

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—BUDGET ESTIMATES, 5 June 2014
Foreign Affairs and Trade Portfolio/Austrade

Q No.	Program Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date Tabled
1	Austrade	Senator Carol Brown	National Investment Priorities	<ol style="list-style-type: none"> 1. What does 'National Investment Priorities' mean? (p.89, Austrade PBS) 2. How does the Australian tourism sector benefit from this title? 3. Which economic conditions affect tourism? (p.89, Austrade PBS) 4. In the Austrade's view, how likely are each of these conditions to impact on Australian tourism in 2014-15 and to what extent? Please detail. 5. How does the Queensland Government's decision to cut tourism funding by 20% impact on the Commonwealth Government's decision to position tourism as a National Investment Priority? 	Written	1/8/14	4/9/14
2	Austrade	Senator Carol Brown	Tourism Research Australia	<ol style="list-style-type: none"> 1. What was the total budget for Tourism Research Australia in 2013-14? 2. Has the Tourism Research Australia budget for 2014-15 been finalised? <ol style="list-style-type: none"> a. If yes: <ol style="list-style-type: none"> i. How much funding has been allocated to Tourism Research Australia in 2014-15? ii. What was the process by which the budget was determined? iii. Is this information publicly available? <ol style="list-style-type: none"> 1. If yes, where? 2. If no, why not? iv. Who had input into the process of determining the budget? v. Who signed off on the budget? vi. Which other departments and agencies were consulted as part of the process? vii. Which industry stakeholders were consulted? viii. In determining the 2014-15 budget for Tourism Research Australia, what consideration did Austrade give to changes in other portfolios and agencies relating to tourism research? <ol style="list-style-type: none"> 1. Please provide: <ol style="list-style-type: none"> a. Name of department or agency 	Written	1/8/14	4/9/14

				<p style="text-align: center;">b. Details of relevant considerations</p> <p>b. If not:</p> <ul style="list-style-type: none"> i. When will the 2014-15 Tourism Research Australia be finalised? ii. What is the process by which the budget is being determined? iii. Who has input into the determination of the budget? iv. Who will sign off on the final budget? v. Which industry stakeholders are being consulted? vi. In determining the 2014-15 budget for Tourism Research Australia, what consideration is Austrade giving to changes in other portfolios and agencies relating to tourism research? <ul style="list-style-type: none"> 1. Please provide <ul style="list-style-type: none"> a. Name of department or agency b. Details of relevant considerations <p>3. What is the budget for Tourism Research Australia (TRA) in 2014-15?</p> <ul style="list-style-type: none"> a. If this has not been finalised, why not? b. What is the process by which the TRA budget is determined? c. Who makes the final decision on the TRA budget? d. What consultation is performed with TRA prior to the allocating of the budget? e. Has Austrade received any correspondence from tourism stakeholders in relation to the TRA Budget? f. If yes, please provide copies. g. If the budget has not been finalised, When will it be finalised? h. Where will information about the TRA budget be made available to <ul style="list-style-type: none"> i. Stakeholders ii. the public <p>4. Does the 2014-15 represent a change from 2013-14 allocation? If so, what is the difference?</p> <p>5. Does this represent an increase or decrease in funding?</p> <p>6. What will the effect of funding changes be on staff?</p>			
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3	Austrade	Senator Carol Brown	Survey of Tourist Accommodation (STA)	<ol style="list-style-type: none"> 1. Was Minister Robb consulted about the cessation of the STA? <ol style="list-style-type: none"> a. If yes, by whom? Please detail date, time and method of consultation. b. If no, why not? 2. When was Minister Robb informed about the cessation of the STA? <ol style="list-style-type: none"> a. Please detail date, time and method of communication. 3. Was DFAT consulted about the cessation of the STA? <ol style="list-style-type: none"> a. If yes, please detail date, time and method of consultation. b. If no, why not? 4. When was DFAT informed of the cessation of the STA? <ol style="list-style-type: none"> a. Please detail date, time and method of communication. 5. Was Austrade consulted about the cessation of the STA? <ol style="list-style-type: none"> a. If yes, please detail date, time and method of consultation. b. If no, why not? 6. When was Austrade informed of the cessation of the STA? <ol style="list-style-type: none"> a. Please detail date, time and method of communication. 7. Was Tourism Australia consulted about the cessation of the Survey of Tourist Accommodation? <ol style="list-style-type: none"> a. If yes, please detail date, time and method of consultation. b. If no, why not? 8. When was Tourism Australia informed of the cessation of the STA? <ol style="list-style-type: none"> a. Please detail date, time and method of communication. 9. What impact will the cessation of the STA have on Austrade's ability to deliver its outcomes? 10. What impact will the cessation of the STA have on Australia's ability to meet Tourism 2020 targets? 11. What impact will the cessation of the STA have on the timing, quality and frequency of future: <ol style="list-style-type: none"> a. State of the Industry Reports b. International Visitor Surveys c. National Visitor Surveys 	Written	1/8/14	4/9/14
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				d. Other publications			
4	Austrade	Senator Carol Brown	Australia Week in China	<ol style="list-style-type: none"> 1. How much funding is allocated in the 2014-15 Budget for Australia Week in China in <ul style="list-style-type: none"> o 2014-15? o 2015-16 o 2016-17 o 2017-18 2. Please explain the reasons for any changes in funding over this period. 	Written	1/8/14	4/9/14
5	Austrade	Senator Carol Brown	Briefings	<ol style="list-style-type: none"> 1. Has Austrade provided tourism briefings to any political parties, representatives, staff of MPS or Senators since 7 September 2013? <ol style="list-style-type: none"> a. If yes, please provide details including to whom the briefing was provided, topic, date, location and list of attendees. b. Please provide copies of the briefing papers. 	Written	1/8/14	4/9/14
6	Austrade	Senator Carol Brown	Events	<ol style="list-style-type: none"> 1. Has Austrade or any of its divisions run any tourism events since 7 September 2013? <ol style="list-style-type: none"> a. If so please specify dates, times, invitees, purpose and cost. 	Written	1/8/14	4/9/14
7	Austrade	Senator Carol Brown	Demand-Driver Infrastructure Program (DDI)	<ol style="list-style-type: none"> 1. Definitions <ol style="list-style-type: none"> a. What is demand-driver infrastructure? b. What are the principles agreed with by the tourism ministers' meeting? (p.89 Austrade PBS) c. When were these principles agreed on? d. What was the process by which these principles were agreed? 2. Funding <ol style="list-style-type: none"> a. How much 'uncommitted' funding was allocated to the TIRF grants program? b. How much funding has been allocated to the DDI program? c. Why are there no funds allocated for departmental expenses in 2014-15? d. How many projects will the DDI program fund? 3. Consultation <ol style="list-style-type: none"> a. What consultation did Austrade undertake in relation to the development of DDI program guidelines with: 	Written	1/8/14	4/9/14

				<ul style="list-style-type: none"> i. Minister Robb ii. Department of Infrastructure and Regional Development iii. Tourism Australia iv. State and territory governments v. State and Territory Tourism Ministers vi. State and Territory Infrastructure Ministers vii. Stakeholders (please detail) <ul style="list-style-type: none"> b. When did consultation commence? c. What was the method of consultation? d. What was the outcome of the consultation? e. Was public transport included as an example of projects which may be eligible for funding under this program as part of the discussion paper? f. Please provide copies of submissions received by Austrade in relation to the development of the DDI program. <p>4. Guidelines</p> <ul style="list-style-type: none"> a. Where can the DDI program guidelines be viewed? b. Applications <ul style="list-style-type: none"> i. What is the application process for DDI funding? ii. When do applications open? iii. When do applications close? iv. What information is required for an application to the DDI program? c. Eligibility <ul style="list-style-type: none"> i. Who is eligible to apply for funding under the DDI program? ii. Are projects previously funded under the Regional Development Australia Fund Round 5 & 5B eligible for funding? iii. Are projects previously submitted under the Tourism Industry Regional Fund eligible for funding under the DDI program? iv. Does the DDI program require matching investment from proponents? d. Delivery 			
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				<ul style="list-style-type: none"> i. When will recipients be advised on the outcome of their applications? ii. When will successful recipients be publicly announced? iii. What information about successful applicants will be publicly available? iv. When will funding start to flow under the DDI program? v. Please outline the process by which funds will be distributed to states and territories. <p>5. Please detail Austrade's experience in administering infrastructure programs.</p>			
8	Austrade	Senator Carol Brown	Tourism Industry Regional Fund (TIRF) Round 2	<ol style="list-style-type: none"> 1. Has Minister Robb or Austrade received any contact from TIRF Round 2 applicants following the cessation of the program? <ul style="list-style-type: none"> a. If so, from whom? b. What was the nature of the communication? c. Please provide copies. 2. Has Minister Robb or Austrade received any correspondence from stakeholder groups regarding the cessation of the program? <ul style="list-style-type: none"> a. If so, from whom? b. What was the nature of the communication? c. Please provide copies. 	Written	1/8/14	4/9/14
9	Austrade	Senator Carol Brown	Cadbury	<ol style="list-style-type: none"> 1. What is the status of the \$16 million grant to Cadbury for tourism infrastructure? 2. How many jobs will this project create, and by what date? 3. How many tourists currently visit the Cadbury factory in Claremont each year? 4. How many extra tourists per year are expected to visit as a result of this grant? 5. What is the expected annual increase in tourism expenditure in Tasmania and nationally as a result of this grant? 6. Has any of the allocated funding been transferred to Cadbury yet? 7. When will (remaining) funding be delivered to Cadbury? 8. What contact has Austrade had with Cadbury in relation to the grant? <ul style="list-style-type: none"> a. Please provide a list of dates, times, method of communication and nature of the communication. 	Written	1/8/14	4/9/14

				<p>9. What information has Austrade requested in relation to the grant?</p> <p>a. Please provide a list of requests including date, time and method of communication.</p> <p>10. What information has Austrade received from Cadbury in relation to the grant?</p> <p>a. Please provide a list of documents, date received and method of communication.</p> <p>11. Has Austrade had any contact from any Minister or Minister's office in relation to this grant?</p> <p>a. If so, please details including Minister's name, title, date, nature of communication, method of communication and list of attendees in any meetings.</p> <p>b. Please provide copies of any written correspondence.</p> <p>12. Has Austrade provided any Minister or Minister's office with a briefing in relation to this grant?</p> <p>a. Please provide names of Ministers/Minister's offices/departments, date of briefings, copies of briefing papers and who initiated the briefing.</p> <p>13. Has Austrade had any contact with any Commonwealth department in relation to this grant?</p> <p>a. If so, please detail office, date, nature and method of communication.</p> <p>b. Please provide copies of any written correspondence.</p> <p>14. Has Austrade has any contact with the Tasmanian government department in relation to this grant?</p> <p>a. If so, please detail office, date, nature and method of communication.</p> <p>b. Please provide copies of any written correspondence.</p>			
10	Austrade	Senator Carol Brown	EMDG Grants	<p>1. Why is the revised budget used instead of the estimated actual 2013-14 on p.101 of Austrade Budget Statements?</p> <p>2. What was the estimated actual amount for 2013-14 at the time of the 2013-14 Budget?</p> <p>3. What is the definition of 'more sustainable exporter' (p.102 Austrade Budget Statements)?</p> <p>4. How many tourism businesses have received grants under the EMDG program to date?</p> <p>5. Please provide a list of tourism businesses who have received grants to date</p>	Written	1/8/14	4/9/14

				including name, date, location, grant amount, description.			
				6. What evidence do EMDG grant recipients provide to Austrade to demonstrate they have met the KPIs? (p.102 Austrade Budget Statements)			
				7. Please detail the process of assessing EMDG grants against the stated KPIs			
11	Austrade	Senator Carol Brown	Asian Business Engagement (ABE) Plan	<p>1. How much funding has been allocated to the ABE Plan in the 2014-15 Budget for program years:</p> <p>a. 2014-5</p> <p>b. 2015-16</p> <p>c. 2016-17</p> <p>d. 2017-18</p> <p>2. Please provide a list of all recipients of ABE grants in 2013-14 program year including name of organisation, funding amount, description.</p> <p>3. Why does the department anticipate there will be fewer applications to the program in 2015-16 and beyond?</p> <p>4. What evidence do recipients of the ABE Plan funding have to provide to Austrade to demonstrate the funding meets stated KPIs? (p.102 Austrade Budget Statements)</p> <p>5. Please detail the process of assessing ABE Plan grants against the stated KPIs.</p>	Written	1/8/14	4/9/14
12	Austrade	Senator Carol Brown	Tourism 2020	<p>1. What do latest projections available to Austrade show about Australia's potential to meet the 2020 targets?</p> <p>2. Have there been any recent changes in the sector, economy which will, in the department's view, impact on the ability of Australia to meet its 2020 targets?</p> <p>3. If so, please provide details.</p>	Written	1/8/14	4/9/14
13	Austrade	Senator Carol Brown	Staff Movements	<p>1. Have there been any staff changes since 7 September 2014 in:</p> <p>a. The Tourism division of Austrade</p> <p>2. Please provide full details of changes including division, new FTE numbers, dates any changes took effect, reasons for leaving and classification of any employee departing.</p> <p>3. Will departing staff be replaced?</p> <p>4. If not, please outline how these functions will be absorbed or whether they will cease.</p>	Written	1/8/14	4/9/14
14	Tourism Australia	Senator Carol Brown	Staff Movements	<p>1. Have there been any staff changes at Tourism Australia since the last estimates?</p> <p>2. Please provide full details of changes including division, new FTE numbers, dates any changes took effect, reasons for leaving and classification of any employee</p>	Written	1/8/14	4/9/14

				<p>departing.</p> <p>3. Will departing staff be replaced?</p> <p>4. If not, please outline how these functions will be absorbed or whether they will cease.</p>			
15	Austrade	Senator Carol Brown	China Approved Destination Status Scheme	<p>1. What progress has been achieved to deliver an enhanced China ADS Scheme (p.99 Austrade Budget Statements)?</p> <p>2. What process is Austrade undertaking to deliver further enhancements?</p>	Written	1/8/14	4/9/14
16	Austrade	Senator Carol Brown	Transition of T-QUAL to industry	<p>1. How much funding has been allocated in the 2014-15 to transition T-QUAL to industry?</p> <p>2. When will transition of the T-QUAL scheme to industry be complete?</p> <p>3. Please detail the process including timeframes, consultation process and implementation.</p> <p>4. Which industry bodies will be responsible for administering the scheme?</p>	Written	1/8/14	4/9/14
17	Austrade	Senator Carol Brown	Future cessation of tourism funding	<p>1. What is Tourism Australia's position on Minister Robb's stated intention to 'replace the role of government spending in driving growth' in the tourism sector? Link to article.</p> <p>2. Has Tourism Australia received any stakeholder feedback on the government's indicated intention to replace 'the role of government spending in driving growth'?</p> <p>3. If so, what is the nature of the feedback?</p> <p>4. Is Tourism Australia aware of any industry support for the cessation of government spending on tourism?</p> <p>5. Has Tourism Australia received any indication from Minister Robb as to what the Coalition Government's timeframe is for 'replacing the role of government spending in driving growth'?</p>	Written	1/8/14	4/9/14
18	Austrade	Senator Carol Brown	T-QUAL Grants	<p>1. What is the current status of the current grant round?</p> <p>2. How many projects have been contracted?</p> <p>3. How many proponents have received their funding?</p> <p>4. When will the rest expect to receive their funding?</p> <p>5. What events has Austrade organised or provided any kind of support for in relation to T-QUAL projects such as site visits, openings etc?</p> <p>a. Please provide date, time, location, event description, list of attendees and supporting materials aka media releases and newspaper articles.</p>	Written	1/8/14	4/9/14
19	Austrade	Senator Carol Brown	Qantas Sale Act	<p>1. Has the department conducted any analysis in regards to the impact of potential changes to the Qantas Sale Act on Australia's tourism industry? If so, please provide copies of any reports or briefing notes.</p> <p>2. Has the department provided any briefings since the last estimates reporting period:</p> <p>a. Minister Robb</p> <p>b. the Deputy Prime Minister</p>	Written	1/8/14	4/9/14

				c. the Prime Minister in relation to potential changes to the Qantas Sale Act?			
20	Austrade	Senator Ludwig	Appointments	<ol style="list-style-type: none"> 1. Please detail any board appointments made from Additional Estimates in February, 2014 to date. 2. What is the gender ratio on each board and across the portfolio? 3. Does the department have a gender ratio target and/or any other policy intended to increase the participation rate of women on boards? If yes, please specify what the target and policy is for each board. 4. Please specify when these gender ratio or participation policies were put in place. 5. Has there been any change to this ratio or policy since September 7, 2013? If yes, please detail t 	Written	1/8/14	4/9/14
21	Austrade	Senator Ludwig	Lobbyist Register Meetings	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with any representative listed on the lobbyist register since Additional Estimates in February, 2014. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 	Written	1/8/14	4/9/14
22	Austrade	Senator Ludwig	Enterprise Bargaining Agreements (EBAs)	<ol style="list-style-type: none"> 1. Please list all related EBAs with coverage of the department. 2. Please list their starting and expiration dates. 3. What is the current status of negotiations for the next agreement/s? Please detail. 	Written	1/8/14	4/9/14
23	Austrade	Senator Ludwig	Staff Transfers	<ol style="list-style-type: none"> 1. How many people does your department employ? 2. What is the number of staff employed in each state and Territory as at 30 June 2013, and what is their age, gender and classification level? 3. What is the number of staff currently employed in each state and territory, and what is their age, gender and classification level? 4. What functions have been transferred between transferred from one state or territory to another since the federal election in 2013? 5. Can you please provide details by function of the, number of staff employed, the age, gender and classification of staff employed in the function that was transferred, where it was based prior to the transfer and where it was transferred to? 6. How many of these people are employed in Canberra? 7. How many people did your department employ in Canberra immediately prior to the 2013 federal election? 8. How many employees have been transferred out of Canberra since the 2013 9. How many of your employees have been transferred to Canberra since the 2013 federal election? 10. For all employees transferred to or from Canberra since the 2013 federal election, please provide their age. 11. For all employees transferred to or from Canberra since the 2013 federal election, 	Written	1/8/14	4/9/14

			<p>please provide their wage. Please provide the figure for before their transfer and after their transfer.</p> <p>12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.</p> <p>13. For all employees transferred to or from Canberra since the 2013 federal election, please provide the area of the department they worked in. Please provide this detail for before their transfer and after their transfer.</p> <p>14. For all employees transferred to or from Canberra since the 2013 federal election, please provide a description of their position. Please provide this detail for before their transfer and after their transfer.</p> <p>15. For every transferred employee please provide an explanation for their transfer?</p> <p>16. For every transferred employee please provide any other cost incurred by the department because of that transfer?</p> <p>17. Please provide all relevant dates.</p> <p><i>Redundancies</i></p> <p>1. How many positions have been made redundant in your department since the 2013 federal election?</p> <ol style="list-style-type: none"> How many of these positions were ongoing? How many of these positions were non-ongoing? How many of these positions were situated in the Australian Capital Territory? <p>2. How many of the employees filling these redundant positions were redeployed since the 2013 federal election?</p> <ol style="list-style-type: none"> How many of these employees were ongoing? How many of these employees were non-ongoing? How many of these employees were situated in the Australian Capital Territory? <p>3. How many of these employees were offered voluntary redundancies since the 2013 federal election?</p> <ol style="list-style-type: none"> How many of these employees were ongoing? How many of these employees were non-ongoing? How many of these employees were situated in the Australian Capital Territory? <p>4. How many accepted voluntary redundancies since the 2013 federal election?</p> <ol style="list-style-type: none"> How many of these employees were ongoing? How many of these employees were non-ongoing? How many of these employees were situated in the Australian Capital Territory? <p>5. How many employees were offered the choice between a voluntary redundancy and redeployment since the 2013 federal election?</p> <ol style="list-style-type: none"> How many of these employees were ongoing? How many of these employees were non-ongoing? How many of these employees were situated in the Australian Capital Territory? 		
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				<p style="text-align: center;">Territory?</p> <p>6. For all employees who accepted voluntary redundancies since the 2013 federal election please:</p> <ol style="list-style-type: none"> a. Provide a dollar figure of their pay out, their age, gender and a description of their position including APS level, contract type (non-ongoing versus ongoing), responsibilities and where they were located. b. Please specify what component of that figure was paid out entitlements (annual leave etc). c. Please specify any other costs incurred by the department because of this redundancy. d. Please provide the reason a voluntary redundancy was offered for their position. e. Please provide all relevant dates. <p>7. For all employees who were redeployed please provide:</p> <ol style="list-style-type: none"> a. Their age, gender and a description of their position prior to and after redeployment, including the wages of these positions, the APS level of these positions, the contract type (non-ongoing versus ongoing) and where they were located. b. Please specify any other costs incurred by the department because of this redeployment. c. Please provide the reason for that redeployment. d. Please provide all relevant dates. <p>8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?</p> <ol style="list-style-type: none"> a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? <p>9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?</p> <ol style="list-style-type: none"> a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? <p>10. For employees who were made forcibly redundant since the 2013 federal election please provide:</p> <ol style="list-style-type: none"> a. Their age, gender, the dollar figure of their pay out and a description of their position including APS level, contract type (non-ongoing versus ongoing) responsibilities and where they were located. b. Please specify what component of that figure was paid out entitlements (annual leave etc). c. Please specify any other costs incurred by the department because of this redundancy. d. Please provide the reason for that redundancy. 			
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e. Please provide all relevant dates.

Hiring

1. How many people are employed in your department on non-ongoing contracts?
2. How many people are employed in your department on ongoing contracts?
3. How many non-ongoing contracts has your department extended since the 2013 federal election?
4. How many non-ongoing contract extensions did your department submit the Public Service Commission for approval?
5. How many of these extensions were approved by the Public Service Commission?
 - a. For every approved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of approved extension, the reasons why the extensions was submitted and the reasons why the extension was approved by the Public Service Commission, as well as all relevant dates.
 - b. How many of these extensions were rejected by the Public Service Commission?
 - i. For every rejected extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of extension sought by the department, the reasons why the extensions was submitted and the reasons why the extension was rejected by the Public Service Commission, as well as all relevant dates.
 - c. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
 - i. For every unapproved extension please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the length of the unapproved extension, the reasons why the extension was granted, whether the extension was submitted to the Public Service Commission for approval, and the reasons why the extension was granted without the approval of the Public Service Commission, as well as all relevant dates.
6. How many non-ongoing contracts have expired without extension since the 2013 federal election?
 - a. For every expired non-ongoing contract please provide the following details: the employee's age, gender, wage, APS level, a description of their job, their length of continuous employment by the APS, the reason why an extension was not sought, as well as all relevant dates.
7. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?

				<p>8. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?</p> <p>9. How many of these new non-ongoing engagements were approved by the Public Service Commission?</p> <p>a. For every approved new engagement of a non-ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.</p> <p>10. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?</p> <p>a. For every new non-ongoing engagement rejected by the Public Service Commission please provide the following details: APS level, a description of their job, the length of their non-ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.</p> <p>11. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?</p> <p>a. For every non-ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their non-ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.</p> <p>12. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?</p> <p>13. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?</p> <p>14. How many of these new ongoing engagements were approved by the Public Service Commission?</p> <p>a. For every approved new engagement of an ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.</p> <p>15. How many of these new ongoing employee applications were rejected by the Public Service Commission?</p> <p>a. For every new ongoing engagement rejected by the Public Service</p>			
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				<p>Commission please provide the following details: APS level, a description of their job, the length of their ongoing contract, the reason for engaging the new employee and the reason given by the Public Service Commission for rejecting this engagement, as well as all relevant dates relating to this application.</p> <p>16. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?</p> <p>a. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason for engaging this employee without the Public Service Commission's approval, as well as all relevant dates.</p>			
24	Austrade	Senator Ludwig	Existing Resources Program	<p>1. Since 7 September how many major 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'?</p> <p>2. List each project or piece of work</p> <p>3. List the staffing assigned to each task</p> <p>4. What is the nominal total salary cost of the officers assigned to the project?</p> <p>5. What resources or equipment has been assigned to the project?</p>	Written	1/8/14	4/9/14
25	Austrade	Senator Ludwig	Conditions of Government Contracts and Agreements	<p>1. Since 7 September 2013;</p> <p>a. 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?</p> <p>b. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p> <p>c. 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?</p> <p>d. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?</p> <p>e. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?</p> <p>f. 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?</p> <p>g. 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?</p>	Written	1/8/14	4/9/14

				<p>h. If no consultation has occurred, why not?</p> <p>2. 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?</p>			
26	Austrade	Senator Ludwig	Reviews	<p>1. Since Additional Estimates in February, 2014, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including:</p> <ol style="list-style-type: none"> the date they were ordered the date they commenced the minister responsible the department responsible the nature of the review their terms of reference the scope of the review Whom is conducting the review the number of officers, and their classification level, involved in conducting the review the expected report date the budgeted, projected or expected costs If the report will be tabled in parliament or made public <p>2. For any review commenced or ordered since Additional Estimates in February, 2014, have any external people, companies or contractors being engaged to assist or conduct the review?</p> <ol style="list-style-type: none"> If so, please list them, including their name and/or trading name/s and any known alias or other trading names If so, please list their managing director and the board of directors or equivalent If yes, for each is the cost associated with their involvement, including a break down for each cost item If yes, for each, what is the nature of their involvement If yes, for each, are they on the lobbyist register, provide details. If yes, for each, what contact has the Minister or their office had with them If yes, for each, who selected them If yes, for each, did the minister or their office have any involvement in selecting them, <ol style="list-style-type: none"> If yes, please detail what involvement it was If yes, did they see or provided input to a short list If yes, on what dates did this involvement occur If yes, did this involve any verbal discussions with the department If yes, on what dates did this involvement occur <p>3. Since Additional Estimates in February, 2014, what reviews are on-going?</p> <ol style="list-style-type: none"> Please list them. What is the current cost to date expended on the reviews? 	Written	1/8/14	4/9/14

				<ol style="list-style-type: none"> 4. Since Additional Estimates in February, 2014, have any reviews been stopped, paused or ceased? Please list them. 5. Since Additional Estimates in February, 2014, what reviews have concluded? Please list them. 6. Since Additional Estimates in February, 2014, how many reviews have been provided to Government? Please list them and the date they were provided. 7. When will the Government be responding to the respective reviews that have been completed? 8. What reviews are planned? <ol style="list-style-type: none"> a. When will each planned review be commenced? b. When will each of these reviews be concluded? c. When will government respond to each review? d. Will the government release each review? <ol style="list-style-type: none"> i. If so, when? If not, why not? 			
27	Austrade	Senator Ludwig	Computers	<ol style="list-style-type: none"> 1. List the current inventory of computers owned, leased, stored, or able to be accessed by the Ministers office as provided by the department, listing the equipment cost and location and employment classification of the staff member that is allocated the equipment, or if the equipment is currently not being used 2. List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location 3. Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	Written	1/8/14	4/9/14
28	Austrade	Senator Ludwig	Briefings for other parties	<ol style="list-style-type: none"> 1. Since Additional Estimates in February, 2014 have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include: <ol style="list-style-type: none"> a. How are briefings requests commissioned? b. What briefings have been undertaken? Provide details and a copy of each briefing. c. Provide details of what information has been provided and a copy of the information. d. Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed. e. How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification. f. Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information? 	Written	1/8/14	4/9/14
29	Austrade	Senator Ludwig	Office recreation facilities	<ol style="list-style-type: none"> 1. Since Additional Estimates in February, 2014 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)? 	Written	1/8/14	4/9/14

				<ul style="list-style-type: none"> a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current usage for each of these items? 			
30	Austrade	Senator Ludwig	Stationery requirements	<ol style="list-style-type: none"> 1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from Additional Estimates in February, 2014 to date? <ul style="list-style-type: none"> a. Detail the items provided to the minister's office 2. How much was spent on departmental stationery requirements from the Supplementary Budget Estimates in November 2013 to date. 	Written	1/8/14	4/9/14
31	Austrade	Senator Ludwig	Electronic equipment	<ol style="list-style-type: none"> 1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister's office since Additional Estimates in February, 2014. <ul style="list-style-type: none"> a. List the items b. List the items location or normal location c. 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 d. List the total cost of the items e. List an itemised cost breakdown of these items f. List the date they were provided to the office g. Note if the items were requested by the office or proactively provided by the department 	Written	1/8/14	4/9/14
32	Austrade	Senator Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ul style="list-style-type: none"> a. Please provide a list of what channels and the reason for each channel. b. What is the cost from Additional Estimates in February, 2014 to date? c. What is provided to the Minister or their office? d. What is the cost for this from Additional Estimates in February, 2014 to date? 2. What newspaper subscriptions does your department/agency have? <ul style="list-style-type: none"> a. Please provide a list of newspaper subscriptions and the reason for each. b. What is the cost from Additional Estimates in February, 2014 to date? c. What is provided to the Minister or their office? d. What is the cost for this from Additional Estimates in February, 2014 to date? <p>What magazine subscriptions does your department/agency have?</p> <ul style="list-style-type: none"> a. Please provide a list of magazine subscriptions and the reason for each. b. What is the cost from Additional Estimates in February, 2014 to date? c. What is provided to the Minister or their office? 	Written	1/8/14	4/9/14

				<p>d. What is the cost for this from Additional Estimates in February, 2014 to date?</p> <p>What publications does your department/agency purchase?</p> <p>a. Please provide a list of publications purchased by the department and the reason for each.</p> <p>b. What is the cost from Additional Estimates in February, 2014 to date?</p> <p>c. What is provided to the Minister or their office?</p> <p>d. What is the cost for this from Additional Estimates in February, 2014 to date?</p>			
33	Austrade	Senator Ludwig	Media monitoring	<p>1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from Additional Estimates in February, 2014 to date?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services from Additional Estimates in February, 2014 to date?</p> <p>c. Itemise these expenses.</p> <p>2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from Additional Estimates in February, 2014 to date?</p> <p>a. Which agency or agencies provided these services?</p> <p>b. What has been spent providing these services from Additional Estimates in February, 2014 to date?</p> <p>c. Itemise these expenses</p>	Written	1/8/14	4/9/14
34	Austrade	Senator Ludwig	Media training	<p>1. In relation to media training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date:</p> <p>a. Total spending on these services</p> <p>b. an itemised cost breakdown of these services</p> <p>c. The number of employees offered these services and their employment classification</p> <p>d. The number of employees who have utilised these services and their employment classification</p> <p>e. The names of all service providers engaged</p> <p>f. The location that this training was provided</p> <p>2. For each service purchased from a provider listed under (1), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)</p> <p>d. The total number of hours involved for all employees (provide a breakdown</p>	Written	1/8/14	4/9/14

				<p>for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete package)</p> <p>3. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used</p> <p>b. The number of employees who took part on each occasion</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p>			
35	Austrade	Senator Ludwig	Provision of equipment - ministerial	<p>1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?</p> <p>a. Itemise equipment and cost broken down by staff or minister classification</p> <p>2. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive, video cameras) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item.</p>	Written	1/8/14	4/9/14
36	Austrade	Senator Ludwig	Commissioned reports	<p>1. Since Additional Estimates in February, 2014, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>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?</p> <p>3. What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written	1/8/14	4/9/14
37	Austrade	Senator Ludwig	Ministerial Website	<p>1. How much has been spent on the Minister's website since Additional Estimates in February, 2014?</p> <p>a. List each item of expenditure and cost</p> <p>2. Who is responsible for uploading information to the Minister's website?</p> <p>3. Are any departmental staff required to work outside regular hours to maintain the Minister's website?</p>	Written	1/8/14	4/9/14
38	Austrade	Senator Ludwig	Report Printing	<p>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?</p> <p>a. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal</p>	Written	1/8/14	4/9/14

39	Austrade	Senator Ludwig	FoI Requests	<p>Since September 7, 2013:</p> <ol style="list-style-type: none"> 1. How many requests for documents under the FOI Act have been received? 2. Of these, how many documents have been determined to be deliberative documents? 3. Of those assessed as deliberative documents: <ol style="list-style-type: none"> a. For how many has access to the document been refused on the basis that it would be contrary to the public interest? b. For how many has a redacted document been provided? 	Written	1/8/14	4/9/14
40	Austrade	Senator Ludwig	Ministerial Motor vehicle	<ol style="list-style-type: none"> 1. Has the minister been provided with a motor vehicle since Additional Estimates in February, 2014? If so: <ol style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i. 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. j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. 	Written	1/8/14	4/9/14
41	Austrade	Senator Ludwig	Ministerial Staff vehicles (non-MoPS)	<ol style="list-style-type: none"> 1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle since Additional Estimates in February, 2014? If so: <ol style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i. 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. 	Written	1/8/14	4/9/14

				j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail.			
42	Austrade	Senator Ludwig	Ministerial Staff vehicles	<ol style="list-style-type: none"> 1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements since Additional Estimates in February, 2014? If so: <ol style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. h. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. i. 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. j. Have these guidelines changed since Additional Estimates in February, 2014? If so, please detail. 	Written	1/8/14	4/9/14
43	Austrade	Senator Ludwig	Building Lease Costs	<ol style="list-style-type: none"> 1. What has been the total cost of building leases for the agency / department since Additional Estimates in February, 2014? <ol style="list-style-type: none"> 1. Please provide a detailed list of each building that is currently leased. Please detail by: <ol style="list-style-type: none"> 1. Date the lease agreement is active from. 2. Date the lease agreement ends. 3. Is the lease expected to be renewed? If not, why not? 4. Location of the building (City and state). 5. Cost of the lease. 6. Why the building is necessary for the operations of the agency / department. 2. Please provide a detailed list of each building that had a lease that was not renewed since Additional Estimates in February, 2014. Please detail by: <ol style="list-style-type: none"> 1. Date from which the lease agreement was active. 2. Date the lease agreement ended. 3. Why was the lease not renewed? 4. Location of the building (City and state). 5. Cost of the lease. 6. Why the building was necessary for the operations of the agency / department. 3. Please provide a detailed list of each building that is expected to be leased 	Written	1/8/14	4/9/14

				<p>in the next 12 months. Please detail by:</p> <ol style="list-style-type: none"> 1. Date the lease agreement is expected to become active. 2. Date the lease agreement is expected to end. 3. Expected location of the building (City and state). 4. Expected cost of the lease. <ol style="list-style-type: none"> 1. Has this cost been allocated into the budget? 5. Why the building is necessary for the operations of the agency / department. <p>4. For each building owned or leased by the department:</p> <ol style="list-style-type: none"> 1. What is the current occupancy rate for the building? 2. If the rate is less than 100%, detail what the remaining being used for. 			
44	Austrade	Senator Ludwig	Legal Costs	<ol style="list-style-type: none"> 1. List all legal costs incurred by the department or agency since Additional Estimates in February, 2014 <ol style="list-style-type: none"> a. 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 b. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) c. How was each piece of advice procured? Detail the method of identifying legal advice 	Written	1/8/14	4/9/14
45	Austrade	Senator Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? 3. If so, list each item of expenditure and cost related to those changes 	Written	1/8/14	4/9/14
46	Austrade	Senator Ludwig	Vending machines	<ol style="list-style-type: none"> 1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased or taken under contract any vending machine facilities? <ol style="list-style-type: none"> a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current usage for each of these items? 	Written	1/8/14	4/9/14
47	Austrade	Senator Ludwig	Ministerial staff turnover	<ol style="list-style-type: none"> 1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, 	Written	1/8/14	4/9/14

				<p>broken down by their staffing classification</p> <p>3. For each Minister or Parliamentary Secretary list the number of staff that have resigned, broken down by their staffing classification</p> <p>4. For each Minister or Parliamentary Secretary list the number of staff that have been terminated, broken down by their staffing classification</p> <p>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</p>			
48	Austrade	Senator Ludwig	Multiple tenders	<p>1. List any tenders that were re-issued or issued multiple times since Additional Estimates in February, 2014:</p> <p>a. Why were they re-issued or issued multiple times?</p> <p>b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?</p> <p>c. Were those applicants asked to resubmit their tender proposal?</p>	Written	1/8/14	4/9/14
49	Austrade	Senator Ludwig	Market Research	<p>1. List any market research conducted by the department/agency since Additional Estimates in February, 2014:</p> <p>a. List the total cost of this research</p> <p>b. List each item of expenditure and cost, broken down by division and program</p> <p>c. Who conducted the research?</p> <p>d. How were they identified?</p> <p>e. Where was the research conducted?</p> <p>f. In what way was the research conducted?</p> <p>g. Were focus groups, round tables or other forms of research tools used?</p> <p>h. How were participants for these focus groups et al selected?</p>	Written	1/8/14	4/9/14
50	Austrade	Senator Ludwig	Departmental Upgrades	<p>1. Since Additional Estimates in February, 2014 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these changes</p> <p>c. If so, list the itemised cost for each item of expenditure</p> <p>d. If so, who conducted the works?</p> <p>e. If so, list the process for identifying who would conduct these works</p> <p>f. If so, when are the works expected to be completed?</p>	Written	1/8/14	4/9/14
51	Austrade	Senator Ludwig	Wine Coolers / Fridges	<p>1. Since Additional Estimates in February, 2014 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?</p> <p>a. If so, list these</p> <p>b. If so, list the total cost for these items</p>	Written	1/8/14	4/9/14

				<ul style="list-style-type: none"> c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? g. If so, what is the current stocking level for each of these items? 			
52	Austrade	Senator Ludwig	Office Plants	<ol style="list-style-type: none"> 1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new office plants? <ul style="list-style-type: none"> a. If so, list these b. If so, list the total cost for these items c. If so, list the itemised cost for each item of expenditure d. If so, where were these purchased e. If so, list the process for identifying how they would be purchased f. If so, what is the current location for these items? 	Written	1/8/14	4/9/14
53	Austrade	Senator Ludwig	Provision of equipment - departmental	<ol style="list-style-type: none"> 1. Other than desktop computers, list all electronic equipment provided to department/agency staff since Additional Estimates in February, 2014. 2. List the items 3. List the purchase cost 4. List the ongoing cost 5. List the staff and staff classification that receive the equipment. 	Written	1/8/14	4/9/14
54	Austrade	Senator Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since Additional Estimates in February, 2014? <ul style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ul style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	1/8/14	4/9/14
55	Austrade	Senator Ludwig	Boards (for Departments or agencies with boards)	<ol style="list-style-type: none"> 1. Since September Additional Estimates in February, 2014; <ul style="list-style-type: none"> a. how often has each board met, break down by board name; b. what travel expenses are provided; c. what is the average attendance at board meetings; d. how does the board deal with conflict of interest; e. what conflicts of interest have been registered; f. what remuneration is provided to board members; g. how does the board dismiss board members who do not meet attendance standards? h. Have any requests been made to ministers to dismiss board members since 	Written	1/8/14	4/9/14

				<p>Additional Estimates in February, 2014?</p> <p>i. Please list board members who have attended less than 51% of meetings</p> <p>j. what have catering costs been for the board meetings held this year; is alcohol served;</p>			
56	Austrade	Senator Ludwig	Senate estimates briefing	<ol style="list-style-type: none"> 1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2. How many officer hours were spent on preparing that information? a. Please break down the hours by officer APS classification 3. Were drafts shown to the Minister or their office before senate estimates? a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? 5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014. 	Written	1/8/14	4/9/14
57	Austrade	Senator Ludwig	Communications staff	<ol style="list-style-type: none"> 1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: <ol style="list-style-type: none"> a. How many ongoing staff, the classification, the type of work they undertake and their location. b. How many non-ongoing staff, their classification, type of work they undertake and their location c. How many contractors, their classification, type of work they undertake and their location d. How many are graphic designers? e. How many are media managers? f. How many organise events? 	Written	1/8/14	4/9/14
58	Austrade	Senator Ludwig	Freedom of Information	<p>The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):</p> <p>Consultations with other Departments, Agencies and the Minister</p> <ol style="list-style-type: none"> 1. Other than for the purpose of discussing a transfer under section 16 of the Act, does the Department consult or inform other Departments or Agencies when it receives Freedom of Information requests? 2. If so, for each instance provide a table setting out the following information: <ol style="list-style-type: none"> a. The Department or Agency which was consulted; b. The document; c. The purpose of the consultation; 	Written	1/8/14	4/9/14

				<ul style="list-style-type: none"> d. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension; e. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and Senator Ludwig the length of the extension <p>3. Other than for the purposes of discussing a transfer under section 16 of the Act, has the Department consulted or informed the Minister's office about Freedom of Information requests it has received?</p> <p>4. If yes, provide a table setting out the following information:</p> <ul style="list-style-type: none"> a. The requests with respect to which the Minister or Ministerial office was consulted; b. The Minister or Ministerial office which was consulted; c. The purpose of the consultation; d. Whether an extension of time was sought from the applicant to allow time for the consultation, including whether it was granted and the length of the extension; e. Whether an extension of time was sought from the Information Commissioner to allow time for the consultation, including whether it was granted and the length of the extension f. Whether any briefings (including formal briefs, email briefings and verbal briefings) were provided to the Minister's office <p>Staffing resources The following questions relate to the period from 18 September 2013:</p> <p>1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?</p> <p>FOI Disclosure Log</p> <p>1. For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:</p> <ul style="list-style-type: none"> a. Maintain a webpage allowing download of documents released under section 11A (direct download)? b. Require individuals to contact the Department or Agency to ask for the provision of those documents (request for provision)? c. Facilitate to those documents in a different manner (if so, specify). <p>2. If the Department or Agency has moved from a system of meetings its 11C obligations by direct download, to a system of meeting those obligations by request for provision, provide the following information:</p> <ul style="list-style-type: none"> a. The dates for which documents were made available for direct download, and the dates for which documents were made available through request for provision; b. The total number of direct downloads of documents released under 11A the Departmental or Agency website; 			
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				<ul style="list-style-type: none"> c. The total number of requests for provision to documents that had been directly received, and how many had been processed by [date]? d. What was the average FTE allocated to monitoring incoming email, collating and forwarding documents providing under a request for provision? <ul style="list-style-type: none"> i. What was the approximate cost for salaries for the FTE staff allocated to this task? <p>3. Has the Department or Agency charged any for access to a document under section 11C(4)?</p> <p>4. If so, please provide the following information in a table:</p> <ul style="list-style-type: none"> a. On how many occasions charges have been imposed; b. The amount charged for each document c. The total amount charged; d. What is the highest charge that has been imposed <p>With respect to FOI requests:</p> <ul style="list-style-type: none"> 1. How many documents were assessed (at internal review or - if internal review was not requested - by the original decision maker) as conditionally exempt? 2. Of those, how many were: <ul style="list-style-type: none"> a. Released in full b. Released in part c. Refused access on the grounds that release of the document would be contrary to the public interest d. Other (please specify) 			
59	Austrade	Senator Ludwig	Functions	<ul style="list-style-type: none"> 1. Provide a list of all formal functions or forms of hospitality conducted for the Minister since Additional Estimates in February, 2014. Include: <ul style="list-style-type: none"> a. The guest list of each function b. The party or individual who initiated the request for the function c. The menu, program or list of proceedings of the function d. A list of drinks consumed at the function 2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office 	Written	1/8/14	4/9/14
60	Austrade	Senator Ludwig	Red tape reduction	<ul style="list-style-type: none"> 1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ul style="list-style-type: none"> a. What is the progress of that red tape reduction target 2. How many officers have been placed in those units and at what level? 3. How have they been recruited? 4. What process was used for their appointment? 5. What is the total cost of this unit? 6. What is the estimated total salary cost of the officers assigned to the unit. _ 7. Do members of the unit have access to cabinet documents? 8. 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 	Written	1/8/14	4/9/14

				body. 9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?			
61	Austrade	Senator Ludwig	Official residences	<p>1. Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences since Additional Estimates in February, 2014. Include:</p> <ol style="list-style-type: none"> The guest list of each function, including if any ministerial staff attended The party or individual who initiated the request for the function The menu, program or list of proceedings of the function A list of drinks consumed at the function <p>2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences.</p>	Written	1/8/14	4/9/14
62	Austrade	Senator Ludwig	Travel costs - department	<p>1. Since Additional Estimates in February, 2014, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals).</p> <p>2. Since Additional Estimates in February, 2014, 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.</p> <p>3. d) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written	1/8/14	4/9/14
63	Austrade	Senator Ludwig	Ministerial staff code	<p>1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? * If so, list the breaches identified, broken by staffing classification level * If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? * If so, when was the breach identified? By whom? When was the Minister made aware?</p> <p>2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? * If not, how many staff don't comply, broken down by classification level? * How long have they worked for the Minister?</p> <p>3. Can you confirm they all complied with the code on the date of their employment? * If not, on what date did they comply?</p> <p>4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? * If so, on what date were those disclosure made?</p> <p>5. By position title list the date each staff member was approved by government staff committee</p> <p>6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment</p>	Written	1/8/14	4/9/14

				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			
64	Austrade	Senator Ludwig	Credit cards	<ol style="list-style-type: none"> 1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? <ol style="list-style-type: none"> a. What action is taken if the corporate credit card is misused? b. How is corporate credit card use monitored? c. What happens if misuse of a corporate credit card is discovered? d. Have any instances of corporate credit card misuse have been discovered since Additional Estimates in February, 2014? List staff classification and what the misuse was, and the action taken. e. What action is taken to prevent corporate credit card misuse? 	Written	1/8/14	4/9/14
65	Austrade	Senator Ludwig	Shared resources following MOG changes	<ol style="list-style-type: none"> 1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements? 	Written	1/8/14	4/9/14
66	Austrade	Senator Ludwig	Departmental Rebranding	<ol style="list-style-type: none"> 1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so: <ol style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. c. How was the decision reached to rename and/or rebrand the department? <ol style="list-style-type: none"> 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 	Written	1/8/14	4/9/14

				the department and the government regarding the rename/rebranding.			
67	Austrade	Senator Ludwig	Contracts under \$10,000	1. Please provide a detailed list of all contracts entered into worth between \$4,000 and \$10,000 since September 7th, 2013.	Written	1/8/14	4/9/14
68	Austrade	Senator Ludwig	Contracts for Temporary Staff	1. How much did the department/agency spend on temporary or contract staff since September 7th 2013? 2. How many temporary or contract staff were employed since September 7th 2013? 3. How many temporary or contract staff are currently employed? 4. How much was paid for agencies/companies to find temporary/contract staff? 5. How much is budgeted in the 2014/15 year for contract staff? 6. What policies/criteria govern the appointment of Contract staff? 7. How is the use of contract staff consistent with a professional, independent public service?	Written	1/8/14	4/9/14
69	Austrade	Senator Ludwig	Prequalified, Multi-use list tenders	1. Does the Department/Agency have existing Prequalified or Multi-use list panels for tenders? 2. Please list all Prequalified or Multi-use list panels, and the firms on them, compiled or used by the department/agency? 3. Do any of your EL or higher staff have interest- financial or otherwise - in any of the firms on your panels? 4. Do any Ministerial staff have directorships in any of the firms on your panels? 5. Do any Ministerial staff have interest- financial or otherwise- in any of the firms on your panel 6. Have the minister or ministerial staff made representations concerning the panels 7. Is Australian Public Affairs on any of your panels?	Written	1/8/14	4/9/14
70	Austrade	Senator Ludwig	Unallocated Equipment	1. Please detail how much electrical equipment, phones and computers the department/agency has in storage or unallocated to staff 2. Please detail the purchase, storage and ongoing costs associated with equipment, phones and computers in storage or unallocated.	Written	1/8/14	4/9/14
71	Austrade	Senator Ludwig	Advertising	1. How much has the Department/Agency spent on Advertising since Additional Estimates in February, 2014? Including through the use of agencies. 2. Please detail each advertising campaign including it's cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning	Written	1/8/14	4/9/14
72	Austrade	Senator Ludwig	Land costs	1. How much land (if any) does the Department or agencies or authorities or Government corporation within each portfolio own or lease? 2. Please list by each individual land holding, the size of the piece of land, the location of that piece of land and the latest valuation of that piece of land, where that land is owned or leased by the Department, or agency or authority or Government	Written	1/8/14	4/9/14

				<p>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)</p> <p>3. List the current assets, items or purse (buildings, facilities or other) on the land identified above.</p> <ol style="list-style-type: none"> What is the current occupancy level and occupant of the items identified in (3)? What is the value of the items identified in (3)? What contractual or other arrangements are in place for the items identified in (3)? <p>4. How many buildings (if any) does the Department or agencies or authorities or Government Corporation within each portfolio own or lease?</p> <p>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).</p> <p>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?</p>			
73	Austrade	Senator Ludwig	Hospitality and entertainment	<ol style="list-style-type: none"> What is the Department/Agency's hospitality spend from Additional Estimates in February, 2014 to date including any catering and drinks costs. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs. What is the Department/Agency's entertainment spend from Additional Estimates in February, 2014 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs. For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Additional Estimates in February, 2014 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs. 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. 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. 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. 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. Is the Department/Agency planning on reducing any of its spending on these items? 	Written	1/8/14	4/9/14

				If so, how will reductions be achieved?			
74	Austrade	Senator Ludwig	Travel costs - ministerial	<ol style="list-style-type: none"> 1. From Additional Estimates in February, 2014, detail all travel conducted by the Minister/parliamentary secretary 2. List each location, method of travel, itinerary and purpose of trip; 3. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and; 4. List the number of staff that accompanied the Minister/parliamentary secretary, listing the total costs per staff member, the class of airplane travelled, the classification of staff accompanying the Minister/parliamentary secretary. 5. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written	1/8/14	4/9/14
75	Austrade	Senator Ludwig	Grants	<ol style="list-style-type: none"> 1. Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in Additional Estimates in February, 2014 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. 2. Update the status of each grant that was approved prior to Additional Estimates in February, 2014, 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. 	Written	1/8/14	4/9/14
76	Austrade	Senator Ludwig	Government payments of accounts	<ol style="list-style-type: none"> 1. From Additional Estimates in February, 2014 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others? 2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days? 3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days? 4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days? 5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days? f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days? 6. For accounts not paid within 30 days, is interest being paid on overdue amounts and if so how much has been paid by the portfolio/department agency since Additional Estimates in February, 2014? 7. Where interest is being paid, what rate of interest is being paid and how is this rate determined? 	Written	1/8/14	4/9/14
77	Austrade	Senator Ludwig	Question time	<ol style="list-style-type: none"> 1. How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2. How many officer hours are spent each sitting day on preparing that information? a. Please break down the hours by officer APS classification 	Written	1/8/14	4/9/14

				<p>3. Are drafts shown to the Minister or their office before Question Time?</p> <p>a. If so, when does this occur?</p> <p>b. How many versions of this information are shown to the minister or their office?</p> <p>4. Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?</p> <p>a. If so, when does this occur?</p> <p>b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.</p> <p>5. Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.</p>			
78	Austrade	Senator Ludwig	Meeting costs	<p>1. What is the Department/Agency's meeting spend from Additional Estimates in February, 2014 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Additional Estimates in February, 2014 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>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.</p> <p>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.</p>	Written	1/8/14	4/9/14
79	Austrade	Senator Ludwig	Hire cars	<p>1. How much did each department/agency spend on hire cars from Additional Estimates in February, 2014 to date? Provide a breakdown of each business group in each department/agency.</p> <p>2. What are the reasons for hire car costs?</p>	Written	1/8/14	4/9/14
80	Austrade	Senator Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date:</p> <p>1. Total spending on these services</p> <p>2. The number of employees offered these services and their employment classification</p> <p>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)</p> <p>4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:</p> <p>a. The name and nature of the service purchased</p> <p>b. Whether the service is one-on-one or group based</p> <p>c. The number of employees who received the service and their employment classification</p> <p>d. The total number of hours involved for all employees (provide a</p>	Written	1/8/14	4/9/14

				<p>breakdown for each employment classification)</p> <p>e. The total amount spent on the service</p> <p>f. A description of the fees charged (i.e. per hour, complete package)</p> <p>5. Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <p>a. The location used</p> <p>b. The number of employees who took part on each occasion (provide a breakdown for each employment classification)</p> <p>c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)</p> <p>d. Any costs the department or agency's incurred to use the location</p> <p>6. In relation to education/executive coaching and/or other leadership training services paid for by the department what agreements are made with employees in regards to continuing employment after training has been completed?</p> <p>7. For graduate or post graduate study, please breakdown each approved study leave by staffing allocation and degree or program title.</p>			
81	Austrade	Senator Ludwig	Staffing profile	<p>1. What is the current staffing profile of the department/agency?</p> <p>2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state)</p>	Written	1/8/14	4/9/14
82	Austrade	Senator Ludwig	Staffing reductions	<p>1. How many staff reductions/voluntary redundancies have occurred from Additional Estimates in February, 2014 to date? What was the reason for these reductions?</p> <p>2. Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>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.</p> <p>4. If there are plans for staff reductions, please give the reason why these are happening.</p> <p>5. Are there any plans for involuntary redundancies? If yes, provide details.</p> <p>6. How many ongoing staff left the department/agency from Additional Estimates in February, 2014 to date? What classification were these staff?</p> <p>7. How many non-ongoing staff left department/agency from Additional Estimates in February, 2014 to date? What classification were these staff?</p> <p>8. What are the voluntary redundancy packages offered? Please detail for each staff level and position</p> <p>9. How do the packages differ from the default public service package?</p> <p>10. How is the department/agency funding the packages?</p>	Written	1/8/14	4/9/14
83	Austrade	Senator Ludwig	Staffing recruitment	<p>1. How many ongoing staff were recruited from Additional Estimates in February, 2014 to date? What classification are these staff?</p> <p>2. How many non-ongoing positions exist or have been created from Additional Estimates in February, 2014 to date? What classification are these staff?</p> <p>3. From Additional Estimates in February, 2014 to date, how many employees have</p>	Written	1/8/14	4/9/14

				been employed on contract and what is the average length of their employment period?			
84	Austrade	Senator Ludwig	Coffee machines	<ol style="list-style-type: none"> 1. Has the department/agency purchased coffee machines for staff useage since Additional Estimates in February, 2014? <ol style="list-style-type: none"> a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased? b. Why were coffee machines purchased? c. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result? d. Where did the funding for the coffee machines come from? e. Who has access? f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Additional Estimates in February, 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the ongoing costs of the coffee machine, such as the cost of coffee? 2. Since Additional Estimates in February, 2014, has the department/agency rented or leased any coffee machines for staff useage? <ol style="list-style-type: none"> a. If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased. b. Why are coffee machines rented? c. Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result? d. Where does the funding for the coffee machines come from? e. Who has access? f. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Additional Estimates in February, 2014 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from? g. What are the ongoing costs of the coffee machine, such as the cost of coffee? 	Written	1/8/14	4/9/14
85	Austrade	Senator Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ol style="list-style-type: none"> a. If so, what companies were sued? 	Written	1/8/14	4/9/14

				<p>b. How were they selected?</p> <p>c. What was the total cost of this printing?</p>			
86	Austrade	Senator Ludwig	Corporate cars	<ol style="list-style-type: none"> 1. How many cars are owned by each department/agency? 2. Where is the car/s located? 3. What is the car/s used for? 4. What is the cost of each car from Additional Estimates in February, 2014 to date? 5. How far did each car travel from Additional Estimates in February, 2014 to date? 6. How many cars are leased by each department/agency? 7. Where are the cars located? 8. What are the cars used for? 9. What is the cost of each car from Additional Estimates in February, 2014 to date? 10. How far did each car travel from Additional Estimates in February, 2014 to date? 	Written	1/8/14	4/9/14
87	Austrade	Senator Ludwig	Taxi costs	<ol style="list-style-type: none"> 1. How much did each department/agency spend on taxis from Additional Estimates in February, 2014 to date? Provide a breakdown for each business group in each department/agency. 2. What are the reasons for taxi costs? 	Written	1/8/14	4/9/14
88	Austrade	Senator Ludwig	Consultancies	<ol style="list-style-type: none"> 1. How many consultancies have been undertaken from Additional Estimates in February, 2014 to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies. 2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known. 3. Have any consultancies not gone out for tender? <ol style="list-style-type: none"> a. If so, which ones and why? 	Written	1/8/14	4/9/14
89	Austrade	Senator Ludwig	Austrade Legal Costs - Follow Up	<p>Follow up questions with reference to the following questions: Additional Estimates, 2014 Austrade – Legal Costs</p> <ol style="list-style-type: none"> 1. Could you please provide the following additional information with regard to the \$101,591 “Maddocks””? <ol style="list-style-type: none"> 1. A cost breakdown for the \$101,591. 2. How many solicitors, paralegals etc were engaged to complete this work and what were their hourly rates? 3. What date did this work commence and what date was it completed? 4. Please provide a detailed summary as to the reason the firm was engaged. 5. What was the process for selecting the firm specifically selected to perform this work? 	Written	1/8/14	4/9/14

				<p>6. Who was involved in this decision?</p> <p>7. Did the minister sign off on this expenditure prior to the work commencing? If yes, please provide a copy of the letter / email / other communication that authorised it.</p> <p>8. Were other quotes or tenders received for this work? If yes, please provide copies of each and the reasons they were not used.</p> <p>9. Is it anticipated that the firm will be required to perform additional work on this matter in the future? If yes, when is it expected and what is the anticipated cost of the additional work?</p>			
90	Austrade	Senator Lundy	Transfers	<p>1. How many people does your department/agency currently employ? Please provide a breakdown of this figure based on the following:</p> <ol style="list-style-type: none"> State and Territory. Age. Gender. APS level classification. Contract type (ongoing or non-ongoing). <p>2. How many people did your department/agency employ as of 30 June 2013? Please provide a breakdown of this figure based on the following variables:</p> <ol style="list-style-type: none"> State and Territory. Age. Gender. APS level classification. Contract type (ongoing or non-ongoing). <p>3. How many people did your department/agency employ as of 18 September 2013? Please provide a breakdown of this figure based on the following:</p> <ol style="list-style-type: none"> State and Territory. Age. Gender. APS level classification. Contract type (ongoing or non-ongoing). <p>4. Since 18 September 2013, what department/agency functions have been transferred from one state or territory to another?</p> <p>5. For all functions transferred, can you please provide figures for the following:</p> <ol style="list-style-type: none"> Number of staff employed before and after the transfer, Where the function was based before and after the transfer. <p>6. For each employee transferred please provide the followings:</p> <ol style="list-style-type: none"> Their age. Their gender. Their APS classification. The wage of the employee before and after the transfer. The area of the department/agency they worked in before and after their transfer. A description of their position before and after the transfer. 	Written	1/8/14	4/9/14

				<ul style="list-style-type: none"> g. The dates of their transfer. h. An explanation for why the employee was transferred. i. Whether they were transferred to or from Canberra. <p>Any costs incurred by the department/agency due to this transfer.</p>			
91	Austrade	Senator Lundy	Redundancies	<ol style="list-style-type: none"> 1. Since 18 September 2013, how may positions have been made redundant in your department/agency? <ul style="list-style-type: none"> a. How many of these positions were ongoing? b. How many of these positions were non-ongoing? c. How many of these positions were situated in the Australian Capital Territory? 2. How many of the employees filling these redundant positions were redeployed? <ul style="list-style-type: none"> a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 3. How many of these employees were offered voluntary redundancies? <ul style="list-style-type: none"> a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 4. How many accepted voluntary redundancies? <ul style="list-style-type: none"> a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 5. How many employees were offered the choice between a voluntary redundancy and redeployment? <ul style="list-style-type: none"> a. How many of these employees were ongoing? b. How many of these employees were non-ongoing? c. How many of these employees were situated in the Australian Capital Territory? 6. For all employees who accepted voluntary redundancies please provide the following: <ul style="list-style-type: none"> a. Their age. b. Their gender. c. A description of their position. d. The APS classification level of their position. e. Their wage. f. Their contract type (non-ongoing versus ongoing). g. Where they were located. h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.). i. The reason a voluntary redundancy was offered for their position. j. Details pertaining to any other costs incurred by the department/agency 	Written	1/8/14	4/9/14

				<p>because of this redundancy.</p> <p>k. Please provide all relevant dates.</p> <p>7. For all employees who were redeployed please provide:</p> <p>a. Their age.</p> <p>b. Their gender.</p> <p>c. A description of their position before and after redeployment.</p> <p>d. The APS classification level of their position before and after redeployment.</p> <p>e. Their wage before and after redeployment.</p> <p>f. Contract type (non-ongoing versus ongoing) before and after redeployment.</p> <p>g. Where they were located before and after redeployment.</p> <p>h. Please provide the reason for the redeployment.</p> <p>i. Please specify any other costs incurred by the department/agency because of this redeployment.</p> <p>j. Please provide all relevant dates.</p> <p>8. Since the 18 September 2013, how many employees in your department/agency have been made forcibly redundant?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p> <p>9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?</p> <p>a. How many of these employees were ongoing?</p> <p>b. How many of these employees were non-ongoing?</p> <p>c. How many of these employees were situated in the Australian Capital Territory?</p> <p>10. For employees who were made forcibly redundant since the 18 September 2013 please provide:</p> <p>a. Their age.</p> <p>b. Their gender.</p> <p>c. A description of their position.</p> <p>d. The APS classification level of their position.</p> <p>e. Their wage at retrenchment.</p> <p>f. Their contract type (non-ongoing versus ongoing).</p> <p>g. Where they were located.</p> <p>h. A dollar figure of their pay out and what component of that figure was paid out as entitlements (annual leave etc.).</p> <p>i. The reason why the employee was made forcibly redundant.</p> <p>j. Details pertaining to any other costs incurred by the department/agency because of this redundancy.</p> <p>k. Please provide all relevant dates.</p>			
92	Austrade	Senator	Extensions	1. Since the 18 September 2013 how many non-ongoing contracts has your	Written	1/8/14	4/9/14

		Lundy	<p>department/agency extended?</p> <ol style="list-style-type: none"> 2. How many non-ongoing contract extensions did your department/agency submit the Public Service Commission for approval? 3. How many of these extensions were approved by the Australian Public Service Commission (APSC)? 4. For every approved extension please provide the following details: <ol style="list-style-type: none"> a. The employees age. b. Their gender. c. A description of their position. d. Their APS classification level. e. Their wage. f. Where they are located. g. Their length of continuous employment at the APS. h. The length of the approved extension. i. The reason why the extension was submitted. j. The reason why the extension was approved by the APSC. k. Please provide all relevant dates. 5. How many of these extensions were rejected by the APSC? 6. For every rejected extension please provide the following details: <ol style="list-style-type: none"> a. The employee's age. b. Their gender. c. A description of their position. d. Their wage. e. Where they were located. f. Their length of continuous employment at the APS. g. The length of the extension sought by the department/agency. h. The reason why the extension was submitted. i. The reason why the extension was rejected by the APSC. j. Please provide all relevant dates. 7. Since 18 September 2013, how many non-ongoing contracts have been extended by your department/agency without the APSC's approval? 8. For every unapproved extension please provide the following details: <ol style="list-style-type: none"> a. The employee's age. b. Their gender. c. A description of their position. d. Their wage. e. Their position's APS level classification. f. Where they were located. g. Their length of continuous employment at the APS. h. The length of the extension granted by the department/agency. i. The reason why the extension was granted. j. Whether the extension was submitted to the APSC for approval and if not why the extension was not submitted for APSC approval? k. The reasons why the extension was granted without the APSC's approval. 			
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				<p>l. Please provide all relevant dates.</p> <p>9. Since the 18 September 2013 how many non-ongoing contracts have expired without extension?</p> <p>10. For every non-ongoing contract that has expired without extension please provide the following details:</p> <ol style="list-style-type: none"> The employee's age. Their gender. A description of their position. Their wage. Their position's APS level classification. Where they were located. Their length of continuous employment at the APS. The reason why the extension was not sought for their position. Please provide all relevant dates. <p>11. Since the 18 September 2013 how many new employees have been engaged by your department/agency on non-ongoing contracts?</p> <p>12. Since the 18 September 2013 how many new non-ongoing engagements were submitted to the APSC for approval?</p> <p>13. How many of these new non-ongoing engagements were approved by the APSC?</p> <p>14. For every approved new engagement of a non-ongoing employee please provide the following details:</p> <ol style="list-style-type: none"> Their age. Their gender. A description of their position. Their wage. Where their position is located. Their position's APS level classification. The length of their non-ongoing contract. Whether their position was advertised externally. The reason for engaging this new employee. The reason given by the APSC for approving this engagement. Please provide all relevant dates <p>15. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?</p> <p>16. For every rejected new engagement of a non-ongoing employee please provide the following details:</p> <ol style="list-style-type: none"> Their age. Their gender. A description of their position. Where their position is located. Their wage. Their position's APS level classification. The length of their non-ongoing contract. Whether their position was advertised externally. 			
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				<ul style="list-style-type: none"> i. The reason for engaging this new employee. j. The reason given by the APSC for rejecting this engagement. k. Please provide all relevant dates <p>17. Since 18 September 2013, how many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?</p> <p>18. For every unapproved new engagement of a non-ongoing employee please provide the following details:</p> <ul style="list-style-type: none"> a. Their age. b. Their gender. c. A description of their position. d. Their wage. e. Where their position is located. f. Their position's APS level classification. g. The length of their non-ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason for engaging this employee without the APSC's approval. k. Please provide all relevant dates <p>19. Since the 18 September 2013 how many new employees have been engaged by your department/agency on ongoing contracts?</p> <p>20. Since the 18 September 2013 how many new ongoing engagements were submitted to the Public Service Commission for approval?</p> <p>21. How many of these new ongoing engagements were approved by the Public Service Commission?</p> <p>22. For every approved new engagement of a ongoing employee please provide the following details:</p> <ul style="list-style-type: none"> a. Their age. b. Their gender. c. A description of their position. d. Their wage. e. Where their position is located. f. Their position's APS level classification. g. The length of their ongoing contract. h. Whether their position was advertised externally. i. The reason for engaging this new employee. j. The reason provided by APSC for approving this engagement. k. Please provide all relevant dates. <p>23. How many of these new ongoing employee applications were rejected by the Public Service Commission?</p> <p>24. For every new ongoing engagement rejected by the Public Service Commission please provide the following details:</p> <ul style="list-style-type: none"> a. Their age. b. Their gender. c. A description of their position. 			
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				<p>d. Where their position is located.</p> <p>e. Their wage.</p> <p>f. Their position's APS level classification.</p> <p>g. The length of their ongoing contract.</p> <p>h. Whether their position was advertised externally.</p> <p>i. The reason for engaging this new employee.</p> <p>j. The reason provided by APSC for approving this engagement.</p> <p>k. Please provide all relevant dates.</p> <p>25. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?</p> <p>26. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details:</p> <p>a. Their age.</p> <p>b. Their gender.</p> <p>c. A description of their position.</p> <p>d. Where their position is located.</p> <p>e. Their wage.</p> <p>f. Their position's APS level classification.</p> <p>g. The length of their ongoing contract.</p> <p>h. Whether their position was advertised externally.</p> <p>i. The reason for engaging this new employee.</p> <p>j. The reason for engaging this employee without the APSC permission.</p> <p>k. Please provide all relevant dates.</p>			
93	Austrade	Senator Brown	Cadbury	<p>Senator CAROL BROWN: In terms of the information you had for Cadbury, what did they provide to you before this other work about the guidelines template and business plan started? What information about the government's commitment to Cadbury, which was back in August of last year, were you made aware of? Did you have a copy of the Cadbury submission to the government for funding?</p> <p>Ms Lewis: I do not have the details that. I would have to take notice.</p> <p>...</p> <p>Senator CAROL BROWN: I did. I asked how the process was going to proceed.</p> <p>CHAIR: Let's have an answer. I am sure the witnesses have got an appreciation of what is required.</p> <p>Mr Yuile: I think the short answer is that the conversation has been taking place with Cadbury. As Ms Lewis said, we are waiting for the final proposal from Cadbury which, as you know, is an integrated proposal, some \$66 million of which there is a portion that the government has committed to an information centre. When we get that business proposal, as Ms Lewis said, we will be able to make an assessment and make put that to the minister for authorisation. At the moment we are waiting for Cadbury.</p> <p>Senator CAROL BROWN: Do you have any time lines?</p> <p>Mr Yuile: I have not seen a time line myself but we will check.</p>	Proof Hansard, Pages 119-120 5/6/14	1/8/14	4/9/14
94	Austrade	Senator Brown	Tourism Research Australia	<p>Senator CAROL BROWN: How many staff have gone or are going from Tourism Research Australia?</p> <p>Ms Lewis: I do not have that detail with me but I can certainly take that on notice.</p>	Proof Hansard, Page 120 5/6/14	1/8/14	4/9/14

				<p>Senator CAROL BROWN: Yes, provide that on notice. When will those staff reductions, the ones who are to go, take effect?</p> <p>Ms Lewis: There is one person I know of who has taken voluntary redundancy in TRA, and I think, but I would have to clarify, that somebody left recently because they were leaving to move somewhere else. But I will take it on notice to get you the details, including when people left.</p>			
95	Austrade	Senator Wong	Commission of Audit	<p>With reference to recommendation 33 in Phase 1 of the Commission of Audit report and the Government’s response on 13 May 2014 that reforms to assistance to exporters will be considered following the 2014-15 Budget, as they may affect the reduction of activities of Austrade:</p> <p>a) Was Austrade consulted during the Commission of Audit process?</p> <p>b) What is Austrade’s position on the recommendation to significantly reduce Austrade’s funding and move residual functions into DFAT.</p> <p>What efficiency gains have been required or obtained from AusTrade?</p> <p>Have there been any changes in service offerings in any of Austrade’s offices in Australia? If so, please describe.</p> <p>Have there been senior level staff changes at Austrade in the past 12 months? If so, please describe.</p> <p>What are the Key Performance Indices for AusTrade? Please describe.</p> <p>Is AusTrade on track to meet these KPIs for the year? If not, please explain.</p> <p>With reference to Andrew Forrest’s reported initiative called the “Australian Sino 100 year Agricultural Partnership”, with a national “Team Australia Team Food” approach:</p> <ul style="list-style-type: none"> - Is Austrade involved in this initiative? - If so, please describe. - If not, are there comparable initiatives or work at AusTrade? If yes, are they effective? 	Written	1/8/14	4/9/14