not considered that this work can be justified.
4. See (2), above.

**Question 15**

**Program launch costs**

1. What is the Department/Agency's program launch spend for this financial year to date? 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 program launch spend for this financial year to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.
3. What program launch spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

4. For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.
5. What is the Department/Agency's program launch spend for 2011–12? Detail date, location, purpose and cost of each event including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, please detail total program launch spend for 2011–12. Detail date, location, purpose and cost of each event including any catering and drinks costs.

**Answer**

1. There have been no program launches hosted by Austrade this financial year to date.
2. Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be referred to the Department of Finance and Deregulation.
3. Austrade has no plans to host program launches during the current financial year.
4. See (2), above.
5. There were no program launches hosted by Austrade in the 2011–12 financial year.
6. See (2), above.

**Question 16**

**Board appointments**

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments for this financial year to date.

**Answer**

1. There are no boards managed by Austrade.
2. Not applicable.
3. Not applicable.



**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 17**

**Freedom of Information**

1. Has the department/agency received any updated advice on how to respond to FOI requests?
2. What is the total cost to the department to process FOI requests for this financial year to date?
3. How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many and why? Do any of these requests remain outstanding? If so, how many and why?

**Answer**

1. Austrade regularly reviews the information provided by the Office of the Australian Information Commissioner on its website, including the guidelines issued under section 93A of the Act and other publications made available which provide advice with respect to responding to FOI requests. Austrade also continues to receive legal advice from time to time from external legal advisers on specific FOI matters. Austrade mainly relies on its internal legal team to provide advice on FOI law. Those staff who manage FOI requests refresh their knowledge of applicable FOI law through attendance at regular information seminars.
2. From 1 July 2012 to 31 January 2013, the estimated total cost for processing FOI requests is \$59,310.
3. From 1 July 2012 to 31 January 2013, Austrade received 17 FOI requests. Of the FOI requests finalised during this financial year (including three matters in progress at the start of the financial year):
  - access has been provided in part for 14 requests
  - no requests have been denied in full
  - Austrade failed to meet the processing times outlined in the FOI Act for two requests because of clerical errors
  - two requests are currently being processed and these are within the statutory processing timeframes for the requests
  - four requests were withdrawn.

**Question 18**

**Reviews**

For this financial year to date:

- how many reviews are being undertaken?
- what reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?

## Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

- which of these reviews has been provided to Government?
- when will the Government be responding to the respective reviews that have been completed?
- has the Government responded to all reviews within the timeframe? If not, why not?
- what is the estimated cost of each of these reviews?
- what reviews are planned?
- when will each of these reviews be concluded?

### Answer

- None.
- None.
- Not applicable.
- Not applicable.
- Not applicable.
- Not applicable.
- None.
- Not applicable.

### Question 19

#### Consultancies

1. How many consultancies have been undertaken this financial year to date? 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.

### Answer

1. In this financial year to 31 January 2013, 26 consultancies have been undertaken. Details of all consultancy contracts valued at \$10,000 (GST inclusive) or more let this financial year to date, are available on AusTender, the Commonwealth's procurement reporting system. When consultancy contracts are awarded, the subject matter, duration, cost and method of procurement are published on AusTender in accordance with the requirements of Division 1 of the Commonwealth Procurement Rules.
2. To date, Austrade has no planned engagements of consultancy services valued at or above the \$80,000 threshold for inclusion in its Annual Procurement Plan. When consultancy contracts valued at \$10,000 (GST inclusive) or more are awarded, the subject matter, duration, cost and method of procurement are published on AusTender

**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

in accordance with the requirements of Division 1 of the Commonwealth Procurement Rules.

**Question 20**

**Media monitoring**

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
  - Which agency or agencies provided these services?
  - What is the estimated budget to provide these services for the year 2012–13?
  - What has been spent providing these services this financial year to date?
  
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
  - Which agency or agencies provided these services?
  - What is the estimated budget to provide these services for the year 2012–13?
  - What has been spent providing these services this financial year to date?

**Answer**

1. Nil. Austrade uses media monitoring services to keep the organisation abreast of coverage of trade, economic, business, investment and education matters. There are no additional costs incurred for providing a copy to the Minister's office and to the Department of Foreign Affairs and Trade.
  
2. The total cost of media monitoring services for the period 1 July 2012 to 31 January 2013 is \$65,701.14 (including GST).
  - Sentia Media (formerly Media Monitors), newsagency print subscriptions, Cubit and Media Research
  - The estimated budget for the 2012–13 year is \$116,434 (including GST).

**Question 21**

**Social Media**

1. Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since May 2012 Budget Estimates? If yes, please explain and provide copies of any advice that has been issued.
  
2. Does the department/agency monitor usage of social media?
  - If yes, provide details of the usage (for example details could include average hours per employee, hours when usage peaks).
  - Has there been a change to the department/agency protocols due to staff usage?
  - If no, why not? Will the department/agency monitor usage in the future?

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

3. Does social media impact on employee productivity? Provide details (details could include increased internet usage in general or increased internet usage in standard business hours)

**Answer**

1. No, there have been no substantive changes to Austrade's social media policy or social media programs since July 2012. Austrade's social media policy, training and accreditation process, and protocols are consistent with APS guidelines.
2. Yes, Austrade monitors staff usage of social media for official work purposes. Only accredited Austrade staff can participate in social media as an Austrade representative and all social media programs are evaluated against corporate goals. Austrade recently purchased a licence for a social media monitoring and engagement tool (Alterian SM2) to better monitor and understand the true value of the organisation's social media programs.
3. No. Austrade has not observed any impact on Austrade employee productivity due to social media participation.

**Question 22**

**Internet**

Has the Department experienced any internet problems, such as but not limited to slow internet, or internet blackouts? If yes, what was the reason for this? Did it impact the Minister's office?

**Answer**

Since July 2012 Austrade has experienced three internet outages.

- On 7 July 2012 – www.austrade.gov.au and www.studyinaustralia.gov.au were unavailable for 40 minutes due to a scheduled IT upgrade.
- On 8 August 2012 – www.austrade.gov.au was unavailable for 30 minutes due to a suspected Denial of Service (DoS) attack. After investigation, it was determined that this was not an attack but rather a third party website crawling service (80legs.com). Austrade subsequently prevented this third party from crawling the site.
- On 27 November 2012 – www.studyinaustralia.gov.au was unavailable for 15 minutes. This was caused by human error during a testing exercise.

The offices of the Minister for Trade and Competitiveness and Minister Assisting the Prime Minister on Asian Century Policy and the Parliamentary Secretary for Trade were not directly affected by these three incidents.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 23**

**Staff amenities**

What amenities are provided to staff? Provide a list.

**Answer**

Austrade is represented in 86 locations in 50 countries and its offices vary in size from over 100 employees down to one employee. Therefore the level of amenities provided to staff can vary considerably but would typically be limited to kitchen facilities including tea and coffee making supplies, toilet facilities and in some cases showers. Equipment in kitchens may include conventional and microwave ovens, dishwashers, sandwich presses, coffee machines, electric kettles and other small appliances.

**Question 24**

**Coffee Machines**

Purchased

1. Has the department/agency purchased coffee machines for staff useage? 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 in this financial year to date, 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?

Rented

8. Does the department/agency rent coffee machines for staff useage? 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.
9. Why are coffee machines rented?
10. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?

**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

11. Where does the funding for the coffee machines come from?
12. Who has access?
13. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance in this financial year to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
14. What are the ongoing costs of the coffee machine, such as the cost of coffee?

**Answer**

Purchased

1. Austrade's financial system indicates some 23 coffee machines have been purchased since 2002 in both Australian and overseas locations. The average cost of machines over these locations and this 10 year period is some \$2,460. Ongoing costs for coffee supplies are not recorded separately in Austrade's financial system. To provide these details would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
2. Austrade encourages its employees to provide hospitality to visiting clients in the office where appropriate. The coffee machines were purchased in part to fulfil this need and also to provide reasonable amenity in the workplace.
3. There is a noticeable difference in staff leaving the office to purchase coffee during working hours in those offices which have coffee machines.
4. Funding for the coffee machines came from a combination of Austrade's appropriation revenue and earned revenue.
5. All staff in offices with coffee machines have access to those machines.
6. Daily maintenance of the coffee machines is undertaken by staff. Where necessary, major maintenance is performed by suppliers at Austrade's expense, funded as in (3) above. Costs for maintenance are not recorded separately in Austrade's financial system. To provide these details would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
7. See (1), above.

Rented

8–14 Austrade has no rented coffee machines.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 25**  
**Contractors**

For this financial year to date:

- a. Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details (including the work undertaken and the cost).
- b. Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details (including the work undertaken and the cost).
- c. Has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details (including the work undertaken and the cost).
- d. Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details (including the work undertaken and the cost).
- e. Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details (including the work undertaken and the cost).
- f. Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details (including the work undertaken and the cost).
- g. Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details (including the work undertaken and the cost).
- h. Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details (including the work undertaken and the cost).
- i. Has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.
- j. What contractors have been employed by the department/agency? If yes, provide details (including the work undertaken and the cost).

**Answer**

Items (a) to (i): No.

Item (j): Details of all contractor engagements valued at \$10,000 (GST inclusive) or more let in 2012–13 to 31 January 2013 are available on AusTender, the Commonwealth's procurement reporting system. When contracts are awarded, the subject matter, duration, cost and method of procurement are published on AusTender in accordance with the requirements of Division 1 of the Commonwealth Procurement Rules.

## Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

### **Question 26**

#### **Grants**

1. Could the department/agency provide a list of all grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the amount, the intended use of the grants and what locations have benefited from the grants.
2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.
3. Provide a list of grants that your department/agency administers that had uncommitted grants funding reduced as per the statement by the Finance Minister on 22 October 2012 (see [http://www.financeminister.gov.au/media/2012/mr\\_2102012.html](http://www.financeminister.gov.au/media/2012/mr_2102012.html)).
4. How much was funding reduced for grant?

### **Answer**

1. Austrade does not deliver any grant programs. Export Market Development Grants (EMDG) are not a 'grant' as defined by the Financial Management and Accountability Act 1997, s3A(2) which specifically excludes 'a payment of benefit to a person, including a payment of an entitlement established by legislation or by a government program'. EMDG is paid to exporters based on Austrade's assessment of eligible export promotion expenditure which is claimed in accordance with the provisions in the EMDG legislation.
2. Not applicable.
3. Not applicable.
4. Not applicable.

### **Question 27**

#### **Commissioned Reports**

How many Reports have been commissioned by the Government in your department/agency this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.

- How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
- What is the current status of each report? When is the Government intending to respond to these reports?



## Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

### Answer

No reports have been commissioned by the Government in Austrade this financial year to date to 31 January 2013.

### Question 28

#### **Government payments of accounts**

For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)?

- If not, why not? Provide details, including what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)
- 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 for the current financial year and the previous financial year?
- Where interest is being paid, what rate of interest is being paid and how is this rate determined?

### Answer

Austrade's terms of payment policy is in line with Government policy of payment within 30 days of receipt of a correctly rendered invoice or within a shorter period if specified in the associated contract. However, instances do occur where payments are not made within the specified period, including due to the need to seek clarification from service providers, disputes about the deliverables and, in some cases, oversights in not forwarding invoices in a timely manner.

Statistics are compiled quarterly. In the six months ended 31 December 2012, Austrade made 876 payments to small businesses in Australia:

- of these payments, 813 (92.8 per cent) – valued at \$3,260,896 (81.3 per cent of invoice value) – were paid within 30 days
- of the 63 (7.2 per cent) of payments made after 30 days, 30 (3.4 per cent) were paid within 31–44 days, 10 (1.2 per cent) within 45–60 days and 23 (2.6 per cent) after 60 days.

Adherence to the policy is monitored through internal reviews by Managers, Finance and Administration and Internal Audit. In addition, quarterly reports of late payments are sent to Cost Centre Managers with a request for explanations of the late payments and a reminder of the policies.

- in 2012–13 to 31 December 2012, and in 2011–12, no supplier issued Austrade an invoice in relation to penalty interest. All of Austrade's contract templates include a late payment clause which provides for the payment of penalty interest where the amount of interest exceeds \$10 and the supplier has issued a correctly rendered invoice in relation to the interest
- if interest was being paid, it would be at the general interest charge rate determined under section 8AAD of the Taxation Administration Act 1953 on the day payment is due, in

**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

accordance with Government policy. This rate is available from the Australian Taxation Office website.

**Question 29**

**Stationery requirements**

1. How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?
2. What are the department/agency's stationery costs for the financial year to date?

**Answer**

1. \$63.34: letterhead for the Minister for Trade and Competiveness and Minister Assisting the Prime Minister on Asian Century Policy.
2. Austrade's systems do not record stationery costs separately from other office consumables. Based on previous information from Austrade's principal stationery supplier in Australia, and after taking into account minor purchases from other suppliers, it is estimated that approximately \$18,000 was spent on stationery in Australia for 2012–13 to 31 January 2013. It is estimated that the stationery costs for Austrade's overseas network were a similar amount.

**Question 30**

**Media subscriptions**

1. What pay TV subscriptions does your department/agency have?
  - Please provide a list of what channels and the reason for each channel.
  - What is the cost for this financial year to date?
2. What newspaper subscriptions does your department/agency have?
  - Please provide a list of newspaper subscriptions and the reason for each.
  - What is the cost for this financial year to date?
3. What magazine subscriptions does your department/agency have?
  - Please provide a list of magazine subscriptions and the reason for each.
4. What is the cost for this financial year to date?

**Answer**

1. Austrade subscribes to pay TV in its Canberra, Sydney and Auckland offices at a cost of approximately \$400 per month in total. This provides access to the basic channel packages offered by the providers which includes news and parliamentary channels.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

2. Austrade subscribes to many newspapers and magazines globally, and also to selected online business and news services and global business reporting databases which are made available to all offices on the Austrade network. These business subscriptions provide reports, fact sheets, industry updates and other relevant business intelligence.

The individual costs of these various types of subscriptions are not recorded separately in Austrade's financial systems, and to separate them would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. The total cost of all subscriptions this financial year to 31 January 2013 was \$0.63 million.

3. See (2) above.
4. See (2) above.

**Question 31**

**Travel costs**

1. For the financial year to date, please detail all travel 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).
2. For the financial year to date, please 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.
3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.
4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.
5. Are the Government's Lowest Practical Fare travel policy for Domestic Air Travel (Finance Circular No. 2009/10) and Best Fare of the Day for International Air Travel (Finance Circular No. 2009/11) guidelines being followed? How is the department/agency following the advice? How is this monitored? If the guidelines are not being followed, please explain why.
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the total costs of the lounge memberships.
7. When SES employees travel, do any support or administrative staff (such as an Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

8. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?

**Answer**

1. Austrade provides support to Ministers and Parliamentary Secretaries both within and outside the Foreign Affairs and Trade portfolio while they are travelling overseas, and occasionally in Australia. Itemising all support separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, this financial year to 31 January 2013, Austrade spent a total of \$31,763 comprising \$12,247 on air fares (fare types are not recorded in Austrade's financial system), \$13,338 on accommodation, \$2,650 on meals, \$2,415 on ground transport, and \$1,113 on all other expense items for travel in support of Ministers and other Parliamentarians.
2. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, for this financial year to 31 January 2013, Austrade spent \$1.4 million on air fares (fare types are not recorded in Austrade's financial system), \$1.0 million on accommodation, \$0.3 million on meals, \$0.5 million on ground transport, and \$0.01 million on all other expense items for travel.
3. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. A total of \$6.7 million has been budgeted for all travel this financial year.
4. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. It is estimated that the amount to be spent on travel next financial year will be similar to this financial year.
5. Austrade complies with Whole of Government travel policy which requires employees to select fares based on Lowest Practical Fare and Best Fare of the Day. This is monitored through reports from Austrade's Travel Service Provider.
6. Lounge memberships are provided to employees who travel frequently where there is a sound business case to support the memberships. The memberships may be with Australian or overseas airlines (for employees based offshore). There are approximately 100 employees with lounge memberships which cost an average of approximately \$300 per annum. There is a range of employee classifications with memberships but most are senior managers.
7. The only reason an administrative staff member would travel with an SES officer was where that administrative officer had separate responsibilities to discharge and there was a business reason for such travel. Austrade's systems do not record this as a separate travel category. Isolating the costs would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified.
8. No.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 32**

**Legal costs**

1. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

**Answer**

1. For the period 1 July 2012 to 31 January 2013, \$271,707 was spent on the legal services unit within Austrade. As this cost involves maintaining an internal legal unit, it is not defined in terms of cost per service.
2. For the period 1 July 2012 to 31 January 2013, Austrade spent the sum of \$296,527 on legal services from the Australian Government Solicitor for the services as described below:
  - Commercial advice – \$34,099
  - Litigation and dispute resolution – \$222,227
  - General advice including statutory interpretation and employment law – \$40,201.
3. For the period 1 July 2012 to 31 January 2013, Austrade spent the sum of \$ 723,717 on legal services from private firms as described below:
  - Commercial advice – \$189,937
  - Litigation and dispute resolution – \$223,788
  - General advice including statutory interpretation and employment law – \$309,992.
4. For the period 1 July 2012 to 31 January 2013, Austrade did not spend any amount on legal services from any other source than those listed at 1), 2) and 3) above.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 33**

**Education expenses**

1. What is the department/agency's guidelines on study?
2. For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, the employment classification of each participant, how many participants and the amount of study leave granted to each participant (provide a breakdown for each employment classification). Also include the reason for the study and how it is beneficial for the department/agency.

**Answer**

1. Austrade's guidelines on study are :
  - a. Study Assistance is open to A-based ongoing staff and Overseas Engaged Employees (OEE) staff employed permanently or under a contractual arrangement of greater than 12 months.
  - b. Accounting and financial analysis, computing, human resource management, international business and trade, law, management, marketing and selected language studies courses are identified as being relevant and useful areas of study for Austrade staff.
  - c. The program of study must be conducted through an institution or provider that Austrade recognises as being reputable and must lead to a recognised formal qualification or award.
  - d. Fees must be paid up-front by the student to ensure Austrade incurs no FBT.
  - e. Reimbursement of fees is dependent on successfully completing the unit/subject and receipts must be provided.
2. This financial year to 31 January 2013, total study assistance expenditure is \$21,345.00.

The maximum amount of financial assistance per financial year is \$5,000 for undergraduate degrees and \$10,000 for post graduate degrees.

There are 45 students studying in the 2012–13 financial year to 31 January 2013.

**Study Assistance students 2012–13 to 31 January 2013**

<b>Australian-based</b>	<b>Overseas Engaged Employees</b>
APL 5 (EL2) x 4	AOPL 5
APL 4 (EL2) x 10	AOPL 4 x 10
APL 3 (EL1) x 10	AOPL 3 x 4
APL 2 (APS 5-6) x 5	AOPL 2

The Asialink Scholarship expenditure in the 2012–13 financial year to 31 January 2013 is nil. The scholarship is run annually and offers two places to Austrade Australian-based staff. The candidates have been selected however, no expenditure has occurred.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 34**

**Executive coaching and leadership training**

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

**Answer**

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

**Question 35**

**Media training**

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
  - a. total spending on these services

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

- b. the number of employees offered these services and their employment classification
  - c. 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)
  - d. the names of all service providers engaged.
2. For each service purchased from a provider listed under (d), please provide:
- a. the name and nature of the service purchased
  - b. whether the service is one-on-one or group based
  - c. the number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
  - d. the total number of hours involved for all employees (provide a breakdown for each employment classification)
  - e. the total amount spent on the service
  - f. a description of the fees charged (i.e. per hour, complete package).
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
- a. the location used
  - b. the number of employees who took part on each occasion
  - c. the total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
  - d. any costs the department or agency's incurred to use the location.

**Answer**

1.
  - a. \$5,060 (including GST).
  - b. Twenty-three employees were required to participate in the training as a preparation for posting abroad. Their employment classification was at the executive level, and the overseas equivalent, as well as SES.
  - c. Twenty-three employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES. No study leave taken.
  - d. Talkforce Consultants and Trainers.
2.
  - a. Media training for Austrade staff going on posting.
  - b. Group-based.
  - c. Twenty-three full-time employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES.
  - d. 2.75 hours per person.
  - e. \$2,530 x 2 sessions (including GST).
  - f. Complete package.



**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

3. a. The training occurred on Austrade premises.
- b. Not applicable.
- c. Not applicable.
- d. Not applicable.

**Question 36**

**Paid Parental Leave**

1. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff and their classification are in receipt of these payments.
3. What is the paid parental scheme offered by each department and agency? How many staff have used the scheme this financial year to date.

**Answer**

1. All employees with more than 12 months service who earn less than \$150,000 per annum, and are the primary care giver of the child, are eligible to receive payment under the Government's Paid Parental Leave Scheme. As eligibility is based on primary caring responsibility, the number of eligible staff within Austrade cannot be identified.
2. Austrade has had six employees receive the Government's Paid Parental Leave payments through their pay this financial year to 31 January 2013. The employees are of the following classifications:

APL2	2
APL3	3
APL4	1

3. Austrade has three paid parental schemes available to Australian Based employees.
  - Maternity leave of 14 weeks is available to female employees who have completed more than 12 months qualifying service. Fourteen employees have availed themselves of this leave this financial year to 31 January 2013.
  - Adoption and Foster parent's leave of 14 weeks is available to employees with at least 12 months qualifying service. No employees have availed themselves of this leave this financial year to 31 January 2013.
  - Parental leave for Supporting Partners of 10 working days is available to employees. Four employees have availed themselves of this leave this financial year to 31 January 2013.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 37**

**Training for Portfolio Minister and Parliamentary Secretaries**

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
3. For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.

**Answer**

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

**Question 38**

**Corporate Cars this financial year to 31 January 2013**

1. How cars are owned by each department/agency?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car for this financial year to date?
5. How far did each car travel this financial year to date?

**Answer**

1. Austrade maintains 122 vehicles (leased and owned) – 18 are located in Australia and 104 are located offshore.
2. Cars are located in the following 77 locations:

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

Abu Dhabi	Frankfurt	Kuala Lumpur	Newcastle	Suva
Accra	Fukuoka	Kuwait	Osaka	Sydney
Adelaide	Guangzhou	Lahore	Paris	Taipei
Ahmedabad	Hanoi	Lima	Perth	TelAviv
Amman	Hobart	London	Port Moresby	Tokyo
Auckland	HoChiMinhCity	Madrid	PortLouis	Toronto
Bangalore	Hong Kong	Manila	Prague	Townsville
Bangkok	Hyderabad	Melbourne	Pune	Tripoli
Beijing	Islamabad	MexicoCity	Riyadh	Vancouver
Brisbane	Istanbul	Milan	SanFrancisco	Vladivostok
Chandigarh	Jaipur	Mongolia	Santiago	Warsaw
Chennai	Jakarta	Moscow	Sao Paulo	Washington
Chicago	Johannesburg	Mumbai	Sapporo	Wollongong
Colombo	Karachi	Nairobi	Seoul	
Dhaka	Kochi	New Delhi	Shanghai	
Dubai	Kolkata	New York	Singapore	

3. Vehicles are used for consular activities, to transport Ministers, clients and allies to a range of in-market and company visits, to conduct audits for EMDG claims, and for security and business continuity purposes.
4. Running costs for vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. The total running costs for motor vehicles for 2012–13 to 31 January 2013 was \$341,934.
5. Odometer readings are not centrally recorded on a financial year to date basis. Data is only collected for FBT purposes, averaged over the age of the vehicle, for vehicles predominantly used by Australian based employees in Australia or overseas.

**Question 39**

**Taxi costs**

1. How much did each department/agency spend on taxis this financial year to date?  
Provide a breakdown for each business group in each department/agency.
2. What are the reasons for taxi costs?

**Answer**

1. Expenditure on ground transport, which includes costs associated with taxis, rail, buses, motor vehicle allowances, road tolls and other ground transport costs, excluding vehicle hire, for this financial year to 31 January 2013 was \$0.532 million. This comprised \$0.285 million for International Operations, \$0.119 million for Australian Operations, \$0.118 million for Education and Corporate Operations and \$0.010 million for Export Market Development Grants Division.
2. The majority of taxi costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

offices and accommodation and for meetings with clients and other officials. Some costs are incurred by officials in their normal place of work for the purpose of attending meetings with clients and other officials.

**Question 40**

**Hire cars**

1. How much did each department/agency spend on hire cars this financial year to date? Provide a breakdown of each business group in each department/agency.
2. What are the reasons for hire car costs?

**Answer**

2. Expenditure on vehicle hire, which includes costs associated with the hire of cars, vans and buses for this financial year to 31 January 2013 was \$0.024 million. This comprised \$0.021 million for International Operations and \$0.003 million for all other areas of Austrade.
2. The majority of vehicle hire costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to offices and accommodation and for meetings with clients and other officials. Some costs are incurred by officials in their normal place of work for the purpose of transporting clients and other officials.

**Question 41**

**Credit cards**

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
  - What action is taken if the corporate credit card is misused?
  - How is corporate credit card use monitored?
  - What happens if misuse of a corporate credit card is discovered?
  - Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.
  - What action is taken to prevent corporate credit card misuse?

**Answer**

1. Austrade currently has 842 corporate charge cards on issue to its staff across all classifications. The number of cards on issue to each classification is not recorded separately in Austrade's systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified.
2. a. Where a corporate card is misused by a cardholder the action taken varies according to the seriousness of the misuse. Misuse can range from accidental use

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

through to repeated deliberate misuse which amounts to fraud. Disciplinary measures range from counselling through to cancellation of cards and in cases of fraud, dismissal and referral to law enforcement authorities. Action is taken to immediately recover any funds which have been applied to non-official uses.

- b. All monthly credit card acquittals are examined and authorised by cardholders' supervisors at a senior management level. In addition, there is central monitoring in place which detects all instances of late acquittals in addition to all instances of non-official use. All such instances are referred to the Senior Executive Group of the Commission on a monthly basis.
- c. See (2a), above.
- d. This information is collated annually. In 2011–12, there were 22 instances of accidental personal use of corporate cards. These were all reported by cardholders and the funds were repaid to the Commission promptly. The staff involved ranged from junior staff to senior managers. There was one suspected instance of fraudulent use of a corporate card by an Overseas Engaged Employee. This employee was immediately dismissed for this and other breaches of Austrade policies.
- e. All cardholders sign an indemnity prior to taking possession of their corporate card. This indemnity clearly states the consequences of non-official use including referral to law enforcement authorities. All cardholders are made aware that use of corporate cards for other than official use are monitored and reported to the Senior Executive Group of the Commission monthly, and that any second non-official use, whether accidental or otherwise, will result in the cancellation of their card.

**Question 42**

**Provision of Equipment**

- 1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
- 2. For departments/agencies that provide electronic equipment to Ministers and/or Parliamentary Secretaries and/or their offices, what are the ongoing costs for this financial year to date?
- 3. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide details of what is provided, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives it.
- 4. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Answer**

1. Austrade does not provide mobile phones to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a mobile phone to the Austrade Departmental Liaison Officers (DLOs) in the offices of the Minister for Trade and Competitiveness and Minister Assisting the Prime Minister on Asian Century Policy and the Parliamentary Secretary for Trade. The ongoing cost is \$30.00 – \$40.00 per month depending upon usage.
2. Austrade does not provide electronic equipment to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a notebook computer with accessories to the Austrade DLOs in the offices of the Minister for Trade and Competitiveness and Minister Assisting the Prime Minister on Asian Century Policy and the Parliamentary Secretary for Trade.

A notebook computer with accessories consists of a 12 inch notebook, docking station, 22 inch monitor and peripherals such as a headset, mouse and keyboard. The DLOs are issued with a RSA remote access token. The total purchase cost of this equipment is \$2,613.82 per person, which covers the useful life of the asset.

3. Austrade allocates staff with either a notebook computer with accessories or a desktop computer with accessories and a single monitor, depending on their business requirements. A second monitor is only issued if a business requirement is established. A notebook is generally provided to staff who are required to be mobile. All other staff are allocated a desktop computer. These are standard configurations however minor variations may apply depending on the availability of equipment at the time of purchase.

A notebook computer with accessories consists of a 12 inch notebook, docking station, 22 inch monitor and peripherals such as a headset, mouse and keyboard. All staff are issued with a RSA remote access token. No purchases have been made for laptops in the current 2012–13 financial year, however should a replacement be needed it would be sought from the Whole of Government Procurement Panel. The total purchase cost of this equipment at the time of the last notebook roll out was \$2,613.82 per person, which covers the useful life of the asset. A second monitor was an additional \$151.18.

A desktop with accessories consists of a desktop computer, 22 inch monitor and peripherals such as a headset, mouse and keyboard. At the time of the last desktop roll-out, the total purchase cost of this equipment was \$1,283.92 per person. A second monitor was an additional \$151.18.

A mobile phone is only provided to staff where there is a business requirement. The total year-to-date costs on mobile communications (including Blackberry usage) for 2012–13 is \$371,250.08.

Printers and multi-function devices are shared between staff members. A device is provided in all Austrade offices and in some residences of Australian based staff located overseas. The number and type of printers provided will depend on the number of staff at Post and the business requirements of the post.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

Austrade also provides similar equipment to staff of other Australian Government agencies, in offshore locations, where there is a Memorandum of Understanding in place.

Of the 150 Blackberry licenses, Blackberrys have been deployed to 125 staff members where they meet the following user profile:

- staff that spend more than 30 per cent of their time out of the office (1.5 days per week)
- staff that are highly mobile as a fundamental part of their role (travelling or with clients)
- staff that have a need to be immediately contactable both on voice and via email.  
This could include staff:
  - in recognised business continuity or security roles
  - in senior executive roles
  - involved in visits or ministerial activities
  - who work in a Consular role.

The average cost of the Blackberry is \$607.00 and the ongoing cost per data plan is estimated to be \$42.00 per month.

To provide a breakdown of the electronic equipment provided to staff, and their classification, would entail a significant diversion of resources and, in these circumstances, cannot be justified.

4. Austrade does not provide electronic equipment to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a notebook computer with accessories to the Austrade DLOs in the offices of the Minister for Trade and Competitiveness and Minister Assisting the Prime Minister on Asian Century Policy and the Parliamentary Secretary for Trade. This is outlined in Point 2 above.

**Question 43**

**Electricity purchasing**

1. What are the details of the department/agency electricity purchasing agreement?
2. What are the department/agency electricity costs for this financial year to date?

**Answer**

1. Austrade is represented in approximately 86 locations in 50 markets. Providing details of all electricity purchasing agreements would entail a significant diversion of resources which, in these circumstances, cannot be justified.
2. Electricity costs are not recorded separately from other utilities charges in Austrade's financial system. To separate them would entail a significant diversion of resources. Total global utility charges, which include electricity, gas, water and sewerage costs were \$0.81 million for this financial year to 31 January 2013.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**  
Additional Estimates 2013; February 2013  
Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 44**

**Briefings for the Australian Greens and Independents**

1. Have any briefings and/or provision of information s been provided to the Australian Greens? If yes, please include:
  - How are briefings requests commissioned?
  - What briefings have been undertaken? Provide details and a copy of each briefing.
  - Provide details of what information has been provided and a copy of the information.
  - Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
  - How long is spent preparing and undertaking briefings/information requests for the Australian Greens? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
  
2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:
  - How are briefings requests commissioned?
  - What briefings have been undertaken? Provide details and a copy of each briefing.
  - Provide details of what information has been provided and a copy of the information.
  - Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
  - How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
  - Which Independents have requested briefings and/or information?

**Answer**

1. Senator Christine Milne, Senator for Tasmania, wrote to the Minister for Trade and Competiveness and Minister Assisting the Prime Minister on Asian Century Policy, regarding Austrade's dealings with Mr Mark Eather, formerly of Jolly Roger Exports. The Minister responded on 9 November 2012.

The Minister for Trade and Competiveness and Minister Assisting the Prime Minister on Asian Century Policy met with Senator Milne on Thursday 29 November 2012 to discuss Austrade's dealings with Mr Mark Eather. A briefing was prepared by Austrade for this meeting.

2. On 22 November 2012, Mr Tony Windsor MP, Member for New England, wrote to the Minister for Trade and Competiveness and Minister Assisting the Prime Minister on Asian Century Policy regarding the Export Market Development Grants (EMDG) Scheme. The Minister responded on 1 February 2013.



**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 45**

**Shredders**

Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased, the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.

**Answer**

In 2012–13, one security rated shredder has been purchased to replace an unserviceable machine in the Canberra office at a cost of \$3,995. This shredder is used for the destruction of classified material as required under the Australian Government Protective Security Policy Framework. In addition, one standard office shredder has been purchased for a newly opened post at a cost of \$228.07. This shredder is to be used for the destruction of general office material.

**Question 46**

**Protective Security Policy Framework**

Provide an update for your department/agency, including what is your current compliance level, what are you doing to manage risk, what is being done to comply with the mandatory requirements and details of any department/agency specific policies and procedures.

**Answer**

Austrade is progressing towards achieving compliance with the 33 mandatory requirements of the Protective Security Policy Framework (PSPF) by 30 June 2013.

Austrade manages security risks as part of its overall annual Agency Risk Management Plan, consistent with the mandatory requirement of the PSPF (Governance 6). Austrade also develops and maintains an Agency Security Risk Assessment and is currently reviewing this risk assessment, again as part of the PSPF implementation activity. Austrade receives information on security threats and risks through liaison networks with agencies such as the Attorney-General's Department and the Department of Foreign Affairs and Trade.

Additionally, Austrade implements an internal program of regular Post Security Risk Reviews and audits. Austrade recently completed reviews of posts in the Americas and North-East Asia region.

**Question 47**

**Office locations**

Please provide a list of all office locations for all departments and agencies within the portfolio by:

- a. Department/Agency;
- b. Location;
- c. Leased or owned;

## Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

- d. Size;
- e. Number of staff at each location and classification;
- f. If rented, the amount and breakdown of rent per square metre;
- g. If owned, the value of the building;
- h. Depreciation of buildings that are owned;
- i. Type of functions and work undertaken.

### Answer

Australian Trade Commission (Austrade)

**Note:** Applies to Australian leased office locations and is accurate as at 31 January 2013.

Location	Size (square metres)	Total staff (APS1 to SES 3)	Rent paid (annually)	Breakdown of rent (\$ per square metre)
Adelaide	300	11	135,736	452
Brisbane	505	17	228,462	452
Canberra	3,390	176	1,737,011	512
Darwin <sup>1</sup>	16	2	nil	nil
Hobart <sup>2</sup>	25	2	6,861	274
Melbourne	1,000	52	568,034	568
Newcastle	27	1	15,856	587
Perth <sup>3</sup>	373	8	299,940	804
Sydney	2,650	168	1,526,043	576
Townsville <sup>4</sup>	16	1	nil	nil
Werribee <sup>5</sup>	16	1	nil	nil
Wollongong	15	1	9,001	600

1 The Darwin office is co-located with the NT Government under a sub-lease arrangement on a 'free of charge' basis.

2 The Hobart office is co-located with the Tasmanian State Government.

3 Since 30 September 2012 Austrade has been able to sublease some of the space in Perth.

4 The Townsville office is co-located with the ATO on a 'free of charge' basis.

5 This staff member is located in an ally office (Wyndham City Council).

The Australian Trade Commission (Austrade) is the Australian Government's trade, investment and international education promotion agency.

Austrade assists Australian enterprises to increase international business, attracts productive foreign direct investment into Australia and promotes Australia's education and training sector internationally.

Austrade also has consular management responsibilities in a number of international locations and provides consular and passport services, travel advice, contingency planning and crisis response in those areas.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 48**

**Communications staff**

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
  - a. how many ongoing staff, the classification, the type of work they undertake and their location.
  - b. how many non-ongoing staff, their classification, type of work they undertake and their location
  - c. how many contractors, their classification, type of work they undertake and their location
  - d. how many are graphic designers?
  - e. how many are media managers?
  - f. how many organise events?
2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

**Answer**

1.
  - a. There are three ongoing staff positions in the Media and Communications team. They comprise the communications manager at APL 5 (EL2 equivalent) level and the senior media adviser and the speechwriter, both at the APL 3 (EL1 equivalent) level. The communications manager coordinates the work of the media team, liaises with the Minister for Trade and Competitiveness and Minister Assisting the Prime Minister on Asian Century Policy's and Parliamentary Secretary for Trade's offices and manages risk and reputation. The senior media adviser deals with media inquiries, writes media releases and provides media support for Austrade's international network. The speechwriter prepares all speeches and talking points for executive staff and the Minister and Parliamentary Secretary for Trade. All positions are located in Austrade's Sydney office.
  - b. Nil.
  - c. Nil.
  - d. Nil.
  - e. One.
  - f. Nil.
2. Austrade does not have a media studio.

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2013; February 2013

Written Questions on Notice from **Senators, Fawcett, Kroger, Mason and Eggleston**  
to Austrade

**Question 49**

**Community Cabinet meetings**

1. How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.
2. How many Departmental Officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses. Which Community Cabinet meetings did the Departmental Officers attend? List date and location.
3. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

**Answer**

- 1, 2, 3 and 4. The answer will be provided by the Department of Foreign Affairs and Trade.