

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

**INDEX OF ESTIMATES QUESTIONS ON NOTICE - AUSTRADE**

<b>QoN</b>	<b>Senator</b>	<b>Topic</b>
1.	Wong	Match Australia
2.	Wong	Match Australia
3.	Wong	Indonesia Australia Business Week
4.	Wong	Funding for ABE and Match Australia
5.	Wong	Breakdown of Austrade Funding
6.	Wong	Free Trade Agreements Advertising Campaign
7.	Wong	Recruitment to New Investment Positions
8.	Gallacher	Advanced Manufacturing Plan
9.	Brown	Survey of Tourist Accommodation
10.	Brown	Expo-2017 (Pakistan) and Expo-2020 (Dubai)
11.	Brown	Tourism Major Project Facilitation Service
12.	Brown	Australia Week in China
13.	Brown	Backpacker Tax
14.	Brown	Destination Australia Conference
15.	Brown	Staffing – Tourism Division
16.	Brown	Survey of Tourist Accommodation
17.	Brown	Tourism Demand-Driver Infrastructure (TDDI) Program
18.	Brown	Tourism Competitiveness Ranking
19.	Brown	Tourism Ministers Meetings
20.	Brown	Tourism Refund Scheme
21.	Brown	Zika – National Tourism Incident Communications Plan
22.	Brown	Funding Programs
23.	Brown	Australia on Tour in France
24.	Brown	Visits to Agencies – Minister Colbeck
25.	Brown	Research Agenda and Publications – Tourism Research Australia
26.	Brown	Staffing – Tourism Research Australia
27.	Brown	Three Capes Track Project
28.	Ludwig	Taxi Costs
29.	Ludwig	Hospitality and Entertainment
30.	Ludwig	Executive Coaching and Leadership Training
31.	Ludwig	Staffing Profile
32.	Ludwig	Staffing Reductions
33.	Ludwig	Staffing Recruitment
34.	Ludwig	Kitchen Appliances
35.	Ludwig	Boards
36.	Ludwig	Corporate Cars
37.	Ludwig	Government Payments of Accounts

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**

**Austrade**

<b>QoN</b>	<b>Senator</b>	<b>Topic</b>
38.	Ludwig	Hire Cars
39.	Ludwig	Credit Cards
40.	Ludwig	Functions
41.	Ludwig	Red Tape Reduction
42.	Ludwig	Land Costs
43.	Ludwig	Contracts for Temporary Staff
44.	Ludwig	Printing
45.	Ludwig	Communications Staff
46.	Ludwig	Reviews
47.	Ludwig	Commissioned Reports
48.	Ludwig	Appointments
49.	Ludwig	Stationery Requirements
50.	Ludwig	Electronic Equipment
51.	Ludwig	Media Subscriptions
52.	Ludwig	Meeting Costs
53.	Ludwig	Media Training
54.	Ludwig	Consultancies
55.	Ludwig	Provision of Equipment – Ministerial
56.	Ludwig	Provision of Equipment – Departmental
57.	Ludwig	Computers
58.	Ludwig	Travel Costs – Department
59.	Ludwig	Travel Costs – Ministerial
60.	Ludwig	Grants
61.	Ludwig	Departmental Rebranding
62.	Ludwig	Media Monitoring
63.	Ludwig	Procedures Manual (Ministerial)
64.	Ludwig	Ministerial Staff Code
65.	Ludwig	Enterprise Bargaining Agreements (EBAs)
66.	Ludwig	Existing Resources Program
67.	Ludwig	Conditions of Government Contracts and Agreements
68.	Ludwig	Statutory Review Provisions
69.	Ludwig	Sunset Provisions
70.	Ludwig	Legal Costs
71.	Ludwig	Procedures Manual (Departmental)
72.	Ludwig	Vending Machines
73.	Ludwig	Self Initiated Work
74.	Ludwig	Staff Awards
75.	Ludwig	Change Management
76.	Ludwig	Departmental Staff Misconduct
77.	Ludwig	Fee for Services

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**

**Austrade**

<b>QoN</b>	<b>Senator</b>	<b>Topic</b>
78.	Ludwig	Documents Provided to Minister
79.	Ludwig	Merchandise or Promotional Material
80.	Ludwig	Domain Usage
81.	Ludwig	Minsiterial Website
82.	Ludwig	Report Printing
83.	Ludwig	FoI Requests
84.	Ludwig	Ministerial Motor Vehicle
85.	Ludwig	Ministerial Staff Vehicles (non-MOPS)
86.	Ludwig	Ministerial Staff Vehicles
87.	Ludwig	Lobbyist Register Meetings
88.	Ludwig	Workplace Assessments
89.	Ludwig	Freedom of Information – Stats
90.	Ludwig	Ministerial Staff Turnover
91.	Ludwig	Multiple Tenders
92.	Ludwig	Market Research
93.	Ludwig	Departmental Upgrades
94.	Ludwig	Wine Coolers / Fridges
95.	Ludwig	Office Plants
96.	Ludwig	Office Recreation Facilities
97.	Ludwig	Building Lease Costs
98.	Ludwig	Government Advertising/Marketing
99.	Reynolds	Market Access for Western Australian Primary Producers
100.	Wong	Match Australia
101.	Wong	Indonesia Australia Business Week
102.	Wong	Australia United States Business Week
103.	Wong	Australia Week in China
104.	Wong	Free Trade Agreements (FTA) Promotion
105.	Wong	Organisational Changes

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**

**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
1.	Austrade	Wong	Match Australia	<p><b>Senator Wong:</b> 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&amp;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?</p> <p><b>Mr Barty:</b> 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.</p> <p><b>Senator Wong:</b> Perhaps you can provide me those on notice.</p>	Proof Hansard Pages 119-120	27/04/16	04/05/16
2.	Austrade	Wong	Match Australia	<p><b>Senator Wong:</b> 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?</p>	Proof Hansard Page 120	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
3.	Austrade	Wong	Indonesia Australia Business Week	<b>Senator Wong:</b> 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?	Proof Hansard Pages 120-121	27/04/16	04/05/16
4.	Austrade	Wong	Funding for ABE and Match Australia	<b>Senator Wong:</b> On notice, can I have the current budget allocation for Match Australia and ABEP over the forward estimates. <b>Mr Gosper:</b> The Australian Business Engagement Plan is concluding, but we will give you those figures.	Proof Hansard Page 123	27/04/16	04/05/16
5.	Austrade	Wong	Breakdown of Austrade Funding	<b>Senator Wong:</b> 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?	Proof Hansard Page 124	27/04/16	04/05/16
6.	Austrade	Wong	Free Trade Agreements Advertising Campaign	<b>Senator Wong:</b> [In relation to the Free Trade Agreements Advertising Campaign] ... has the post-campaign report been provided? <b>Mr Nichles:</b> Not to this committee, but it is available to be provided to the committee. <b>Senator Wong:</b> 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? <b>Mr Nichles:</b> We can provide a copy of the campaign evaluation research results.	Proof Hansard Page 125	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
7.	Austrade	Wong	Recruitment to New Investment Positions	<p><b>Senator Wong:</b> 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? ...</p> <p><b>Mr Beresford:</b> 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.</p> <p><b>Senator Wong:</b> ... 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?</p>	Proof Hansard Pages 126-127	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
8.	Austrade	Gallacher	Advanced Manufacturing Plan	<p><b>Senator Gallacher:</b> 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?</p> <p><b>Mr Barty:</b> 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—</p> <p><b>Senator Gallacher:</b> I am happy to get it on notice ...</p>	Proof Hansard Page 127	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
9.	Austrade	Brown	Survey of Tourist Accommodation	<p><b>Senator Carol Brown:</b> I want to touch on the Survey of Tourist Accommodation. Has a permanent funding solution for the Survey of Tourist Accommodation been found?</p> <p><b>Mr Boyer:</b> 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 ...</p> <p><b>Senator Carol Brown:</b> 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.</p> <p><b>Mr Boyer:</b> 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.</p> <p><b>Senator Carol Brown:</b> Can the copy of the proof of concept be supplied on notice?</p> <p><b>Mr Boyer:</b> 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.</p>	Proof Hansard Page 131	12/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
10.	Austrade	Brown	EXPO-2017 (Pakistan) and EXPO-2020 (Dubai)	<p><b>Senator Carol Brown:</b> Will Australia take part in EXPO-2017 in Pakistan and Expo 2020 in Dubai? ...</p> <p><b>Senator Colbeck:</b> 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—</p> <p><b>CHAIR:</b> 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.</p> <p><b>Senator Carol Brown:</b> Has ... Austrade been asked for advice about participating in the event? ...</p> <p><b>Mr Gosper:</b> I am not aware that Austrade has been asked for advice on that.</p> <p><b>Senator Carol Brown:</b> Have you given any advice?</p> <p><b>Mr Gosper:</b> I do not believe so, but I will take that on notice.</p> <p><b>Senator Carol Brown:</b> Have you had any contact with the organisers of these events?</p> <p><b>Mr Gosper:</b> Not that I am aware ...</p> <p><b>Senator Carol Brown:</b> Does Austrade have a view of the benefits?</p> <p><b>Mr Gosper:</b> 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.</p>	Proof Hansard Pages 132-133	27/04/16	04/05/16
11.	Austrade	Brown	Tourism Major Project Facilitation Service	<p><b>Senator Carol Brown:</b> 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.</p>	Proof Hansard Page 133	12/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
12.	Austrade	Brown	Australia Week in China	<p>(a) How much funding has Austrade allocated to Australia Week in China 2016?</p> <p>(b) What is Austrade's role in this event?</p> <p>(c) How many staff are allocated to produce this event? Please provide a breakdown by role, level, and gender.</p> <p>(d) How many staff will travel to China as part of the event?</p> <p>(e) How many businesses have expressed interest in participating or are registered to attend the event?</p> <p>(f) Is any public funding being used to support businesses, their owners or staff during AWIC events? If so, how much and what for?</p> <p>(g) Are any people on the Register of Lobbyists participating in Australia Week in China?</p>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
13.	Austrade	Brown	Backpacker Tax	<p>(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:</p> <p>“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</p> <p>Is the Tourism Minister one of those currently in close consultation with Barnaby Joyce on the issue of the backpacker tax?</p> <p>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?</p> <p>If not, why not?</p> <p>(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?</p> <p>If so, what is the nature of those concerns, what date were those representations made and what response has been received.</p> <p>(c) Is the Minister, Austrade and Tourism Australia aware of articles published in recent months including</p> <ul style="list-style-type: none"> <li>o ‘Backpacker tax ‘ridiculous’’, The Australian, 14 May 2015</li> <li>o ‘Backpacker tax hike a big thorn for farmers’, Courier Mail, 14 May 2015</li> <li>o ‘Cairns region backpacker scene cops a hit as Budget changes tax tourist workers’, May 14, 2015</li> </ul>	Written	12/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
13. cont.	Austrade	Brown	Backpacker Tax	<ul style="list-style-type: none"> <li>o 'Backpacker tax changes to hurt tourism, farms', Hobart Mercury, 19 May 2015</li> <li>o 'Working holiday rule 'must change' to lure backpackers', 21 November 2015</li> <li>o 'Pubs with no cheer as backpacker flow slows', Sunday Territorian, 22 November 2015</li> <li>o 'It pays to entice budget travellers', Sunday Territorian, 22 November 2015</li> <li>o 'Working holiday rules deterring backpackers' The Age, 23 November 2015</li> <li>o 'Backpacker tax to hit English courses', The Australian, 20 May 2015</li> <li>o 'Picky pickers could impact food budgets', Northern Territory News, 11 January 2016</li> <li>o 'Backpacker tax warning', The Advertiser, 2 February 2016</li> <li>o 'More support for campaign to scrap higher taxes for working backpackers', Cairns Post, 3 February 2016</li> <li>o 'Far North Queensland tourism boss backs farmers' campaign to axe backpacker tax', Cairns Post, 5 February, 2016</li> <li>o 'Famers wilt at backpacker tax', Courier Mail, 8 February 2015</li> </ul> <p>(d) Is the Minister aware of a quote provided by an English traveller named Kayleigh Brammeld who said if she had "known that before I came, I would probably reconsider," coming to Australia?</p> <p>(e) What actions is the Minister taking to maintain demand for working holiday visas in light of public sentiment and falling application figures?</p> <p>(f) Are statements like these being published at regular and increasing intervals of concern to the Minister, to Austrade or to Tourism Australia?</p> <p>(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?</p>		27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
14.	Austrade	Brown	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?	Written	27/04/16	04/05/16
15.	Austrade	Brown	Staffing	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?	Written	12/04/16	04/05/16
16.	Austrade	Brown	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?	Written	12/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
17.	Austrade	Brown	TDDI program	<p>(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.</p> <p>(b) What is the total expenditure to date for this program?</p> <p>(c) How much funding remains unallocated? Please provide a breakdown by state.</p> <p>(d) Have any public transport projects been funded under this program?</p> <p>(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)</p>	Written	12/04/16	04/05/16
18.	Austrade	Brown	Tourism Competitiveness Ranking	What is Australia's ranking for infrastructure as a sub component of the World Economic Forum Tourism Competitiveness Index?	Written	12/04/16	04/05/16
19.	Austrade	Brown	Tourism Ministers Meetings	<p>(a) How many Tourism Ministers Meetings has Minister Colbeck attended since his appointment?</p> <p>(b) What dates have Tourism Ministers Meetings been held since last estimates? Please provide location, time, place, attendees and agenda as well as minutes.</p> <p>(c) Please provide forward schedule for meetings for 2016.</p>	Written	12/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
20.	Austrade	Brown	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.	Written	12/04/16	04/05/16
21.	Austrade	Brown	Zika	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.	Written	12/04/16	04/05/16
22.	Austrade	Brown	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	Written	27/04/16	04/05/16
23.	Austrade	Brown	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.	Written	12/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**

**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
24.	Austrade	Brown	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?	Written	12/04/16	04/05/16
25.	Austrade	Brown	Research	Please detail the full research agenda and publications schedule for 2016.	Written	12/04/16	04/05/16
26.	Austrade	Brown	Staffing	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.	Written	12/04/16	04/05/16
27.	Austrade	Brown	Three Capes Track	(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?	Written	12/04/16	04/05/16
28.	Austrade	Ludwig	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?	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
29.	Austrade	Ludwig	Hospitality and entertainment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. What has been the Department/Agency's hospitality spend including any catering and drinks costs.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
30.	Austrade	Ludwig	Executive coaching and leadership training	<p>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:</p> <ol style="list-style-type: none"> <li>1. Total spending on these services</li> <li>2. The number of employees offered these services and their employment classification</li> <li>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)</li> <li>4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide: <ol style="list-style-type: none"> <li>1. The name and nature of the service purchased</li> <li>2. Whether the service is one-on-one or group based</li> <li>3. The number of employees who received the service and their employment classification</li> <li>4. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>5. The total amount spent on the service</li> <li>6. A description of the fees charged (i.e. per hour, complete package)</li> </ol> </li> <li>5. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> <li>1. The location used</li> <li>2. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</li> <li>3. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>4. Any costs the department or agency's incurred to use the location</li> </ol> </li> <li>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 restricting employment after training has been completed?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
31.	Austrade	Ludwig	Staffing profile	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has there been any change to the staffing profile of the department/agency?</li> <li>2. Provide a list of changes to staffing numbers, broken down by classification level, division, home base location (including town/city and state)</li> </ol>	Written	27/04/16	04/05/16
32.	Austrade	Ludwig	Staffing reductions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How many staff reductions/voluntary redundancies have occurred? <ol style="list-style-type: none"> <li>1. What was the reason for these reductions?</li> </ol> </li> <li>2. Were any of these reductions involuntary redundancies? If yes, provide details.</li> <li>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.</li> <li>4. If there are plans for staff reductions, please give the reason why these are happening.</li> <li>5. Are there any plans for involuntary redundancies? If yes, provide details.</li> <li>6. How many ongoing staff left the department/agency? What classification were these staff?</li> <li>7. How many non-ongoing staff left department/agency from? What classification were these staff?</li> <li>8. What are the voluntary redundancy packages offered? Please detail for each staff level and position</li> <li>9. How do the packages differ from the default public service package?</li> <li>10. How is the department/agency funding the packages?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
33.	Austrade	Ludwig	Staffing recruitment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How many ongoing staff have been recruited? What classification are these staff?</li> <li>2. How many non-ongoing positions exist or have been created? What classification are these staff?</li> <li>3. How many staff have been employed on contract and what is the average length of their employment period?</li> </ol>	Written	27/04/16	04/05/16
34.	Austrade	Ludwig	Kitchen Appliances	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has the department/agency purchased, leased or rented any kitchen appliances over the value of \$1000? <ol style="list-style-type: none"> <li>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?</li> <li>2. Why were the appliances purchased?</li> <li>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?</li> <li>4. Where did the funding for the appliances come from?</li> <li>5. Who has access?</li> <li>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?</li> <li>7. What are the other ongoing costs of the appliances?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
35.	Austrade	Ludwig	Boards (for Departments or agencies with boards)	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. how often has each board met, break down by board name;</li> <li>2. what travel expenses have been incurred;</li> <li>3. what has been the average attendance at board meetings;</li> <li>4. List each member's attendance at meetings;</li> <li>5. how does the board deal with conflict of interest;</li> <li>6. what conflicts of interest have been registered;</li> <li>7. what remuneration has been provided to board members;</li> <li>8. how does the board dismiss board members who do not meet attendance standards?</li> <li>9. Have any requests been made to ministers to dismiss board members?</li> <li>10. Please list board members who have attended less than 51% of meetings</li> <li>11. What have been the catering costs for the board meetings held during this period? Please break down the cost list.</li> </ol>	Written	27/04/16	04/05/16
36.	Austrade	Ludwig	Corporate cars	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How many cars are owned by each department/agency? <ol style="list-style-type: none"> <li>1. Where are the cars located?</li> <li>2. What are the cars used for?</li> <li>3. What is the cost of each car during the specified period?</li> <li>4. How far did each car travel during the specified period?</li> </ol> </li> <li>2. How many cars are leased by each department/agency? <ol style="list-style-type: none"> <li>1. Where are the cars located?</li> <li>2. What are the cars used for?</li> <li>3. What is the cost of each car during the specified period?</li> <li>4. How far did each car travel during the specified period?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
37.	Austrade	Ludwig	Government payments of accounts	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. What has been the average time period for the department/agency paid its accounts to contractors, consultants or others?</li> <li>2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?</li> <li>3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?</li> <li>4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</li> <li>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?</li> <li>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?</li> <li>7. Where interest is being paid, what rate of interest is being paid and how is this rate determined?</li> </ol>	Written	27/04/16	04/05/16
38.	Austrade	Ludwig	Hire cars	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. What are the reasons for hire car costs?</li> <li>3. How much did the department spend on hire cars during the specified period for their minister or minister's office?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
39.	Austrade	Ludwig	Credit cards	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Provide a breakdown of any changes to employment classifications that have access to a corporate credit card.</li> <li>2. Have there been any changes to action taken in the event that the corporate credit card is misused?</li> <li>3. Have there been any changes to how corporate credit card use is monitored?</li> <li>4. Have any instances of corporate credit card misuse have been discovered during the specified period? If so:</li> <li>5. Please list staff classification and what the misuse was, and the action taken.</li> <li>6. Have there been any changes to what action is taken to prevent corporate credit card misuse?</li> <li>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.</li> </ol>	Written	27/04/16	04/05/16
40.	Austrade	Ludwig	Functions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Provide a list of all formal functions or forms of hospitality conducted for the Minister . Include: <ol style="list-style-type: none"> <li>1. The guest list of each function</li> <li>2. The party or individual who initiated the request for the function</li> <li>3. The menu, program or list of proceedings of the function</li> <li>4. A list of drinks consumed at the function</li> </ol> </li> <li>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.</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
41.	Austrade	Ludwig	Red tape reduction	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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? <ol style="list-style-type: none"> <li>1. What is the progress of that red tape reduction target</li> </ol> </li> <li>2. How many officers have been placed in those units and at what level?</li> <li>3. How have they been recruited?</li> <li>4. What process was used for their appointment?</li> <li>5. What is the total cost of this unit?</li> <li>6. What is the estimated total salary cost of the officers assigned to the unit. _</li> <li>7. Do members of the unit have access to cabinet documents?</li> <li>8. Lease 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._</li> <li>9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
42.	Austrade	Ludwig	Land costs	<ol style="list-style-type: none"> <li>1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease?</li> <li>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)</li> <li>3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.               <ol style="list-style-type: none"> <li>a. What is the current occupancy level and occupant of the items identified in (3)?</li> <li>b. What is the value of the items identified in (3)?</li> <li>c. What contractual or other arrangements are in place for the items identified in (3)?</li> </ol> </li> <li>4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</li> <li>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).</li> <li>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?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
43.	Austrade	Ludwig	Contracts for Temporary Staff	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How much did the department/agency spend on temporary or contract staff?</li> <li>2. How many temporary or contract staff have been employed?</li> <li>3. What is the total number of temporary or contract staff currently employed?</li> <li>4. How much was paid for agencies/companies to find temporary/contract staff?</li> <li>5. Have there been any changes to the policies/criteria that govern the appointment of contract staff?</li> </ol>	Written	27/04/16	04/05/16
44.	Austrade	Ludwig	Printing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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. <ol style="list-style-type: none"> <li>1. How many of these printed documents were also published online?</li> </ol> </li> <li>2. Has the Department/Agency used external printing services for any print jobs? <ol style="list-style-type: none"> <li>1. If so, what companies were used?</li> <li>2. How were they selected?</li> <li>3. What was the total cost of this printing by item?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
45.	Austrade	Ludwig	Communications staff	<p>For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:</p> <ol style="list-style-type: none"> <li>1. How many ongoing staff, the classification, the type of work they undertake and their location.</li> <li>2. How many non-ongoing staff, their classification, type of work they undertake and their location</li> <li>3. How many contractors, their classification, type of work they undertake and their location</li> <li>4. How many are graphic designers?</li> <li>5. How many are media managers?</li> <li>6. How many organise events?</li> </ol> <p>Have these arrangements changed since the change of Prime Minister on 14 September, 2015? If yes, please detail.</p>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
46.	Austrade	Ludwig	Reviews	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> <li>1. the date they were ordered</li> <li>2. the date they commenced</li> <li>3. the minister responsible</li> <li>4. the department responsible</li> <li>5. the nature of the review</li> <li>6. their terms of reference</li> <li>7. the scope of the review</li> <li>8. Who is conducting the review</li> <li>9. the number of officers, and their classification level, involved in conducting the review</li> <li>10. the expected report date</li> <li>11. the budgeted, projected or expected costs</li> <li>12. If the report will be tabled in parliament or made public</li> </ol> </li> <li>2. For any review commenced or ordered, have any external people, companies or contractors being engaged to assist or conduct the review? <ol style="list-style-type: none"> <li>1. If so, please list them, including their name and/or trading name/s and any known alias or other trading names</li> <li>2. If so, please list their managing director and the board of directors or equivalent</li> <li>3. If yes, for each is the cost associated with their involvement, including a break down for each cost item</li> <li>4. If yes, for each, what is the nature of their involvement</li> <li>5. If yes, for each, are they on the lobbyist register, provide details.</li> <li>6. If yes, for each, what contact has the Minister or their office had with them</li> <li>7. If yes, for each, who selected them</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
46. cont.	Austrade	Ludwig		<p>8. If yes, for each, did the minister or their office have any involvement in selecting them,</p> <ol style="list-style-type: none"> <li>1. If yes, please detail what involvement it was</li> <li>2. If yes, did they see or provided input to a short list</li> <li>3. If yes, on what dates did this involvement occur</li> <li>4. If yes, did this involve any verbal discussions with the department</li> <li>5. If yes, on what dates did this involvement occur</li> </ol> <p>3. Which reviews are on-going?</p> <ol style="list-style-type: none"> <li>1. Please list them.</li> <li>2. What is the current cost to date expended on the reviews?</li> </ol> <p>4. Have any reviews been stopped, paused or ceased? Please list them.</p> <p>5. Which reviews have concluded? Please list them.</p> <p>6. How many reviews have been provided to Government? Please list them and the date they were provided.</p> <p>7. When will the Government be responding to the respective reviews that have been completed?</p> <p>8. What reviews are planned?</p> <ol style="list-style-type: none"> <li>1. When will each planned review be commenced?</li> <li>2. When will each of these reviews be concluded?</li> <li>3. When will government respond to each review?</li> <li>4. Will the government release each review? <ol style="list-style-type: none"> <li>1. If so, when? If not, why not?</li> </ol> </li> </ol>		27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
47.	Austrade	Ludwig	Commissioned reports	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency? <ol style="list-style-type: none"> <li>1. Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</li> </ol> </li> <li>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?</li> <li>3. What is the current status of each report? When is the Government intending to respond to these reports?</li> </ol>	Written	27/04/16	04/05/16
48.	Austrade	Ludwig	Appointments	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Please detail any board appointments made to date.</li> <li>2. What is the gender ratio on each board and across the portfolio?</li> <li>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.</li> <li>4. Please specify when these gender ratio or participation policies were changed.</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
49.	Austrade	Ludwig	Stationery Requirements	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How much has been spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio to date? <ol style="list-style-type: none"> <li>1. Detail the items provided to the minister's office.</li> <li>2. Please specify how many reams of paper have been supplied to the Minister's office.</li> </ol> </li> <li>2. How much has been spent on departmental stationery requirements to date.</li> <li>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.</li> </ol>	Written	27/04/16	04/05/16
50.	Austrade	Ludwig	Electronic equipment	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office. <ol style="list-style-type: none"> <li>1. List the items</li> <li>2. List the items location or normal location</li> <li>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</li> <li>4. List the total cost of the items</li> <li>5. List an itemised cost breakdown of these items</li> <li>6. List the date they were provided to the office</li> <li>7. Note if the items were requested by the office or proactively provided by the department</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
51.	Austrade	Ludwig	Media subscriptions	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> <li>1. Please provide a list of channels and the reason for each channel.</li> <li>2. What has been the cost of this package/s during the specified period?</li> <li>3. What is provided to the Minister or their office?</li> <li>4. What has been the cost of this package/s during the specified period?</li> </ol> </li> <li>2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> <li>1. Please provide a list of newspaper subscriptions and the reason for each.</li> <li>2. What has been the cost of this package/s during the specified period?</li> <li>3. What is provided to the Minister or their office?</li> <li>4. What has been the cost of this package/s during the specified period?</li> </ol> </li> <li>3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> <li>1. Please provide a list of magazine subscriptions and the reason for each.</li> <li>2. What has been the cost of this package/s during the specified period?</li> <li>3. What is provided to the Minister or their office?</li> <li>4. What has been the cost of this package/s during the specified period?</li> </ol> </li> <li>4. What publications does your department/agency purchase? <ol style="list-style-type: none"> <li>1. Please provide a list of publications purchased by the department and the reason for each.</li> <li>2. What has been the cost of this package/s during the specified period?</li> <li>3. What is provided to the Minister or their office?</li> <li>4. What has been the cost of this package/s during the specified period?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
52.	Austrade	Ludwig	Meeting costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</li> <li>4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
53.	Austrade	Ludwig	Media training	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. In relation to media training services purchased by each department/agency, please provide the following information: <ol style="list-style-type: none"> <li>1. Total spending on these services</li> <li>2. An itemised cost breakdown of these services</li> <li>3. The number of employees offered these services and their employment classification</li> <li>4. The number of employees who have utilised these services and their employment classification</li> <li>5. The names of all service providers engaged</li> <li>6. The location that this training was provided</li> </ol> </li> <li>2. For each service purchased from a provider listed under (1), please provide: <ol style="list-style-type: none"> <li>1. The name and nature of the service purchased</li> <li>2. Whether the service is one-on-one or group based</li> <li>3. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</li> <li>4. The total number of hours involved for all employees (provide a breakdown for each employment classification)</li> <li>5. The total amount spent on the service</li> <li>6. A description of the fees charged (i.e. per hour, complete package)</li> </ol> </li> <li>3. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> <li>4. The location used</li> <li>5. The number of employees who took part on each occasion</li> <li>6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</li> <li>7. Any costs the department or agency's incurred to use the location</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
54.	Austrade	Ludwig	Consultancies	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.</li> <li>2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.</li> <li>3. Have any consultancies not gone out for tender? <ol style="list-style-type: none"> <li>1. List each, including name, cost and purpose</li> <li>2. If so, why?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
55.	Austrade	Ludwig	Provision of equipment - ministerial	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone has been provided and the costs? <ol style="list-style-type: none"> <li>1. Itemise equipment and cost broken down by staff or minister classification</li> </ol> </li> <li>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:</li> <li>3. What is provided?</li> <li>4. The purchase cost.</li> <li>5. The ongoing cost.</li> <li>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).</li> <li>7. A breakdown of what staff and staff classification receives each item.</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**

**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
56.	Austrade	Ludwig	Provision of equipment - departmental	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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:</li> <li>2. What has been provided?</li> <li>3. The purchase cost.</li> <li>4. The ongoing cost.</li> <li>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).</li> <li>6. A breakdown of what staff and staff classification receives each item.</li> </ol>	Written	27/04/16	04/05/16
57.	Austrade	Ludwig	Computers	<ol style="list-style-type: none"> <li>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</li> <li>2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location</li> <li>3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
58.	Austrade	Ludwig	Travel costs - department	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Is the minister or their office or their delegate required to approve all departmental and agency international travel?</li> <li>2. If so, under what policy?</li> <li>3. Provide a copy of that policy.</li> <li>4. When was this policy implemented?</li> <li>5. When is the minister notified, when is approved provided?</li> <li>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).</li> <li>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.</li> <li>8. What date was the minister or their office notified of the travel?</li> <li>9. What date did the minister or their office approve the travel?</li> <li>10. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
59.	Austrade	Ludwig	Travel costs - ministerial	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Please detail all travel conducted by the Minister/parliamentary secretary</li> <li>2. List each location, method of travel, itinerary and purpose of trip;</li> <li>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;</li> <li>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.</li> <li>5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</li> </ol>	<p>Written</p> <p style="background-color: yellow;">Department of Finance to respond on behalf of all portfolios</p>	-	-

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
60.	Austrade	Ludwig	Grants	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. What guidelines are in place to administer grants?</li> <li>2. How are grants applied for?</li> <li>3. Are there any restrictions on who can apply for a grant? If yes, please detail. <ol style="list-style-type: none"> <li>1. Can these restrictions be waved? If yes, please detail the process for waving them and list any grants where the restrictions were waved.</li> </ol> </li> <li>4. What is the procedure for selecting who will be awarded a grant?</li> <li>5. Who is involved in this selection process?</li> <li>6. Does the minister or the minister's office play any role in awarding grants? If yes, please detail. <ol style="list-style-type: none"> <li>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.</li> </ol> </li> <li>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.</li> <li>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.</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
61.	Austrade	Ludwig	Departmental Rebranding	<p>Since the change of Prime Minister on 14 September, 2015:</p> <p>1. Has the department/Agency undergone a name change or any other form of rebranding? If so:</p> <p style="padding-left: 20px;">a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?</p> <p style="padding-left: 40px;">i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.</p> <p style="padding-left: 20px;">b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:</p> <p style="padding-left: 40px;">i. Signage.</p> <p style="padding-left: 40px;">ii. Stationery (please include details of existing stationery and how it was disposed of).</p> <p style="padding-left: 40px;">iii. Logos</p> <p style="padding-left: 40px;">iv. Consultancy</p> <p style="padding-left: 40px;">v. Any relevant IT changes.</p> <p style="padding-left: 40px;">vi. Office reconfiguration.</p> <p>c. How was the decision reached to rename and/or rebrand the department?</p> <p style="padding-left: 20px;">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.</p>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
62.	Austrade	Ludwig	Media monitoring	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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? <ol style="list-style-type: none"> <li>1. Which agency or agencies provided these services?</li> <li>2. What has been spent providing these services during the specified period?</li> <li>3. Itemise these expenses.</li> </ol> </li> <li>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? <ol style="list-style-type: none"> <li>1. Which agency or agencies provided these services?</li> <li>2. What has been spent providing these services during the specified period?</li> <li>3. Itemise these expenses</li> </ol> </li> </ol>	Written	27/04/16	04/05/16
63.	Austrade	Ludwig	Procedure Manuals (Ministerial)	<ol style="list-style-type: none"> <li>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:</li> <li>2. When was the manual last updated?</li> <li>3. Who is responsible for updating the manual?</li> <li>4. Who is the manual distributed to?</li> <li>5. Is anyone responsible for clearing communications before they are sent to the department?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
64.	Austrade	Ludwig	Ministerial staff code	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? <ol style="list-style-type: none"> <li>1. If so, list the breaches identified, broken by staffing classification level</li> <li>2. If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</li> <li>3. If so, when was the breach identified? By whom? When was the Minister made aware?</li> </ol> </li> <li>2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? <ol style="list-style-type: none"> <li>1. If not, how many staff don't comply, broken down by classification level?</li> <li>2. How long have they worked for the Minister?</li> </ol> </li> <li>3. Can you confirm they all complied with the code on the date of their employment? <ol style="list-style-type: none"> <li>1. If not, on what date did they comply?</li> </ol> </li> <li>4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? <ol style="list-style-type: none"> <li>1. If so, on what date were those disclosure made?</li> </ol> </li> <li>5. By position title list the date each staff member was approved by government staff committee</li> <li>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</li> <li>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</li> </ol>	<p>Written</p> <p style="background-color: yellow;">Department of Finance to respond on behalf of all portfolios</p>	-	-

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
65.	Austrade	Ludwig	Enterprise Bargaining Agreements (EBAs)	<ol style="list-style-type: none"> <li>1. Please list all related EBAs with coverage of the department.</li> <li>2. Please list their starting and expiration dates.</li> <li>3. What is the current status of negotiations for the next agreement/s? Please detail.</li> </ol>	Written	27/04/16	04/05/16
66.	Austrade	Ludwig	Existing Resources Program	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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'?</li> <li>2. List each</li> <li>3. List the staffing assigned to each task</li> <li>4. What is the nominal total salary cost of the officers assigned to the project?</li> <li>5. What resources or equipment has been assigned to the project?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
67.	Austrade	Ludwig	Conditions of Government Contracts and Agreements	<ol style="list-style-type: none"> <li>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?</li> <li>2. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</li> <li>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?</li> <li>4. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</li> <li>5. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?</li> <li>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?</li> <li>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?</li> <li>8. If no consultation has occurred, why not?</li> <li>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?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
68.	Austrade	Ludwig	Statutory Review Provisions	<p>Please list all current legislation, covered by the department's portfolio, which contain a statutory review provision/s. For each, please provide:</p> <ol style="list-style-type: none"> <li>1. What work has been done towards preparing for the review? If none, why not?</li> <li>2. Please provide a schedule or a workplan for the review</li> <li>3. When did/will this work begin?</li> <li>4. When is/was the review due to commence.</li> <li>5. What is the expected report date.</li> <li>6. Who is the minister responsible for the review</li> <li>7. What department is responsible for the review</li> <li>8. List the specific clauses or legislation under review caused by the statutory provision.</li> <li>9. List the terms of reference.</li> <li>10. What is the scope of the review.</li> <li>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?</li> <li>12. What is the budgeted, projected or expected costs of the review?</li> <li>13. When was the Minister briefed on this matter?</li> <li>14. What decision points are upcoming for the minister on this matter?</li> <li>15. List the number of officers, and their classification level, involved in conducting the review</li> <li>16. Will the the report will be tabled in parliament or made public. If so, when?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
69.	Austrade	Ludwig	Sunset Provisions	<ol style="list-style-type: none"> <li>1. Please list all current legislation, covered by the department's portfolio, which contain a sunset provision/s. For each, please provide: <ol style="list-style-type: none"> <li>1. What work has been done towards preparing for the activation of sunset provisions? If no work has commenced, why not?</li> <li>2. Has any consideration been given to delaying or alerting the sunset provisions?</li> <li>3. Please provide a schedule or a workplan for the sunset provisions becoming active</li> <li>4. When did/will this work begin?</li> </ol> </li> <li>2. Will there be any reviews of or relating to the legislation before or after the sunset provision is enacted? If yes: <ol style="list-style-type: none"> <li>1. When is/was the review due to commence.</li> <li>2. What is the expected report date.</li> <li>3. Who is the minister responsible for the review</li> <li>4. What department is responsible for the review</li> <li>5. List the specific clauses or legislation under review caused by the statutory provision.</li> <li>6. List the terms of reference.</li> <li>7. What is the scope of the review.</li> <li>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?</li> <li>9. What is the budgeted, projected or expected costs of the review?</li> <li>10. When was the Minister briefed on this matter?</li> <li>11. What decision points are upcoming for the minister on this matter?</li> <li>12. List the number of officers, and their classification level, involved in conducting the review</li> <li>13. Will the the report will be tabled in parliament or made public. If so, when?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
70.	Austrade	Ludwig	Legal Costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. List all legal costs incurred by the department or agency</li> <li>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</li> <li>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)</li> <li>4. How was each piece of advice procured? Detail the method of identifying legal advice</li> </ol>	Written	27/04/16	04/05/16
71.	Austrade	Ludwig	Procedure Manuals (Departmental)	<ol style="list-style-type: none"> <li>1. Does the department have a procedure manual for communication between the department and the minister? If yes, please provide a copy and:</li> <li>2. When was the manual last updated?</li> <li>3. Who is responsible for updating the manual?</li> <li>4. Has the minister's office had any input into the content of the manual? If so, please detail.</li> <li>5. Who is the manual distributed to?</li> <li>6. Is anyone responsible for clearing communications before they are sent to the minister or the minister's office?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
72.	Austrade	Ludwig	Vending machines	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has the department/agency purchased or leased or taken under contract any vending machine facilities? <ol style="list-style-type: none"> <li>1. If so, list these</li> <li>2. If so, list the total cost for these items</li> <li>3. If so, list the itemised cost for each item of expenditure</li> <li>4. If so, where were these purchased</li> <li>5. If so, list the process for identifying how they would be purchased</li> <li>6. If so, what is the current location for these items?</li> <li>7. If so, what is the current usage for each of these items?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16
73.	Austrade	Ludwig	Self Initiated work	<ol style="list-style-type: none"> <li>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)?</li> <li>2. Please list all ongoing projects. For each, please detail:</li> <li>3. When did the project commence?</li> <li>4. When is it expected to conclude?</li> <li>5. What will the total cost of the project be?</li> <li>6. Where did the money for the project come from?</li> <li>7. Where is the project based?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
74.	Austrade	Ludwig	Staff Awards	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has the Department / Agency given out awards to staff for any reason? If yes: <ol style="list-style-type: none"> <li>1. What was the reason for the awards?</li> <li>2. What was the criteria for the awards?</li> <li>3. What form did the award take? (e.g. Certificate, gift vouchers etc)</li> <li>4. How much was spent on the award?</li> </ol> </li> <li>2. How were the awards presented?</li> <li>3. Who presented the awards?</li> <li>4. Was there a ceremony or party for the awards? If yes: <ol style="list-style-type: none"> <li>1. Where was it held?</li> <li>2. Was there a fee for the venue? If yes, how much?</li> <li>3. How much was spent on catering?</li> <li>4. How many people attended?</li> <li>5. Did the minister attend?</li> <li>6. Did the minister's staff attend? If yes, how many?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16
75.	Austrade	Ludwig	Change Management	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has the Department/Agency engaged in a policy of Change Management? If yes: <ol style="list-style-type: none"> <li>1. Please detail the policy.</li> <li>2. When was the policy introduced?</li> <li>3. What are the goals of the policy?</li> <li>4. How much was spent on consulting for the policy and who was contracted for this consultation?</li> <li>5. How much was spent implementing this policy?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
76.	Austrade	Ludwig	Departmental Staff Misconduct	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Please provide a copy of the departmental staff code of conduct.</li> <li>2. Have there been any identified breaches of this code of conduct by departmental staff? <ol style="list-style-type: none"> <li>1. If yes, list the breaches identified, broken by staffing classification level.</li> <li>2. If yes, what remedy was put in place to manage the breach? If no remedy has been put in place, why not?</li> <li>3. If yes, when was the breach identified? By whom? When was the Minister made aware?</li> <li>4. If yes, were there any legal ramifications for the department or staff member? Please detail.</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
77.	Austrade	Ludwig	Fee for services	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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:</li> <li>2. Name of the fee and a short description of what it covers.</li> <li>3. How much is the fee (and is it a flat fee or a percentage of the service).</li> <li>4. The date the fee came into place.</li> <li>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.</li> <li>6. What consultation was carried out before the fee was put into place?</li> <li>7. How was the fee put into place (e.g. through legislation, regulation changes etc)?</li> <li>8. What justification is there for the fee?</li> <li>9. test</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
78.	Austrade	Ludwig	Documents provided to minister	<ol style="list-style-type: none"> <li>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.</li> <li>2. List those documents, their schedule and their purpose (broken down by ministerial signature and office for noting documents)</li> <li>3. How are they transmitted to the office?</li> <li>4. What mode of delivery is used (hardcopy, email) for those documents?</li> <li>5. What level officer are they provided to in the minister's office?</li> </ol>	Written	27/04/16	04/05/16
79.	Austrade	Ludwig	merchandise or promotional material	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has the department purchased any merchandise or promotional material?</li> <li>2. List by item, and purpose for each item, including if the material is for a specific policy or program or for a generic puporse (note that purpose)</li> <li>3. List the cost for each item</li> <li>4. List the quantity of each item</li> <li>5. Who suggested these material be created?</li> <li>6. Who approved its creation?</li> <li>7. Provide copies of authorisation</li> <li>8. When was the Minister informed of the material being created?</li> <li>9. Who created the material?</li> <li>10. How was that person selected?</li> <li>11. How many individuals or groups were considered in selecting who to create the material?</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
80.	Austrade	Ludwig	Domain Usage	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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: <ol style="list-style-type: none"> <li>1. Domain name of the website being accessed (or IP address if the Domain is unavailable in the tracking system).</li> <li>2. Amount of data downloaded and uploaded to the site.</li> <li>3. Number of times the site was accessed.</li> </ol> </li> </ol>	Written	27/04/16	04/05/16
81	Austrade	Ludwig	Ministerial Website	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How much has been spent on the Minister's website? <ol style="list-style-type: none"> <li>1. List each item of expenditure and cost</li> </ol> </li> <li>2. Who is responsible for uploading information to the Minister's website?</li> <li>3. Have any departmental staff been required to work outside regular hours to maintain the Minister's website? Please detail.</li> </ol>	Written	27/04/16	04/05/16
82.	Austrade	Ludwig	Report Printing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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?</li> <li>2. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
83.	Austrade	Ludwig	FoI Requests	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How many requests for documents under the FOI Act have been received?</li> <li>2. Of these, how many documents have been determined to be deliberative documents?</li> <li>3. Of those assessed as deliberative documents: <ol style="list-style-type: none"> <li>1. For how many has access to the document been refused on the basis that it would be contrary to the public interest?</li> <li>2. For how many has a redacted document been provided?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
84.	Austrade	Ludwig	Ministerial Motor vehicle	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has the minister been provided with or had access to a motor vehicle? If so: <ol style="list-style-type: none"> <li>1. What is the make and model?</li> <li>2. How much did it cost?</li> <li>3. When was it provided?</li> <li>4. Was the entire cost met by the department? If not, how was the cost met?</li> <li>5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</li> <li>6. Are these costs met by the department? If not, how are these costs met?</li> <li>7. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle.</li> <li>8. Have these guidelines changed during the specified period of time? If so, please detail.</li> <li>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.</li> <li>10. Have these guidelines changed during the specified period of time? If so, please detail.</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
85.	Austrade	Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so: <ol style="list-style-type: none"> <li>1. What is the make and model?</li> <li>2. How much did it cost?</li> <li>3. When was it provided?</li> <li>4. Was the entire cost met by the department? If not, how was the cost met?</li> <li>5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</li> <li>6. Are these costs met by the department? If not, how are these costs met?</li> <li>7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</li> <li>8. Have these guidelines changed during the specified period? If so, please detail.</li> <li>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.</li> <li>10. Have these guidelines changed during the specified period? If so, please detail.</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
86.	Austrade	Ludwig	Ministerial Staff vehicles	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so: <ol style="list-style-type: none"> <li>1. What is the make and model?</li> <li>2. How much did it cost?</li> <li>3. When was it provided?</li> <li>4. Was the entire cost met by the department? If not, how was the cost met?</li> <li>5. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.</li> <li>6. Are these costs met by the department? If not, how are these costs met?</li> <li>7. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.</li> <li>8. Have these guidelines changed during the specified period? If so, please detail.</li> <li>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.</li> <li>10. Have these guidelines changed during the specified period? If so, please detail.</li> </ol> </li> </ol>	<p>Written</p> <p>Department of Finance to respond on behalf of all portfolios</p>	-	-

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
87.	Austrade	Ludwig	Lobbyist Register Meetings	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. List all interactions between the department/agency with any representative listed on the lobbyist register</li> <li>2. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting</li> <li>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</li> </ol>	Written	27/04/16	04/05/16
88.	Austrade	Ludwig	Workplace assessments	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How much has been spent on workplace ergonomic assessments? <ol style="list-style-type: none"> <li>1. List each item of expenditure and cost</li> </ol> </li> <li>2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?</li> <li>3. If so, list each item of expenditure and cost related to those changes</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
89.	Austrade	Ludwig	Freedom of Information - Stats	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How many FOI requests were received to date.</li> <li>2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?</li> <li>3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?</li> <li>4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?</li> <li>5. How many of those requests were finalised out of time?</li> </ol>	Written	27/04/16	04/05/16
90.	Austrade	Ludwig	Ministerial staff turnover	<ol style="list-style-type: none"> <li>1. List the current staffing allocation for each Minister and Parliamentary Secretary</li> <li>2. For each Minister or Parliamentary Secretary list the number of staff recruited, broken down by their staffing classification</li> <li>3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification</li> <li>4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification</li> <li>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</li> </ol>	<p>Written</p> <p style="background-color: yellow;">Department of Finance to respond on behalf of all portfolios</p>	-	-

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
91	Austrade	Ludwig	Multiple tenders	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. List any tenders that were re-issued or issued multiple times: <ol style="list-style-type: none"> <li>1. Why were they re-issued or issued multiple times?</li> <li>2. Were any applicants received for the tenders before they were re-issued or repeatedly issued?</li> <li>3. Were those applicants asked to resubmit their tender proposal?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16
92.	Austrade	Ludwig	Market Research	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. List any market research conducted by the department/agency: <ol style="list-style-type: none"> <li>1. List the total cost of this research</li> <li>2. List each item of expenditure and cost, broken down by division and program</li> <li>3. Who conducted the research?</li> <li>4. How were they identified?</li> <li>5. Where was the research conducted?</li> <li>6. In what way was the research conducted?</li> <li>7. Were focus groups, round tables or other forms of research tools used?</li> <li>8. How were participants for these focus groups et al selected?</li> <li>9. How was the firm or individual that conducted the review selected?</li> <li>10. What input did the Minister have?</li> <li>11. How was it approved?</li> <li>12. Were other firms or individuals considered? If yes, please detail.</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
93.	Austrade	Ludwig	Departmental Upgrades	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? <ol style="list-style-type: none"> <li>1. If so, list these</li> <li>2. If so, list the total cost for these changes</li> <li>3. If so, list the itemised cost for each item of expenditure</li> <li>4. If so, who conducted the works?</li> <li>5. If so, list the process for identifying who would conduct these works</li> <li>6. If so, when are the works expected to be completed?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16
94.	Austrade	Ludwig	Wine Coolers / Fridges	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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? <ol style="list-style-type: none"> <li>1. If so, list these</li> <li>2. If so, list the total cost for these items</li> <li>3. If so, list the itemised cost for each item of expenditure</li> <li>4. If so, where were these purchased</li> <li>5. If so, list the process for identifying how they would be purchased</li> <li>6. If so, what is the current location for these items?</li> <li>7. If so, what is the current stocking level for each of these items?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
95.	Austrade	Ludwig	Office Plants	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. Has the department/agency purchased or leased any office plants? <ol style="list-style-type: none"> <li>1. If so, list these</li> <li>2. If so, list the total cost for these items</li> <li>3. If so, list the itemised cost for each item of expenditure</li> <li>4. If so, where were these purchased</li> <li>5. If so, list the process for identifying how they would be purchased</li> <li>6. If so, what is the current location for these items?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16
96.	Austrade	Ludwig	Office recreation facilities	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>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)? <ol style="list-style-type: none"> <li>1. If so, list these</li> <li>2. If so, list the total cost for these items</li> <li>3. If so, list the itemised cost for each item of expenditure</li> <li>4. If so, where were these purchased</li> <li>5. If so, list the process for identifying how they would be purchased</li> <li>6. If so, what is the current location for these items?</li> <li>7. If so, what is the current usage for each of these items?</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
97.	Austrade	Ludwig	Building Lease Costs	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. What has been the total cost of building leases for the agency / department?</li> <li>2. Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> <li>1. Date the lease agreement is active from.</li> <li>2. Date the lease agreement ends.</li> <li>3. Is the lease expected to be renewed? If not, why not?</li> <li>4. Location of the building (City and state).</li> <li>5. Cost of the lease.</li> <li>6. Why the building is necessary for the operations of the agency / department.</li> </ol> </li> <li>3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. Please detail by: <ol style="list-style-type: none"> <li>1. Date from which the lease agreement was active.</li> <li>2. Date the lease agreement ended.</li> <li>3. Why was the lease not renewed?</li> <li>4. Location of the building (City and state).</li> <li>5. Cost of the lease.</li> <li>6. Why the building was necessary for the operations of the agency / department.</li> </ol> </li> <li>4. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by: <ol style="list-style-type: none"> <li>1. Date the lease agreement is expected to become active.</li> <li>2. Date the lease agreement is expected to end.</li> <li>3. Expected location of the building (City and state).</li> <li>4. Expected cost of the lease. <ol style="list-style-type: none"> <li>1. Has this cost been allocated into the budget?</li> </ol> </li> <li>5. Why the building is necessary for the operations of the agency / department.</li> </ol> </li> <li>5. For each building owned or leased by the department: <ol style="list-style-type: none"> <li>1. What is the current occupancy rate for the building?</li> <li>2. If the rate is less than 100%, detail what the remaining being used for.</li> </ol> </li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
98.	Austrade	Ludwig	Government advertising/marketing	<p>Since the change of Prime Minister on 14 September, 2015:</p> <ol style="list-style-type: none"> <li>1. How much has been spent by the department / agency on marketing? <ol style="list-style-type: none"> <li>1. List the total cost</li> <li>2. List each item of expenditure and cost</li> <li>3. List the approving officer for each item.</li> <li>4. Detail the ministerial or ministerial staff involvement in the commissioning process.</li> <li>5. Which firm provided the marketing?</li> </ol> </li> <li>2. How much has been spent by the department / agency on government advertising (including job ads)? <ol style="list-style-type: none"> <li>1. List the total cost</li> <li>2. List each item of expenditure and cost</li> <li>3. Where the advertising appeared</li> <li>4. List the approving officer for each item.</li> <li>5. Detail the ministerial or ministerial staff involvement in the commissioning process.</li> <li>6. Detail the outlets that were paid for the advertising.</li> </ol> </li> <li>3. What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> <li>1. List the total expected cost.</li> <li>2. List each item of expenditure and cost.</li> <li>3. Where the advertising will appear</li> <li>4. List the approving officer for each item.</li> <li>5. Detail the ministerial or ministerial staff involvement in the commissioning process.</li> <li>6. Detail the outlets that have been or will be paid for the advertising.</li> </ol> </li> <li>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.</li> </ol>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
99.	Austrade	Reynolds	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.	Written	27/04/16	04/05/16
100.	Austrade	Wong	Match Australia	<p>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'.</p> <ul style="list-style-type: none"> <li>- Has the Plan been provided to the Committee.</li> <li>- If so, when.</li> <li>- If not, why not.</li> </ul> <p>2. Can Austrade confirm its performance measures for Match Australia are (a) the number of business events run, and (b) the number of participants.</p> <ul style="list-style-type: none"> <li>- How do these performance measures relate to the objectives of the program.</li> <li>- How do these performance measures reflect the success or failure of the program to meet objectives and increase investment and export opportunities for Australia.</li> </ul> <p>3. What other Match Australia events have taken place to date this financial year. Please provide program, attendees, costs and specific outcomes.</p> <p>4. What future Match Australia events are planned for 2016. Please provide planned programs, attendees, costs and outcomes.</p>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
101.	Austrade	Wong	Indonesia Australia Business Week	<p>Regarding the inaugural Indonesia Australia Business Week held from 17-20 November 2015:</p> <ul style="list-style-type: none"> <li>- Who participated in this Week from Austrade, DFAT and the Government.</li> <li>- What were the associated costs of running this event.</li> <li>- Did the Government contribute to some of the related costs by participating businesses. If so, please describe.</li> <li>- On notice, please provide a list of attendees and events.</li> <li>- Were there concrete export or investment outcomes directly attributable to this Week. If so, please describe.</li> </ul>	Written	27/04/16	04/05/16
102.	Austrade	Wong	Australia United States Business Week	<p>Regarding the Australia United States Business Week held from 22-26 February 2016:</p> <ul style="list-style-type: none"> <li>- Who attended as representative of Austrade, DFAT and the Government.</li> <li>- How many Australian businesses participated.</li> <li>- Please provide a list of attendees at each event.</li> <li>- Did the Government contribute to any of the associated expenses of the businesses attending this Week. If so, please describe.</li> <li>- Did the Government promote the TPP as part of its trade and investment promotions during this Week. If so, please provide details.</li> <li>- What are the budgeted costs associated with this Week.</li> <li>- How does this inaugural Business Week relate to DFAT's G'DAY USA 2016 event.</li> </ul>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
103.	Austrade	Wong	Australia Week in China	<p>Regarding the second Australia Week in China (AWIC) that will be delivered across multiple cities during 11-15 April 2016:</p> <ul style="list-style-type: none"> <li>- Who will attend as representative of Austrade, DFAT and the Government.</li> <li>- How many Australian businesses have registered to participate.</li> <li>- Will the Government contribute to any of the associated expenses of the businesses attending this Week. If so, please describe.</li> <li>- What are the budgeted costs associated with this Week.</li> <li>- Please provide details of events and participants.</li> </ul>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
104.	Austrade	Wong	FTA Promotion	<p>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.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	Written	27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Qon	Date Rec'd	Date Tabled
104. cont.	Austrade	Wong	FTA Promotion	<p>7. Can you confirm that the target audience is all people aged 18 and over, that is, voters.</p> <p>8. In relation to answer to Question on Notice no. 47 from Supplementary Budget Estimates:</p> <ul style="list-style-type: none"> <li>- How did AMR conduct the tracking research.</li> <li>- Were they phone polls.</li> <li>- How many people were in the samples.</li> <li>- Were there two different sets of samples for consumers and SME businesses.</li> <li>- How many tracking surveys have been conducted and on what dates.</li> <li>- Has the tracking research been concluded.</li> <li>- What were the actual levels of awareness of the FTAs in percentage terms.</li> <li>- How do these levels compare to the levels in the benchmark surveys.</li> </ul> <p>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'.</p> <ul style="list-style-type: none"> <li>- What are the results of this monthly research.</li> <li>- What optimisation adjustments were made.</li> <li>- Please provide a copy of each monthly report and actions taken as a result of such reports.</li> </ul>		27/04/16	04/05/16

**Foreign Affairs, Defence and Trade Legislation Committee**  
**QUESTIONS ON NOTICE — 2015-16 ADDITIONAL ESTIMATES**  
**Austrade**

<b>Q No.</b>	<b>Program: Division or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Qon</b>	<b>Date Rec'd</b>	<b>Date Tabled</b>
105.	Austrade	Wong	Organisational Changes	<ol style="list-style-type: none"> <li>1. Have there been any board or senior personnel changes at Austrade since last Estimates. If so, please describe.</li> <li>2. Have there been any other recent organisational changes? If so, please describe.</li> </ol>	Written	27/04/16	04/05/16