

Foreign Affairs, Defence and Trade
Additional Estimates 2015 - 2016
Spoken Questions on Notice from **Penny Wong** to Austrade

Question No 1

Match Australia

Hansard Page – 119-120

Senator Wong: Thank you. Can we go to question on notice No. 2. I asked about your outcomes and, if you look at page 2, you gave me outcomes which referenced Korea Investment Corporation, Tata Consultancy Services, Reliance Technology Group, HCL Technologies, Bharat Forge, L&T, Reliance Group and Sunpower ... Of the eight listed outcomes, I can only locate three companies that actually attended a Match Australia event, by referencing the rest of the questions on notice ... I would like to know what your engagement with these companies that you identify as your outcomes actually did. What was your engagement with them? ... Perhaps on notice you tell me what you did. You have listed them as an outcome. Tell me the times, what contacts you had, what engagements you had and how many meetings you have had. And perhaps you could explain to me on what basis you assert that there has been any additive effect from this program. On what basis do you say that this deal would not have occurred but for our engagement?

Mr Barty: I do not think we can guarantee that any deal would occur as a result of the engagement. Our role and responsibility is to facilitate the appropriate meetings, and that is what we do.

Senator Wong: Perhaps you can provide me those on notice.

Answer

Match Australia activities are only one factor amongst many which might help deliver a commercial outcome.

The investors and export customers for whom outcomes have been previously reported have each had ongoing engagement with Austrade, both prior to and following, Match Australia events.

Other Austrade engagement with those customers included help identifying research and development collaboration opportunities in Australia, visit programs tailored to their particular business interests, and business matching services.

Only some Match Australia activities occur at sporting events, the majority are conducted separately. Previous questions on notice covered only attendees at activities where Minister Robb attended sporting events.

The number and nature of future Match Australia activities is under consideration by the Minister for Trade and Investment.

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Question Number 2

Match Australia
Hansard Page – 120

Senator Wong: Thank you. You listed as number of events that you are evaluating for Match Australia, including tennis, soccer, Rugby and the Olympics. Which events have been confirmed? What programs and events will be run under the Match Australia banner for 2016? Can you please provide details of costs of programs if they have occurred and attendees or proposed attendees if those events have not occurred. Yes?

Answer

Nine (9) Match Australia activities were held during January 2016. Information on each of these, including budgeted costings, are outlined in **Attachment A**.

Information regarding guest lists is provided in **Attachment B**.

The number and nature of future Match Australia activities is under consideration by the Minister for Trade and Investment.

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Attachment A: Match Australia events held in 2016 Calendar Year

Nine Match Australia events have been held during January – February 2016.

	Date	Event	What	City	Invitees	Budgeted Cost *
1	12/01/16	Tokyo 2020 Olympic Games Roundtable	Roundtable Business Meeting	Sydney	Customers	0
2	24/01/16	AU MENA - Asian Cup Transfer of Knowledge Roundtable	Roundtable Business Meeting	Abu Dhabi	Customers / Clients	42,720
3	24/01/16	AU MENA - Asian Cup Transfer of Knowledge Roundtable	Roundtable Business Meeting	Dubai	Customers / Clients	
4	24/01/16	AU MENA - Gala Dinner - Asian Cup Handover Ceremony	Gala Dinner	Dubai	Investors/ Customers / Clients	
5	25/01/16	AU MENA - Asian Cup Transfer of Knowledge Roundtable	Roundtable Business Meeting	Doha	Customers / Clients	
6	27/01/16	AU MENA – Major Sporting Events Capability Roundtable	Roundtable Business Meeting	Riyadh	Customers	
7	26/01/16	Rio 2016 Olympic Games Business Development Program Launch	Networking Function	Rio	Investors / Customers	22,418
8	27/01/16	Australian Open Agriculture & Food Investment Roundtable (Vic Investment Centre)	Roundtable Business Meeting	Melbourne	Investors	7,293
9	27/01/16	Australian Open	Dinner & Men's QF Tennis	Melbourne	Investors	
		Total				72,431

* Final actual costs will be available once all accounts are cleared and payments reconciled.

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Attachment B: Guest Lists – Match Australia events that have occurred during Calendar Year 2016.

Guest List – Tokyo 2020 Olympic Games Roundtable	
Olympic Games Legacy and Accessibility – 12-01-16	
Representative	Tokyo Organising Committee of the Olympic and Paralympic Games
Representative	Tokyo Metropolitan Government
Representative	Japan Research Institute
Representative	Japan Research Institute
Representative	NSW Department of Premier and Cabinet
Representative	NSW Department of Premier and Cabinet

Guest List – AU MENA - Asian Cup Transfer of Knowledge Roundtable	
Abu Dhabi Sports Council, Abu Dhabi – 24-01-16 (Morning)	
Representative	Abu Dhabi Sport Council (ABSC)
Representative	Abu Dhabi Sport Council (ABSC)
Representative	Abu Dhabi Sport Council (ABSC)
Representative	Abu Dhabi Sport Council (ABSC)
Representative	Abu Dhabi Sport Council (ABSC)
Representative	Abu Dhabi Sport Council (ABSC)
Representative	Abu Dhabi Sport Council (ABSC)
Representative	Cox Architects
Representative	Red Elephant
Representative	Red Elephant
Representative	Football Federation Australia (FFA)

Guest List – AU MENA - Asian Cup Transfer of Knowledge Roundtable	
UAE Football Association, Dubai – 24-01-16 (Afternoon)	
Representative	UAE Football Association (UAE FA)
Representative	UAE Football Association (UAE FA)
Representative	UAE Football Association (UAE FA)
Representative	Cox Architects
Representative	Red Elephant
Representative	Red Elephant
Representative	Football Federation Australia (FFA)

Guest List – AU MENA GALA DINNER, Asian Cup Handover Ceremony	
Dubai – 24-01-16 (Evening)	
Representative	Australian Business Council Dubai
Representative	Australian Business Council Dubai
Representative	Australian Business Council Dubai
Representative	Australian Business Council Dubai
Representative	Australian Business Council Dubai

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Representative	Australian Business Council Dubai
Representative	Abu Dhabi Sports Council
Representative	Abu Dhabi Sports Council
Representative	Abu Dhabi Sports Council
Representative	Abu Dhabi Sports Council
Representative	Abu Dhabi Sports Council
Representative	Abu Dhabi Sports Council
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Advanced Hair Studio
Representative	Al Aroud Group
Representative	Al Ghurair Resources
Representative	Al Ghurair Resources
Representative	Al Hodaifi Entreprises - UAE and Qatar
Representative	Al Jalila Foundation
Representative	Al Naboodah Group
Representative	Al Tamimi & Company
Representative	Al Tamimi & Company
Representative	Al Tamimi & Company
Representative	Al Tamimi & Company
Representative	Al Tamimi & Company
Representative	Al Tamimi & Company
Representative	Al Tamimi & Company
Representative	Al Tamimi & Company
Representative	Al Zahra Hospitals and Medical Centre
Representative	alHudaifi – Qatar
Representative	ANZ
Representative	ANZ
Representative	Arabian Radio Network
Representative	Aurecon
Representative	AUSBG
Representative	Austal
Representative	Australian Crime Commission
Representative	Australian Embassy
Representative	Australian Embassy
Representative	Australian Embassy

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Representative	Australian Embassy
Representative	Australian International School
Representative	Billi Pty Ltd
Representative	Bird & Bird
Representative	Byron Group (Emergency Transport Technology)
Representative	Byron Group (Emergency Transport Technology)
Representative	Care Essentials
Representative	Care Essentials
Representative	Care Fusion
Representative	Chief of Staff
Representative	Choithrams
Representative	Choithrams
Representative	Choithrams
Representative	Choithrams
Representative	Choithrams
Representative	Cleantech UV
Representative	Cleantech UV
Representative	Clinical Genomics
Representative	Clyde & Co
Representative	Clyde & Co
Representative	Consulate General of Canada
Representative	Consulate General of New Zealand
Representative	Consulate General of the US
Representative	Cosmetic Manufacturers Pty
Representative	Cosmetic Manufacturers Pty (Grace Cosmetics)
Representative	Council of Deans of Nursing and Midwifery (Aus and NZ)
Representative	Council of Deans of Nursing and Midwifery (Aus and NZ)
Representative	Cox Architects
Representative	Cox Richardson
Representative	Curtin University of Technology
Representative	Customer
Representative	Customer
Representative	Customer
Representative	Customer
Representative	Australian Government - DFAT
Representative	Australian Government - DFAT
Representative	Australian Government - DIBP
Representative	Australian Government - DIBP
Representative	Australian Government - DoA
Representative	Dubai Corporation for Ambulance Services
Representative	Dubai Expo 2020
Representative	Dubai Exports
Representative	Dubai Exports
Representative	Dubai Exports

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Representative	Dubai Financial Services Authority
Representative	Dubai Financial Services Authority
Representative	Dubai Health Authority
Representative	Dubai Health Authority
Representative	Dubai Health Authority
Representative	Dubai Health Authority
Representative	Dubai Health Authority
Representative	Dubai Hospital
Representative	Dubai Science Park
Representative	Dubai South
Representative	Dubai Sports Council
Representative	Dubai Sports Council
Representative	Dubai Tourism and Commerce Marketing
Representative	Dubai Tourism and Commerce Marketing
Representative	Dubai Trade
Representative	Dynek Pty Ltd
Representative	Dynek Pty Ltd
Representative	Dynek Pty Ltd
Representative	Edith Cowan University
Representative	Edith Cowan University
Representative	Egopharm
Representative	Egopharm
Representative	Egopharm
Representative	Elanra
Representative	Elanra
Representative	Emirates Airlines
Representative	Emirates Group
Representative	Emirates Trading
Representative	EMKE Group
Representative	Etihad Airways
Representative	Fairmont Medical
Representative	Football Federation of Australia
Representative	Fresh Express
Representative	Gulf Credit Partners - Gulf Capital
Representative	Gulf Credit Partners - Gulf Capital
Representative	Health Careers International Pty Ltd
Representative	Health Careers International Pty Ltd
Representative	Hedaya
Representative	Higher Colleges of Technology - UAE
Representative	IDP Education Pty Ltd
Representative	IFA Hotel Investments
Representative	International Trade Show Management Pty Ltd
Representative	Investment Corporation of Dubai
Representative	Investment Corporation of Dubai

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Representative	Kanoo Travel
Representative	Local Organising Committee AFC Asian Cup 2019 / Abu Dhabi Sports Council
Representative	LucaZara DMCC
Representative	Macquarie Capital Middle East
Representative	Macquarie Capital Middle East
Representative	Maverick Biosciences Pty Ltd
Representative	Maysaffron
Representative	Meat & Livestock Australia
Representative	Meat & Livestock Australia
Representative	Meat & Livestock Australia
Representative	MEDeTOURISM
Representative	Métier Medical Limited
Representative	Métier Medical Limited
Representative	Minelab
Representative	Minister for Education and Tourism
Representative	Minister of Sports and Cultural Affairs
Representative	Ministry of Defence
Representative	Ministry of Finance
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Ministry of Health
Representative	Modelcraft
Representative	Monash University
Representative	Monash University
Representative	Monash University
Representative	Murdoch University
Representative	Murdoch University
Representative	Natalie Group
Representative	Natalie Group
Representative	Navitas
Representative	Navitas
Representative	NMC healthcare
Representative	NSW Trade Office
Representative	OGM technical Institute Pty Ltd
Representative	OGM technical Institute Pty Ltd
Representative	Omnyat
Representative	P&O Maritime
Representative	P&O Maritime

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Representative	Palladium Group
Representative	ParK Regis Kris Kin
Representative	ParK Regis Kris Kin
Representative	Pierlite
Representative	PRANA ON by ECO Superfoods
Representative	PRANA ON by ECO Superfoods
Representative	Private Office of HH Sheikh Mohammed Bin Maktoum Bin Juma Al Maktoum
Representative	PRO Partner Group
Representative	Pusen Medical Technology
Representative	Pusen Medical Technology
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Qantas
Representative	Queensland Trade office
Representative	Raine & Horne Dubai
Representative	Raine & Horne Dubai
Representative	RAK Bank
Representative	Red Elephant Projects
Representative	Red Elephant Projects
Representative	Rochway (Probiotics Australia) / BJP Laboratories
Representative	Rochway (Probiotics Australia) / BJP Laboratories
Representative	Sheikh Saud Bin Saqr Al Qasimi Foundation
Representative	SNTTA
Representative	Socceroos
Representative	Steel Masters International Ltd. Inc.
Representative	Sundrop Farms
Representative	TAFE SA
Representative	TAHPI
Representative	TAHPI
Representative	TAHPI
Representative	TAHPI
Representative	Thales Group
Representative	The Fred Hollows Foundation
Representative	The OR Company
Representative	The OR Company
Representative	The Trustee for the Cambridge Boxhill Language Assessment Unit Trust (OET)
Representative	The University of Queensland

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Representative	Cox Architects
Representative	Australian Tourism Minister
Representative	Australian Ambassador Designate to the UAE and Qatar
Representative	Deputy Head of Mission
Representative	Chief of Staff to the Australian Tourism Minister
Representative	Red Elephant
Representative	Red Elephant
Representative	Football Federation Australia (FFA)

Guest Lists – Rio Olympics – Business Development Program Launch	
Networking Function, Rio – 26-01-16	
Representative	Alumni - Australia Centre
Representative	Alumni - Australia Centre
Representative	Alumni - Australia Centre
Representative	Alumni - Australia Centre
Representative	Alumni - Australia Centre
Representative	Alumni - University of Adelaide
Representative	Alumni - University of Melbourne
Representative	Alumni - University of Melbourne
Representative	Alumni - University of Queensland
Representative	Alumni - University of Sydney
Representative	Arts professional
Representative	Australia Now
Representative	Australian Aid Governance for Development Program (GfD)
Representative	Australian Government – DFAT
Representative	Australian Government – DFAT
Representative	Australian Government – DFAT
Representative	Australian Government – DFAT
Representative	Australian Olympic Committee
Representative	BELTA
Representative	BHP Billiton
Representative	BHP Billiton
Representative	BioRIO
Representative	BioRIO
Representative	Camara Empresarial de Comércio e Indústria Brasil-Hungria
Representative	Casa das Artes
Representative	CBB
Representative	Cisco Systems Inc (HO)
Representative	Clínica Lage
Representative	Coca Cola
Representative	CP4 – Cursos no Exterior
Representative	Empresa Olimpica Municipal
Representative	Fundação Oswaldo Cruz
Representative	Governo do Estado Rio de Janeiro - Secretaria de Estado da Casa Civil

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Representative	TEAK Capital Corporation
Representative	TOTVS
Representative	TOURISM AUSTRALIA (HO)
Representative	Universidade Federal do Rio de Janeiro
Representative	UNIVERSITY OF SYDNEY (HO)
Representative	UNIVERSITY OF SYDNEY (HO)

Guest Lists – AU MENA – Major Sporting Event Roundtable	
Saudi Football Federation, Riyadh – 27-01-16	
Representative	Saudi Football Federation (SFF)
Representative	Saudi Football Federation (SFF)
Representative	Saudi Football Federation (SFF)
Representative	Saudi Football Federation (SFF)
Representative	Saudi Football Federation (SFF)
Representative	Australian Tourism Minister
Representative	Australian Ambassador Designate to the UAE and Qatar
Representative	Chief of Staff to the Australian Tourism Minister

Guest List – Australian Open – Investment Roundtable	
Agribusiness & Food Roundtable, Melbourne – 27-01-16	
Representative	Arcadian Organic & Natural Meat Co Pty Ltd
Representative	Asian Dairy, Lion
Representative	Australia and New Zealand, CP Merchandising Company Limited
Representative	Australia and New Zealand, PZ Cussons PLC
Representative	Chevalier International Holdings Ltd
Representative	DEDJTR
Representative	DEDJTR
Representative	Dutch Mill (Australia)
Representative	First Australian Farmlands
Representative	Fullshare
Representative	JBS
Representative	Minister for Industry, Energy and Resources, Victoria
Representative	Ministry for Industry, Energy and Resources, Victoria
Representative	Mitsubishi Australia
Representative	Mitsui & Co (Australia) Ltd
Representative	Monde Nissin (Australia)
Representative	Regional Development Victoria
Representative	Riverland Capital Ltd
Representative	The Maryborough Sugar Factory Ltd
Representative	Australian Trade and Investment Minister
Representative	Minister for Trade and Investment Advisor
Representative	Waypoint Capital (Australian advisor)
Representative	Westchester

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Guest List – Australian Open – Dinner	
Melbourne – 27-01-16	
Austrade Table	
Representative	Australian Trade and Investment Minister
Representative	Australia and New Zealand, PZ Cussons PLC
Representative	Waypoint Capital (Australian advisor)
Representative	First Australian Farmlands
Representative	Arcadian Organic & Natural Meat Co Pty Ltd
Representative	JBS
Representative	Monde Nissin (Australia)
Representative	Westchester
Representative	Asian Dairy, Lion
Victorian Government Table	
Representative	Minister for Industry, Energy and Resources, Victoria
Representative	Ministry for Industry, Energy and Resources, Victoria
Representative	DEDJTR
Representative	Chevalier International Holdings Ltd
Representative	Dutch Mill (Australia)
Representative	The Maryborough Sugar Factory Ltd
Representative	Australia and New Zealand, CP Merchandising Company Limited
Representative	Riverland Capital Ltd
Representative	Fullshare

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Question Number 3

Indonesia Australia Business Week
Hansard Page – 120-121

Senator Wong: In relation to ... the Indonesia Australia Business Week event held from 17 to 20 November 2015? ... [a] Are you able to provide or do you have now an itemisation of the \$830,000 costs? ... [b] Can you provide a list of attendees and events? [c] And also any concrete exporter investment outcomes you would attribute to this week?

Answer

- a) Costs incurred by Austrade for Indonesia Australia Business Week (IABW) totalled \$726,132. A breakdown is at **Attachment A**.
- b) **A list of registered delegates and programs for the (8) IABW industry streams (as well as the Infrastructure Policy and Financial Services Dialogue) have been provided to the Committee Secretariat.**
- c) Exporter investment outcomes that were announced during the course of IABW included:
- Conclusion of a Memorandum of Understanding between Blackmores and Kalbe Farma to form a joint venture for the distribution and manufacture of health products.
 - Conclusion of an agreement between Careers Australia and Es Teler 77 to deliver hospitality training to vocational students.
 - Signature of a Memorandum of Understanding between Careers Australia and President University to enable Indonesian students to obtain Australian qualifications.
 - Signature of a Memorandum of Understanding between the Australian Automotive Aftermarket Association and the Indonesian Off-Road Federation for Australian suppliers to gain increased Indonesian market access.
 - Alliance between Newcrest Mining and Indonesian state-owned enterprise Antam to expand exploration in Indonesia.

Austrade continues to work with many of the 300 companies that participated in IABW to progress trade and investment outcomes (many of which remain commercial in confidence). These are reflected in Austrade's ongoing promotional program for Indonesia. For example, upcoming activities with significant connections back to IABW include:

- Australian Graduate Job Fair to be held in March to connect Australian alumni with potential employers.
- Women in Global Business Seminar on food processing and food products to be held in March.
- A Smart Cities Conference in Jakarta associated with a market visit by the Australian Services Roundtable in March.
- Australian Pavilion at Indonesian Senior Living Expo in in May.
- Australian Culinary Trails F & B promotion in Bali in May.
- Financial Services trade mission to Indonesia proposed for May.
- Ozmine conference in October promote Australia's METS capabilities.

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In addition, as with other major Australia Week events, Austrade will follow-up with delegates after 6 months to identify any additional commercial outcomes that have been achieved in the period since the event concluded.

IABW sent a clear message about Australia's commitment to take the bilateral commercial relationship to a new level and generated interest and connections around which this might be forged. More generally, all eight industry streams reported a wide range of business to business follow-up stemming from IABW. Advancing these relationships will be a key priority for Austrade for the next twelve months and Austrade will continue to track outcomes with connections to IABW.

Estimated Costs for Indonesia Australia Business Week 17 - 20 November 2015		
Category	Description	Actual Cost based on SAP
Travel (Flights & accommodation)		
	Travel cost for visiting international staff	\$46,431
	Accommodation & meals for visiting Australian and regional support staff	\$71,469
	Domestic travel & accommodation (within Indonesia)	\$13,234
	On-ground bus transport for delegates and taxi transport for staff	\$14,700
Marketing		\$48,840
	Brand identity	
	Graphic design	
	Programs, banners, brochures, delegate booklet printing	
Gala Event		\$209,572
	Event organiser	
	Venue set-up, AV system	
	Lanyards, souvenirs	
	Media & PR	
	Photography	
	Interpreation services and equipment	
Office and Support Staff		
	Austrade Office expansion (furniture hire)	\$730
	Communications for additional staff (Indonesia sim cards and additional data bandwidth boost for office)	\$1,652
	Additional staff hire	\$27,101
	Equipment for temporary office during event (4 days hire)	\$5,721
Industry Program Events	Logistics, venue hire, room set-up, catering at Ritz Carlton & JW Marriott	\$349,949
Venue hire & room set up	Ritz Carlton 2.5 days	
Registration Reception - Lobo	Ritz Carton x 350 people	
Launch Breakfast - Wednesday 18 Nov	Ritz Carlton x 520 people	
Lunch - Wednesday 18 Nov	Ritz Carlton x 665 people	
Infrastructure Lunch 18 Nov	Seribu Rasa x 44 people	
Indonesian Investors Lunch (HOM Res)	HOM Residence x 40 people	
Gala Dinner Food & beverage	Ritz Carlton x 600 people	
ASEAN Breakfast - Thursday 19 Nov	Ritz Carlton x 400 people	
Lunch - Thursday 19 Nov	Various Restaurants in Jakarta for 500 people	
VIPs and Sponsors Lunch Day 2 (19 Nov)	HOM Residence x 40 people	
Ambassador's Reception (19 Nov)	HOM Residence x 450 people	
Wrap Up Breakfast	JW Marriott x 200 people	
Lunch - Friday 20 Nov	Lunch during site visits x 250 people	
	REP costs	
Industry Program Demonstration Events		\$12,451
	Ranch Market activities - F&B Stream	
	Coffee demonstration - F&B Stream	
	4WD display costs	
	Diplomatic bag freight costs	
	Subtotal	\$801,850
Income		
Sponsorships	10 x sponsors	-\$75,718
	TOTAL	\$726,132

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Question Number 4

Funding for ABE and Match Australia

Hansard Page –

Senator Wong: On notice, can I have the current budget allocation for Match Australia and ABEP over the forward estimates.

Mr Gosper: The Australian Business Engagement Plan is concluding, but we will give you those figures.

Answer

Budget Allocation						
		Programme	2015-16 (\$'000)	2016-17 (\$'000)	2017-18 (\$'000)	2018-19 (\$'000)
Match Australia - continuation and expansion (a)						
	Departmental expenses	1.1	1100	1300	1300	1500
Asian Business Engagement Plan						
	Administered expenses	1.2	600	200	-	-
(a) The continuation and expansion of Match Australia is offset by the savings achieved from the termination of the Asian Business Engagement plan grants program. The net impact on cash is nil. Source: MYEFO						

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Question Number 5

Breakdown of Austrade Funding
Hansard Page – 124

Senator Wong: [In the context of discussion around Match Australia and Australia Week Events] What I am trying to get is a breakdown of both departmental and administered funding for Austrade over the forward estimates, to get a bit more of an understanding of which programs fall where. Do you think you could give me that on notice?

Answer

Match Australia and Australia Week Events are wholly funded from departmental funding. A breakdown of Austrade's departmental funding can be found in the Programme Expenses tables in the 2015-16 Portfolio Additional Estimates Statements (Foreign Affairs and Trade Portfolio).

A breakdown of Austrade's administered funding can be found in the 2015-16 Portfolio Additional Estimates Statements (Foreign Affairs and Trade Portfolio).

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Question Number 6

Free Trade Agreements Advertising Campaign

Hansard Page – 125

Senator Wong: [In relation to the Free Trade Agreements Advertising Campaign] ... has the post-campaign report been provided?

Mr Nichles: Not to this committee, but it is available to be provided to the committee.

Senator Wong: If you could table that, that would be good. Thank you. Your tracking research—\$300,000 to monthly tracking research. What are the results of that monthly research? Can you provide a copy of each monthly report and the actions taken as a result of that report?

Mr Nichles: We can provide a copy of the campaign evaluation research results.

Answer

A. Copies of the campaign tracking report and campaign media performance report have been provided to the Committee secretariat.

B. In response to the tracking research recommendations, Austrade is producing additional case study materials and delivering targeted, short-run, specific advertising in local newspapers, radio and social media to support attendance at FTA seminars.

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Question Number 7

Recruitment to New Investment Positions

Hansard Page – 126-127

Senator Wong: Right. Senior investment specialists—what has happened there? You have told me that there were 111 applications for the five new appointments. Any appointments made to date? ...

Mr Beresford: As part of the most recent government work coming out of the most recent budget, we were given an additional \$30 million over four years. That was to add 14 more trade commissioners (investment). The question put on notice was termed as senior investment specialists. Just for the clarification of the committee tonight, they were not senior investment specialists, but in the spirit of trying to answer the question they are actually trade commissioners (investment) and we are in the process of putting these trade commissioners (investment) into market. There are going to be 14 in-market and 14 onshore. They are your trade commissioner who is focused on investment in-market. Five of the 14 offshore are what we refer to as A-based—Australian based. They are going to be located in rich, deep capital hubs such as Hong Kong, San Francisco, Beijing, Frankfurt and New York. They are going to be five A-based and then we will also have another nine what we refer to as locally engaged staff. That is five plus nine, that is 14 offshore. Equally we are going to have 14 onshore. With the 14 onshore, if I recall rightly, we now have 11 of those filled, two identified and one to be filled.

Senator Wong: ... On notice, can you provide me with essentially the answer you just gave me but perhaps in tabular form so I am clear about who is where—A based, offshore-based ... If you can explain that to me on notice, that would be great. Can you also tell me whether you have been additionally funded, and if you have not how are you funding it? What are you taking money from?

Answer

The additional 28 positions (14 Abased Onshore, 5 Abased Offshore and 9 Overseas Engaged Staff (OEE) Offshore) are funded through a New Policy Proposal (NPP) included in the 2015-16 Budget.

The table below shows the details and status of the 28 positions at 11 March 2016.

Position Title	Location	Employment Type	Status
Onshore (Abased)			
Senior China Adviser	Sydney	Abased Onshore	Filled
Manager Investment Capability	Melbourne	Abased Onshore	Filled
Senior Adviser AMST	Canberra	Abased Onshore	Filled
Manager Investor Relations	Sydney	Abased Onshore	Recruitment process underway
Manager Strategy & Governance	Sydney	Abased Onshore	Filled
Investment Adviser	Canberra	Abased Onshore	Filled

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Position Title	Location	Employment Type	Status
Investment Adviser	Melbourne	Abased Onshore	Filled
Investment Adviser	Perth	Abased Onshore	Filled
Investment Adviser	Sydney	Abased Onshore	Filled
Investment Adviser	Sydney	Abased Onshore	Filled
Investment Project Officer	Canberra	Abased Onshore	Filled
Investment Project Officer	Canberra	Abased Onshore	Filled
Investment Project Officer	Canberra	Abased Onshore	Filled
Administration Assistant	Melbourne	Abased Onshore	Filled
Offshore (Abased)			
Trade Commissioner - Investment	Beijing	Abased Offshore	Offer made and accepted
Trade Commissioner - Investment	Frankfurt	Abased Offshore	Offer made and accepted
Trade Commissioner - Investment	Hong Kong	Abased Offshore	Offer made and accepted
Trade Commissioner - Investment	New York	Abased Offshore	Offer made and accepted
Trade Commissioner - Investment	San Francisco	Abased Offshore	Offer made and accepted
Offshore (Overseas Engaged Employee)			
Senior Investment Manager	Zurich	LES Offshore	Filled
Investment Manager	Abu Dhabi	LES Offshore	Offer made and vetting process commenced
Business Development Manager Investment	Boston	LES Offshore	Filled
Senior Investment Manager	Chengdu	LES Offshore	Filled
Investment Manager	Chicago	LES Offshore	Recruitment process underway
Investment Manager	Paris	LES Offshore	Offer made and vetting process commenced
Investment Analyst	Boston	LES Offshore	Filled
Investment Manager	Shanghai	LES Offshore	Filled
Investment Analyst ASEAN	Singapore	LES Offshore	Offer made and accepted

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Spoken Questions on Notice from **Alex Gallacher** to Austrade

Question Number 8

Advanced Manufacturing Plan

Hansard Page – 127

Senator Gallacher: I have some stats from the Library, and about 20 per cent of the exports into the Middle East currently are manufactured motor vehicles and car components. They will obviously move away from that in 2017. Does Austrade have a plan, and can we get a copy of that plan, of how we are going to make up that \$1.4 billion loss of trade into the Middle East?

Mr Barty: Yes, Austrade does have a plan—it is called an advanced manufacturing plan and it is about helping our manufacturers that are currently in the auto sector converting into other market sectors—

Senator Gallacher: I am happy to get it on notice ...

Answer

A copy of Austrade's Advanced Manufacturing Strategy has been provided to the Committee secretariat.

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Spoken Questions on Notice from **Carol Brown** to Austrade

Question Number 9

Survey of Tourist Accommodation

Hansard Page – 131

Senator Carol Brown: I want to touch on the Survey of Tourist Accommodation. Has a permanent funding solution for the Survey of Tourist Accommodation been found?

Mr Boyer: Not yet. I think that last time I gave evidence before the committee in November, I advised the committee that the Australian Bureau of Statistics was conducting a proof of concept pilot for accommodation data collection that would test whether there is a more cost-effective, less manual way to gather the accommodation data. That pilot is now complete, and the ABS will deliver a report to Austrade later this month ...

Senator Carol Brown: How many suppliers were considered as part of the extensive consultation with industry, government and investment stakeholders? ... That was part of your response to a question on notice last time.

Mr Boyer: Yes, I do recall. It is probably a question best directed to the Australian Bureau of Statistics. I can take it on notice, if you like, and talk to the ABS and get an answer for you.

Senator Carol Brown: Can the copy of the proof of concept be supplied on notice?

Mr Boyer: I do not see why not. I will check with the ABS. It is their document, of course, so I do need to make sure that they are comfortable with that being provided publicly.

Answer

How many suppliers were considered as part of the extensive consultation with industry, government and investment stakeholders?

A range of government and industry stakeholders were consulted:

Government	Industry
Austrade	National Tourism Alliance
Tourism Australia	Tourism and Transport Forum
Australian Bureau of Statistics (ABS)	Australian Tourism Export Council
Destination New South Wales	Australian Regional Tourism Network
Tourism Victoria	Tourism Association of Australia
Tourism and Events Queensland	Accommodation Association of Australia
South Australian Tourism Commission	JLL
Tourism Western Australia	Colliers International
Tourism Tasmania	Knight Frank Valuations
Tourism Northern Territory	Dransfield Hotels and Resorts
Visit Canberra	Eureka Funds Management
NSW Department of Trade and Investment	YTL Hotels

Can the copy of the proof of concept be supplied on notice?

Yes. **A copy of the report has been provided to the Committee Secretariat.**

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Spoken Questions on Notice from **Carol Brown** to Austrade

Question Number 10

EXPO-2017 (Pakistan) and EXPO-2020 (Dubai)

Hansard Page – 132-133

Senator Carol Brown: Will Australia take part in EXPO-2017 in Pakistan and Expo 2020 in Dubai? ...

Senator Colbeck: We did have a conversation about that earlier in the evening and I think the response from memory was that decisions have not been finalised for both—

CHAIR: That is right—invitations have been extended for both of them and no decisions have been made. That is what we have been told from DFAT.

Senator Carol Brown: Has ... Austrade been asked for advice about participating in the event? ...

Mr Gosper: I am not aware that Austrade has been asked for advice on that.

Senator Carol Brown: Have you given any advice?

Mr Gosper: I do not believe so, but I will take that on notice.

Senator Carol Brown: Have you had any contact with the organisers of these events?

Mr Gosper: Not that I am aware ...

Senator Carol Brown: Does Austrade have a view of the benefits?

Mr Gosper: We have a big presence in Dubai and engage in many promotional activities there as it is. Expos are expensive events, and I am not sure whether we would see sufficient value. But we would have to take that under consideration.

Answer

The question on whether Australia will participate in Expo 2017 in Kazakhstan and Expo 2020 in Dubai should be directed to the Department of Foreign Affairs and Trade.

DFAT has consulted Austrade in relation to possible Australian participation in Expo 2020 in Dubai.

Question Number 11

Tourism Major Project Facilitation Service

Hansard Page – 133

Senator Carol Brown: I want to quickly ask about the major project facilitation service ... Perhaps on notice you could provide a detailed update on the status of all the projects utilising the service, including project name, proponent name, value of project, expected start and completion dates, funding partners and the progress on those projects since the last estimates.

Answer

Austrade provides a range of services to tourism investors and the Tourism Major Project Facilitation (TMPF) Service is one component of Austrade's broader investment offering. Current TMPF projects are:

- 1) Project name: Cairns Aquarium
Proponent name: Cairns Aquarium and Reef Research Centre (CARRC)
Value of project: \$50 million
Expected start and completion date: late 2015 to 2017
Funding partners: disclosure is a matter for CARRC
Progress since last estimates: Construction of Cairns Aquarium is underway.

- 2) Project name: Pacificus
Proponent name: Eaton Place Pty Ltd
Value of project: \$950 million
Expected start and completion date: dependent on the achievement of requisite approvals.
Funding partners: disclosure is a matter for Eaton Place Pty Ltd
Progress since last estimates: The Pacificus Project obtained environmental approvals from the Australian Government in November 2015.

- 3) Project name: Ella Bay Resort
Proponent name: Ella Bay Pty Ltd
Value of project: \$1 billion
Expected start and completion date: dependent on the achievement of requisite approvals.
Funding partners: disclosure is a matter for Ella Bay Pty Ltd
Progress since last estimates: In the process of obtaining necessary approvals.

- 4) Project name: Turtle Street Resort
Proponent name: QRE Pty Ltd
Value of project: \$130 million
Expected start and completion date: dependent on the achievement of requisite approvals.
Funding partners: disclosure is a matter for QRE Pty Ltd
Progress since last estimates: In the process of obtaining necessary approvals.

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- 5) Project name: Brampton Island Resort
Proponent name: Brampton Enterprises Pty Ltd
Value of project: \$50 million
Expected start and completion date: dependent on the achievement of requisite approvals.
Funding partners: disclosure is a matter for Brampton Enterprises Pty Ltd
Progress since last estimates: In the process of obtaining necessary approvals.

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 Written Question on Notice from **Brown, Carol** to Austrade

Question Number 12

Australia Week in China

- a) How much funding has Austrade allocated to Australia Week in China 2016?
- b) What is Austrade's role in this event?
- c) How many staff are allocated to produce this event? Please provide a breakdown by role, level, and gender.
- d) How many staff will travel to China as part of the event?
- e) How many businesses have expressed interest in participating or are registered to attend the event?
- f) Is any public funding being used to support businesses, their owners or staff during AWIC events? If so, how much and what for?
- g) Are any people on the Register of Lobbyists participating in Australia Week in China?

Answer

- a) The budget for AWIC 2016 is still being finalised to take into account the number of delegates (registrations close on 18 March) and the finalisation of industry stream programs. As at 18 March 2016, Austrade has allocated \$2.4 million to AWIC 2016.
- b) Austrade's role in AWIC is to promote the event to Australian businesses, manage event registrations, and deliver industry-specific programs in China.
- c) Details of staff currently allocated to plan, prepare and deliver AWIC (broken down by role, level and gender) are provided in the table below.

Staff Type	Total	Level	Role	Gender
All Austrade China staff	86	11 A-based	A-based: Management	5 female, 6 male
		75 OEE	63 staff Business Development; 12 staff Administration	51 female, 24 male
Short Term Overseas Assignments	10	4 A-based, 6 OEE	Project management and administration	A-based: 4 female, 0 male OEE: 4 female, 2 male
Staff travelling from Australia	13	9 SES 2 EL2 2 EL1	1 x AWIC Lead (CEO) 8 x Stream lead/support 2 x Min support 1 x ITS 1 x media	5 female 8 male
Full-time temporary hire staff	18	18 Temp staff security cleared	Administration	17 female, 1 male

- d) See response to (c) above.
- e) As at 18 March 2016, 1,357 individuals from 772 businesses have expressed interest in participating in AWIC.
- f) No.
- g) As at 8 March 2016, there are no people on the Register of Lobbyists that have been accepted as delegates to participate in Australia Week in China.

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Written Question on Notice from **Brown, Carol** to Austrade

Question Number 13

Backpacker Tax

(a) On 4 February 2016 Barnaby Joyce said to journalists at Parliament House in relation to the backpacker tax due to commence on 1 July 2016:

“We will make sure that we stay in close consultation, obviously you don't make any money from any tax if it really did change the - you know the backpackers didn't turn up. If they don't pay the tax because they're not there then it's purposeless. We're alive to the issue, we're watching the issue but what I can say right now; it's erroneous because there has been no change made yet.” – Barnaby Joyce, Press Conference, 4 February 2016, Canberra

Is the Tourism Minister one of those currently in close consultation with Barnaby Joyce on the issue of the backpacker tax?

If yes, what is the nature of the consultation taking place? Does this include representation from industry? If so, who is being consulted, how frequently and by what means?

If not, why not?

(b) Has the Minister for Tourism raised any concerns with his colleagues about the impact of the backpacker tax on demand for working holiday visas or expenditure by working holiday makers?

If so, what is the nature of those concerns, what date were those representations made and what response has been received.

(c) Is the Minister, Austrade and Tourism Australia aware of articles published in recent months including

- o ‘Backpacker tax ‘ridiculous’’, The Australian, 14 May 2015
- o ‘Backpacker tax hike a big thorn for farmers’, Courier Mail, 14 May 2015
- o ‘Cairns region backpacker scene cops a hit as Budget changes tax tourist workers’, May 14, 2015
- o ‘Anger grows over tax on backpackers’, Hobart Mercury, 15 May 2015
- o ‘Backpacker tax changes to hurt tourism, farms’, Hobart Mercury, 19 May 2015
- o ‘Working holiday rule ‘must change’ to lure backpackers’, 21 November 2015
- o ‘Pubs with no cheer as backpacker flow slows’, Sunday Territorian, 22 November 2015
- o ‘It pays to entice budget travellers’, Sunday Territorian, 22 November 2015
- o ‘Working holiday rules deterring backpackers’ The Age, 23 November 2015
- o ‘Backpacker tax to hit English courses’, The Australian, 20 May 2015
- o ‘Picky pickers could impact food budgets’, Northern Territory News, 11 January 2016
- o ‘Backpacker tax warning’, The Advertiser, 2 February 2016
- o ‘More support for campaign to scrap higher taxes for working backpackers’, Cairns Post, 3 February 2016
- o ‘Far North Queensland tourism boss backs farmers’ campaign to axe backpacker tax’, Cairns Post, 5 February, 2016
- o ‘Farmers wilt at backpacker tax’, Courier Mail, 8 February 2015

(d) Is the Minister aware of a quote provided by an English traveller named Kayleigh

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Brammell who said if she had “known that before I came, I would probably reconsider,” coming to Australia?

- (e) What actions is the Minister taking to maintain demand for working holiday visas in light of public sentiment and falling application figures?
- (f) Are statements like these being published at regular and increasing intervals of concern to the Minister, to Austrade or to Tourism Australia?
- (g) Is the Minister aware of a letter from NT Chief Minister to the Prime Minister expressing concern about the declining number of backpackers as a result of the government’s plan to tax working holiday makers 32.5 cents in the dollar?
- (h) Has the Minister made any representations to any of his frontbench colleagues regarding the proposed changes? What was the nature of those representations, on what date did they occur and what was the outcome?

Answer

- (a) The Minister for Tourism and International Education is leading a whole of government process in close consultation with the Agriculture, Employment, Immigration and Border Protection, Regional Development, Industry and Treasury portfolios to review working holiday maker taxation arrangements.
- (b) Austrade cannot comment on internal government policy deliberations
- (c) Yes
- (d) Yes.
- (e) Beyond the review mentioned above, under the Developing Northern Australia White Paper initiative, working holiday makers in Northern Australia can now stay with the same agriculture or tourism employer for 12 months instead of 6 months. Work and Holiday (Subclass 462) visa holders will also be able to extend their stay in Australia by a further 12 months if they work for at least three months in agriculture or tourism in Northern Australia from mid-2016.

The Australian Government, through the Department of Immigration and Border Protection, actively negotiates new agreements with foreign countries to expand both the Working Holiday Maker visa and Work and Holiday visa programs. Since 2012, Australia has signed new WHM agreements with 11 countries.

- (f) The Australian Government has heard the concerns raised regarding the proposed tax changes. On the basis of these concerns, the Australian Government decided to review WHM taxation arrangements.
- (g) Yes.
- (h) See (a) above.

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Written Question on Notice from **Brown, Carol** to Austrade

Question Number 14

Destination Australia Conference

- (a) How much funding is Austrade providing for the Destination Australia conference?
- (b) How many staff resources are allocated to producing this event? Please detail by level, role, gender.
- (c) Please provide a list of attendees for the conference.
- (d) How is the success of the conference measured?

Answer

- (a) The Destination Australia Conference is organised and funded by Tourism Australia. Austrade does not provide funding for this event.
- (b) – (d) Not applicable

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Written Question on Notice from **Brown, Carol** to Austrade

Question Number 15

Staffing - Tourism Division

How many FTE staff are employed in the Tourism Division of Austrade? Please provide a list by role, level, function, section, gender. Has this changed since last estimates?

Answer

The information requested is provided in the attached tables.

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 Written Question on Notice from **Brown, Carol** to Austrade

Answer

As at 31 January 2016, 55.79 FTE staff were employed within the Tourism Division of Austrade. This number includes ongoing, non-ongoing and staff on long term leave but excludes contractors and board members.

Branch/Job Title	FEMALE				Female Total	MALE						Male Total	TOTAL
	APL2	APL3	APL4	SESB1		APL1	APL2	APL3	APL4	SESB1	SESB2		
Tourism Executive		1			1	1					1	2	3
General Manager Tourism											1	1	1
Team Leader		1			1								1
Support Officer						1						1	1
Tourism Policy & Operations	9.46	5.42	4		18.88		2	3.91	2	1		8.91	27.79
AGM Tourism Policy										1		1	1
Manager			4		4				2			2	6
Grants Officer	1				1								1
Team Leader		5.42			5.42			3.91				3.91	9.33
Policy Officer	5.56				5.56		2					2	7.56
Senior Grants Officer	2.9				2.9								2.9
Tourism Research Australia	6	3	1	1	11			4	3			7	18
AGM Tourism Research Aust				1	1								1
Manager			1		1				1			1	2
Manager Economic Modelling									1			1	1
Mgr Surveys Methodology Data									1			1	1
ICT / Web Specialist								1				1	1
Team Leader		1			1								1
Principal Analyst	1	2			3			3				3	6
Publications Coordinator	1				1								1
Research Analyst	3				3								3
Communications Officer	1				1								1
Inoperative Tourism Staff	4	2			6				1			1	7
Inoperative Tourism Staff	4	2			6				1			1	7
Grand Total	19.46	11.42	5	1	36.88	1	2	7.91	6	1	1	18.91	55.79

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Written Question on Notice from **Brown, Carol** to Austrade

As at 30 September 2015, 53.63 FTE staff were employed within the Tourism Division of Austrade. This number includes ongoing, non-ongoing and staff on long term leave but excludes contractors and board members.

Branch/Job Title	FEMALE					Female Total	MALE					Male Total	TOTAL	
	APL2	APL3	APL4	SESB1	SESB2		APL1	APL2	APL3	APL4	SESB1			SESB2
Tourism Executive	1	1				2	1					1	2	4
General Manager Tourism												1	1	1
Team Leader		1				1								1
Executive Assistant	1					1								1
Support Officer							1						1	1
Policy & Operations	7.7	6.02	4			17.72		1	3.91	2	1		7.9	25.63
AGM Tourism Policy											1		1	1
Manager			4			4				2			2	6
Team Leader		6.02				6.02			3.91				3.9	9.93
Policy Officer	5.8					5.8		1					1	6.8
Senior Grants Officer	1					1								1
Senior Policy Officer	0.9					0.9								0.9
Tourism Research Aust	3	3		1		7			5	4			9	16
AGM Tour Research Aust				1		1								1
Manager										2			2	2
Manager Economic Modelling										1			1	1
Mgr Surveys Methodology Data										1			1	1
ICT / Web Specialist									1				1	1
Principal Analyst		1				1			4				4	5
Team Leader		2				2								2
Publications Coordinator	1					1								1
Research Analyst	2					2								2
Inoperative Tourism Staff	7				1	8								8
Inoperative Tourism Staff	7				1	8								8
Grand Total	18.7	10.02	4	1	1	34.72	1	1	8.91	6	1	1	19	53.63

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Written Question on Notice from **Brown, Carol** to Austrade

Question Number 16

Survey of Tourist Accommodation

- (a) Has the Proof of Concept been received by Minister Colbeck?
- (b) Has the Minister taken any decisions in relation to the future of the Survey of Tourist Accommodation? If yes, what is that decision? If no, when will a decision be taken?
- (c) Did the Minister receive representations from any private entity expressing interest in conducting the STA? If so from whom, on what date and did the Minister meet with them?

Answer

- (a) Minister Colbeck has received the Proof of Concept report.
- (b) Minister Colbeck is considering the report.
- (c) Yes. STR Global wrote to Minister Colbeck on 25 January 2016 – there has been no formal proposal or meeting between STR Global and Minister Colbeck.

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 Written Question on Notice from **Brown, Carol** to Austrade

Question Number 17

Tourism Demand Driver Infrastructure (TDDI) Programme

- (a) How many projects have been approved under this program to date?
 Please list each project with project name, proponent, address, state, federal electorate, project description, commonwealth contribution, details of any other funding including source, total project cost, number of jobs expected to be created during and post construction, date of approval, date of public announcement, expected project start date, whether commenced, and expected completion date or completion date, details of any openings or events attended by the minister with date, title of event, location of event, attendee list and copies or links to all media coverage including newspaper articles.
 Please also provide a link to relevant ministerial media release eg joint release with state minister, local MP.
- (b) What is the total expenditure to date for this program?
- (c) How much funding remains unallocated? Please provide a breakdown by state.
- (d) Have any public transport projects been funded under this program?
- (e) Have any accommodation operators been funded under this program? If so, please list by state, proponent, name of project, value of grant, nature of grant (i.e. what will funding be spent on within the project)

Answer

- a) As at 31 January 2016, 96 projects have been approved by the Federal Government.
 Austrade has been advised project details will be publicly available on the Treasury website www.federalfinancialrelations.gov.au, following a restructure of the website which is expected to be completed imminently.

Joint ministerial media releases have been issued for the following states:

South Australia	http://www.premier.sa.gov.au/images/news_releases/2015/15_04Apr/tourismfunding.pdf
Queensland	http://trademinister.gov.au/releases/Pages/2015/ar_mr_150430.aspx http://statements.qld.gov.au/Statement/2015/10/9/cash-injection-for-new-queensland-tourism-projects
Tasmania	http://trademinister.gov.au/releases/Pages/2015/ar_mr_150508b.aspx
Western Australia	http://trademinister.gov.au/releases/Pages/2015/ar_mr_150520.aspx http://www.richardcolbeck.com.au/clients/richard/downloads/item940/160105_colbeck_hames_-_joint_media_release_-_tourism_demand_drives_infrastructure_funding_.pdf
Northern Territory	http://www.tourismnt.com.au/en/industry-resources/grants-and-funding/tidp-201415 http://www.richardcolbeck.com.au/2015_media_releases/federal-funding-to-build-new-tourism-infrastructure-in-the-nt

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- b) \$6.1 million, comprising \$4.7 million in 2014-15 and \$1.4 million to date in 2015-16. The remaining 2015-16 payments are scheduled for May 2016.
- c) \$26.7 million. The breakdown by state/territory is:

(\$ million)	Total TDDI Funding	Unallocated
New South Wales	9.6	9.6
Victoria	7.2	3.6
Queensland	7.9	4.9
Western Australia	5.1	1.3
South Australia	4.0	2.0
Tasmania	3.1	1.5
Australian Capital Territory	3.1	2.3
Northern Territory	3.1	1.5
Total	43.1	26.7

- d) No.
- e) Yes. Project details are:

State	Proponent	Name of project	Value of grant	Nature of grant
Northern Territory	Lorella Springs Wilderness Park	Lorella Springs Wilderness Park Expansion of Visitor Accommodation	\$46,273	Develop new, and upgrade existing accommodation to meet the requirements for accommodation from current tour groups and Chinese tour companies interested in staying at the park.
Northern Territory	Seven Spirit Bay Eco-wilderness Resort	Upgrade of rooms at Seven Spirit Bay to facilitate development of a west Arnhem touring route	\$200,000	Refurbish existing accommodation to better integrate with the new accommodation facilities developed as part of a \$1.7 million upgrade.
Northern Territory	Wauchope NT Pty Ltd Angkerle Atwatye Aboriginal Corporation	Strategic improvements within Central Australia	\$132,990	Two parts – installation of accommodation cabins at Wauchope Hotel; and upgrade of vehicle access to Standley Chasm entrance.

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State	Proponent	Name of project	Value of grant	Nature of grant
Northern Territory	World Expeditions Travel Group Pty Ltd	Larapinta Trail Campsite	\$45,404.55	Construction of new semi-permanent campsite along Larapinta Trail to increase capacity.
Victoria	Spa Country Pty Ltd	The Club Hotel Clunes	\$300,000	Restoration and re-opening of The Club Hotel in Clunes to include a 7-day per week café (60 seat), restaurant, function space, outdoor dining and eight luxury accommodation suites (self-contained).
Victoria	Montarosa Pty Ltd	Melbourne Princetown Project	\$650,000	Eco-accommodation comprising 20 room private lodge with private dining room and 20 family style eco-cabins. A restaurant and food facility, soft adventure activity hub and retail centre will also be included.
South Australia	South Australian Department of Environment, Water and Natural Resources	Yangie Bay Campground Redevelopment	\$114,000	Re-development of the Yangie Bay Campground in Coffin Bay National Park. Work will improve traffic flow to the campground, increase the number of camp sites, make facilities more accessible and revegetate the areas surrounding the camping sites.
Tasmania	Southern Midlands Council	Large Scale Accommodation Business Case and Prospectus for Oatlands	\$20,000	Development of a business case and prospectus for Southern Midlands Council to attract private sector investment into a large scale quality accommodation facility. The report will measure the potential social, economic and cultural impacts of an accommodation facility.

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Written Question on Notice from **Brown, Carol** to Austrade

Question Number 18

Tourism Competitiveness Ranking

What is Australia's ranking for infrastructure as a sub component of the World Economic Forum Tourism Competitiveness Index?

Answer

Australia is ranked 20 for the infrastructure sub-component of the World Economic Forum Tourism Competitiveness Index.

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Written Question on Notice from **Brown, Carol** to Austrade

Question Number 19

Tourism Ministers Meetings

- (a) How many Tourism Ministers Meetings has Minister Colbeck attended since his appointment?
- (b) What dates have Tourism Ministers Meetings been held since last estimates? Please provide location, time, place, attendees and agenda as well as minutes.
- (c) Please provide forward schedule for meetings for 2016.

Answer

- a) Since his appointment, Minister Colbeck has attended one Tourism Ministers' Meeting on 19 February 2016.
- b) Since last estimates one Tourism Ministers' Meeting has been held. The meeting was held on 19 February 2016 in Perth, Western Australia at the Perth Convention and Exhibition Centre from 8.30am to 12.50pm. The agenda is at **Attachment A** and a list of attendees is at **Attachment B**. Minutes for the meeting have not been finalised
- c) The next Tourism Ministers' Meeting is expected to be held in August 2016 in Hobart, Tasmania. The exact date is yet to be confirmed.

ATTACHMENT A – Tourism Ministers’ Meeting Agenda 19 February 2016

NO	TITLE	DECISION DISCUSSION NOTING	LEAD	TIME
INTRODUCTION				
1.	1.1 Welcome, Opening Address and Agenda Adoption Opening address, agenda adoption and confirmation of minutes from the meeting of TMM 14 August 2015. Review of actions arising.	Decision	Chair	8:30
	1.2 Tourism 2020 Implementation Plan (2015-2020) Progress Report Joint paper reporting on progress across the six reform areas of the Implementation Plan (2015-2020), including discussion on areas that need more attention. Verbal reporting on progress by exception only.	Discussion	All jurisdictions	8:40
STRATEGIC DISCUSSION				
2.	2.1 Building a Sustainable Skilled Workforce for Tourism Discussion on how the tourism industry can ensure their employees have the required skills, including what governments and industry can do to contribute to training that produces job ready and skilled workers.	Discussion	Australian Government	9:00
	2.2 Sharing Economy Joint paper on how jurisdictions are positioning themselves to work with the sharing economy (in particular accommodation) and research being undertaken.	Discussion	All jurisdictions	
	2.3 Indigenous Tourism Maori Tourism case study presentation led by New Zealand Maori Tourism. Presentation on the work being undertaken by the Western Australian Indigenous Tourism Operators Council (WAITOC).	Discussion	New Zealand/ Western Australia	
	2.4 Tourism and International Education Opportunities Discussion on connection between international education and tourism including data, shared issues and potential opportunities.	Discussion	Australian Government	
UPDATES				
3.	3.1 Tourism Australia Marketing Report 3.2 New Zealand Marketing and Policy Report	Noting Noting	Tourism Australia New Zealand	11:30
OPERATIONAL/FINANCE/GOVERNANCE				
4.	Other Business for Noting 4.1 Long-term Accommodation Data Collection 4.2 Tourism Demand Driver Infrastructure Update 4.3 Tourism and the Arts 4.4 Austrade Business Missions 4.5 ASCOT Budget Report	Noting	Chair	12:10
5.	Communique Endorsement of Draft Communique	Decision	All jurisdictions	12:40
6.	Next TMM Nomination of date and place of next TMM	Decision	Chair	12:45
7.	Close of Meeting			12:50

ATTACHMENT B – Attendees, Tourism Ministers’ Meeting 19 February 2016

Ministerial attendance

Chair	The Hon Richard Colbeck	Minister for Tourism and International Education
Western Australia	The Hon Dr Kim Hames MLA	Minister for Health, Tourism
Tasmania	The Hon Will Hodgman MP	Premier, Minister for Tourism, Hospitality and Events, Minister for Sport and Recreation, Minister for Aboriginal Affairs
Victoria	The Hon John Eren MP	Minister for Tourism and Major Events Minister for Sport, Minister for Veterans
South Australia	The Hon Leon Bignell MP	Minister for Agriculture, Food and Fisheries, Minister for Forests, Minister for Tourism, Minister for Recreation and Sport, Minister for Racing
New South Wales	Mr Jonathan O’Dea MP	Parliamentary Secretary for Major Events and Tourism

Officials/Advisers

C’WEALTH	Mr Tim Beresford	Executive Director, Tourism, Investment, Education and Programmes Group, Austrade
	Mr Daniel Boyer	Acting General Manager, Tourism Division, Austrade
	Mr Dan Williams	Acting Assistant General Manager, Tourism Policy and Operations, Tourism Division, Austrade
	Ms Janice Wykes	Assistant General Manager, Tourism Research Australia, Tourism Division, Austrade
	Ms Karen Wales	Tourism Senior Investment Specialist, Austrade
	Mr Robert Owen-Jones	Assistant Secretary, Economic Advocacy and Analysis Branch, Department of Foreign Affairs and Trade.
	Mr John O’Sullivan	Managing Director, Tourism Australia
	Ms Karen Halbert	Executive General Manager Corporate Affairs, Government and Industry, Tourism Australia
	Ms Adele Labine-Romain	Executive General Manager Strategy and Research, Tourism Australia
	Mr Tim Mahony	Government Relations Manager, Tourism Australia
	Ms Lisa Ronson	Chief Marketing Manager, Tourism Australia
	Dr Vanessa Findlay	Chief of Staff to Minister Colbeck
	Mr Luke Achterstraat	Adviser to Minister Colbeck
	Ms Rachelle Miller	Media Adviser to Minister Colbeck
VIC	Mr Nick Foa	Chief Executive Officer, Tourism Victoria
	Mr John Dalton	Director, Strategy and Policy, Tourism Victoria
	Ms Letitia Hatton	Tourism and Major Events Adviser to Minister Eren
NSW	Ms Simonne Shepherd	General Manager, Industry Partnerships and Government Policy, Destination NSW
	Mr Chris Hall	Chief of Staff, Minister Ayres

SA	Mr Rodney Harrex	Chief Executive, South Australian Tourism Commission
	Ms Lucy Anderson	Adviser to Minister Bignell
ACT	Mr Ian Hill	Director, VisitCanberra
	Ms Jo Verden	Deputy Director, VisitCanberra
WA	Ms Stephanie Buckland	Chief Executive Officer, Tourism WA
	Ms Derryn Belford	Executive Director, Destination Development, Tourism WA
	Mr Campbell Fletcher	Policy and Planning Manager, Tourism WA
	Ms Melinda Hayes	Chief of Staff to Minister Hames
QLD	Ms Leanne Coddington	Chief Executive Officer, Tourism and Events Queensland
	Mr Damien Walker	Acting Deputy Director-General, Tourism, Department of Tourism, Major Events, Small Business and the Commonwealth Games
TAS	Ms Jacqui Allen	Deputy Secretary, Cultural and Tourism Industry Development, Department of State Growth
	Mr Mark Jones	Director, Operations and Planning, Tourism Tasmania
	Ms Jen Fry	Adviser to Premier Hodgman
NT	Ms Angela Collard	Executive Director Operations, Tourism NT
	Ms Kim Wheatley	Tourism Adviser to Chief Minister Giles
NZ	Ms Kate West	Manager Tourism Policy, Tourism Sectors, Regions and Cities Branch, Labour, Science and Enterprise Group, New Zealand Ministry of Business, Innovation and Employment

Guest speakers

NZ	Ms Pania Tyson-Nathan	Chief Executive Officer, New Zealand Maori Tourism
WA	Mr Robert Taylor	Chief Executive Officer, Western Australia Indigenous Tourism Operators Council
	Ms Renata Lowe	Senior Leader, Tourism Western Australia

Secretariat

C'WEALTH	Ms Megan Street	Acting Team Leader, Strategic Policy, Tourism Division, Austrade
	Ms Belinda O'Connor	Policy Officer, Strategic Policy, Tourism Division, Austrade

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Question Number 20

Tourism Refund Scheme

Have discussions regarding the TRS progressed since last estimates? Please provide a full update. Has Austrade met with any further stakeholders or third parties in relation to the TRS since last estimates? If so please list meetings with names, dates, time, location, agenda and minutes.

Answer

The Treasury is the agency responsible for Tourist Refund Scheme (TRS) policy. Further questions on the progress of TRS reform should be directed to the Treasury.

Austrade has regular engagement with Government and industry stakeholders on TRS reform opportunities. Austrade continues to work with these stakeholders to achieve a favourable passenger facilitation outcome that will also benefit multiple industries and the Australian economy more broadly.

Since last estimates Austrade has met with the following stakeholders in relation to the TRS:

On 8 December 2015 and 10 February 2016, Austrade met with Global Blue between 11:30am and 12:15pm at 488 George Street, Sydney, and between 10:30am and 11:15am at 25 National Circuit, Forrest respectively. There was no formal agenda distributed or minutes taken.

Whilst not listed as an agenda item on the formal meeting agenda, the TRS was also raised by industry stakeholders during discussions at the 4 December 2015 meeting of the Tourism Access Working Group (TAWG), held from 9:00am to 11:05am at Parliament House, Canberra. Draft meeting minutes from TAWG have been prepared but require ratification at the next TAWG to be finalised.

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Question Number 21

Zika Virus and NTICP

Has the NTCIP been updated in relation to Zika virus declared as an international public health emergency by the WHO on 1 February?

If no please explain what kind of event triggers an update and whether this is likely to occur in the case of Zika virus.

If yes; please detail the process this entails and what measures are being put in place.

Answer

On 1 February 2016 the Zika virus was identified as a possible incident that may affect the Australian tourism industry. In consultation with relevant state government colleagues, Austrade assessed the likely impact of the Zika virus using a risk assessment framework to evaluate whether the National Tourism Incident Communication Plan (NTICP) required activation. It was concluded the risk to industry was minimal and therefore the NTICP did not require activation. The NTICP can be activated for any State/Territory or national incident that has the capacity to impact the tourism industry. These incidents must be serious enough to cause significant tourism market shock. The Zika virus is not expected to result in tourism market shock.

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Question Number 22

Funding Programs

Can the following updates be provided for each discretionary grant program in the portfolio:

- (a) name of the discretionary grant program;
- (b) total funding on a year-by-year basis over the current forward estimates;
- (c) committed funding on a year-by-year basis over the current forward estimates;
- (d) contracted funding on a year-by-year basis over the current forward estimates;
- (e) uncommitted funding on a year-by-year basis over the current forward estimates;
- (f) when the current round of funding is scheduled to cease; and
- (g) how many rounds of funding are scheduled after the end of the current round.

ANSWER

Austrade administers three discretionary grant programmes.

Asian Business Engagement (ABE) Plan

- a) Grant rounds under the Asian Business Engagement (ABE) Plan have ceased but Austrade is still managing grants which were contracted before the cessation of the programme. The last grant will conclude in 2017.
- b) Funding of \$0.6 million is committed for the ABE Plan for 2015–16 and \$0.2 million for 2016–17 to account for projects funded prior to the cessation of the programme.
- c-g) See responses to (a-b).

FTA grant programme

- a) Free Trade Agreement Training Provider (FTA-TP) Grant.
- b) Total administered funding for the FTA grant programme is \$2.14 million, made up of \$1.372 million in 2015–16 and \$773,000 in 2016–17.
- c) The FTA-TP programme delegate has approved projects under the 2015-16 grant round totalling \$1.372 million.
- d) Funding agreements with successful grant recipients in the 2015-16 grant round will not be negotiated until grant recipients have been publicly announced. Therefore there are currently no contracted projects.
- e) Over the current forward estimates \$773,000 funding for the 2016-17 grant round remains uncommitted.
- f) 30 June 2017.
- g) There will be one further round of funding in 2016-17.

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Australian Tropical Medicine Commercialisation (ATMC) Grants Programme

- a) Australian Tropical Medicine Commercialisation (ATMC) Grants Programme.
- b) The total funding is \$8.5 million over 4 years made up of \$1.38 million in 2015/16, \$2.19 million in 2016/17, \$2.68 million in 2017/18 and \$2.27 million in 2018/19.
- c) The first funding round for the Programme closed for applications on 4 March 2016. Assessment of eligible applications will occur in April 2016, with a decision on successful applications by the Programme Delegate in May 2016.
- d) Allocation of \$1.3 million over four years is being provided to the Department of Industry, Innovation and Science for the administration of services for the Programme. The allocation is made up of \$0.35m in 2015/16, \$0.34m in 2016/17, \$0.42m in 2017/18 and \$0.23m in 2018/19.
- e) See response to c) above.
- f) Grants approved for the first round can continue for the duration of funding for the Programme.
- g) No decision has been made yet.

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Question Number 23

Australia on Tour in France

Please provide a full itinerary for this program and list role and level of all staff participating by Department or agency.

Answer

Austrade has no involvement in this program. It is run by Tourism Australia.

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Question Number 24

Minister Colbeck - Visits to Agencies

Has Minister Colbeck visited the offices of Austrade, Tourism Australia or Tourism Research Australia since being appointed Minister? On what dates have those visits occurred, if any and what was the nature of those visits?

Answer

Yes, Minister Colbeck visited Tourism Australia in Sydney on 9 December 2015 and Austrade in Sydney on 12 February 2016. The nature of the visits was routine.

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Question Number 25

Research - Tourism Research Australia

Please detail the full research agenda and publications schedule for 2016.

Answer

In 2016, TRA is undertaking research and analysis on visitor trends, tourism industry performance, returns to improved facilitation, understanding tourism products, key risks to the industry and tourism demand elasticities. The core research that TRA undertakes includes:

- Surveys – International Visitor Survey, National Visitor Survey, Destination Visitor Survey Programme and the Survey of Tourist Accommodation
- Tourism Forecasts
- Tourism Investment Monitor
- Tourism Satellite Accounts
- State of the Industry analysis
- Local Government Area Profiles, and Tourism Region Profiles
- Tourism Businesses.

PUBLICATION SCHEDULE 2016 - TOURISM RESEARCH AUSTRALIA

PUBLICATION	PUBLIC RELEASE DATE
MARCH	
International Visitors in Australia: Year Ending December 2015	2 March 2016
Local Government Area Profiles	9 March 2016
Travel by Australians: Year Ending December 2015	16 March 2016
State of the Industry Update: Infographic	16 March 2016
Destination Visitor Survey – Visitor Information Servicing in NSW	March 2016
Tourism Region Profiles	March 2016
Tourism Region Indicators	March 2016
APRIL	
Tourism Satellite Account	29 April 2016
MAY	
Tourism Investment Monitor	Early May 2016
Tourism Businesses	Early May 2016

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JUNE	
International Visitors in Australia: Year Ending March 2016	1 June 2016
State Tourism Satellite Account	Early June 2016
Travel by Australians: Year Ending March 2016	15 June 2016
State of the Industry Update: Infographic	15 June 2016
Tourism Forecasts	Late June 2016
Destination Visitor Survey – NSW Regional Tourism Satellite Account	June 2016
JULY	
—	—
AUGUST	
Destination Visitor Survey – W.A. Regional Airports and Supporting Industry: Consumer Expectations and Requirements	August 2016
Destination Visitor Survey – Chinese Free & Independent Travellers to NT/SA/Tas	August 2016
Destination Visitor Survey – Visiting Friends and Relatives (VFR) visitors to Qld/Vic	August 2016
Destination Visitor Survey – Realising Possibilities: The Future of Tourism in the Canberra Region	August 2016
SEPTEMBER	
International Visitors in Australia: Year Ending June 2016	<i>ABS to advise change to release date of OAD data</i>
Travel by Australians: Year Ending June 2016	<i>ABS to advise change to release date of OAD data</i>
OCTOBER	
State of the Industry 2016	October 2016
NOVEMBER	
—	—
DECEMBER	
International Visitors in Australia: Year Ending September 2016	<i>ABS to advise change to release date of OAD data</i>
Travel by Australians: Year Ending September 2016	<i>ABS to advise change to release date of OAD data</i>

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Question Number 26

Staffing - Tourism Research Australia

How many FTE staff are employed at TRA? Please provide a list by role, level, function, section. Has this changed since last estimates? If so please detail changes.

Answer

As at 31 January 2016, 18 FTE staff were employed within Tourism Research Australia Branch in the Tourism Division of Austrade. This number excludes inoperative employees, contractors and board members.

Job Title	APL2	APL3	APL4	SESB1	Total FTE
AGM Tourism Research Aust				1	1
Manager			2		2
Manager Economic Modelling			1		1
Mgr Surveys Methodology Data			1		1
ICT / Web Specialist		1			1
Team Leader		1			1
Principal Analyst	1	5			6
Publications Coordinator	1				1
Research Analyst	3				3
Communications Officer	1				1
Total FTE	6	7	4	1	18

Details of Changes since the last Estimates in October 2015

The total FTE of TRA has increased by two since the last Estimates. Details are:

- Reduction of one Team Leader APL3
- Addition of one Principal Analyst APL2
- Addition of one Communications Officer APL2
- Addition of one Research Analyst APL2

As at 30 September 2015, 16 FTE staff were employed within Tourism Research Australia Branch in the Tourism Division of Austrade. This number excludes inoperative employees, contractors and board members.

Job Title	APL2	APL3	APL4	SESB1	Total FTE
AGM Tour Research Aust				1	1
Manager			2		2
Manager Economic Modelling			1		1
Mgr Surveys Methodology Data			1		1
ICT / Web Specialist		1			1
Principal Analyst		5			5
Team Leader		2			2
Publications Coordinator	1				1
Research Analyst	2				2
Total FTE	3	8	4	1	16

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Question Number 27

Three Capes Track Project

- (a) When was Commonwealth funding first committed by the Australian Government for this project?
- (b) How much Commonwealth, state, local and private funding was used for this project?
- (c) What date was the project opened?
- (d) How many jobs did this project create?
- (e) Were any Labor MPs invited to the event on 21 December 2015? If not, why not?

Answer

The Three Capes Track project received Commonwealth funding support through the Infrastructure and Regional Development portfolio. Questions regarding the funding and opening of the project should be directed to the Department of Infrastructure and Regional Development.

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Question Number 28

Taxi Costs

Since the change of Prime Minister on 14 September, 2015:

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

Answer

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 the period 14 September 2015 to 31 January 2016, was \$0.535 million. This comprised \$0.376 million for International Operations, \$0.089 million for Tourism, Investment and Education, \$0.045 million for Corporate Operations, \$0.013 million for Executive and \$0.012 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 offices and accommodation, and for meetings with clients and other officials.
3. Austrade did not incur any expenditure on taxis for Ministers or Ministers' offices in the period 14 September 2015 to 31 January 2016.

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Question Number 29

Hospitality and Entertainment

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. From 14 September 2015 to 31 January 2016, Austrade spent a total of \$0.291 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.

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 which, in these circumstances, cannot be justified.

2. Austrade did not incur any expenditure on hospitality/entertainment for Ministers or Ministers' offices in the period 14 September 2015 to 31 January 2016.
3. Refer response to (1) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.
4. Refer response to (2) above.
5. The total spend for the 2015-16 financial year on hospitality/entertainment is expected to be \$0.9 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 which, in these circumstances, cannot be justified.

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6. Refer response to (2) above.
7. Refer response to (5) above.
8. Refer response to (2) above.
9. Austrade always seeks to focus hospitality and entertainment spending on activities which represent the highest value and align with Austrade's established business plans.

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Question Number 30

Executive Coaching and Leadership

Since the change of Prime Minister on 14 September, 2015:

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

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:
 1. The name and nature of the service purchased
 2. Whether the service is one-on-one or group based
 3. The number of employees who received the service and their employment classification
 4. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 5. The total amount spent on the service
 6. A description of the fees charged (i.e. per hour, complete package)
5. Where a service was provided at any location other than the department or agency's own premises, please provide:
 1. The location used
 2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)
 3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 4. Any costs the department or agency's incurred to use the location
6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?
7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.

Answer

1. During the period 14 September 2015 and 31 January 2016:
 - Austrade did not incur any expenditure on leadership training (training undertaken during this period was paid for in the previous financial year).
 - Austrade expenditure on executive coaching was \$9,500.
2. Leadership training is available to all Executive Level 1-2 staff on an as needs basis. Executive coaching was offered to two staff.
3. One Executive Level 2 (EL2) officer undertook a leadership program. Two Senior Executive Service (SES) officers undertook executive coaching.

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4.
 - (1) The provider of the leadership training was the University of Michigan, Stephen M Ross School of Business Executive Program Asia-Pacific Region. The providers for the executive coaching were Mindscious and Yellow Edge Pty Ltd.
 - (2) The leadership training was group based, while the executive coaching was one to one.
 - (3) One Executive Level 2 received leadership training, and two SES undertook executive coaching.
 - (4) A total of 34 hours was involved in leadership training for one Executive Level 2. The total number of hours involved in executive coaching for the two SES cannot be determined for the period 14 September 2015 to 31 January 2016.
 - (5) During the period 14 September 2015 to 31 January 2016, the total spend on leadership training was nil and the total spend on executive coaching was \$9,500.
 - (6) The leadership training and executive coaching are complete packages.
5.
 - (1) The leadership training was undertaken at Kowloon Shangri, Hong Kong.
 - (2) Refer response to (4) above.
 - (3) Refer response to (4) above.
 - (4) Nil.
6. All Austrade employees have an annual performance agreement that includes a training and development plan. Each employee reviews their training and development needs within the performance cycle and is required to discuss it at their final performance appraisal. This ensures commitment to the agreed training needs of the employee being met during the performance cycle.
7. The graduate and postgraduate study breakdown at 11 March 2016 are as follows:
 - Two EL2s are completing a Master of Business Administration
 - Two EL1s are completing a Master of Business Administration
 - One EL1 is completing a Master of Business Leadership
 - One EL1 is completing a Master of Commerce (International Business)
 - One EL1 is completing a Master of International Business
 - One APS6 is completing a Master of Business Management
 - One APS6 is completing a Master of International Trade and Commerce Law
 - One EL2 is completing a Graduate Diploma in Economics
 - One EL2 is completing a Bachelor of Law
 - One EL2 is completing a Master in Work Health and Safety
 - One EL1 is completing a CPA
 - Two APS6s are completing a CPA
 - One EL1 is completing a Postgraduate Diploma in Marketing Management
 - One EL1 is completing a Bachelor of Business
 - One EL1 is completing a Diploma of Law
 - One EL1 is completing a Postgraduate in Emergency and Disaster Management
 - One APS4 is completing a Bachelor of Arts International Studies
 - One APS6 is completing a Graduate Certificate in Ethics and Law.

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Question Number 31

Staffing Profile

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Yes.
2. Further information on Austrade's staffing profile as at 31 January 2016 is provided in the tables below.
 - i. Staff headcount by location

Market/Location	Abased	OEE	Total
East Asia Growth Markets	31	180	211
Established Markets	26	173	199
Growth & Emerging Markets	21	137	158
Subtotal	78	490	568
ACT	246	0	246
NSW	162	0	162
NT	1	0	1
QLD	21	0	21
SA	6	0	6
TAS	1	0	1
VIC	48	0	48
WA	9	0	9
Subtotal	494	0	494
Total	572	490	1062

- ii. Staff headcount by classification level

Class	No of Staff	% of Staff by Class	% of Total Workforce
CEO	1	0.2%	0.1%
APS1-4	38	6.6%	3.6%
APS5-6	136	23.8%	12.8%
EL1	166	29.0%	15.6%
EL2	162	28.3%	15.3%
SES	69	12.1%	6.5%
Total APS	572	100.0%	53.9%
OEE	490	~	46.1%
Total Workforce	1062	~	100.0%

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iii. Staff headcount by division

Group/Market	Abased	OEE	Total
Established Markets	29	160	189
East Asian Growth Markets	31	175	206
Growth & Emerging Markets	22	133	155
International Operations Group	129	0	129
Corporate Services Group	146	22	168
Tourism, Investment, Education & Programmes Group	171	0	171
Office of the CEO	19	0	19
Inoperative	25	0	25
Total	572	490	1062

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Question Number 32

Staffing Reductions

Since the change of Prime Minister on 14 September, 2015:

1. How many staff reductions/voluntary redundancies have occurred?
 1. What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency? What classification were these staff?
7. How many non-ongoing staff left department/agency from? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position
9. How do the packages differ from the default public service package?
10. How is the department/agency funding the packages?

Answer

1. There were 56 Austrade staff reductions for the period 14 September 2015 to 31 January 2016.

Reason	APS	OEE	Total
End of Contract	7	16	23
Redundancy Involuntary	2	1	3
Redundancy Voluntary	2	0	2
Resignation	9	12	21
Termination of Employment	0	2	2
Transfer to APS Agency	3	0	3
SES Retirement	2	0	2
Grand Total	25	31	56

2. There were three involuntary redundancies (two Abased and one OEE) during the period 14 September 2015 to 31 January 2016.
3. There are no plans for further staff reductions.
4. Not applicable.
5. There no plans for involuntary redundancies.
6. 28 ongoing staff left Austrade during the period 14 September 2015 to 31 January 2016, as outlined in the table below.

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Classification	APS	OEE	Total
APS3	1	0	1
APS5	2	0	2
APS6	2	0	2
EL1	3	0	3
EL2	5	0	5
SES	2	0	2
Non-APS	0	13	13
Grand Total	15	13	28

7. 28 non-ongoing staff left Austrade during the period 14 September 2015 to 31 January 2016, as outlined in the table below.

Classification	APS	OEE	Total
APS1	1	0	1
APS5	2	0	2
EL1	4	0	4
EL2	1	0	1
SES	2	0	2
Non-APS	0	18	18
Grand Total	10	18	28

8. Voluntary redundancy packages for all A-based non-SES staff are as follows:

An excess employee whose employment is terminated by the CEO under section 29 of the *PS Act* on the grounds that he or she is excess to the requirements of Austrade shall be entitled to be paid a sum equivalent to:

- 2 weeks' salary for each completed year of continuous service; subject to the minimum entitlements in the NES (which provides for employees with between 2 and 3 years' service, and 3 and 4 years' service, to receive 6 weeks' and 7 weeks' severance payment respectively); and
- a pro rata payment for completed months of continuous service, calculated in accordance with these provisions.

For part-time employees, the severance benefit will be calculated on a pro-rata basis where an employee has worked part-time hours during the period of service and the employee has less than 24 years full-time service, subject to any minimum entitlement the employee has under NES.

The minimum sum payable under this Agreement shall be 4 weeks' salary and the maximum shall be 48 weeks' salary.

An employee engaged by Austrade before 1 July 2006 shall retain the level of severance benefit as at 30 June 2006.

An employee engaged by Austrade before 1 July 2006 and who would have had, on 30 June 2006, an entitlement to severance benefit of greater than 48 weeks' salary, shall retain that benefit, but shall not be entitled to any further severance benefit. If the severance benefit at 30 June 2006 would have been less than 48 weeks, the employee will be entitled to a further severance benefit to a maximum of 48 weeks' salary.

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SES packages are calculated using the default public service package method and the final amount payable is determined having regard to the APS Commissioners policy on incentives to retire.

9. The package for Austrade non-SES A-based staff employed on 30 June 2006 differs in calculation from that of the package provided to other employees. An employee engaged by Austrade before 1 July 2006 retains the level of severance benefit as at 30 June 2006. An employee engaged by Austrade before 1 July 2006 and who had would have had, on 30 June 2006, an entitlement to severance benefit of greater than 48 weeks' salary, retains that benefit, but is not entitled to any further severance benefit.
10. The packages are funded from agency budget appropriation.

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Question Number 33

Staffing Recruitment

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Austrade ongoing staff recruited for the period 14 September 2015 to 31 January 2016:
 - 49 ongoing employees
 - Australian based: non-SES 30, SES 5
 - Overseas Engaged Employees (OEE): non-SES 14.
2. Austrade non-ongoing positions as at 31 January 2016:
 - 62 non-ongoing positions
 - Australian based: non-SES 30, contractors 24, SES 1
 - Overseas OEE: non-SES 7, contractors 0.
3. Austrade contract staff recruited for the period 14 September 2015 to 31 January 2016:
 - 15 contractors
 - Average length of service is 4.7 months.

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Question Number 34

Kitchen Appliances

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000?
 1. If yes, provide a list that includes the type of appliance, the cost, the amount, and any ongoing costs such as purchase of consumables and when the appliance was purchased?
 2. Why were the appliances purchased?
 3. Has there been a noticeable difference in staff productivity since the appliances were purchased? Are staff leaving the office premises less during business hours as a result?
 4. Where did the funding for the appliances come from?
 5. Who has access?
 6. Who is responsible for the maintenance of the appliances? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
 7. What are the other ongoing costs of the appliances?

Answer

No.

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Question Number 35

Boards

Since the change of Prime Minister on 14 September, 2015:

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

Answer

Tourism Research Advisory Board

1. Since the change of Prime Minister on 14 September, 2015 Tourism Research Advisory Board (TRAB) has not met
2. No travel expenses have been incurred by TRAB
3. Not applicable to TRAB
4. Not applicable to TRAB
5. A conflicts of interest policy is in place and the obligation to disclose an actual, apparent or potential conflict of interest is ongoing.
6. No conflicts of interest have been registered.
7. No remuneration has been provided to board members.
8. Not applicable to TRAB.
9. No requests have been made to ministers to dismiss board members
10. Since no meeting have been held since 14 September 2015 this is not applicable.
11. Since no meeting have been held since 14 September 2015 this is not applicable.

Tourism Australia Board

Refer to response provided by Tourism Australia.

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Question Number 36

Corporate Cars

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Austrade owned a total of 92 cars as at 31 January 2016.
 1. All 92 cars are located offshore in 69 locations.
 2. Vehicles are used for consular activities, to transport Ministers, clients, staff and others to a range of in-market company and official visits, and for security and business continuity purposes.
 3. Running costs for individual vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. The total running cost for owned motor vehicles from 14 September 2015 to 31 January 2016 was \$216,104.
 4. The approximate distance travelled for the period by each of the vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified.
2. Austrade leased a total of four cars as at 31 January 2016.
 1. Two of the vehicles were located onshore and two were offshore. They were distributed across three locations as follows:

Newcastle	Wollongong
Mumbai (2)	

2. Vehicles are used for company and official visits and related travel.
3. The total cost of each car for the period 14 September 2015 to 31 January 2016 is as follows:

Location	Cost 14/9/2015 to 31/1/2016 Ex GST
Newcastle	\$3,307.59
Wollongong	\$3,164.50

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Mumbai (2)	Approximately \$4,000.00
Total	Approximately \$10,472.09

4. The approximate distance travelled by each onshore leased vehicle over the period 14 September 2015 to 31 January 2016 is as follows:

Location	Kms Travelled over the period 14/9/2015 to 31/1/2016
Newcastle	1,253
Wollongong	4,873
Total	6,126

The approximate distance travelled for the period by each of the Mumbai vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified.

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Question Number 37

Government Payment of Accounts

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Payment statistics are compiled quarterly. The quarterly statistics for October 2015 to December 2015 are still in the process of being calculated.
2. See answer for (1) above.
3. See answer for (1) above.
4. See answer for (1) above.
5. See answer for (1) above.
6. In the three months to 30 September 2015, \$271.15 in penalty interest was paid to suppliers in accordance with pre 1 July 2014 Government policy that self-generated payment of penalty interest be made where payments to small business were made more than 60 days after invoice receipt. No interest has been paid under current Government policy which took effect on 1 July 2014 whereby interest is payable if payments to all business are made more than 30 days after invoice receipt.
7. Interest is paid at the general interest charge rate determined under section 8AAD of the *Taxation Administration Act 1953* on the day payment is due, in accordance with Government policy. This rate is available from the Australian Taxation Office website.

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Question Number 38

Hire Cars

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Expenditure on vehicle hire, which includes costs associated with the hire of cars, vans and buses in the period 14 September 2015 to 31 January 2016 was \$60,356. This comprised \$33,348 for International Operations and \$27,008 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.
3. Austrade did not incur any expenditure on car hire for Ministers or Ministers' offices during the period 14 September 2015 to 31 January 2016.

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Question Number 39

Credit Cards

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. There have been no changes since 14 September 2015.
2. No.
3. No.
4. During the period from 14 September 2015 to 31 January 2016 one instance of credit card misuse was reported.
5. A non-SES staff member based overseas used his corporate credit card for personal expenses. The incident was subsequently reported to Austrade management. The staff member was issued an email addressing the issue and was required to provide an explanation. The funds were repaid and the incident was recorded on the breach register.
6. No.
7. Austrade does not provide credit cards to the Minister or Ministerial staff.

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Question Number 40

Functions

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. No formal functions or other forms of hospitality held onshore for the Minister were hosted by Austrade between 14 September 2015 and 31 January 2016. Hospitality and attending or hosting functions form an essential part of overseas visits by Ministers. These services are managed by all areas across the agency including staff at Austrade Posts. To provide further details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
2. Austrade does not provide alcoholic beverages of any type to the Minister's office.

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Question Number 41

Red Tape Reduction

Since the change of Prime Minister on 14 September, 2015:

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

Answer

Refer to the portfolio response from the Department of Foreign Affairs and Trade.

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Question Number 42

Land Costs

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

Answer

Austrade does not own or lease any land.

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Question Number 43

Contracts for Temporary Staff

Since the change of Prime Minister on 14 September, 2015:

1. How much did the department/agency spend on temporary or contract staff?
2. How many temporary or contract staff have been employed?
3. What is the total number of temporary or contract staff currently employed?
4. How much was paid for agencies/companies to find temporary/contract staff?
5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?

Answer

1. During the period 14 September 2015 to 31 January 2016, Austrade spent a total of \$2,593,683 on contract staff. This amount includes costs for translation costs, intern allowances, function staff, and other costs. To separate the costs directly related to temporary or contract staff cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified.
2. Since 14 September 2015, there were 10 temporary or contract staff employed, 10 A-based and zero Overseas Engaged Employees (OEE).
3. As at 31 January 2016, there were 43 temporary or contract staff employed, 39 A-based and four OEE.
4. Austrade's systems do not record the cost of finding temporary/contract staff separately from other costs associated with temporary staff.
5. There have no changes to the policies that govern the appointment of contract staff.

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Question Number 44

Printing

Since the change of Prime Minister on 14 September, 2015:

1. Please list all documents that have been printed at the expense of the department/agency where 500 or more copies have been produced? Please include the total number produced as well.
 1. How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
 1. If so, what companies were used?
 2. How were they selected?
 3. What was the total cost of this printing by item?

Answer

1. Austrade's financial systems do not record the number or amount of copies of publications and brochures. To collect this level of detail would entail a significant diversion of resources which, in these circumstances, cannot 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.
2. Yes.
 - a. Austrade used over 34 different service providers in Australia and overseas for publications and brochures in the period from 14 September 2015 to 31 January 2016. To collect a comprehensive detailed list of providers used would entail a significant diversion of resources and, in these circumstances, cannot be justified.
 - b. Austrade complies with the Commonwealth Procurement Rules (CPRs) and internal procurement guidelines when selecting a procurement process. Providers are selected on the basis of achieving value for money.
 - c. The total cost of publications and brochures for the period from 14 September 2015 to 31 January 2016 was \$0.41 million.

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Question Number 45

Communications Staff

For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:

1. How many ongoing staff, the classification, the type of work they undertake and their location.
2. How many non-ongoing staff, their classification, type of work they undertake and their location
3. How many contractors, their classification, type of work they undertake and their location
4. How many are graphic designers?
5. How many are media managers?
6. How many organise events?

Have these arrangements changed since the change of Prime Minister on 14 September, 2015?
If yes, please detail.

Answer

1. Austrade has three (3) ongoing media staff. Their classification, the type of work they undertake and their location are as follows:
 - EL2: oversee and manage Media team and key messages for public consumption including speeches, press releases, talking points, articles and other material, coordinate responses to inquiries from media (Sydney).
 - EL1: generate key messages for public consumption including speeches, press releases, talking points, articles and other material, coordinate responses to inquiries from media (Sydney).
 - EL1: manage and monitor social media and moderate and manage Austrade's key digital communities, coordinate responses to inquiries from social media (Sydney).
2. Austrade has one non-ongoing overseas engaged employee undertaking media work. Their role is to generate key messages for public consumption including speeches, press releases, talking points, articles and other material. They are located in Dubai.
3. Austrade has one contractor undertaking media work. Their role is to generate key messages for public consumption including speeches, press releases, talking points, articles and other material. They are located in Canberra. Their contract expires 30 March 2016.
4. Nil.
5. See responses to questions 1-3 above.
6. Austrade's Media Team does not organise events.

These arrangements have not changed since the change in Prime Minister on 14 September 2015.

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Question Number 46

Reviews

Since the change of Prime Minister on 14 September, 2015:

1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:
 1. the date they were ordered
 2. the date they commenced
 3. the minister responsible
 4. the department responsible
 5. the nature of the review
 6. their terms of reference
 7. the scope of the review
 8. Who is conducting the review
 9. the number of officers, and their classification level, involved in conducting the review
 10. the expected report date
 11. the budgeted, projected or expected costs
 12. If the report will be tabled in parliament or made public
2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review?
 1. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
 2. If so, please list their managing director and the board of directors or equivalent
 3. If yes, for each is the cost associated with their involvement, including a break down for each cost item
 4. If yes, for each, what is the nature of their involvement
 5. If yes, for each, are they on the lobbyist register, provide details.
 6. If yes, for each, what contact has the Minister or their office had with them
 7. If yes, for each, who selected them
 8. If yes, for each, did the minister or their office have any involvement in selecting them,
 1. If yes, please detail what involvement it was
 2. If yes, did they see or provided input to a short list
 3. If yes, on what dates did this involvement occur
 4. If yes, did this involve any verbal discussions with the department
 5. If yes, on what dates did this involvement occur
3. Which reviews are on-going?
 1. Please list them.
 2. What is the current cost to date expended on the reviews?
4. Have any reviews been stopped, paused or ceased? Please list them.
5. Which reviews have concluded? Please list them.
6. How many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
 1. When will each planned review be commenced?
 2. When will each of these reviews be concluded?

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3. When will government respond to each review?
4. Will the government release each review?
 1. If so, when? If not, why not?

Answer

1. No reviews have been commenced at Austrade since the change of Prime Minister on 14 September 2015.
2. N/A
3. No reviews are ongoing at Austrade.
4. No reviews have been stopped, paused or ceased.
5. The Functional Efficiency Review of the Department of Foreign Affairs, which also concerned Austrade and other portfolio agencies, concluded in November 2015.
6. The Functional and Efficiency Review was provided to the Portfolio Ministers on 30 November 2015.
7. The Government is considering the Functional and Efficiency Review in the context of the 2016-17 Budget.
8. No reviews are planned at Austrade.

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Question Number 47

Commissioned Reports

Since the change of Prime Minister on 14 September, 2015:

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

Answer

Reports commissioned by Austrade since 14 September 2015 are detailed below.

Survey of Tourist Accommodation - Proof of Concept

1. Survey of Tourist Accommodation – Proof of Concept
 - a) Commissioned on 18 September 2015.
 - b) Final report received on 26 February 2016.
 - c) No public release scheduled.
 - d) Terms of Reference:
The Australian Bureau of Statistics (ABS) is to undertake a Proof of Concept Project to test the viability of redesigning the current Survey of Tourist Accommodation (STA) to use an Application Programming Interface (API) to automatically collect the data required from existing data sources, including from host providers' Property Management Systems (PMS).
 - e) Management of the project is oversighted by Assistant General Manager, Tourism Research Australia, supported by the Manager, Strategic Research and Analysis, Tourism Research Australia.
2. Total cost: \$145,000 (excluding GST). The report involved four external staff from the ABS (one SESB1, one EL2, one EL1, one APS6) and two staff from Austrade (one SESB1, one EL1).
3. Final report received on 26 February 2016. A government response is not required.

Short-term Holiday Letting Study

1. Short-term Holiday Letting Study
 - a) Commissioned on 27 January 2016.
 - b) The report is underway.

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- c) N/A.
 - d) Terms of Reference:
A study to identify issues with the rise in short-term holiday letting (sharing economy accommodation providers), including how it will likely impact on *Tourism 2020* room targets and the regulatory reform agenda under *Tourism 2020*.
 - e) Management of the consultancy is oversighted by the Manager, Tourism Investment, Policy and Major Project Facilitation.
2. Total cost: \$209,000 (including GST). The report involves five external staff from L.E.K. Consulting (two partners, one manager, one analyst and one consultant). Management of the consultancy is oversighted by the Manager, Tourism Investment, Policy and Major Project Facilitation.
3. The report is underway. A government response is not required.

Tourism and Hospitality Careers Report

1. Tourism and Hospitality – Careers Report
- a) Commissioned on 13 January 2016.
 - b) Final report received on 26 February 2016.
 - c) The report has not been released to the public at this time.
 - d) Terms of Reference:
Attitudinal research to establish the key drivers and perceptions held by young people, parents and businesses about careers in the tourism and hospitality industry.
 - e) Management of the consultancy is oversighted by the Manager, Strategic Policy.
2. Total cost: \$141,000 (including GST). One Austrade APL3 staff member is overseeing the work with Colmar Brunton.
3. Austrade is currently reviewing the final report. A government response is not required.

Investor's Guide to Land Tenure in Northern Australia

1. Investor's Guide to Land Tenure in Northern Australia
- a) Commissioned on 14 October 2015.
 - b) First Edition released at Northern Australia Investment forum on 10 November 2015.
 - c) See response to (b) above. The report can be accessed at <http://www.northernaustralialandtenure.com.au>.
 - d) Terms of Reference:
The service provider will deliver a web based guide /micro site on land tenure and native title arrangements across northern Australia that will satisfy the reference group established by the Department of Prime Minister and Cabinet (PMC) and Austrade. Within the parameters of the key points outlined above, the reference group will require that:

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- The guide is investor focussed and provides a general introduction to systems of land tenure and native title in northern Australia and will provide a working understanding of land tenure and native title for investors.
 - The guide is easy to navigate and serves as both a general guide to tenure and native title in northern Australia and as a guide to the systems of tenure and native title that might be encountered at any one geographical location across northern Australia (has sufficient functionality to allow for searching along both these lines).
 - The guide makes use of existing publicly available information but is accurate at the level required to meet this criteria, is a stand-alone resource and only provides links to provide suitable guidance for further information where required.
 - The guide reflects examples of best practice on relations with titleholders
 - The guide makes use of mapping facilities to be provided through National Map – developed through Austrade’s existing relationships with National ICT Australia (NICTA) and Geoscience Australia (GA).
 - The guide specifies that it is not be a substitute for professional advice on the detail of systems of tenure across northern Australia or a substitute for the due diligence required by investors when completing any land purchase, or when entering into a relationship with any title holder.
- e) The Reference Group was chaired by a representative from Austrade and contained representatives from: Government of Western Australia; Government of Queensland; Government of the Northern Territory; and the Department of the Prime Minister and Cabinet.
2. Total cost: \$349 000, which was split between two arrangements as follows:
- Pricewaterhouse Coopers Indigenous Consulting: \$220 000
 - Memorandum of Understanding with Geoscience Australia: \$129 000
- The report involved: Lead Membership of the Reference Group; two Austrade staff (one SESB1, one APS6); eleven external staff from Pricewaterhouse Coopers Indigenous Consulting (project leads x 3, content distillation and writing x 4, technology, UX, IA and creative x 4); and three staff from Geoscience Australia and Data 61 (project development and implementation).
3. The Investor’s Guide to Land Tenure in Northern Australia has now been publicly released as a second edition and Austrade will continue to upgrade the Guide in consultation with the reference group with funding budgeted for the next two financial years.

Indian Dairy Development Study

1. Dairy Development Study
 - a) A Request for Quotations was issued by Austrade on 18 September 2015 and contracts were executed on 2 October 2016, following the standard government tender process.
 - b) The final report was provided to Austrade on 12 January 2016.
 - c) The recommendations contained in the report are currently being assessed by the steering committee before a proposal on proposed activities is developed for submission to the Government.

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- d) This study was commissioned to evaluate possible project activities to profile Australian commercial dairy capability in India.

Terms of Reference:

The study should take into account India's current and future state of play for the dairy sector, emergent opportunities across the sector at both farmer and corporate level, and where Australian capability can best be deployed in bringing about commercial outcomes for Australian expertise and suppliers, resulting in a more efficient and profitable Indian dairy sector.

Understand the Indian requirement (25 per cent)

- Establish factors constraining productivity of India's dairy sector, capability gaps, and detail any market failures or rigidities in the development pathway;
- Detail the Indian Government plan to meet these needs (including the National Dairy Development Plan) and any particularly significant State Government activities already planned; and
- Detail current work and structure of those initiatives being undertaken by other countries or multilateral bodies at present, including World Bank-funded projects and the Israeli Centre of Excellence.

Matching Australia's Capability (25 per cent)

- Detail Australia's specific dairy capabilities and interests (areas across the full dairy development spectrum from training through to cold supply chain and packaging) and where they match specific gaps in the Indian dairy development chain;
- Work with the Department of Agriculture and other relevant agencies to understand the trade barriers limiting flow of goods or services and investment; and
- Assess extent of willingness of Australian industry to support Indian dairy development.

Project Development (50 per cent)

- Focus on identifying opportunities for private sector-led consortia, potentially with some government role, to effectively support productivity improvements in the dairy sector and expected outcome;
- Develop a selection of 4-5 project options or activities that would meaningfully contribute to the above outcomes;
- Prioritise innovative projects which can impact across what is a very large and disparate industry sector in India;
- Canvass the best programme delivery mechanism to introduce Australian expertise in a way that leads to commercial returns;
- Identify which Australian federal and state government agencies, Indian government/quasi government agencies; and private or non-government organisations that would need to partner to ensure each project's success; and
- Estimate required support to achieve a meaningful outcome including required funding and in-kind contributions from each relevant party.

- e) An informal steering committee was established to oversight the report, with members from Austrade, the Department of Foreign Affairs and Trade, the Department of Agriculture and Water Resources, and the Australian Centre for International Agricultural Research.

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2. The report cost \$49,850 (including GST). Austrade commissioned Chamberlain Veterinary Services/ROBOR Pty Ltd Australia to undertake the study. Key Austrade staff involved in the project include the Manager, Growth and Emerging Markets; Project Manager, Growth and Emerging Markets; Senior Trade Commissioner, New Delhi; Trade Commissioner, Chennai; with input also provided from Austrade's finance, legal and procurement teams.
3. The recommendations contained in the report are currently being assessed by the steering committee before a proposal on proposed activities is developed for submission to the Government.

Industry Capability Reports

1. Austrade has commissioned or completed ten Industry Capability Reports. Details are provided in the table below.

Title	Purpose	Commissioned	Completed	Public release	Committee members
Agricultural Education and research	Promotion of Australian sector capability to overseas buyers/investors	January 2015	December 2015	March 2016	N/A
Health Services	Promotion of Australian health services and education and workforce skills training capabilities overseas buyers/investors	Sep 2015	In progress	Will be released upon completion	N/A
Medical Devices and Diagnostics	Promotion of Australian sector capability to overseas buyers/investors – update of existing document	November 2015	January 2016	January 2016	N/A
Premium Dairy Products	Promotion of Australian sector capability to overseas buyers/investors	November 2015	In progress	Will be released upon completion	N/A
Premium Wine	Promotion of Australian sector capability to overseas buyers/investors	November 2015	In progress	Will be released upon completion	N/A
Food Safety	Promotion of Australian sector capability to overseas buyers/investors	November 2015	In progress	Will be released upon completion	N/A

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Title	Purpose	Commissioned	Completed	Public release	Committee members
Fintech	Promotion of Australian sector capability to overseas buyers/investors	December 2015	In Progress	Will be released upon completion	N/A
Cyber-Security	Promotion of Australian sector capability to overseas buyers/investors	February 2016	In Progress	Will be released upon completion	N/A
Screen	Promotion of Australian sector capability to overseas buyers/investors	February 2016	In Progress	Will be released upon completion	N/A
Renewables	Promotion of Australian sector capability to overseas buyers/investors	March 2016	In Progress	Will be released upon completion	N/A

2. Each ICR is developed collaboratively and involves 3-5 Austrade staff. Design and layout of each document is supplied by an external graphic design agency at an average cost of \$2,170 per ICR. Austrade has engaged the services of an industry writer for a limited number of ICRs (at a cost of \$4,500 for the Medical Devices and Diagnostics ICR, \$7,150 for the Health Services ICR, \$10,000 for the Fintech ICR, \$10,000 for the Cybersecurity ICR and \$7,500 for the Screen Sector ICR).

3. These reports are developed for use by Austrade staff as promotional materials to showcase industry capability to potential overseas buyers and investors. Austrade makes each ICR freely available by publishing it on the Austrade public website, as well as distribution by onshore and offshore Austrade staff to promote Australian capability at client meetings, industry events and presentations.

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Question Number 48

Appointments

Since the change of Prime Minister on 14 September, 2015:

1. Please detail any board appointments made to date.
2. What is the gender ratio on each board and across the portfolio?
3. Has the department instigated or changed its gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board.
4. Please specify when these gender ratio or participation policies were changed.

Answer

Tourism Research Advisory Board

1. There have been no new board appointments to Tourism Research Advisory Board (TRAB)
2. There are currently four standing members of TRAB, three females and one male.
3. The Minister is responsible for the appointment of TRAB members.
4. Not applicable.

Tourism Australia Board

1. Three new board members have been appointed to the TA Board since 14 September 2015. Ms Kate Vale and Mr Francis Wong were appointed on 8 October 2015. Ms Hayley Baillie was appointed on 12 November 2015. Existing board member, Mr Tony South was appointed to the position of Chair effective 8 October 2015 and Mr Brett Godfrey was appointed to the position of Deputy Chair on 12 November 2015.
2. The TA Board has three female members and 6 male members.
3. The Minister is responsible for making recommendations to the Prime Minister on appointments to the TA Board (and appointments are usually referred to Cabinet).
4. Not applicable.

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Question Number 49

Stationery Requirements

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date?
 1. Detail the items provided to the minister's office.
 2. Please specify how many reams of paper have been supplied to the Minister's office.
2. How much has been spent on departmental stationery requirements to date.
3. Has any customised stationery been requested or provided to the Minister or Ministerial Staff? If yes, please include a photo/scan, detail the type of stationery, date it was requested, date it was provided and the cost.

Answer

1. Austrade incurred expenditure of \$2,615 on office consumables/stationery for Minister Colbeck's office during the period from 14 September 2015 to 31 January 2016 (while office support arrangements for Minister Colbeck's office were being finalised).
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 \$12,000 was spent on stationery in Australia for the period 14 September 2015 to 31 January 2016. It is estimated that the stationery costs for Austrade's overseas network were a similar amount.
3. Austrade incurred expenditure of \$1,560 on business cards for Minister Colbeck's office during the period from 14 September 2015 to 31 January 2016.

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Question Number 50

Electronic Equipment

Since the change of Prime Minister on 14 September, 2015:

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

Answer

During the period 14 September 2015 to 31 January 2016, Austrade purchased a digital camera for use by Minister Colbeck’s office. Total cost was \$772.68. The camera was purchased at the request of Minister Colbeck’s office.

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Question Number 51

Media Subscriptions

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Austrade subscribes to pay TV in its Canberra and Sydney offices and several overseas offices at a cost of approximately \$1,700 per month in total. This provides access to the basic channel packages offered by the providers which includes news and parliamentary channels.
- 2-4. Austrade subscribes to many newspapers, magazines and other publications 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 from 14 September 2015 to 31 January 2016 was \$0.559 million.

Austrade did not incur any expenditure on media subscriptions for Ministerial offices in the period 14 September 2015 to 31 January 2016.

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Question Number 52

Meeting Costs

Since the change of Prime Minister on 14 September, 2015:

1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from 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 which, in these circumstances, cannot be justified.
2. Austrade did not incur any expenditure on meetings for Ministers or Ministers' offices in the period 14 September 2015 to 31 January 2016.
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 which, in these circumstances, cannot be justified.
4. See (2) above.

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Question Number 53

Media Training

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1.
 1. During the period 14 September 2015 to 31 January 2016, Austrade spent a total of \$2,500 on media awareness training.
 2. The total cost of \$2,500 was for a media awareness presentation.
 3. The media awareness presentation is offered as part of Austrade's pre-posting workshop. Preposting workshop is offered to all A-based staff posted overseas at the SES Band 1 and EL1/2 levels.
 4. The number of employees who utilised the service was 7 (comprising 6 SES Band 1/2 officers and 1 EL1/2 officer).
 5. The service provider was Talkforce Media.
 6. The training was undertaken at Austrade's Canberra office.
2.
 1. Talkforce Media provided the media awareness presentation service.
 2. The service was provided on a group basis.
 3. See response to (1) provided above.
 4. The total number of hours involved for each employee was 1 hour.

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5. See response provided to (1) above.
6. The fees charged are a complete package.
3. The service was provided at Austrade's Canberra office.
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable

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Question Number 54

Consultancies

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Since the change of Prime Minister on 14 September 2015, Austrade has entered into (13) consultancy engagements. Details are provided in the attached table.
2. Austrade has no planned procurements of consultancy services for the remainder of this calendar year that are subject to the requirements of Division 2 of the Commonwealth Procurement Rules.

All of Austrade's consultancy engagements have been conducted in accordance with the CPRs and relevant agency Chief Executive Instructions. The details of all contracts valued at or above \$10,000, including consultancies, are published on AusTender and include the method of procurement.

Austrade publishes the number and value of all new and ongoing consultancy arrangements applicable to each financial year in its Annual Report.

3. Yes. Consultancies with an all-inclusive value of \$80,000 or more that did not go to open public tender are detailed in the response to (1) above, and include the justification for the Limited tender procurement process.

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AUSTRADE CONSULTANCIES ENTERED INTO SINCE 14 SEPTEMBER 2015

Supplier Name	Description	Consultancy Contract Price (GST incl.)	Start Date	End Date	Method of Procurement	Consultancy Justification Reason/s	Justification for Limited Tender
Deloitte Touche Tohmatsu	Benchmarking Services	\$86,995.00	25/09/2015	27/11/2015	Open	Need for independent research or assessment;#1	N/A
Chamberlain Veterinary Services Pty Ltd	Provision of a Dairy Development Scoping Study	\$54,050.59	2/10/2015	28/11/2015	Limited	Need for specialised or professional skills;#2	Total value is less than the public tender threshold.
PricewaterhouseCoopers Indigenous Consulting Pty Limited	Provision of business friendly information on Northern Land Tenure Arrangements	\$220,000.00	14/10/2015	26/02/2016	Limited	Need for independent research or assessment;#1	Exempt in accordance with CPR's Appendix A, item 17; IPP.
Niche Government Consulting & Assurance	2015 Rehabilitation Management System Audit	\$7,405.20	20/10/2015	31/10/2015	Limited	Need for specialised or professional skills	Total value is less than the public tender threshold.
DaPo Pty Ltd	Advice and Guidance for the development of the Australian International Education 2025	\$172,800.00	2/11/2015	31/03/2016	Limited	Need for specialised or professional skills	Exempt in accordance with CPR's 10.3 d (iii) and (e).
SRC Solutions Pty Ltd	RMS Audit	\$11,530.53	13/11/2015	14/12/2015	Limited	Need for independent research or assessment	Total value is less than the public tender threshold
PricewaterhouseCoopers	Design and delivery of an FTA Training Program	\$88,000.00	25/11/2015	29/02/2016	Limited	Need for specialised or professional skills	Exempt in accordance with CPR's 10.3 (e).

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Supplier Name	Description	Consultancy Contract Price (GST incl.)	Start Date	End Date	Method of Procurement	Consultancy Justification Reason/s	Justification for Limited Tender
Miller Aviation Partners Pty Ltd trading as CAPA Consulting	Analysis regarding Airline Aviation Policy Research	\$66,000.00	21/12/2015	19/02/2016	Open	Need for specialised or professional skills	N/A
Colmar Brunton Pty Ltd	Careers perceptions research	\$141,470.00	13/01/2016	26/02/2016	Open	Need for specialised or professional skills	N/A
Taylor Nelson Sofres Australia Pty Ltd	FTA Seminar Series Analysis	\$14,850.00	15/01/2016	2/02/2016	Open	Need for independent research or assessment	N/A
L.E.K. Consulting	Sharing economy accommodation providers research	\$209,000.00	27/01/2016	30/06/2016	Open	Need for specialised or professional skills	N/A
The Ethics Centre	EMDG application review	\$7,920.00	1/02/2016	12/02/2016	Limited	Need for independent research or assessment	Total value is less than the public tender threshold.
Deloitte Access Economics Pty Ltd	Provision of a Regional Tourism Satellite Account for New South Wales	\$75,000.00	3/02/2016	2/09/2016	Limited	Need for independent research or assessment	Total value is less than the public tender threshold.

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Question Number 55

Provision of Equipment - Ministerial

Since the change of Prime Minister on 14 September, 2015:

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs?
 1. Itemise equipment and cost broken down by staff or minister classification
2. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency? If yes provide a list of:
 3. What is provided?
 4. The purchase cost.
 5. The ongoing cost.
 6. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
 7. A breakdown of what staff and staff classification receives each item.

Answer

1. During the period 14 September 2015 to 31 January 2016, Austrade did not provide any new mobile phones to Ministers or Ministers' offices.
- 2-7. As noted in the response to Question No. 50, during the period 14 September 2015 to 31 January 2016, Austrade purchased a digital camera for use by Minister Colbeck's office. Total purchase cost was \$772.68.

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Question Number 56

Provision of Equipment - Departmental

Since the change of Prime Minister on 14 September, 2015:

1. Has electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) been provided by the department/agency to departmental staff? If yes provide a list of:
2. What has been provided?
3. The purchase cost.
4. The ongoing cost.
5. A list of any accessories provided for the equipment and the cost of those accessories. (e.g. iPad keyboards, laptop carry bags, additional chargers etc).
6. A breakdown of what staff and staff classification receives each item.

Answer

- 1.-3. Austrade has replaced the standard desktop offering with new computer laptops (Lenovo Carbon X1 with 3 years International support and maintenance) with docking stations, keyboards and Bluetooth mouse at a cost of \$2,546 per person. The rollout was completed on 1 September 2015.

Provisioning of mobile 'Smart' phones is managed through Austrade Mobility Policy. Eligible employees (as determined by the employee's role or position within Austrade) are provided with an Austrade-owned and supported Mobile 'Smart' phone. Currently 226 devices (iPhone5, iPhone6 and Samsung Galaxy) are supplied to eligible employees. The average cost of a device is approximately \$950.

4. The ongoing cost of maintaining and operating the equipment is not recorded separately in Austrade's systems. To separately identify these costs would entail a significant diversion of resources which, in these circumstances, cannot be justified.
5. The cost of accessories provided for the equipment are not recorded in the Austrade asset register as they are classified as operational expenses (i.e. < \$1,000). To separately identify these costs would entail a significant diversion of resources which, in these circumstances, cannot be justified.
6. See response to (1) above.

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Question Number 57

Computers

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

Answer

1. Austrade does not provide computers to portfolio Ministers or Ministers' staff.
2. As noted in the response to Question No. 56, Austrade recently replaced the standard desktop offering for staff. The rollout of the new computer equipment was completed on 1 September 2015.

The baseline ICT service package provided to Austrade staff consists of:

- Lenovo 'Austrade' Carbon X1 standard build
- Thinkpad One Link Pro Dock
- Lenovo preferred Pro USB keyboard
- Thinkpad Bluetooth Laser mouse
- Lenovo Display port cable
- Lenovo DVI cable
- Upgrade to 3 years onsite warranty + sealed battery coverage

The original total purchase cost of this equipment was \$2,546 per person.

A total of 1,096 devices were deployed to staff in 46 countries.

3. Austrade's computers use a standard operating environment based on Microsoft Windows 8 and a number of software packages.

The contractual arrangements vary by software products, products suites and individual items. To detail all contractual arrangements would entail a significant diversion of resources which, in these circumstances, cannot be justified.

The on-going costs of the operating systems are not recorded individually in the Austrade's systems, to determine these costs would entail a significant diversion of resources which, in these circumstances, cannot be justified.

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Question Number 58

Travel Costs - Department

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Austrade complies with Government policy on the approval of international travel. This policy is available on the Department of Finance website.
2. Refer response to (1) above.
3. Refer response to (1) above.
4. Refer response to (1) above.
5. A listing of all international trips is forwarded to Austrade's CEO for approval on a weekly basis. Submissions are sent to the Minister when approval by the Minister is required. Approval times are dependent on the availability of the Minister.
6. 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. In aggregate, from 14 September 2015 to 31 January 2016, Austrade spent a total of \$169,074 comprising \$69,801 on air fares (fare types are not recorded in Austrade's financial system), \$61,900 on accommodation, \$18,264 on meals, \$11,253 on ground transport, \$136 on hospitality and \$7,720 on all other expense items for travel in support of Ministers and other Parliamentarians. Itemising all support separately would entail a significant diversion of resources which, in these circumstances, cannot be justified.
7. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, cannot be justified. In aggregate, from 14 September 2015 to 31 January 2016, Austrade spent \$1.8 million on air fares (fare types are not recorded in

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Austrade's financial system), \$1.2 million on accommodation, \$0.4 million on meals, \$0.4 million on ground transport, and \$0.01 million on all other expense items for travel.

All travel for Austrade must contribute to the achievement of Austrade's outcomes and outputs as approved by Government and is subject to rigorous approval processes on a visit by visit basis.

8. Refer response to (5) above.
9. Refer response to (5) above.
10. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, cannot be justified. It is estimated that the amount to be spent on travel from 1 February 2016 to 30 June 2016 will be in line with budget expectations.

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Question Number 59

Travel Costs - Ministerial

Since the change of Prime Minister on 14 September, 2015:

1. Please detail all travel conducted by the Minister/parliamentary secretary
2. List each location, method of travel, itinerary and purpose of trip;
3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and;
4. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary.
5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer

The Department of Finance will respond on behalf of all portfolios.

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Question Number 60

Grants

Since the change of Prime Minister on 14 September, 2015:

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

Answer

Free Trade Agreement Training Provider Grant and Asian Business Engagement Plan Grant

1. As per section 4.4 of the Commonwealth Grant Rules and Guidelines, Austrade developed guidelines for the Free Trade Agreement Training Provider (FTA-TP) Grant and for the now closed Asian Business Engagement (ABE) Plan, which were approved by the Minister for Finance. Austrade also complies with the Commonwealth Grant Rules and Guidelines in its administration of the programme. A copy of the FTA-TP Grant Guidelines can be found at www.austrade.gov.au/fta-tp.

(The ABE Plan Guidelines remain relevant to organisations completing grant projects funded under this programme before the ABE Plan was closed. Remaining projects will cease in 2017.)

2. Organisations interested in receiving funding under the FTA-TP Grant are required to complete an online application form during a specified period.
3. Application for funding under the FTA-TP Grant is restricted to Australian member-based business organisations (such as chambers of commerce and industry, business councils and chambers and peak industry associations), registered training providers and education institutions. Individual firms cannot apply. Further details on eligibility are outlined in the FTA-TP Grant Guidelines.
 - a) Under Section 2 of the FTA-TP Grant Guidelines, the Delegate may waive or amend the eligibility criteria. The first round of the FTA-TP Grant has only recently concluded and successful grant applicants have not yet been announced. During the assessment process no waivers were granted to applicants.

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4. The FTA-TP Grant is a merit-based competitive grant programme. Eligible applications are assessed against merit criteria (published in the FTA-TP Grant Guidelines) and rated in order of merit.
5. A selection Panel comprising of two senior Austrade staff and one external person makes recommendations on preferred FTA-TP Grant applicants to the Delegate. The Delegate, with consideration for the Panel's recommendations, determines the awarding of grants.
6. The Delegate for the FTA-TP Grant is appointed by the Austrade CEO. The Minister is not the Delegate for this programme and does not play a role in awarding grants.
 - a) There has been no influence exercised by either the Minister or his office in the way grants have been awarded for the FTA-TP Grant programme.
7. The FTA-TP programme Delegate has approved grants for the 2015-16 grant round but successful applicants have not yet been advised and the Minister has not publicly announced the awarding of grants. Therefore a list of grant recipients cannot be provided at this time.
8. No grants were approved prior to the change of Prime Minister on 14 September 2015 which did not have funding agreements in place at that time.

Australian Tropical Medicine Commercialisation Grants Programme (ATMC)

1. Austrade developed the ATMC Programme Guidelines consistent with the Commonwealth Grant Rules and Guidelines. The ATMC Programme Guidelines were approved by the Department of Finance. The Minister for Trade and Investment launched the Programme Guidelines on 8 November 2015. A copy of the Guidelines can be accessed at: www.business.gov.au/atmc.
2. The ATMC Programme is a merit-based competitive grant programme. Applications opened 25 November 2015, with applicants applying for grants using the Smartform application found on the AusIndustry website at www.business.gov.au/atmc.
3. The entity must be engaging or intending to engage in international or interstate trade and commerce and their project must align with the eligibility activities criteria as described in the ATMC Programme Guidelines.
4. The procedure required to obtain grant funding is as follows:
 - a) Applicants will be examined for eligibility by AusIndustry.
 - b) Eligible applications will be assessed by the ATMC Advisory Group.
 - c) The Advisory Group will rank applications and provide advice to the Programme Delegate.
 - d) The Programme Delegate will make the final decision on successful applicants,
 - e) AusIndustry will then negotiate with successful applicants on the contract required to deliver the funding.
5. The ATMC Advisory Group is made up of two representatives from Austrade, one representative from AusIndustry and three independent expert consultants. An Austrade representative chairs the ATMC Advisory Group. The Programme Delegate is a designated position at Executive Director Level within Austrade.

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6. The Minister and the Minister's Office do not have a role in awarding grants. The Minister or the Minister's office has not exercised or attempted to exercise any influence over the awarding of any grants.
7. The application period for the ATMC Programme closed on 4 March 2016; the application assessment process will be during March/April 2016 with the final decision for awarding grants to successful applicant in April/May 2016.
8. At this stage no grants have been awarded.

Export Market Development Grants (EMDG) Scheme

EMDG payments are not grants as defined by the Commonwealth Grants Rules and Guidelines. EMDG payments are an entitlement and reimbursement provided for by legislation.

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Question Number 61

Departmental Rebranding

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/Agency undergone a name change or any other form of rebranding? If so:

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

Answer

The *Trade Legislation Amendment Bill (No.1) 2016* which is currently before the Parliament includes a provision to change the name of the Australian Trade Commission to the Australian Trade and Investment Commission. This name change was originally proposed by Austrade in late 2014 to better reflect both the agency's significant role in promoting and attracting foreign investment and the priority the Government has placed on attracting foreign investment to secure Australia's future prosperity. The name change was agreed by the former Minister for Trade and Investment, the Hon Andrew Robb AO MP, and the former Prime Minister, the Hon Tony Abbott MP.

The corporate moniker 'Austrade' will be retained as this name and brand carries significant goodwill with business in Australia. The financial impact of this name change will be negligible, limited to rebranding stationery, official documents and events (the great majority of which can be changed online).

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Question Number 62

Media Monitoring

Since the change of Prime Minister on 14 September, 2015:

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

Answer

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 copies to the Minister's office.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. The total cost of media monitoring services from 14 September 2015 to 31 January 2016 was \$132,845.56
 - a. AAP Information Services, Australian High Commission India, Isentia Pty Ltd.
 - b. AAP - \$4,837.16, Australian High Commission India - \$1,030.49
Isentia - \$126,977.91
 - c. AAP (Medianet site for media release distribution and contact lists); Australian High Commission (local media monitoring services purchased on behalf of Austrade); Isentia (electronic access to daily domestic media clips).

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Question Number 63

Procedure Manuals (Ministerial)

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

Answer

- 1-5. No. Austrade Departmental Liaison Officers (DLOs) are the key point of contact for communication between Austrade and the Ministers' offices, although Ministerial advisers also liaise directly with Austrade staff as required.

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Question Number 64

Ministerial Staff Code

Since the change of Prime Minister on 14 September, 2015:

1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department?
 1. If so, list the breaches identified, broken by staffing classification level
 2. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?
 3. If so, when was the breach identified? By whom? When was the Minister made aware?
2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct?
 1. If not, how many staff don't comply, broken down by classification level?
 2. How long have they worked for the Minister?
3. Can you confirm they all complied with the code on the date of their employment?
 1. If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee?
 1. If so, on what date were those disclosure made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment
7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level

Answer

The Department of Finance will respond on behalf of all portfolios.

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Question Number 65

Enterprise bargaining

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

Answer

1. The *Austrade Enterprise Agreement 2015-2018* is the only enterprise agreement in operation at Austrade. The enterprise agreement covers employees engaged under section 22 of the *Public Service Act 1999* at the APS 1 to Executive Level 2 classifications.
2. The enterprise agreement commenced operation on 14 January 2016 and will nominally expire on 6 January 2019.
3. Negotiations for the next enterprise agreement will commence closer to the nominal expiry of the current agreement.

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Question Number 66

Existing Resources Program

Since the change of Prime Minister on 14 September, 2015:

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

Answer

As at 18 March 2016, Austrade has not started any new projects, work, programs or other tasks as a consequence of government policies or priorities that are required to be funded 'within existing resources'.

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Question Number 67

Conditions of Government Contracts and Agreements

1. Do any contracts managed by the Department/Agency contain any limitations or restrictions on advocacy or criticising Government policy? If so, please name each contact. When was it formed or created?
2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
3. Do any agreements managed by the Department/Agency contain any limitations on restrictions on advocacy or criticisms of Government policy? If so, please name each agreement. When was it formed or created?
4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?
6. Have any changes to financial or resource support to services which advocate on behalf of groups or individuals in Australian society been made? If so, which groups? What was the change?
7. Has any consultation occurred between the Department/Agency and any individuals and/or community groups about these changes? If so, what consultation process was used? Was it public? If not, why not? Are public submissions available on a website?
8. If no consultation has occurred, why not?
9. Did the Minister/Parliamentary Secretary meet with any stakeholders about changes to advocacy in their contracts and/or agreements? If so, when? Who did he/she meet with?

Answer

1. No
2. Not applicable
3. No
- 4-9. Not applicable

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Question Number 68

Statutory Review Provisions

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

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

Answer

Export Market Development Grants Act 1997

1. The review required under the EMDG Act was completed in June 2015 and was presented to the Minister for Trade and Investment on 30 June 2015.
2. The review commenced in December 2014. An independent reviewer was appointed and received submissions from the public and undertook public hearings early in 2015. An external survey was conducted and relevant research and case studies were considered. The report was presented to the Minister on 30 June 2015.
3. Refer response to (2) above.
4. The review was to commence no later than 1 January 2015.
5. Refer response to (2) above.
6. The Hon Andrew Robb AO MP, the then Minister for Trade and Investment.
7. The Australian Trade Commission (Austrade).
8. The specific legislation under review caused by the statutory provision was the *Export Market Development Grants Act 1997*.

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9. The terms of reference were as follows:

The Review of the Export Market Development Grants (EMDG) Scheme must satisfy the requirements of Section 106 A of the *Export Market Development Grants Act 1997* ('the EMDG Act').

In conducting the review, the effectiveness of the EMDG scheme should be examined and a report provided to the Minister for Trade and Investment which addresses, but is not limited to, the following:

1) Whether the EMDG scheme, as currently structured, is effective in:

- increasing the number of businesses that develop into new exporters
- increasing the number of businesses that achieve sustainability in exporter markets and generate additional exports
- further developing an export culture in Australia

Taking into account:

- The scheme's provisions including the eligibility of:
 - individuals, businesses and organisations
 - products and services that applicants may seek to export
 - the export promotion expenses that applicants may incur and the adequacy of coverage of export promotional costs
 - other scheme parameters
- The need for:
 - simplicity in scheme rules
 - limitations on compliance costs for applicants and administrative efficiency
 - scheme accountability, and the proper management of public money, and
 - consistency with overall government policy

2) Having regard to these issues whether the EMDG scheme should be extended and if so:

- the period of extension
- options for improved performance of the scheme
- options for funding scheme administration costs.

10. In addition to the Terms of Reference, the scope of the review covered consultation with small to medium size exporters, past and present EMDG grant recipients, EMDG consultants who assist grant applicants lodge their claims and relevant industry peak bodies (the Export Council of Australia, the Export Consultants Association Incorporated, the Australian Industry Group, the Business Council of Australia, the Council of Small Business Australia, and the Small Business Association of Australia).

11. The review was conducted by Mr Michael Lee. He was selected after consultation with stakeholders and a recommendation was made to the Minister. The legislated obligation for the selection of the person to conduct the review was that the reviewer must be a person or body (other than the person or body that administers the Export Market Development Grants scheme) to conduct a review of the scheme for the purpose of making recommendations about the continuation of the scheme.

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12. The review had a budget of \$400,000. The actual expenditure against that budget was \$327,821.68.
13. The Minister was provided with the final report of the review on 30 June 2015 and was formally briefed on the review on 26 August 2015.
14. There are no further decision points for the Minister on this matter.
15. Two contracted officers, at the EL1 level, were engaged to assist in conducting the review.
16. The review report was tabled in Parliament on 19 August 2015.

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Question Number 69

Sunset Provisions

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

Answer

- 1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s.**

There is no Act administered by Austrade which contains a formal sunset provision.

The *Export Market Development Grants Act 1997* that is administered by Austrade enables the creation of a number of Legislative Instruments. Under the *Legislative Instruments Act 2003* (LIA) these instruments are subject to sunset on the following dates:

- Export Market Development Grants (Extended Lodgement and Consultant Quality Incentive) Determination 2012 - 01 April 2023
- Export Market Development Grants (Democratic People's Republic of Korea Sanctions) Declaration 2009 - 01 October 2019
- Export Market Development Grants (Export Performance Requirements) Determination 2008 - 01 October 2018
- Export Market Development Grants (Approved Body) Guidelines 2008 - 01 October 2018

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- Export Market Development Grants (Australian Net Benefit Requirements) Determination 2008 - 01 October 2018
 - Export Market Development Grants Regulations 2008 - 1 October 2018
 - Export Market Development Grants (Information and Document Requirements) Determination 2008 - 01 October 2018
 - Export Market Development Grants (Change in Ownership of Business) Guidelines 2006 - 01 October 2016
 - Export Market Development Grants (Significant Net Benefit) Guidelines 2006 - 01 October 2016
 - Export Market Development Grants (Made in Australia) Guidelines 2006 - 01 October 2016
 - Export Market Development Grants (Associate and Fit and Proper Person) Guidelines 2015 - 01 Oct 2025
 - Export Market Development Grants (Close Relationships - General) Determination 2002 – 01 October 2016
 - Export Market Development Grants (Close Relationships — Events Promoters) Determination 2015 - 01 Oct 2025
 - Export Market Development Grants (Grants Entry Requirements) Determination 2002 – 1 October 2016
 - Export Market Development Grants Act 1974 - Approved Joint Ventures and Consortia – 01 April 2019
 - Export Market Development Grants Act 1997 - Determination (1/1997 AJV) - Guidelines for the approval, variation of approval, and cancellation of approved joint ventures - 01 April 2019
 - Export Market Development Grants Act 1997 - Determination 1/1997 GCB - Guidelines for forming an opinion whether an applicant is genuinely carrying on business in Australia – 01 April 2019
 - Export Market Development Grants Act 1997 - Determination (1/1997 ATH) - Guidelines for the approval, variation of approval, and cancellation of approved trading houses - 01 April 2019
 - Export Market Development Grants Act 1974 - Decision-Making Principles Under Section 19A (EMDG DMP 1995/1) - 01 April 2019
1. In regard to instruments currently approaching their sunset date, Austrade commenced consultation with relevant parties and peak bodies in March 2016 to determine if the sun setting instruments were still fit for purpose without significant change, so as to meet any new drafting and publishing standards. A Consultation Paper has been prepared. The sunseting instruments that are due to sunset in October 2016 are:
 - Export Market Development Grants (Change in Ownership of Business) Guidelines 2006
 - Export Market Development Grants (Close Relationships – General) Determination 2002
 - Export Market Development Grants (Grants Entry Requirements) Determination 2002
 - Export Market Development Grants (Made in Australia) Guidelines 2006
 - Export Market Development Grants (Significant Net Benefit) Guidelines 2006.
 2. No consideration has been given to delaying or alerting the sunset provisions.

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3. Austrade has drafted a consultation paper, which will be circulated to all consultants and peak bodies in early March 2016. It is planned to have the remade instruments in place for 1 July 2016.
4. Work on these instrument began in February 2016 with the drafting of the Consultation Paper.

2. Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted?

In respect to the legislative instruments listed in response to Question 1(1) the consultation process, as outlined in response to Questions 1 (1-4) above, is currently underway. Other than that process there is no review relating to these instruments planned.

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Question Number 70

Legal Costs

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Since 14 September 2015, Austrade has incurred \$371,000 (excl. GST) in external legal costs as detailed below:

Firm	Total Cost \$AU
Australian Government Solicitor	49,113
BOSS Chile SpA	1,440
Dibbs Barker	36,034
Dickstein Shapiro	24,818
DLA Piper	45,522
Dundas Street Limited	5,402
GFP Advocats	2,955
HWL Ebsworth	13,636
Indian Law Partners	2,409
Jun He Law	1,927
Kemp Strang	15,177
King Wood Mallesons	3,049
Maddocks	55,932
Marval Lawyers	5,571
Minter Ellison	39,745
Minter Ellison (HK)	8,358
Moray Agnew	15,757
Rodriguez Olaya Asociados Abogados	2,035
Sparke Helmore	41,258
Tucker Partners	375
Veirano E Advogados	362
Walder Wyss Ltd	125
Total Cost	371,000

2. See answer 1. Aggregate external legal services are not time recorded.
3. No Counsel was briefed in the period 14 September 2015 to 31 January 2016.
4. External legal service providers are selected from the OLSC Legal Services Multi-Use List of pre-qualified service providers according to specialist category of legal work required.

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Question Number 71

Procedure Manuals (Departmental)

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

Answer

1. No.
- 2-6. Not applicable.

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Question Number 72

Vending Machines

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased or taken under contract any vending machine facilities?

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

Answer

No.

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Question Number 73

Self Initiated Work

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

Answer

Under Austrade's governing legislation, a corporate plan is submitted to the Minister each year and provides the broad framework for activities and projects undertaken by staff within Austrade.

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Question Number 74

Staff Awards

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department / Agency given out awards to staff for any reason? If yes:
 1. What was the reason for the awards?
 2. What was the criteria for the awards?
 3. What form did the award take? (e.g. Certificate, gift vouchers etc.)
 4. How much was spent on the award?
2. How were the awards presented?
3. Who presented the awards?
4. Was there a ceremony or party for the awards? If yes:
 1. Where was it held?
 2. Was there a fee for the venue? If yes, how much?
 3. How much was spent on catering?
 4. How many people attended?
 5. Did the minister attend?
 6. Did the minister's staff attend? If yes, how many?

Answer

1. Yes Austrade has given out awards to staff since 14 September 2015.
 1. Austrade has three categories of agency awards:
 - a. Australia Day Achievement Medallion award - run by the National Australia Day Council and awarded to individuals
 - b. Global Austrade Staff awards - to reward and recognise achievements by teams and individual staff members
 - c. Long service certificates – to recognise service in the agency at the 10, 15, 20, and 20 plus year mark.
 2. The main criteria for the Australia Day Achievement Medallion award is that the employee has achieved outstanding performance on special projects, or in their core duties.
The Global Austrade Staff awards are presented to staff who meet one or more of the following criteria:
 - a. promoting a team approach and spirit through actions and accomplishments
 - b. delivering value to stakeholders
 - c. exemplary leadership
 - d. working in the national interest.
 3. The Australia Day Achievement Medallion award is in the form of an engraved bronze medallion and a certificate of award. The Global Austrade Staff Award is a glass trophy for each individual and team, and a certificate of award for each team member. Long Service certificates are a certificate signed by the Austrade CEO, and/or Executive Director.

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4. In 2015, the total cost of the medallions, including the engraving, was \$192.00. The cost of the trophies and certificates was \$4,517.00. The overall cost of these staff awards were \$4,709.00.
2. The Australia Day Achievement Medallion awards were presented during morning/afternoon breaks at the relevant post. The Global Austrade Staff Awards are yet to be presented.
3. The Australia Day Achievement Medallions were presented by Senior Austrade staff members such as Senior Trade Commissioners. The Global Austrade Staff awards will be presented by either the CEO, or Senior Austrade staff such as Senior Trade Commissioners.
4. All staff in the relevant offices/teams are invited to the presentations for the Australia Day Medallions and the Global Austrade Staff Awards. Attendance numbers vary from post to post depending on the number of staff at the post and their availability. The Minister/Ministers' staff did not attend any of the presentations.

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Question Number 75

Change Management

Since the change of Prime Minister on 14 September, 2015:

1. Has the Department/Agency engaged in a policy of Change Management? If yes:
 1. Please detail the policy.
 2. When was the policy introduced?
 3. What are the goals of the policy?
 4. How much was spent on consulting for the policy and who was contracted for this consultation?
 5. How much was spent implementing this policy?

Answer

No.

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Question Number 76

Departmental Staff Misconduct

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. A-Based staff must comply with the APS Code of Conduct set out in section 13 of the *Public Service Act 1999*. Overseas engaged employees must comply with the Austrade Code of Conduct for Overseas Engaged Employees (copy attached).
2. No.

Code of Conduct for Overseas Engaged Employees

Austrade expects Overseas Engaged Employees (OEEs) to observe the same high standards of conduct, probity and integrity as is required of A-based employees. Austrade is the Australian Government's trade and investment agency and consequently Australian principles and standards of conduct apply in the Embassy or Consulate.

The key principles underpinning the code of conduct are:

- to act in accordance with the local law and applicable Australian law;
- to deal equitably, honestly and in a professional manner with both the public and colleagues;
- to ensure there is no real or apparent conflict of interest; and
- to ensure their professional or personal behaviour does not bring Austrade or Australia into disrepute.

Application and Implementation

This code of conduct forms part of the essential conditions of engagement of OEEs. It is expected that continued adherence to the code would be reinforced through the use of the standard management tools of communication, feedback and regular performance appraisal.

Spouses of A-based employees (including those who are Australian Public Service employees on LWOP) who are employed as OEEs, are required to comply with these guidelines. This does not, however, absolve such employees from the responsibility of complying with the relevant sections of the "Code of Conduct for Overseas Service", in so far as it applies to them as a spouse, or from complying with the APS values as contained in relevant legislation and guidelines.

This code of conduct operates in conjunction with, and does not override or supersede, any agency specific guidelines.

An employee must comply with any other requirement that is prescribed by Austrade. Breaches of this code will be subject to disciplinary action which may include dismissal.

OEE Code of Conduct - Core principles

An employee must at all times behave in a way that upholds the integrity and good reputation of Austrade and the Embassy or Consulate.

- An employee's personal behaviour should be appropriate.
- An employee's dress and appearance should be in accordance with standards appropriate to an employee's duties.
- An employee should not be under the influence of alcohol, drugs or other prohibited or performance impairing substances in the workplace.
- All Austrade offices are smoke-free work environments.

An employee must behave honestly and with integrity in connection with their employment with Austrade.

An employee must not use their official position to improperly influence or try to influence colleagues or members of the public, for example by giving them gifts, or by entering into financial or other arrangements with them.

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An employee must act with care and diligence in connection with their employment with Austrade.

In the course of their duties an employee is required to:

- be fair and impartial;
- give persons likely to be affected by a decision an opportunity to have their case considered;
- be prompt;
- explain the reasons for action/decisions;
- at all times act according to local law and applicable Australian law.

An employee, when acting in connection with their employment with Austrade, must treat everyone with respect and courtesy, and without coercion, discrimination or harassment of any kind.

Employees are required:

- to treat members of the public and colleagues equitably, regardless of their sex, marital status, ethnicity, age, sexual orientation, disability or religious beliefs or any other similar ground;
- to be professional and courteous;
- to provide reasonable assistance to the public and to help them understand their entitlements and their obligations;
- to deal with the public and colleagues in an equitable and fair manner.

An employee must comply with any lawful and reasonable direction given by a person in Austrade who has the authority to give the direction.

An OEE is at all times subject to the authority of the Senior Trade Commissioner and the person in charge of the Section in which he or she is employed.

The relevant A-based or OEE supervisor has the primary responsibility for ensuring that the required standards of conduct and performance are met and maintained by OEEs.

An employee must maintain appropriate confidentiality including about information obtained during the course of their employment.

Official information must not be disclosed to any person, unless an employee is authorised to do so in the course of their duties.

An employee must not misuse information obtained in the course of their duties, including taking advantage of another person on the basis of information held about the person in official records.

An employee must disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment in Austrade, including in relation to any outside employment and/or business activities.

An employee must seek the permission of the Senior Trade Commissioner before engaging in outside employment.

The Senior Trade Commissioner may not grant permission to engage in outside employment which is incompatible with the employee's duties on behalf of Austrade.

An employee who has an interest, financial or otherwise, including in respect of family and friends, that could conflict with the proper performance of their duties must disclose this interest to his or her supervisor and take whatever action is necessary to avoid that conflict.

An employee must use Austrade resources in a proper manner.

- An employee must be scrupulous in the use of official money, human and other resources.

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- An employee is required to avoid waste or extravagance in the use of Austrade's resources.
- An employee has a responsibility to care for and maintain Austrade property.
- The property of Austrade is to be used for official purposes only and is to be used efficiently and effectively.

An employee must not, in connection with their employment with Austrade, provide false or misleading information in response to a request for information that is made for official purposes.

An employee is expected:

- to exercise reasonable care in giving written or oral information or advice;
- to take reasonable steps to ensure that the information provided is accurate;
- where there are doubts about the reliability of information, to check this with a supervisor; and
- where the information being given is of an interim or conditional nature, to make this clear in responding to the request.

An employee must not make improper use of inside information; or the employees' duties, status, power or authority in order to gain, or seek to gain:

- a benefit or advantage for the employee, or for any other person, including the acceptance of gifts, sponsored travel, hospitality, accommodation, hire car costs and entertainment.

These restrictions also apply to the families of employees, where the gift or benefit is a direct result of the official duties of the employee.

Gifts or benefits generally should not be accepted. In cases where not accepting would cause offence to an extent that could adversely affect Australia's interests, a gift or benefit can only be accepted with the written approval of the Senior Trade Commissioner.

If in doubt about whether or not to accept a gift, the matter should be discussed with the Senior Trade Commissioner.

A bribe is a gift given or offer made with the intention of influencing an employee to take or not to take a specific action. The acceptance of a bribe will result in disciplinary action being taken against the employee.

Money must never be accepted as a gift.

An employee in connection with their employment with Austrade must not promise, offer or give any bribe to colleagues with the aim of influencing a decision or influencing a colleague to commit misconduct or fraud.

An employee must not promise, offer, arrange, give or be party to a bribe to any person with the intention of:

- influencing a decision or action on any question or matter related to his/her functions; or
- influencing him/her to commit, aid or abet in committing any fraud.

An employee must not engage in deceitful actions aimed at gaining a benefit or avoiding a liability.

An employee must not engage in fraudulent conduct which is a course of action, including deceitful or other dishonest conduct, involving acts of omission or the making of false statements, orally or in writing, with the object of obtaining money or other benefit from, or of evading liability, to Austrade.

In particular, employees who are entrusted with the handling of Austrade funds or property should not:

- accept any compensation or reward in connection with the performance of their duties other than their prescribed salary and entitlements;
- conspire or collude with any other person to defraud;

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- permit or condone any: violation of the law by any person; use of false certificate; or use of false return;
- wilfully make or sign any false entry on any document;
- demand, accept or attempt to collect directly or indirectly, for themselves or others, as payment of gift any sum of money or other thing of value.

Reporting Breaches

Employees should report suspected breaches of the Code of Conduct to their Post Manager, or to the relevant General Manager, International Operations if the matter concerns the Post Manager, or directly to the Chief Human Resources & Change Management Officer, if the matter concerns the General Manager.

Austrade will make all efforts to protect the career and other interests of employees who in good faith report suspected breaches of this Code by other persons, and specifically, will as far as possible keep the identity of the employee confidential.

An employee must not make a report, which is knowingly false, vexatious or malicious. Where an employee reports their own breach, this will be taken into account in deciding what disciplinary action or penalty is appropriate.

Disciplinary Action and Reporting Breaches

A breach of the Code of Conduct is deemed to be misconduct for the purposes of Austrade's terms and conditions and where a breach has occurred, the administrative processes and nature of sanctions which may be applied are those set out in Austrade HR Policy - [Managing Misconduct \(Overseas Engaged Employees\)](#) and HR Procedure – [Managing Misconduct \(Overseas Engaged Employees\)](#). Where a manager receives a report of a suspected breach of the Code, the manager shall refer the matter to the Chief Human Resources Officer, who will deal with the matter in consultation with relevant Executive Director, in accordance with Austrade's misconduct procedures.

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Question Number 77

Fee for Services

Since the change of Prime Minister on 14 September, 2015:

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

Answer

Since the change of Prime Minister on 14 September, 2015, no existing services provided by Austrade have moved from being free to a user-pay service and no additional fees have been placed on existing services.

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Question Number 78

Documents provided to Minister

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

Answer

Austrade's media clippings are provided on a daily basis to the offices of the Minister for Trade and Investment and the Minister for Tourism and International Education. The media clippings are transmitted by email and are provided to appropriate staff in the Ministers' offices.

Austrade also provides a weekly note outlining Austrade's key activities over the next fortnight to the offices of the Minister for Trade and Investment and the Minister for Tourism and International Education. This report is transmitted by email and is provided to ensure that Ministers are informed of upcoming delegations, meetings and other events. The report is provided to the Chief of Staff in the respective Ministers' offices.

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Question Number 79

Merchandise or Promotional Material

Since the change of Prime Minister on 14 September, 2015:

1. Has the department purchased any merchandise or promotional material?
2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic purpose (note that purpose)
3. List the cost for each item
4. List the quantity of each item
5. Who suggested these material be created?
6. Who approved its creation?
7. Provide copies of authorisation
8. When was the Minister informed of the material being created?
9. Who created the material?
10. How was that person selected?
11. How many individuals or groups were considered in selecting who to create the material?

Answer

1. Yes. Austrade has purchased merchandise and promotional material.
2. The total cost for merchandise and promotional material expenditure from 14 September 2015 to 31 January 2016 was \$782,443.23 (including GST).

The cost per program is shown in the table below:

Program	Cost including GST
General	\$295,098.84
Match Australia	\$1,042.80
Women in Global Business	\$5,930.69
Free Trade Agreement	\$163,851.40
Northern Australia Investment Forum	\$91,492.50
Brand Australia	\$225,027.00

Itemising further details for each item would entail a significant diversion of resources which, in these circumstances, cannot be justified.

3. Itemising the cost and quantity details for each item would entail a significant diversion of resources which, in these circumstances, cannot be justified.
4. Itemising the cost and quantity details for each item would entail a significant diversion of resources which, in these circumstances, cannot be justified.
5. Austrade staff suggested the material be created.
6. The relevant Austrade staff delegate approved the creation of the material.
7. Providing copies of the authorisation for each item would entail a significant diversion of resources which, in these circumstances, cannot be justified.

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8. Merchandise and promotional material is departmental in nature and the Minister is not generally informed of the creation of these items.
9. Itemising the detail on who created each item would entail a significant diversion of resources which, in these circumstances, cannot be justified.
10. Austrade's procurement of goods and services including the process to select suppliers complies with the *Public Governance, Performance and Accountability Act 2013*.
11. Austrade's procurement of goods and services including the process to select suppliers complies with the *Public Governance, Performance and Accountability Act 2013*.

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Question Number 80

Domain Usage

Since the change of Prime Minister on 14 September, 2015:

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

Answer

Austrade does not have access to this information.

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Question Number 81

Ministerial Website

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent on the Minister's website?
 1. List each item of expenditure and cost
2. Who is responsible for uploading information to the Minister's website?
3. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.

Answer

Austrade does not have access to this information.

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Question Number 82

Report Printing

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1.-2. Since the change of Prime Minister on 14 September 2015, no reports, budget papers, statements, white papers or report-like documents (printed for or by Austrade) have been disposed of.

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Question Number 83

FoI Requests

Since the change of Prime Minister on 14 September, 2015:

1. How many requests for documents under the FOI Act have been received?
2. Of these, how many documents have been determined to be deliberative documents?
3. Of those assessed as deliberative documents:
 1. For how many has access to the document been refused on the basis that it would be contrary to the public interest?
 2. For how many has a redacted document been provided?

Answer

1. Between 14 September 2015 and 31 January 2016, four requests were received including one that was transferred to the Department of Industry.
2. Nil (noting that one request is currently being processed as such a decision has not yet been made regarding this request).
3. Refer response to (2) above.

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Question Number 84

Ministerial Motor Vehicle

Since the change of Prime Minister on 14 September, 2015:

1. Has the minister been provided with or had access to a motor vehicle? If so:
 1. What is the make and model?
 2. How much did it cost?
 3. When was it provided?
 4. Was the entire cost met by the department? If not, how was the cost met?
 5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
 6. Are these costs met by the department? If not, how are these costs met?
 7. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.
 8. Have these guidelines changed during the specified period of time? If so, please detail.
 9. Please provide a copy of the guidelines that determine how a minister is to use a motor vehicle they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
 10. Have these guidelines changed during the specified period of time? If so, please detail.

Answer

Austrade does not have access to this information.

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Question Number 85

Ministerial Staff vehicles (non-MOPS)

Since the change of Prime Minister on 14 September, 2015:

1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:

1. What is the make and model?
2. How much did it cost?
3. When was it provided?
4. Was the entire cost met by the department? If not, how was the cost met?
5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
6. Are these costs met by the department? If not, how are these costs met?
7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
8. Have these guidelines changed during the specified period? If so, please detail.
9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
10. Have these guidelines changed during the specified period? If so, please detail.

Answer

Austrade does not have access to this information.

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Question Number 86

Ministerial Staff Vehicles

Since the change of Prime Minister on 14 September, 2015:

1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:
 1. What is the make and model?
 2. How much did it cost?
 3. When was it provided?
 4. Was the entire cost met by the department? If not, how was the cost met?
 5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
 6. Are these costs met by the department? If not, how are these costs met?
 7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
 8. Have these guidelines changed during the specified period? If so, please detail.
 9. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
 10. Have these guidelines changed during the specified period? If so, please detail.

Answer

The Department of Finance will respond on behalf of all portfolios.

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Question Number 87

Lobbyist Register Meetings

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. & 2. Austrade does not have, and is not required to maintain, a list including all interactions with individual lobbyists listed on the Register of Lobbyists maintained by the Department of the Prime Minister and Cabinet. To review all files and records to develop such a list would entail a significant diversion of resources which, in the circumstances, cannot be justified.
3. Any interaction between Ministers and/or Ministers' offices and any representative listed on the Register of Lobbyists is a matter for Ministers. Austrade does not have access to this information.

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Question Number 88

Workplace Assessments

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Austrade spent a total of \$2,405 on workplace assessments during the period 14 September 2015 to 31 January 2016 as outlined in the table below.

Item	Cost
Workstation Assessments Corporate Services Group	\$570
Workstation Assessment International Operations Group	\$693
Workstation Assessments Tourism, International Education and Programmes Group	\$1,142

2. There were 8 workstation assessments undertaken during the period 14 September 2015 to 31 January 2016 that resulted in changes to workplace equipment.
3. A breakdown of the items of expenditure on workplace equipment or setup is provided in the table below.

Office item purchased as a result of workstation assessment	Cost of Equipment
Sa Ergo Chair	\$438
Imprint high back 3 lever chair	\$492
Ergonomic office chair	\$546
2 x Gregory office chairs for Newcastle office	\$1,000
Ergo chair	\$490
Ergo VKG	\$490

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Question Number 89

Freedom of Information - Stats

Since the change of Prime Minister on 14 September, 2015:

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

Answer

1. Between 14 September 2015 and 31 January 2016 four requests were received including one that was transferred to the Department of Industry.
2. One request was finalised within the regular timeframe. One was transferred to the Department of Industry. One request is currently being processed. One was deemed withdrawn by the applicant.
3. One.
4. Nil.
5. Nil.

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Question Number 90

Ministerial Staff Turnover

1. List the current staffing allocation for each Minister and Parliamentary Secretary
2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification
3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification
4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification
5. For each Ministerial staff position, please provide a table of how many individual people have been engaged against each position since the swearing in of the Abbott Government, broken down by employing member and the dates of their employment

Answer

The Department of Finance will respond on behalf of all portfolios.

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Question Number 91

Multiple Tenders

Since the change of Prime Minister on 14 September, 2015:

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

Answer

During the period from 14 September 2015 to 31 January 2016 no tenders were re-issued or issued multiple times.

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Question Number 92

Market Research

Since the change of Prime Minister on 14 September, 2015:

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

Were other firms or individuals considered? If yes, please detail.

Answer

North Asia Free Trade Agreement Campaign

1. \$652,753 excluding GST
2. The market research comprised two key elements:
 - Concept testing for the Nth Asia Free Trade Agreement campaign - \$498,900.
 - Tracking research for the Nth Asia Free Trade Agreements campaign - \$153,853.
3. TNS Australia were engaged (in June 2015) to deliver formative research and concept testing research. AMR were engaged to conduct benchmarking and tracking research.
4. The agencies were taken from the Communications Multi-User List on the recommendation of the Communications Advice Branch, Department of Finance. This is in accordance with the guidelines for the production of Government advertising.
5. Nation-wide in metropolitan and regional locations.
6. A variety of methodologies were used: online qualitative bulletin boards, focus groups, online surveys, telephone surveys and interviews.
7. Yes – as above.
8. Business Audience participants were screened on exporter status and location; for the consumer audience, participants were recruited on age and location.
9. Both agencies were taken from the Communications Multi-User List, and procured in accordance with Austrade guidelines.
10. None.
11. Austrade selected the research agencies as part of a competitive procurement process.

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Australia United States Business Week - Evaluation Survey

1. Total cost: \$8,250 (GST inclusive).
2. Itemised expenditure:

Questionnaire refinement and project setup of online and mobile enabled survey	\$2,000
Scripting, hosting, sample management	\$2,000
Provision of verbatim and data processing	\$2,000
Summary Report	\$1,500
Sub-total	\$7,500 exc. GST
Total	\$8,250 inc. GST

3. The research was conducted by Taylor Nelson Sofres Australia Pty Ltd (TNS).
4. TNS were identified as they were a member of the DEEWR Research, Evaluation and Analysis standing panel and have a track record of undertaking similar projects for other federal government agencies.
5. The research was conducted in Australia with delegates who participated on the Australia United States Business Week (who are located throughout Australia).
6. The research was conducted using an online survey questionnaire.
7. No, other forms of research were not used as they were not appropriate to collect the information required.
8. Research was conducted using a Census approach. That is all delegates to the above business mission were sent a survey to measure their satisfaction or otherwise, with this business mission.
9. TNS were selected as they had been 'pre-qualified' as part of the DEEWR panel. Additionally, they conduct Austrade's Service Improvement Study and had previously conducted a large evaluation of a large Austrade Business Mission to India. Selecting TNS to evaluate our Business Missions has economies of scale as they already have systems in place which they can apply to each project, reducing variable costs.
10. The Minister had no input in selecting the research provider for this project.
11. The selection of TNS was approved by relevant Austrade Managers, adhering to all relevant Austrade procurement approval processes.

Indonesia Australia Business Week – Evaluation Survey

1. Total cost: \$8,250 (GST inclusive)
2. Itemised expenditure:

Questionnaire refinement & project setup of online & mobile enabled survey	\$2,000
Scripting, hosting, sample management	\$2,000
Scripting, hosting, sample management	\$2,000
Summary report	\$1,500
Sub-total	\$7,500 exc. GST
Total	\$8,250 inc. GST

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3. The research was conducted by Taylor Nelson Sofres Australia Pty Ltd (TNS)
4. TNS were identified as they were a member of the DEEWR Research, Evaluation and Analysis standing panel and have a track record of undertaking similar projects for other federal government agencies.
5. The research was conducted in Australia with delegates who participated on the Indonesia Australia Business week (who are located throughout Australia).
6. The research was conducted using an online survey.
7. No, other forms of research were not used as they were not appropriate to collect the information required.
8. Research was conducted using a Census approach. That is all delegates to the above business mission were sent a survey to measure their satisfaction or otherwise, with this business mission.
9. TNS were selected as they had been 'pre-qualified' as part of the DEEWR panel. Additionally, they conduct Austrade's Service Improvement Study and had previously conducted a large evaluation of a large Austrade Business Mission to India. Selecting TNS to evaluate our Business Missions has economies of scale as they already have systems in place which they can apply to each project, reducing variable costs.
10. The Minister had no input in selecting the research provider for this project.
11. The selection of TNS was approved by relevant Austrade Managers adhering to all relevant Austrade procurement approval processes.

Service Improvement Study 2015-16 Quarters 1 and 2

1. Total cost:
 - Quarter 1 - \$14,300 (GST inclusive)
 - Quarter 2 - \$14,300 (GST inclusive)
2. Itemised expenditure:

Each wave consists of the following:

 - Questionnaire refinement and project setup
 - Scripting, hosting and sample management
 - Provision of verbatims and data processing, and
 - Summary report
3. The research was conducted by Taylor Nelson Sofres Australia Pty Ltd (TNS).
4. TNS were originally selected to conduct the Service Improvement Study through a tender relating to the DEEWR Research, Evaluation and Analysis standing panel.
5. The research was conducted in Australia with clients who had an interaction with Austrade in the previous three months.
6. The research was conducted using an online survey which can be completed on an internet enabled device including desktop and laptop computers, tablets and mobile phones.
7. No, other forms of research were not used as they were not appropriate to collect the information required.
8. Research was conducted using a Census approach. That is all clients who received in scope Austrade services were sent a survey.

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9. Initially twenty suppliers were shortlisted from the prequalified Department of Education, Employment and Workplace Relations Research, Evaluation and Analysis Panel. Suppliers were invited to complete a Request for Quote and quotes were assessed against pre-determined criteria and ranked by order of merit. The 2015-16 survey is the final phase of this contract with TNS.
10. The Minister had no input in selecting the research provider for this project.
11. The selection of TNS was approved by the General Manager of then Marketing, Online and Business Practice Division, following relevant Austrade procurement approval processes.

Service Improvement Study – Followup Survey

1. Total cost:
 - 2014-15 Pilot survey - \$6,600 (GST inclusive)
 - 2015-16 Followup Survey - \$6,600 (GST inclusive)
2. Itemised expenditure:

Each wave consists of the following:

 - Questionnaire refinement and project setup
 - Scripting, hosting and sample management
 - Provision of verbatims and data processing, and
 - Summary report
3. The research was conducted by Taylor Nelson Sofres Australia Pty Ltd (TNS).
4. TNS were originally selected to conduct the Service Improvement Study through a tender relating to the DEEWR Research, Evaluation and Analysis standing panel.
5. The research was conducted in Australia.
6. The research was conducted using an online survey which can be completed on an internet enabled device including desktop and laptop computers, tablets and mobile phones.
7. No, other forms of research were not used as they were not appropriate to collect the information required.
8. This research is a followup with with clients who completed an initial Service Improvement Study within the last 12 months.
9. TNS were selected to conduct these projects as they had been 'pre-qualified' as part of the DEEWR panel. Additionally, they conduct Austrade's Service Improvement Study and had previously conducted a large evaluation of a large Austrade Business Mission to India.
10. The Minister had no input in selecting the research provider for this project.
11. The selection of TNS was approved by the cost centre manager, following relevant Austrade procurement approval processes.

Research Commissioned by Austrade Overseas Posts

Austrade overseas posts regularly commission market research. To provide a detailed breakdown of market research commissioned by Austrade Posts during the period from 14 September 2015 to 31 January 2016 would entail a significant diversion of resources which, in the circumstances, cannot be justified.

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Question Number 93

Departmental Upgrades

Since the change of Prime Minister on 14 September, 2015:

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

Answer

Yes, there have been building upgrades in the Austrade Canberra office. Details are provided below.

Canberra Office

1. Secure Room Upgrade – Canberra Office.
2. The total cost is estimated at \$50,574 (excluding GST)
3. Design and documentation works required for costings \$13,350 (excluding GST), construction \$24,739 (excluding GST), security certification of final works \$1,850 (excluding GST) security technical services \$10,110 (excluding GST) locks \$255 and deactivation costs \$270.
4. MSA and Associates, Construction Control Pty Ltd, Secom Technical Services, Aecom Australia Pty Ltd and Class Locksmiths.
5. Select tender completed for construction/fit-out works.
6. Works were completed in December 2015, defects and finalisation works to be completed by end of March 2016.

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Question Number 94

Wine Coolers / Fridges

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased any new wine coolers, or wine fridges or other devices for the purpose of housing alcohol beverages, including Eskies?

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

Answer

From 14 September 2015 to 31 January 2016, Austrade has not purchased or leased any wine coolers, wine fridges or other devices for the purpose of housing alcohol beverages.

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Question Number 95

Office Plants

Since the change of Prime Minister on 14 September, 2015:

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

Answer

Austrade's accounting systems do not record purchased or leased office plant costs separately, and to collect this level of detail would entail a significant diversion of resources which, in these circumstances, cannot be justified.

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Question Number 96

Office Recreation Facilities

Since the change of Prime Minister on 14 September, 2015:

1. Has the department/agency purchased or leased or constructed any office recreation facilities, activities or games (including but not limited to pool tables, table tennis tables or others)?

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

Answer

From 14 September 2015 to 31 January 2016, Austrade did not purchase or lease or construct any recreational facilities, activities or games.

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Question Number 97

Building Lease Costs

Since the change of Prime Minister on 14 September, 2015:

1. What has been the total cost of building leases for the agency / department?
2. Please provide a detailed list of each building that is currently leased. Please detail by:
 1. Date the lease agreement is active from.
 2. Date the lease agreement ends.
 3. Is the lease expected to be renewed? If not, why not?
 4. Location of the building (City and state).
 5. Cost of the lease.
 6. Why the building is necessary for the operations of the agency / department.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by:
 1. Date from which the lease agreement was active.
 2. Date the lease agreement ended.
 3. Why was the lease not renewed?
 4. Location of the building (City and state).
 5. Cost of the lease.
 6. Why the building was necessary for the operations of the agency / department.
4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
 1. Date the lease agreement is expected to become active.
 2. Date the lease agreement is expected to end.
 3. Expected location of the building (City and state).
 4. Expected cost of the lease.
 1. Has this cost been allocated into the budget?
 5. Why the building is necessary for the operations of the agency / department.
5. For each building owned or leased by the department:
 1. What is the current occupancy rate for the building?
 2. If the rate is less than 100%, detail what the remaining being used for.

Answer

Austrade does not own or lease any buildings. Austrade leases tenancies within buildings in ten locations in Australia. Details of the leases are provided in the attached spreadsheet.

1-3. AUSTRADE: BUILDING LEASE-COSTS

City	State	Lease commencement date	Lease end date	Expect to renew lease?	Cost 14 September 2015 to 31 January 2016	Why the building is necessary for the operations of the agency / department	Comment
Adelaide	SA	1 Jul 2011	30 Jun 2016	Yes	\$ 53,367	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, carparking storage, cleaning and outgoings where included in lease.
Brisbane	QLD	1 Jul 2006	30 Jun 2016	Yes	\$ 114,147	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Canberra (Ground Floor)	ACT	1 Jan 2014	2 Dec 2017	Yet to be determined	\$ 162,737	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Canberra (Level 2)	ACT	3 Dec 2002	2 Dec 2017	Yet to be determined	\$ 684,985	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Darwin	NT	30 Apr 2012	29 Apr 2013	Yet to be determined	\$ -	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Month to month tenancy. Co-located with NT government at no cost.
Hobart	TAS	1 Jul 2012	31 Mar 2016	No	\$ 2,611	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Melbourne	VIC	15 Sep 2015	14 Sep 2020	Yet to be determined	\$ 157,327	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, cleaning and outgoings where included in lease.
Newcastle	NSW	1 Sep 2007	31 Aug 2011	No	\$ 6,925	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Month to month tenancy. Site closed.
Perth	WA	1 Dec 2014	30 Nov 2019	Yet to be determined	\$ 40,703	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Sydney	NSW	1 May 2004	30 Apr 2021	Yet to be determined	\$ 687,472	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Wollongong	NSW	22 Sep 2015	21 Sep 2016	Yet to be determined	\$ 5,322	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
TOTAL COST					\$ 1,915,595		

4. AUSTRADE: BUILDING EXPECTED TO BE LEASED IN THE NEXT 12 MONTHS-COSTS

City	State	Expected lease commencement date	Expected lease end date	Cost allocated into budget?	Expected cost for 12 months	Why the building is necessary for the operations of the agency / department	Comment
Newcastle*	NSW	14 Mar 2016	13 Sep 2016	Yes	\$ 4,937	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. * Please note this cost is for only 6 months as this is a temporary office and negotiation are still underway for permanent accommodation. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
TOTAL COST					\$ 4,937		

5. Austrade occupies 100% of its Australian offices as detailed in the above leasing table. Included in this is a sub-lease arrangement with Export Finance and Insurance Corporation (EFIC) which occupies four workstations in Austrade's Melbourne, two workstations in Perth and two workstations in Brisbane offices.

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Question Number 98

Government Advertising/Marketing

Since the change of Prime Minister on 14 September, 2015:

1. How much has been spent by the department / agency on marketing?
 1. List the total cost.
 2. List each item of expenditure and cost.
 3. List the approving officer for each item.
 4. Detail the ministerial or ministerial staff involvement in the commissioning process.
 5. Which firm provided the marketing?
2. How much has been spent by the department / agency on government advertising (including job ads)?
 1. List the total cost.
 2. List each item of expenditure and cost.
 3. Where the advertising appeared.
 4. List the approving officer for each item.
 5. Detail the ministerial or ministerial staff involvement in the commissioning process.
 6. Detail the outlets that were paid for the advertising.
3. What government advertising is planned for the rest of the financial year?
 1. List the total expected cost.
 2. List each item of expenditure and cost.
 3. Where the advertising will appear.
 4. List the approving officer for each item.
 5. Detail the ministerial or ministerial staff involvement in the commissioning process.
 6. Detail the outlets that have been or will be paid for the advertising.
4. Provide copies of approvals for advertising, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate, or the Department or their delegate.

Answer

1. How much has been spent by the department / agency on marketing

1. The total expenditure on external marketing providers from 14 September 2015 to 31 January 2016 was \$27,493.
2. A breakdown of aggregated expenditure by company is listed in the following table.

Supplier	Cost incl GST	Item Description
Teradata	19,734.36	Direct mail system charges and marketing templates
CTC	107.48	Education database marketing services
Okspinoy Inc	1,229.95	Direct marketing
Vision 6	287.02	Direct marketing
Dragon King Members	138.39	Direct marketing
Techno Hosting Pty Ltd	5,996.77	Direct marketing

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3. Itemising all approving officer details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
4. Marketing activities undertaken were departmental in nature and the Minister is not involved in the commissioning process.
5. The firms who provided the marketing are listed in response for (2) above.

2. How much has been spent by the department / agency on advertising

1. The total cost for advertising expenditure (including job advertising) from 14 September 2015 to January 2016 was \$11,188,063.
2. A breakdown of aggregated expenditure is listed in the following table.

Item Description	Cost
FTA campaign	11,027,902.61
Future Unlimited education promotion	120,225.90
Recruitment advertising	33,124.77
Sustainable Food Promotional advertising	4,343.72
Education advertising	1,334.19
Grassfed beef promotional advertising	434.10
Exhibition advertising	337.12
Direct aid program advertising	259.20
General advertising	102.01

3. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
4. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
5. Advertising activities undertaken were departmental in nature and the Minister is not involved in the commissioning process. With the FTA advertising campaign, the Department of Finance mandated campaign approval processes were followed.
6. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.

3. What government advertising is planned for the rest of the financial year

1. The total expected cost is \$100,220 ex GST.
2. Expenditure covers promotional non-campaign advertising which will be placed on local radio, press, out of home and geo-targeted social and digital media channels in support of FTA seminars to a total spend of \$100,220.
3. The advertising will appear via the channels identified above, in the geographical areas where the seminars are occurring: Victoria: Ringwood East, Berwick, Lilydale, Tullamarine and Rosebud. NSW: Wollongong, Nowra, Newcastle.

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4. The approving officer for the FTA non-campaign media is the General Manager, Marketing and Communications and FTA Programme, Austrade.
5. Nil.
6. The outlets are:
 - 21st Century Chinese Weekly
 - Illawarra Mercury
 - Newcastle Herald
 - 2HD Newcastle
 - Val Morgan out of home
 - Nowra South Coast Register
 - 2ST Nowra
 - Sydney Korean Herald
 - Koori Mail
 - Wave FM
 - 3ACR Chinese Radio
 - 3KND Radio Melbourne
 - 3ZZZ Radio Melbourne
 - AMNETGROUP.com
 - Brimbank Leader
 - Cheers Japanese Newspaper
 - Facebook
 - Google
 - Maroondah Leader
 - Mornington Peninsula Leader
 - Mount Evelyn Mail
 - Hindi 891.1 Melbourne
 - SmartCompany.com.au
 - Startup.com.au

4. Provide copies of approvals for advertising, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate, or the Department or their delegate

Approval for the FTA advertising campaign was provided by the Service Delivery and Coordination Committee (SDCC). Austrade's CEO also provided certification that the campaign complied with the *Guidelines on Information and Advertising Campaigns by non-corporate Commonwealth entities* (copies of the CEO Certification Statements are available online at www.austrade.gov.au.) Non-campaign media does not require Ministerial approval.

Question Number 99

Market access for Western Australian primary producers

Please describe the avenues for Western Australian primary producers gaining access to these markets and any assistance received by the Australian Government, especially now that the FTAs are in place.

Answer

Western Australian primary producers have access to China, Japan and Korea through a variety of commercial avenues. Producers may access markets with a comparatively low level of direct overseas engagement by supplying into processors or aggregators that export to these markets.

Those with a greater level of capacity for international market engagement may work directly with importers, distributors and other customers overseas, and increasingly may place their products on online marketing platforms.

Under the China-Australia Free Trade Agreement, Korea-Australia Free Trade Agreement and Japan-Australia Economic Cooperation Agreement, tariff barriers for many agricultural, food and beverage products will progressively lower over time, making Australian product increasingly competitive in these three markets.

Primary product exports to these three markets do however remain subject to importing country requirements related to food safety and biosecurity, which are not generally impacted by free trade agreements (FTAs)

The Australian Government provides assistance to Western Australian producers accessing these markets through the following:

1. The Export Market Development Grants (EMDG) scheme is an Australian Government financial assistance programme for small to medium-sized exporting businesses. It provides an incentive for aspiring and growing export-ready businesses to increase their international marketing and promotion expenditure to achieve more sustainable international sales.

For the 2013-14 grant year, 8.8 per cent of all EMDG grants went to businesses in Western Australia, and five per cent of EMDG recipients nationally were primary producers.

2. Austrade delivers support and advice to qualified exporters including market briefings, information about potential business opportunities, and tailored services focused on in-market support such as introductions to potential business partners and arrangement of meeting programs.

Austrade has 16 offices across China, Japan and Korea who provide support and assistance to Australian exporters, as well as delivering many in-market programs to increase demand for Australian products and services.

Austrade also runs workshops and shares information with business in Australia to support take-up of FTAs, in coordination with the Department of Foreign Affairs and Trade.

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3. The Department of Agriculture and Water Resources (DAWR) is responsible for:
 - a. Controlling exports of agricultural products through export certification processes under the *Export Control Act 1982*, to assure our trading partners that Australian agricultural products meet import requirements.
 - b. Negotiating and maintaining technical import protocols for a range of Australian food and agricultural products into China, Japan and Korea.
 - c. Managing Australia's biosecurity system, to ensure continued market access for our products and to maintain our high standards for emergency response.

The DAWR works with quarantine agencies in China, Japan and Korea to establish import conditions and protocols to open or improve market access for Australian agricultural commodities into those markets including for Western Australia. DAWR works with trading partners to progress Australia's requests for market access in line with agreed industry priorities.

The department's overseas network of Agricultural Counsellors works to maintain and negotiate new access arrangements, facilitate exports, and build relationships with trading partners to achieve agreed priorities. The number of overseas counsellors was expanded under the White Paper on Agricultural Competitiveness.

The department also helps build stronger relationships with trading partners by facilitating opportunities to capitalise on the outcomes of the North Asian free trade agreements. For example, through cooperation under Government cooperation programs with China (the Australia China Agricultural Cooperation Agreement programme and the China-Australia Joint Framework on Agriculture Cooperation) and through the Agricultural Trade and Market Access Cooperation (ATMAC) programme.

4. The Department of Foreign Affairs and Trade leads Australia's FTA negotiations and works closely with the business sector and government agencies to understand commercial interests and concerns, develop negotiating positions and conclude agreements in the national interest. DFAT oversees the ongoing implementation of FTAs following their entry into force. DFAT has published a range of information resources available through the DFAT website, and the FTA portal at ftaportal.dfat.gov.au.

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Question Number 100

Match Australia

1. In answer to Supplementary Estimates Question on Notice no. 49 (d), Austrade stated that a copy of the Match Australia Project Plan was provided to the committee per response to QoN no.1. However in response to QoN no.1, Austrade states that 'consideration will be given to releasing the document'.
 - Has the Plan been provided to the Committee.
 - If so, when.
 - If not, why not.
2. Can Austrade confirm its performance measures for Match Australia are (a) the number of business events run, and (b) the number of participants.
 - How do these performance measures relate to the objectives of the program.
 - How do these performance measures reflect the success or failure of the program to meet objectives and increase investment and export opportunities for Australia.
3. What other Match Australia events have taken place to date this financial year. Please provide program, attendees, costs and specific outcomes.
4. What future Match Australia events are planned for 2016. Please provide planned programs, attendees, costs and outcomes.

Answer

1. Austrade provided a copy of the Project Plan to the former Minister for Trade and Investment. It was not provided to the Committee.

Austrade will provide the Project Plan to the new Minister for Trade and Investment and will seek his agreement to provide it to the Committee.

2. The performance measures for the Match Australia Program, commencing 1 July 2015, are:
 - the number of business events run; and
 - the number of overseas investors, customers and Australian businesses which participate in Match Australia activities.

The objectives of the expanded Match Australia program are to use sport and sporting events, both in Australia and offshore, to:

- Build awareness of Australia as a trade, investment, education and tourism partner and destination, including the promotion of Australian capability in major sporting event delivery;
- Create business opportunities for Australian businesses through networking opportunities;
- Increase Foreign Direct Investment (FDI) into Australia through investor engagement;
- Increase exports to international markets through customer engagement;
- Promote Australian education opportunities to international students;
- Promote inbound tourism; and
- Create an opportunity to facilitate targeted meetings.

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The number of events and participants reflect the opportunities for Austrade to pursue these objectives.

3. Ten (10) Match Australia activities have occurred to date during 2015-2016, comprising one event held in October 2015 and nine (9) events held in January 2016.

Information on the October 2015 event is provided at **Attachment A**. Information on the January 2016 events, including budgeted costs and event attendees, has already been provided in the response to **Estimates QoN No. 2**.

Match Australia activities are only one factor amongst many which might help deliver a commercial outcome.

4. The number and nature of future Match Australia activities is under consideration by the Minister for Trade and Investment.

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Attachment A: Match Australia events held to date during the 2015-2016 Financial Year.

Ten Match Australia events have been held to date during the 2015 – 2016 FY – comprising one event held in October 2015 and nine events held in January 2016.

2015

Australian Open International Launch	
Business Breakfast, Shanghai – 13-10-15	
Date	13/10/15
Program / Event	Australian Open International Launch
What	Business Breakfst
City	Shanghai
Invitees	Investors
Sports Hospitality Cost (ex GST)	0
Total Costs (ex GST)	0

Guest List – Australian Open International Launch	
Business Breakfast, Shanghai – 13-10-15	
Representative	Suning Holdings Group Co., Ltd
Representative	Noah Holdings Group Co., Ltd.
Representative	Hainan Airline Group
Representative	China Telecom Shanghai
Representative	Lixin Asset Appraisal
Representative	Australia and New Zealand, China Development Bank

2016

Information on the January 2016 events, including budgeted costs and event attendees, has already been provided in the response to **Estimates QoN No. 2.**

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Question Number 101

Indonesia Australia Business Week

Regarding the inaugural Indonesia Australia Business Week (IABW) held from 17-20 November 2015:

- (a) Who participated in this Week from Austrade, DFAT and the Government?
- (b) What were the associated costs of running this event?
- (c) Did the Government contribute to some of the related costs by participating businesses? If so, please describe.
- (d) On notice, please provide a list of attendees and events.
- (e) Were there concrete export or investment outcomes directly attributable to this Week. If so, please describe.

Answer

a) The following representatives from Austrade, DFAT and Government participated in IABW:

	NAME	TITLE
Austrade Representative	Bruce Gosper	Austrade Chief Executive Officer
Austrade Representative	Kym Hewitt	Senior Trade Commissioner
Austrade Representative	David Landers	GM East Asia Growth Markets
Tourism Australia	John O'Sullivan	Managing Director
Government Representative	The Hon Andrew Robb AO MP	Minister for Trade and Investment
Government Representative	Senator the Hon Richard Colbeck	Minister for Tourism and International Education; Minister Assisting the Minister for Trade and Investment
Government of South Australia	The Hon Gail Gago MLC	Minister for Employment, Higher Education and Skills; Minister for Science and Information Economy; Minister for the Status of Women; Minister for Business Services and Consumers
Government Representative	The Hon Peter Dutton MP	Minister for Immigration and Border Protection
Government of South Australia	The Hon Martin Hamilton-Smith MP	Minister for Investment and Trade; Minister for Defence Industries; Minister for Veterans' Affairs
Government Representative	The Hon Sussan Ley MP	Minister for Health; Minister for Ageing; Minister for Sport
Queensland Government	The Hon Jacklyn Trad MP	Deputy Premier; Minister for Transport, Infrastructure, Local Government and Planning; Minister for Trade
Parliament of South Australia	Steven Marshall MP	State Liberal Leader
Parliament of South Australia	Tim Whetstone MP	Shadow Minister for Investment and Trade

Note: In addition to those listed, there were other Government staff involved in the delivery of IABW (i.e. they were working on IABW but were not participants per se).

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b) See response to Estimates Question No. 3.

c) No. Austrade and Tourism Australia did not contribute to any expenses of participating businesses. Businesses were responsible for their own travel costs, including international and domestic flights, hotel bookings and incidental costs such as travel insurance.

Participation in the IABW official programs meetings and events organised by Austrade, including breakfast seminars, industry roundtables, networking receptions and dinners, site visits and specific transfers listed within the official programme were funded through the IABW budget.

d) See response to Estimates Question No. 3.

e) See response to Estimates Question No. 3.

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Question Number 102

Australia United States Business Week (AUSBW)

Regarding the Australia United States Business Week held from 22-26 February 2016:

1. Who attended as representatives of Austrade, DFAT and the Government?
2. How many Australian businesses participated?
3. Please provide a list of attendees at each event?
4. Did the Government contribute to any of the associated expenses of the businesses attending this Week? If so, please describe.
5. Did the Government promote the TPP as part of its trade and investment promotions during this Week? If so, please provide details.
6. What are the budgeted costs associated with this Week?
7. How does this inaugural Business Week relate to DFAT's G'DAY USA 2016 event?

Answer

1. Representatives of Austrade, DFAT and the Government are listed in the table below.

	NAME	TITLE
Austrade Representative	Bruce Gosper	Austrade Chief Executive Officer
Austrade Representative	Jane Madden	Acting Executive Director, Trade, Investment, Education and Programs
Austrade Representative	Michaela Browning	General Manager – Established Markets
Austrade Representative	Richard Leather	Deputy Consul General and Senior Trade Commissioner – New York
Austrade Representative	Alastair Walton	Consul General & Senior Trade Commissioner - Houston
Austrade Representative	John Angley	Senior Trade Commissioner - Washington
Austrade Representative	Chris Oldfield	Consul General & Senior Trade Commissioner – San Francisco
Austrade Representative	Chris Knepler	Post Manager Chicago
Tourism Australia Representative	Tony South	Chairman of the Board
Tourism Australia Representative	Jesse Dejardins	Global Manager, Social Media & Content
Tourism Australia Representative	Katherine Droga	GM Western Markets & Global Distribution Development
Tourism Australia Representative	Frances-Anne Keeler	Deputy Chief Executive Officer
DFAT Representative	The Hon Joe Hockey	Australian Ambassador to the US
DFAT Representative	Brendan Hammer	First Assistant Secretary
PM&C Representative and participated in the Digital Technology stream	Lynwen Connick	Prime Minister's Cyber Security Policy Coordinator

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	NAME	TITLE
Dept of Industry, Innovation and Science Representative and participated in the MedTech stream	Bill Ferris AO	Chair, Innovation Australia
Dept of Industry, Innovation and Science Representative and participated in the MedTech stream	Karen Dado	Business Development Adviser
Dept of Industry, Innovation and Science Representative and participated in the Agribusiness stream	John Johnston	Business Development Adviser
CSIRO Representative and participated in the Digital stream	Larry Marshall	Chief Executive
CSIRO Representative and participated in the Digital stream	Nigel Warren	General Manager Global
CSIRO Representative and participated in the Agribusiness stream	Martin Cole	Director
CSIRO Representative and participated in the Resources & Energy stream	Damian Barrett	Research Director
CSIRO Representative & participated in the MedTech stream	Paul Savage	Research Director
National ICT Australia & participated in the Digital stream	Peter Leihn	Director
Australian Government Representative and leader of the International Capital Partnerships program	The Hon Steven Ciobo MP	Minister for Trade & Investment
Australian Government Representative and leader of the MedTech stream	The Hon Sussan Ley MP	Minister for Health, Aged Care and Sport
National Health and Medical Research Council Representative	Prof Anne Kelso	Chief Executive Officer
Department of Health Representative	Simon Cottrill	Assistant Secretary, International Strategies Branch
Australian Government Representative and leader of the Resources and Energy stream	The Hon Josh Frydenberg MP	Minister for Resources, Energy and Northern Australia
Department of Industry, Innovation and Science Representative	John Ryan	Associate Secretary and Special Envoy for Energy
Australian Government Representative and leader of the Tourism stream	Senator the Hon Richard Colbeck	Minister for Tourism and International Education
Australian Government Representative and leader of the Digital Technology stream	The Hon Wyatt Roy MP	Assistant Minister for Innovation
Australian Government Representative and leader of the Agribusiness and Food	The Hon Andrew Robb AO MP	Minister for Trade & Investment / Special Envoy for

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	NAME	TITLE
Science stream/ International Capital Partnerships program		Trade
NSW Government Representative and leader of the MedTech stream in Boston	The Hon Stuart Ayres MP	Minister for Trade, Tourism and Major Events
SA Department of State Development Representative and participated in the Digital Technology stream	Mike Hnyda	Chief Executive – Investment Attraction SA

In addition, Australian Government officials from Austrade, Tourism Australia and the Departments of Industry, Health and Foreign Affairs and Trade and the NSW Government supported the planning and delivery of the AUSBW business mission and associated ministerial programmes.

2. One hundred and ninety nine Australian businesses participated across the five AUSBW streams.
3. AUSBW comprised five streams and more than 90 separate events delivered across six cities over a 10 day period. Delegates from each stream participated in events as listed in the programs attached. In addition many events involved US speakers as listed in the stream program. A summary of attendance across each program is below.

Agribusiness and Food Science Stream, Chicago and New York – 15-22 February 2016
 The agribusiness and food science stream was led by Minister Robb and comprised 23 delegates. A list of delegates who attended the stream events and detail of the 16 agribusiness and food science events, along with the optional six international capital partnerships events, led by Minister Ciobo and Special Envoy for Trade Mr Robb in New York **has been provided to the Committee Secretariat**.

Digital Technology Stream, San Francisco and New York – 15-22 February 2016
 The digital technology stream was led by Assistant Minister Roy and comprised 47 delegates. A list of delegates who attended the stream events and detail of the 19 digital technology events, along with the optional six international capital partnerships events, led by Minister Ciobo and Special Envoy for Trade Mr Robb in New York **has been provided to the Committee Secretariat**.

MedTech Stream, Houston, San Francisco and Boston – 16-23 February 2016
 The medtech stream was led by Minister Ley and comprised 30 delegates. A list of delegates who attended the stream events and detail of the 21 events **has been provided to the Committee Secretariat**.

Resources and Energy Stream, San Francisco and Houston – 18-23 February 2016
 The resources and energy stream was led by Minister Frydenberg and comprised 24 delegates. A list of delegates who attended the stream events and detail of the 37 events **has been provided to the Committee Secretariat**. One delegate joined the international capital partnerships six events in New York.

Tourism Stream, Los Angeles – 22-26 February 2016

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The tourism stream was led by Senator the Hon Richard Colbeck and comprised 98 delegates, across two programs conducted by Tourism Australia. The Tourism Summit 2016 was held 22-23 February and the Marketplace, 24-26 February. A list of companies who attended the Tourism Australia stream events and detail of the programs **has been provided to the Committee Secretariat.**

AUSBW Business Dinner, San Francisco – 18 February 2016

Minister Ciobo and Ambassador Hockey delivered keynote addresses at the Australia United States Business Week business dinner. It also included a fireside chat with Beth Comstock, Vice Chair GE and Michael Chaney AO. Three hundred and forty guests and delegates attended the business networking dinner in San Francisco. A list of delegates and guests who were invited to the dinner **has been provided to the Committee Secretariat.**

4. No. Austrade and Tourism Australia did not contribute to any expenses of participating businesses. Businesses were responsible for their own travel costs, including international and domestic flights, hotel bookings and incidental costs such as travel insurance.

Participation in the AUSBW official programs meetings and events organised by Austrade, including breakfast seminars, industry roundtables, networking receptions and dinners, site visits and specific transfers listed within the official programme were funded through the AUSBW budget.

5. Yes. The TPP was promoted through several avenues including by the then Minister for Trade and Investment, the Hon Andrew Robb AO MP's media release dated 15 February 2016, his keynote address to the Chicago Council on Global Affairs on 16 February 2016 and in an OpEd piece for the San Jose Mercury newspaper on 17 February 2016. In Washington, the Hon Steven Ciobo MP, Minister for Trade and Investment and the Hon Andrew Robb AO MP, Special Envoy for Trade met with the United States of America's, US Trade Representative, Ambassador Michael Froman to discuss TPP.
6. Austrade's approved budget for AUSBW is AUD\$1,274,124.00. AUSBW invoices continue to be finalised and will be reconciled as Austrade receives them. Expenditure to date (11 March 2016) is AUD\$572,956.00.
7. Australia United States Business Week was a stand-alone ten day business mission that provided delegates with targeted business-to-business engagement to enhance trade, investment and tourism promotion in the United States. G'Day USA provides year-round opportunities to promote and showcase Australian capabilities at targeted events across the United States.

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Question Number 103

Australia Week in China (AWIC 2016)

- a) Who will attend as representative of Austrade, DFAT and the Government?
- b) How many businesses have registered to participate?
- c) Will the Government contribute to any of the associated expenses of the businesses attending this Week? If so, please describe.
- d) What are the budgeted costs associated with this Week?
- e) Please provide details of events and participants.

Answer

- a) Austrade will be represented at AWIC by Bruce Gosper (CEO), Grame Barty (Executive Director International Operations), David Landers (General Manager, East Asian Growth Markets) and Michael Clifton (Senior Trade Commissioner, Shanghai). In addition, Austrade staff based in China and from Australia will be involved in the planning and logistical delivery of AWIC.

Representatives from DFAT and other Government Agencies are still being finalised and will be determined by the number of participating Federal and State/Territory Ministers. At this point in the planning process, it is anticipated that the following Federal Ministers will attend subject to travel approvals: Minister for Trade and Investment, the Hon Steven Ciobo MP; Minister for Tourism and International Education, Senator the Hon Richard Colbeck; Assisting Minister for Innovation, the Hon Wyatt Roy MP; and Special Envoy Trade, the Hon Andrew Robb AO MP. Most State and Territory First Ministers are anticipated to attend.

- b) As at 18 March 2016, 1,357 individuals from 772 businesses expressed interest to participate in AWIC.
- c) No.
- d) The budget for AWIC 2016 is still being finalised to take into account the number of delegates (registrations close on 18 March) and the finalisation of industry stream programs. As at 18 March 2016, Austrade has allocated \$2.4 million to AWIC 2016.
- e) The draft AWIC program as at 18 March 2016 (which is subject to change) is provided at **Attachment A**. The list of AWIC participants has not yet been finalised.

AUSTRALIA WEEK CHINA 澳大利亚周·中国 11-15 APRIL 2016



Australian Government



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Program Summaries

Agribusiness (Guangzhou, Chengdu and Shanghai)

China's domestic food demand is forecast to double by 2050, and the nation seeks to address significant challenges around food quality, production, productivity and environmental impact. This program will highlight the role of China's southern and inland provinces in food production and distribution. In Guangzhou and Chengdu, delegates will engage with China's large-scale agribusinesses seeking high-value services, production inputs, and technology and research partners. Delegates will also gain insight into China's consumer market when the Agribusiness program joins with the Food & Beverage program in Shanghai.

Financial Services (Hong Kong and Shanghai)

This program will see delegates engage with regulators, government officials, and executives from Hong Kong and China's leading banking and finance organisations, asset management and insurance firms, pension funds and fintech (finance technology) companies. Delegates can join sector-specific forums on the 4 key themes to be addressed during the Hong Kong, and Shanghai program: 1) the pace and sequencing of reform to China's financial sector; 2) opportunities and challenges in managing China's increasing economic wealth including Infrastructure finance; 3) RMB liberalisation and implications for financial markets; 4) financial sector disruption - Fintech. There will be networking opportunities and events with senior management and business contacts across many sub-sectors.

Health and Aged Care (Beijing, Hangzhou, Wuzhen and Shanghai)

China's health and aged care industry is growing rapidly as the Chinese Government seeks to improve healthcare quality and outcomes, expand access to healthcare and manage costs. Addressing the needs of a growing middle class and an ageing population has resulted in aged care services ranking as one of China's key national development strategies. This program will promote Australian expertise in services and professional training; technology such as health ICT products and digital solutions; medical equipment and devices; facility design for seniors living; financial solutions and consultancy services.

Innovation (Shenzhen, Beijing and Shanghai)

China is investing heavily in R&D and technology and is forging partnerships with many of the world's leading players for market testing and rapid commercialisation. It is also the birth place of some of the world's most rapid disruptors such as Tencent and Alibaba. The country has a dynamic start-ups ecosystem, including some of the largest incubator centres in the world. Local funds and investors are seeking overseas investment opportunities. China wants to know what Australia brings to the table. The Innovation program provides a unique opportunity to connect this supply and demand equation together, through a series of targeted briefings and round table presentations, site visits and networking events. Participants will gain valuable insights into China's innovation regime, where it's headed, the key players fuelling this revolutionary leap forward, and the opportunities that this presents for Australia.

Australian technology organisations with existing commercialised products / services that are seeking to engage with industry-specific customers and distribution partners in China may wish to join AWIC industry specific programs.

International Education (Shenyang and Shanghai)

This program will highlight education trends in China, the Chinese Government's development priorities, and in-market opportunities. In Shenyang, China's North East regional hub, delegates will gain a greater understanding of this centre of advanced manufacturing, IT, logistics, infrastructure development and R&D. Among China's Tier Two cities, it is the largest source of students studying in Australia. The program in Shanghai will deal with online and other forms of borderless education, as well as examine trends in reaching out to students born in the 21st century, including how best to diversify marketing efforts to achieve fast, sustainable growth in international student numbers.

Mining Equipment, Technologies and Services (METS) – Smart Mining

(Beijing, Inner Mongolia and Shanghai)

Due to low company response, we are not proceeding with the METS program.

Premium Food & Beverage and Consumer (Beijing, Hangzhou and Shanghai)

This program provides a contemporary view of the rapidly developing food, beverage and consumer markets in China. It focuses on opportunities for leading Australian companies in horticulture, dairy, seafood, red meat, wine and other beverages, specialised ingredients, packaged branded foods, health supplements, cosmetics and skincare products. The program covers China's regulatory environment, traditional and online channels to market, and consumer marketing trends. Wine Australia will also conduct a specific program for wine exporters, in cooperation with Austrade.

Tourism

China is Australia's fastest growing and most valuable tourism market. The VIP program will see delegates meet with specialised travel agents, airlines and attend roundtable discussions and large-scale networking events. Delegates will meet with Tourism Australia's Key Distribution Partners and China Eastern Airlines senior management. Delegates will attend a tourism market place and hear from a leading Chinese economist and partners to gain insights into the Chinese consumer. A Chinese Cultural experience will also present an opportunity to learn more about Chinese consumers first hand.

Urban Sustainability and Water Management (Xiamen, Jiaying, Suzhou and Shanghai)

The Chinese Government has developed a range of measures to address major social, environmental and economic issues brought about by fast-paced industrial growth and urbanisation. This program will promote Australian research, planning, design and technology capabilities, as well as new opportunities resulting from ChAFTA. Delegates will gain a comprehensive understanding of opportunities under China's 'sponge cities' initiative, and broader themes of urban connectivity, transportation and smart cities. Covering Tier One, Two and Three cities, delegates can participate in meetings, forums, site visits and networking events in Xiamen, Jiaying, Suzhou and Shanghai.

	Sunday 10 April	Monday 11 April	Tuesday 12 April	Wednesday 13 April	Thursday 14 April	Friday 15 April
AGRIBUSINESS						
Guangzhou 11-12 April Chengdu 12-13 April Shanghai 14 April	AM	Site visit: covering key sectors: grains, dairy, meat and livestock, seafood, horticulture and fibre	Travel to Chengdu	Seminar Session 1: Tier 2+ Market Opportunities Session 2: Navigating from the Coast to the West <ul style="list-style-type: none">Sub-distribution System;Emerging Trends Sub-sector level business briefing with key local companies	Welcome address by Trade and Investment Minister The Hon Steven Ciobo MP Plenary Session moderated by ACBC National President, Mr John Brumby <ul style="list-style-type: none">China Update by Economist Intelligence UnitKeynote Address by JP Morgan Chase	
	PM	Seminar: Supply chain, logistics, food safety Panel discussion	Welcome lunch with market briefing Site visit: covering key sectors: grains, dairy, meat and livestock, seafood, horticulture and fibre	Networking lunch with local importers, sub-distributors, retailers and potential investors Travel to Shanghai	AWIC Gala Lunch Optional: Site visit to the Export Growth China, Australian Business Chamber Products and Services Showroom or Sogo high end supermarket	
	Evening	Delegates arrive in Guangzhou Delegation Briefing	Networking dinner with local importers, distributors, retailers and potential investors	Delegation dinner introducing Sichuan culture and cuisine, and program review	Optional Westpac/AustCham Australia-China Business Awards Gala Dinner (Tickets available at approx. \$200 per head – please email ACBA@austchamshanghai.com)	Informal networking reception with Australian business community in Shanghai - hosted by AustCham Shanghai (TBC) Program ends
FINANCIAL SERVICES						
Hong Kong 11-12 April Shanghai 13-14 April	AM		Seminar Panel Discussion <ul style="list-style-type: none">Gateway to Asia – Regional Financial Centre PerspectiveDisruption in the financial services industry	China-Australia Financial Services Dialogue	Welcome address by Trade and Investment Minister The Hon Steven Ciobo MP Plenary Session moderated by ACBC National President, Mr John Brumby <ul style="list-style-type: none">China Update by Economist Intelligence UnitKeynote Address by JP Morgan Chase	
	PM	Delegates arrive in Hong Kong	Financial Services business networking lunch Travel to Shanghai via site visit: Cyberport - FinTech Innovation Lab Asia-Pacific / Hong Kong FinTech company OR Travel directly to Shanghai	Financial Services business networking lunch Chinese Wealth & Asset Management Opportunities Financing Infrastructure Investment in China & Asia	AWIC Gala Lunch Optional: Advance, Telstra and Austrade event “Digital Disruptors and the Power of Partnerships”	
	Evening	Delegation briefing Match Australia Rugby 7's Financial Services Reception	Delegation briefing Match Australia Rugby 7's Financial Services Reception	Arrive in Shanghai Group re-joins in Shanghai in the evening	Optional Westpac/AustCham Australia-China Business Awards Gala Dinner (Tickets available at approx. \$200 per head – please email ACBA@austchamshanghai.com)	Informal networking reception with Australian business community in Shanghai - hosted by AustCham Shanghai (TBC) Program ends
HEALTH & AGED CARE						
Beijing 11 April Hangzhou 12 April Wuzhen 13 April Shanghai 14 April	AM	Delegates arrive in Beijing	China Health & Aged Care Seminar – Policies & Market Trends <ul style="list-style-type: none">Health (hospital, medical devices, biotech, clinical trials)Aged care (operation & management, training, design, finance & investment)Health and aged care in prospect (e-health, medical tourism, health supplements, products for an ageing population)	Seminar and Panel Discussions: Smart Health & Ageing <ul style="list-style-type: none">Smart health – new technology and healthcare modelsMarket opportunities for smart health in ChinaImplications for an ageing population	Site Visit: Wuzhen Internet Hospital and Green Town Aged Care Facilities	Welcome address by Trade and Investment Minister The Hon Steven Ciobo MP Plenary Session moderated by ACBC National President, Mr John Brumby <ul style="list-style-type: none">China Update by Economist Intelligence UnitKeynote Address by JP Morgan Chase
	PM	Business networking	Business networking	Lunch Site visit: Ali-health & Guahao Net	Business Networking Lunch Site visit: Aveo China Retirement Village	AWIC Gala Lunch Optional: Opening ceremony for first Australian-owned healthcare practice to open in China since conclusion of the China-Australia FTA
	Evening	Delegation briefing	Group travel to Hangzhou	Group travel to Wuzhen	Optional Westpac/AustCham Australia-China Business Awards Gala Dinner (Tickets available at approx. \$200 per head – please email ACBA@austchamshanghai.com)	Informal networking reception with Australian business community in Shanghai - hosted by AustCham Shanghai (TBC) Program ends

	Sunday 10 April	Monday 11 April	Tuesday 12 April	Wednesday 13 April	Thursday 14 April	Friday 15 April
INNOVATION						
Shenzhen 11-12 April Beijing 13 April Shanghai 14 April	AM	Delegates arrive in Shenzhen	Innovation Plenary (Shenzhen) <ul style="list-style-type: none"> Guangdong and Shenzhen's innovation agenda and opportunities for Australia Australia's Innovation and R&D Credentials Concurrent sessions: A: R&D Partnerships roundtables with Chinese industry leaders, R&D institutions: Health, Advanced Manufacturing and ICT B: Innovation acceleration ecosystem: Fireside discussion and Q&A Networking lunch	Transit to Beijing	Innovation Plenary (Beijing) <ul style="list-style-type: none"> Beijing's innovation agenda and opportunities for Australia Australia's Innovation and R&D Credentials Concurrent sessions: A: R&D Partnerships roundtables with Chinese industry leaders, R&D institutions: Health, Advanced Manufacturing and ICT B: Innovation acceleration ecosystem: Fireside discussions and Q&A Networking lunch	Welcome address by Trade and Investment Minister The Hon Steven Ciobo MP Plenary Session moderated by ACBC National President, Mr John Brumby <ul style="list-style-type: none"> China Update by Economist Intelligence Unit Keynote Address by JP Morgan Chase
	PM	Insights: China's innovation agenda, capital market and business landscape.	Site visits: <ul style="list-style-type: none"> Leading Chinese technology company Incubator/accelerator tour 	Zhongguancun immersion (China's Silicon Valley and reputed world's largest acceleration centre) <ul style="list-style-type: none"> Briefing + Incubation working space tour: connecting with start-ups in residence Fireside chat with VC and investor community Connect with Top 100 Chinese company 	Group travel to Shanghai	AWIC Gala Lunch Advance, Telstra and Austrade event <i>"Digital Disruptors and the Power of Partnerships"</i>
	Evening	Networking drinks	Dinner by private arrangements in Shenzhen	Networking reception "Australia Night at Zhongguancun"	Optional Westpac/AustCham Australia-China Business Awards Gala Dinner Tickets available at approx. \$200 per head – please email ACBA@austchamshanghai.com	Informal networking reception with Australian business community in Shanghai - hosted by AustCham Shanghai (TBC) Program ends
INTERNATIONAL EDUCATION						
Shenyang 11-12 April Shanghai 13-14 April	AM	Delegates arrive Shenyang	Delegation briefing Opening Plenary: Internationalisation of Education: Strategy, Trends in China and Collaboration Networking with local HE and VET institutions Premium Australia lunch	Education forum: Human Capital Development for Industry <ul style="list-style-type: none"> Trends in China's employment and industry skills demands Policy and directions in VET and HR training Case studies featuring key selected industries Panel discussion on executive education & training 	Education forum: Borderless Education <ul style="list-style-type: none"> DoET TNE update Online education overview and trends Online education case study Panel discussion 	Welcome address by Trade and Investment Minister The Hon Steven Ciobo MP Plenary Session moderated by ACBC National President, Mr John Brumby <ul style="list-style-type: none"> China Update by Economist Intelligence Unit Keynote Address by JP Morgan Chase
	PM		Site visit: (two options) <ul style="list-style-type: none"> Local university, or Local corporate/industry park delivering in-house skills training 	Transit to Shanghai	Education forum: Reaching out to 21st century students <ul style="list-style-type: none"> Case studies featuring leading national education agents Chinese social media and education marketing 	AWIC Gala Lunch Optional: Advance, Telstra and Austrade event <i>"Digital Disruptors and the Power of Partnerships"</i>
	Evening				"Night of Australian Friends" networking dinner with Australian Alumni, New Colombo Plan scholars and education agents	Informal networking reception with Australian business community in Shanghai - hosted by AustCham Shanghai (TBC) Program ends

	Sunday 10 April	Monday 11 April	Tuesday 12 April	Wednesday 13 April	Thursday 14 April	Friday 15 April
PREMIUM FOOD & BEVERAGE, CONSUMER						
Beijing 11-12 April Hangzhou 12-13 April Shanghai 13-14 April	AM	Delegates arrive in Beijing	Delegation briefing Seminar and Panel Discussion on Market Insights into China's Food & Beverage and Consumer sector Industry networking with e-commerce platforms	Travel to Hangzhou	Site visit to NetEase Hangzhou Campus and briefing from NetEase Management	Welcome address by Trade and Investment Minister The Hon Steven Ciobo MP Plenary Session moderated by ACBC National President, Mr John Brumby <ul style="list-style-type: none"> China Update by Economist Intelligence Unit Keynote Address by JP Morgan Chase
	PM		Site visit including JD Distribution Centre & COFCO facilities	E-commerce briefing and site visit to Hangzhou Cross-border bonded warehouse Industry networking with e-commerce platforms	Site visit to Alibaba, and Group travel to Shanghai by chartered bus	AWIC Gala Lunch Optional: Site visit to the Export Growth China, Australian Business Chamber Products and Services Showroom or Sogo high end supermarket
	Evening		Networking dinner with Chinese private sector		Optional Westpac/AustCham Australia-China Business Awards Gala Dinner (Tickets available at approx. \$200 per head – please email ACBA@austchamshanghai.com)	Informal networking reception with Australian business community in Shanghai - hosted by AustCham Shanghai (TBC)
TOURISM						
Shanghai 12 – 15 April	AM				Welcome Breakfast Site visit: Key distribution partners' offices	Visit to Premium and Business Events Showcase Welcome address by Trade and Investment Minister The Hon Steven Ciobo MP Plenary Session moderated by ACBC National President, Mr John Brumby <ul style="list-style-type: none"> China Update by Economist Intelligence Unit Keynote Address by JP Morgan Chase
	PM				VIP Lunch with China Eastern Airlines and selected industry partners Tourism Market Place Tourism Australia Coastal and Aquatic Launch	AWIC Gala Lunch Business Events and Premium Showcases Optional: Advance, Telstra and Austrade event "Digital Disruptors and the Power of Partnerships"
	Evening			Delegates arrive in Shanghai	Coastal and Aquatic Launch Event	Cocktail reception with key distribution partners and buyers from the showcases Program ends
URBAN SUSTAINABILITY & WATER MANAGEMENT						
Xiamen 11 April Jiaxing/ Suzhou 12-13 April Shanghai 14-April	AM	Delegates arrive in Xiamen	Xiamen Urban Planning Plenary followed sub-sector networking. <ul style="list-style-type: none"> Sponge Cities & Urban Water Management Australian Urban Planning & Design 	Seminar with Government partners, developers and technology companies on the Jiaxing <i>Sponge City Initiative</i> . <ul style="list-style-type: none"> Sponge cities – technologies and R&D Water Sensitive Urban Design 	Group travel to Suzhou Site visit: Suzhou Industrial Park OR Suzhou New Development Zone. Themes include: smart cities; urban planning; transport and connectivity.	Welcome address by Trade and Investment Minister The Hon Steven Ciobo MP Plenary Session moderated by ACBC National President, Mr John Brumby <ul style="list-style-type: none"> China Update by Economist Intelligence Unit Keynote Address by JP Morgan Chase
	PM		Business networking lunch Site visit: 'Sponge City' Demonstration Zone	Business networking lunch Site Visit: Jiaxing 'Sponge City' Projects	Delegates' Lunch Seminar with Suzhou Government & Chinese customers, including panel discussion and business networking. <ul style="list-style-type: none"> Smart cities ; Connected communities 	AWIC Gala Lunch Optional: Advance, Telstra and Austrade event "Digital Disruptors and the Power of Partnerships"
	Evening	Delegation briefing	Group travel to Jiaxing (via Shanghai) Overnight in Jiaxing	Group dinner at Jiaxing ancient water town, cruise on South Lake Overnight in Jiaxing	Optional Westpac/AustCham Australia-China Business Awards Gala Dinner (Tickets available at approx. \$200 per head – please email ACBA@austchamshanghai.com)	Informal networking reception with Australian business community in Shanghai - hosted by AustCham Shanghai (TBC) Program ends

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Question Number 104

FTA Promotion

1. The response to Question on Notice no. 7 from Supplementary Budget Estimates shows an amount of \$500,000 for public relations. Which public relations agency has been engaged? What activities has the public relations agency conducted as part of the campaign?

Please provide a list of all activities which the public relations agency has conducted (for example, numbers and details of story pitches to media outlets) and the outcomes achieved (for example, details of media coverage of the FTAs generated by public relations activity).

2. Please provide a breakdown of the \$10.5 million amount budgeted for media showing the amounts budgeted for each of the following: television, radio, out-of-home, digital, paid social media and print media.
3. Please provide a breakdown of the \$1 million amount budgeted for research showing the amounts budgeted for each of the following: formative, concept testing, benchmarking, and tracking research.
4. The response to Question on Notice no. 7 from Supplementary Budget Estimates, at paragraph (b) Austrade shows that the television, radio and print advertising was carried out between mid-September and late December 2015 at a cost totalling \$7.14 million. Is this advertising now completed, or is there more to come? If so, please detail.
5. Also at paragraph (b) Austrade states that for the television advertising the aim was to deliver 695 to 895 Target Audience Rating Points (TARPs) across each of the different TV markets. What does each of the different TV markets mean? Is the 695-895 TARPs the total aimed for across all markets – or was Austrade looking for 695-895 TARPs in each of more than one market?
6. What outcome was actually achieved with the media buy?
7. Can you confirm that the target audience is all people aged 18 and over, that is, voters.
8. In relation to answer to Question on Notice no. 47 from Supplementary Budget Estimates:
 - How did AMR conduct the tracking research?
 - Were they phone polls?
 - How many people were in the samples?
 - Were there two different sets of samples for consumers and SME businesses?
 - How many tracking surveys have been conducted and on what dates?
 - Has the tracking research been concluded?
 - What were the actual levels of awareness of the FTAs in percentage terms?
 - How do these levels compare to the levels in the benchmark surveys?
9. In relation to answer to Question on Notice no. 40 from Supplementary Budget Estimates, Austrade advised that ‘\$300,000 has been allocated to monthly tracking research which measures the ongoing performance on the [FTA promotional advertising] campaign and informs media optimisation’.
 - What are the results of this monthly research?
 - What optimisation adjustments were made?
 - Please provide a copy of each monthly report and actions taken as a result of such reports

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ANSWER

1. Bluegrass was engaged to conduct public relations and provided two key services under the contract:
 - Publicising the ‘heroes’ of the campaign to reinforce that they were real Australian business owners. This resulted in print, radio and television coverage.
 - Development of social media material and moderation of campaign social media channels.
2. A breakdown of the media spend provided below.

Channel	Spend
Television	\$4,475,317
Digital	\$1,595,478
Search & Social	\$816,000
Magazines	\$14,204
Newspapers	\$727,904
Radio	\$1,936,534
Indigenous	\$134,783
CALD	\$177,362
Out of Home	\$832,000

Note: The total amount is greater than \$10.5m as it does not take in to account credits due to the master media agency and applied to the campaign.

3. A breakdown of the \$1 million budgeted for research is provided below.

Budget	Amount (excl. GST)
Formative research	\$250,000
Concept testing	\$450,000
Benchmarking/tracking research	\$300,000

Spend	Amount (excl. GST)
Formative research	\$261,400
Concept testing	\$498,900
Benchmarking	\$ 81,985
Tracking research	\$153,853

4. The advertising campaign ran from September to December 2015 and is now complete.

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5. TV audiences are divided into different TV markets as follows:

- Metropolitan – Sydney, Melbourne, Brisbane, Adelaide, Perth.
- Regional Aggregate Markets – Queensland, Northern NSW, Southern NSW, Victoria, Tasmania.
- Solus Regional Markets - Griffith, Mildura, Port Pirie/Broken Hill, Loxton/Mt Gambier, Central Satellite, Regional Western Australia, Darwin.

When planning campaigns the media agency works to reach goals, articulated as the percentage of the total target audience that will see the ad at least once (1+) or three times (3+) during the campaign period.

As TV viewing habits vary market by market (e.g. Adelaide watches more TV than Perth and Sydney watches more Foxtel) the number of Target Audience Rating Points (TARPs), the metric used for buying TV, varies to achieve the campaign reach goal.

In the case of the FTA campaign, with a 1+ reach goal of 70-75%, the number of TARPs required to reach these goals in markets where it is harder to reach audiences, such as Sydney or Northern NSW, required 895 TARPs. Markets where audiences watch more TV, such as Adelaide or Melbourne, only required 695 TARPs to achieve the 70-75% 1+ reach goal.

6. **A copy of the Media Buy Performance Report has been provided to the Committee secretariat.**

7. There were two target audiences, identified during the formative research:

- consumers; and
- small to medium enterprises.

8. The tracking research agency surveyed consumers, SME businesses, ATSI and CALD audiences using a combination of online survey, intercept and telephone survey methodologies.

Telephone surveys were used to collect a portion of the responses for consumers and SME businesses. A telephone survey methodology was used to collect all CALD data.

A total of 1,089 consumers, 284 SME businesses, 50 ATSI and 50 CALD were surveyed for the **benchmark** measure. A total of 2,832 consumers, 1,419 SME businesses, 50 ATSI and 50 CALD were surveyed for the **tracking**. This is split by month in the table below:

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Sample Type	Benchmark Base Size	Monthly Base Size (Sept 2015)	Monthly Base Size (Oct 2015)	Monthly Base Size (Nov 2015)	Monthly Base Size (Dec 2015)	Monthly Base Size (Jan 2016)	TOTAL sample size for tracking (Sept-Jan 2015/16)
General public	n=1,089	n=395	n=788	n=608	n=689	n=352	n=2,480
SME Businesses	n=284	n=179	n=355	n=309	n=378	n=198	n=1,221
ATSI	n=50	-	-	n=50	-	-	n=50
CALD	n=50	-	-	n=50	-	-	n=50

There were two different samples for consumers and SME businesses.

Tracking was conducted continuously from 17th September 2015 until the 21st December 2015. Tracking then recommenced on the 11th January 2016 to capture results following conclusion of phase one. This wave concluded on the 29th January 2016.

The research tracking is currently paused as there is no campaign media running.

As at January 2016, 79% of consumers and 84% of SME owners were aware of Australia's FTAs. Seventy-two percent of consumers and 81% of SME owners were aware of the FTAs in the Benchmark.

9. The tracking research indicated a number of top line conclusions:

- Research indicates that the campaign has had a significant impact on attitudes and behaviours, with positive sentiment among the Australian public increasing by 21% following exposure to the campaign. In turn this is likely to lead to improved utilisation of the FTAs.
- Campaign tracking research indicates that the campaign reached more than half of the general public and business community and overall is seen to be credible, believable and informative.
- Consumers and business leaders that have seen the campaign are significantly more likely to have a better understanding of the economic competitiveness that FTAs bring i.e. How FTAs make Australian businesses more competitive, what employment opportunities they create, how they reduce the price of imported goods and how they facilitate economic growth in Australia.

The tracking research indicated there was no need for media optimisation.

Tracking was run continuously over the campaign period with reports by burst.

Foreign Affairs, Defence and Trade
Additional Estimates 2015 - 2016
Written Question on Notice from **Wong, Penny** to Austrade

Question Number 105

Organisational Changes

1. Have there been any board or senior personnel changes at Austrade since last Estimates. If so, please describe.
2. Have there been any other recent organisational changes? If so, please describe.

Answer

1. Mr Grame Barty was promoted to Executive Director, International Operations Group effective 24 September 2015. See response to Estimates Question No. 48 for information on appointments to boards.
2. There have been no other organisational changes during the period from 14 September 2015 to 31 January 2016.