

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE—ADDITIONAL ESTIMATES 2013**  
**Written questions on notice**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Q</b>	<b>Date rec'd</b>	<b>Date tabled</b>
1.	Austrade	Fawcett	Export Market Development Grants	What is the position of industry associations that were consulted on recent changes to the EMDG scheme? Please provide a summary.	Proof Hansard, Page 71 14/2/13	26/4/13	15/5/13
2.	Austrade	Kroger	Export Market Development Grants	<ol style="list-style-type: none"> <li>1. What percentage of funding from the EMDG program goes towards small business? Please provide details for 2010–11 and 2011–12.</li> <li>2. What is the return on investment from the EMDG program? Please provide copies of recent econometric studies on the program.</li> <li>3. What is the value of total exports from small businesses in the EMDG scheme?</li> <li>4. What are the requirements of the EMDG scheme for grant applicants?</li> </ol>	Proof Hansard, Page 72, 73 and 74 14/2/13	26/4/13	15/5/13
3.	Austrade	Mason	International education	<ol style="list-style-type: none"> <li>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?</li> <li>2. Does the Future Unlimited brand incorporate the promotion of a safe learning environment for international students? If not, why not?</li> <li>3. Please outline Austrade's expenditure to date, and its anticipated expenditure in future years, on: <ul style="list-style-type: none"> <li>• the Future Unlimited brand</li> <li>• the Study in Australia website.</li> </ul> </li> <li>4. With respect to Austrade's international marketing roadshows, exhibitions, alumni events and education and career expos:</li> </ol>	Written	26/4/13	15/5/13

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				<ul style="list-style-type: none"> <li>• what is the cost of these events?</li> <li>• how specifically do each of the events help to promote Australia's international education industry?</li> </ul> <p>Can these events be linked to measurable increases in international student enrolments at Australian tertiary institutions? Please provide any figures to verify this.</p>			
4.	Austrade	Kroger	Export market Development Grants and small business	<ol style="list-style-type: none"> <li>1. What percentage of EMDG funding do you forecast will be allocated to small business for 2012–13?</li> <li>2. How many small businesses applied to claim back expenses on the EMDG program last year?</li> <li>3. How many do you forecast will make claims on the EMDG program for 2012–13?</li> <li>4. How many small businesses were rejected and for what reasons were they rejected in 2011–12?</li> <li>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?</li> <li>6. Do you look at the small business turnover or the commercial viability of a small business, before allowing expenditure to be claimed?</li> <li>7. Do you look at lending history, bank statements, debt repayment capacity of the small businesses making EMDG claims?</li> </ol>	Written	26/4/13	15/5/13
5.	Austrade	Eggleston	Staff recruited	<ol style="list-style-type: none"> <li>1. How many ongoing staff recruited this financial year to date? What classification are these staff?</li> <li>2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these</li> </ol>	Written	26/4/13	15/5/13

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				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?			
6.	Austrade	Eggleston	Staff departures	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?	Written	26/4/13	15/5/13
7.	Austrade	Eggleston	Staff reduction	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.	Written	26/4/13	15/5/13
8.	Austrade	Eggleston	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 <a href="http://www.financeminister.gov.au/media/2012/mr_19820_12.html">http://www.financeminister.gov.au/media/2012/mr_19820_12.html</a> ). 2. In addition, please provide the following detail: <ul style="list-style-type: none"> <li>• Can you quantify the estimated savings for each year over the forward estimates for reductions in air travel?</li> <li>• Has there been a reduction in business flights? What are the estimated savings for each year over the forward estimates?</li> </ul>	Written	26/4/13	15/5/13

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				<ul style="list-style-type: none"> <li>• Has there been a reduction in the use of external consultants and contractors? Has this impacted on the Department/agency, and how?</li> <li>• What are the estimated savings for each year over the forward estimates?</li> <li>• 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?</li> <li>• Has the department/agency reduced its printing costs? If no, why not?</li> <li>• 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?</li> </ul>			
9.	Austrade	Eggleston	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?	Written	26/4/13	15/5/13
10.	Austrade	Eggleston	Graduate recruitment	<ol style="list-style-type: none"> <li>1. How much has been spent on 2014 Graduate Recruitment to date? Please itemise and detail costs.</li> <li>2. Has any travel been incurred for 2014 Graduate Recruitment? Please itemise and detail costs.</li> </ol>	Written	26/4/13	15/5/13
11.	Austrade	Eggleston	Graduate training	How much was spent on 2013 Graduate Training? Provide details of what training was provided, why and the estimated cost for each.	Written	26/4/13	15/5/13
12.	Austrade	Eggleston	Advertising	1. What was the total cost of all advertising for the financial year to date?	Written	26/4/13	15/5/13

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				<ol style="list-style-type: none"> <li>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.</li> <li>3. Has the Department of Finance and Deregulation provided any advice about the advertising? Provide details of each advertising item.</li> <li>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.</li> <li>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.</li> <li>6. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.</li> <li>7. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?</li> </ol>			
13.	Austrade	Eggleston	Hospitality and Entertainment	<ol style="list-style-type: none"> <li>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.</li> <li>2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date.</li> </ol>	Written	26/4/13	15/5/13

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				<p>Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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?</p>			

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14.	Austrade	Eggleston	Meeting costs	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> </ol>	Written	26/4/13	15/5/13
15.	Austrade	Eggleston	Program launch costs	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>4. For each Minister and Parliamentary Secretary office, what program launch spend is currently being planned for? Detail</li> </ol>	Written	26/4/13	15/5/13

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				<p>date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>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.</p> <p>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.</p>			
16.	Austrade	Eggleston	Board Appointments	<ol style="list-style-type: none"> <li>1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</li> <li>2. What is the gender ratio on each board and across the portfolio?</li> <li>3. Please detail any board appointments for this financial year to date.</li> </ol>	Written	26/4/13	15/5/13
17.	Austrade	Eggleston	Freedom of Information	<ol style="list-style-type: none"> <li>1. Has the department/agency received any updated advice on how to respond to FOI requests?</li> <li>2. What is the total cost to the department to process FOI requests for this financial year to date?</li> <li>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?</li> </ol>	Written	26/4/13	15/5/13
18.	Austrade	Eggleston	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• How many Reviews are being undertaken?</li> </ul>	Written	26/4/13	15/5/13



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				<ul style="list-style-type: none"> <li>• What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded?</li> <li>• Which of these reviews has been provided to Government?</li> <li>• When will the Government be responding to the respective reviews that have been completed?</li> <li>• Has the Government responded to all reviews within the timeframe? If not, why not?</li> <li>• What is the estimated cost of each of these Reviews?</li> <li>• What reviews are planned?</li> <li>• When will each of these reviews be concluded?</li> </ul>			
19.	Austrade	Eggleston	Consultancies	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>	Written	26/4/13	15/5/13
20.	Austrade	Eggleston	Media Monitoring	<ol style="list-style-type: none"> <li>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? <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the</li> </ul> </li> </ol>	Written	26/4/13	15/5/13

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				<p>year 2012-13?</p> <ul style="list-style-type: none"> <li>• What has been spent providing these services this financial year to date?</li> </ul> <p>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?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide these services for the year 2012-13?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul>			
21.	Austrade	Eggleston	Social Media	<p>1. Has there been any changes to department and agency social media or protocols about staff access and useage 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 issue.</p> <p>2. Does the department/agency monitor usage of social media?</p> <ul style="list-style-type: none"> <li>• If yes, provide details of the usage (for example details could include average hours per employee, hours when useage peaks).</li> <li>• Has there been a change to the department/agency protocols due to staff useage?</li> <li>• If no, why not? Will the department/agency monitor usage in the future?</li> </ul>	Written	26/4/13	15/5/13

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				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)			
22.	Austrade	Eggleston	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?	Written	26/4/13	15/5/13
23.	Austrade	Eggleston	Staff Amenities	What amenities are provided to staff? Provide a list.	Written	26/4/13	15/5/13
24.	Austrade	Eggleston	Coffee Machines	<ol style="list-style-type: none"> <li>1. Has the department/agency purchased coffee machines for staff usage? 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.</li> <li>2. Why were coffee machines purchased?</li> <li>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?</li> <li>4. Where did the funding for the coffee machines come from?</li> <li>5. Who has access?</li> <li>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?</li> <li>7. What are the ongoing costs of the coffee machine, such as the cost of coffee?</li> <li>8. Does the department/agency rent coffee machines for staff usage? If yes, provide a list that includes the type of coffee</li> </ol>	Written	26/4/13	15/5/13

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				<p>machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>9. Why are coffee machines rented?</p> <p>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?</p> <p>11. Where does the funding for the coffee machines come from?</p> <p>12. Who has access?</p> <p>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?</p> <p>14. What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>			
25.	Austrade	Eggleston	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> <li>• Has the department/agency ever employed John Utting &amp; UMR Research Group in any capacity or is it considering employing John Utting &amp; UMR Research Group? If yes,</li> </ul>	Written	26/4/13	15/5/13

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				<p>provide details (including the work undertaken and the cost).</p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• 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).</li> <li>• 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).</li> <li>• 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).</li> <li>• 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).</li> <li>• Has the department/agency ever employed McKinsey &amp; Company in any capacity or is it considering employing McKinsey &amp; Company? If yes, provide details.</li> <li>• What contractors have been employed by the</li> </ul>			

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				department/agency? If yes, provide details (including the work undertaken and the cost).			
26.	Austrade	Eggleston	Grants	<ol style="list-style-type: none"> <li>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.</li> <li>2. Have all grant agreement details been published on its website within the required timeframe? If not, provide details.</li> <li>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 <a href="http://www.financeminister.gov.au/media/2012/mr_210201_2.html">http://www.financeminister.gov.au/media/2012/mr_210201_2.html</a>).</li> <li>4. How much was funding reduced for grant?</li> </ol>	Written	26/4/13	15/5/13
27.	Austrade	Eggleston	Commissioned Reports	<p>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.</p> <ul style="list-style-type: none"> <li>• How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</li> <li>• What is the current status of each report? When is the Government intending to respond to these reports?</li> </ul>	Written	26/4/13	15/5/13
28.	Austrade	Eggleston	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	Written	26/4/13	15/5/13

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				<p>days)?</p> <ul style="list-style-type: none"> <li>• 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)</li> <li>• 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?</li> <li>• Where interest is being paid, what rate of interest is being paid and how is this rate determined?</li> </ul>			
29.	Austrade	Eggleston	Stationery requirements	<ol style="list-style-type: none"> <li>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?</li> <li>2. What are the department/agency's stationery costs for the financial year to date?</li> </ol>	Written	26/4/13	15/5/13

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30.	Austrade	Eggleston	Media Subscriptions	<ol style="list-style-type: none"> <li>1. What pay TV subscriptions does your department/agency have? <ul style="list-style-type: none"> <li>• Please provide a list of what channels and the reason for each channel.</li> <li>• What is the cost for this financial year to date?</li> </ul> </li> <li>2. What newspaper subscriptions does your department/agency have? <ul style="list-style-type: none"> <li>• Please provide a list of newspaper subscriptions and the reason for each.</li> <li>• What is the cost for this financial year to date?</li> </ul> </li> <li>3. What magazine subscriptions does your department/agency have? <ul style="list-style-type: none"> <li>• Please provide a list of magazine subscriptions and the reason for each.</li> </ul> </li> <li>4. What is the cost for this financial year to date?</li> </ol>	Written	26/4/13	15/5/13
31.	Austrade	Eggleston	Travel Costs	<ol style="list-style-type: none"> <li>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).</li> <li>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</li> </ol>		26/4/13	15/5/13



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				<p>travel.</p> <p>3. What travel is planned for the rest of this financial year? Also provide a reason and brief explanation for the travel.</p> <p>4. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>8. Does the department/agency elect to offset emissions for employees work related travel? If yes, what is the cost?</p>			
32.	Austrade	Eggleston	Legal costs	<p>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.</p>	Written	26/4/13	15/5/13

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				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.			
33.	Austrade	Eggleston	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.	Written	26/4/13	15/5/13
34.	Austrade	Eggleston	Executive Coaching and Leadership Training	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: <ol style="list-style-type: none"> <li>a. Total spending on these services</li> <li>b. The number of employees offered these services and their employment classification</li> <li>c. The number of employees who have utilised these services, their employment classification and how much study leave</li> </ol>	Written	26/4/13	15/5/13

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				<p>each employee was granted (provide a breakdown for each employment classification)</p> <p>d. The names of all service providers engaged</p> <p>2. For each service purchased form a provider listed under (d), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification</p> <p>d. The total number of hours involved for all employees (provide a breakdown for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used</p> <p>b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p>			
35.	Austrade	Eggleston	Media Training	<p>1. In relation to media training services purchased by each department/agency, please provide the following information</p>	Written	26/4/13	15/5/13

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				<p>for this financial year to date:</p> <ol style="list-style-type: none"> <li>a. Total spending on these services</li> <li>b. The number of employees offered these services and their employment classification</li> <li>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)</li> <li>d. The names of all service providers engaged</li> </ol> <p>2. For each service purchased from a provider listed under (d), please provide:</p> <ol style="list-style-type: none"> <li>a. The name and nature of the service purchased</li> <li>b. Whether the service is one-on-one or group based</li> <li>c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</li> <li>d. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>e. The total amount spent on the service</li> <li>f. A description of the fees charged (i.e. per hour, complete package)</li> </ol> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> <li>a. The location used</li> <li>b. The number of employees who took part on each occasion</li> <li>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment</li> </ol>			

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				classification) d. Any costs the department or agency's incurred to use the location.			
36.	Austrade	Eggleston	Paid Parental Leave	<ol style="list-style-type: none"> <li>1. Please list how many staff in each department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?</li> <li>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.</li> <li>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.</li> </ol>	Written	26/4/13	15/5/13
37.	Austrade	Eggleston	Training for Portfolio Minister and Parliamentary Secretaries	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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</li> </ol>	Written	26/4/13	15/5/13

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				attended and their classification.			
38.	Austrade	Eggleston	Corporate Cars	<ol style="list-style-type: none"> <li>1. How cars are owned by each department/agency?</li> <li>2. Where is the car/s located?</li> <li>3. What is the car/s used for?</li> <li>4. What is the cost of each car for this financial year to date?</li> <li>5. How far did each car travel this financial year to date?</li> </ol>	Written	26/4/13	15/5/13
39.	Austrade	Eggleston	Taxi Costs	<ol style="list-style-type: none"> <li>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.</li> <li>2. What are the reasons for taxi costs?</li> </ol>	Written	26/4/13	15/5/13
40.	Austrade	Eggleston	Hire Cars	<ol style="list-style-type: none"> <li>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.</li> <li>2. What are the reasons for hire car costs?</li> </ol>	Written	26/4/13	15/5/13
41.	Austrade	Eggleston	Credit Cards	<ol style="list-style-type: none"> <li>1. Provide a breakdown for each employment classification that has a corporate credit card.</li> <li>2. Please update details of the following? <ul style="list-style-type: none"> <li>• What action is taken if the corporate credit card is misused?</li> <li>• How is corporate credit card use monitored?</li> <li>• What happens if misuse of a corporate credit card is discovered?</li> <li>• Have any instances of corporate credit card misuse have been discovered? List staff classification and what the misuse was, and the action taken.</li> <li>• What action is taken to prevent corporate credit card misuse?</li> </ul> </li> </ol>	Written	26/4/13	15/5/13

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42.	Austrade	Eggleston	Provision of Equipment	<ol style="list-style-type: none"> <li>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?</li> <li>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?</li> <li>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.</li> <li>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.</li> </ol>	Written	26/4/13	15/5/13
43.	Austrade	Eggleston	Electricity Purchasing	<ol style="list-style-type: none"> <li>1. What are the details of the department/agency electricity purchasing agreement?</li> <li>2. What are the department/agency electricity costs for this financial year to date?</li> </ol>	Written	26/4/13	15/5/13
44.	Austrade	Eggleston	Briefings for the Australian Greens and Independents	<ol style="list-style-type: none"> <li>1. Have any briefings and/or provision of information s been provided to the Australian Greens? If yes, please include: <ul style="list-style-type: none"> <li>• How are briefings requests commissioned?</li> <li>• What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>• Provide details of what information has been provided and a</li> </ul> </li> </ol>	Written	26/4/13	15/5/13

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				<p>copy of the information.</p> <ul style="list-style-type: none"> <li>• Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</li> <li>• 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.</li> </ul> <p>2. Have any briefings and/or provision of information been provided to Independents? If yes, please include:</p> <ul style="list-style-type: none"> <li>• How are briefings requests commissioned?</li> <li>• What briefings have been undertaken? Provide details and a copy of each briefing.</li> <li>• Provide details of what information has been provided and a copy of the information.</li> <li>• Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</li> <li>• 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.</li> <li>• Which Independents have requested briefings and/or information?</li> </ul>			
45.	Austrade	Eggleston	Shredders	Has the department/agencies purchased any shredders this financial year? If yes, provide details of how many shredders were purchased,	Written	26/4/13	15/5/13



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				the cost of each shredder, why each new shredder was needed and the purpose for which the shredder is to be used.			
46.	Austrade	Eggleston	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.	Written	26/4/13	15/5/13
47.	Austrade	Eggleston	Office Locations	1. Please provide a list of all office locations for all departments and agencies within the portfolio by: <ul style="list-style-type: none"> <li>• Department/Agency;</li> <li>• Location;</li> <li>• Leased or Owned;</li> <li>• Size;</li> <li>• Number of Staff at each location and classification;</li> <li>• If rented, the amount and breakdown of rent per square metre;</li> <li>• If owned, the value of the building;</li> <li>• Depreciation of buildings that are owned;</li> <li>• Type of functions and work undertaken.</li> </ul>	Written	26/4/13	15/5/13
48.	Austrade	Eggleston	Communications Staff	1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: <ul style="list-style-type: none"> <li>• How many ongoing staff, the classification, the type of work they undertake and their location.</li> <li>• How many non-ongoing staff, their classification, type of work they undertake and their location</li> <li>• How many contractors, their classification, type of work they undertake and their location</li> </ul>	Written	26/4/13	15/5/13

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				<ul style="list-style-type: none"> <li>• How many are graphic designers?</li> <li>• How many are media managers?</li> <li>• <b>How many organise events?</b></li> </ul> <p>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?</p>			
49.		Eggleston	Community Cabinet Meetings	<p>How many Community Cabinet meetings has the Minister attended this financial year to date? List date and location.</p> <p>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.</p> <p>What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?</p>	Written	29/4/13	15/5/13