

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 1

National Investment Priorities

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 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?

Answer

1. The National Investment Priorities, agreed by Australian, state and territory governments on 14 February 2014, target industries that leverage Australia’s strengths. They form the basis of Austrade’s investment promotion and attraction activities, and provide a way to focus federal, state and territory resources toward industries that provide a net benefit to Australia. The priorities align with the Government’s policy priorities and Australia’s competitive advantages. They are: agribusiness and food; resources and energy; major infrastructure; tourism infrastructure; and advanced manufacturing, services and technologies.
2. The Australian tourism sector benefits under the “Tourism infrastructure” national investment priority. Austrade’s aim under this priority is to strengthen tourism as a ‘growth export’, especially in building high quality tourism experiences at the top-end of the market. Austrade’s work on attracting investment into tourism infrastructure helps increase the availability, quality, and choice of short-term accommodation and tourist experiences to position Australia to increase its share of international visitor expenditure, especially from Asian markets. Work under the priority includes removing impediments for tourism infrastructure investment and engaging with a global target list of foreign companies that could invest in tourism opportunities in Australia. Continued advocacy with state, territory and local governments to reduce impediments and bring hotel sites to the market is a critical success factor.

Tourism Australia and the Investment and Tourism Divisions of Austrade are working together to deliver a five year strategy to promote investment in Australia’s tourism sector. The strategy targets investment into short-term accommodation, specifically new rooms in capital cities and refurbished room stock in regional areas; and large scale tourism infrastructure including new leisure attractions and experiences. As a part of the partnership, Austrade generates and provides leads to state and territory investment promotion agencies for onshore facilitation. Since the commencement of the partnership in 2012, nine investment outcomes have been facilitated where investors have committed to invest approximately \$1.14 billion to create over 1600 new rooms and upgrade almost 550 existing rooms and villas.

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3. The tourism market is sensitive to economic conditions such as economic growth, real household income growth, consumer and business confidence, and exchange rates.
4. Austrade supports Tourism Australia's view of an improved environment for inbound tourism in 2014–15, with global GDP growth forecast to be at around 3.0 per cent (*Consensus Forecasts June 2014*). Economic growth in Asian economies is expected to ease slightly, while the USA, Western Europe and New Zealand are forecast to increase modestly. The Asian region provides significant opportunity for Australian tourism. It is one of the fastest growing tourism markets in the world, driven by solid economic growth and an emerging urban and affluent middle class.

Demand for travel to Australia is forecast to increase steadily during 2014–15, with international inbound visitors increasing by 5.7 per cent to approximately 7.0 million visitors, (*Tourism Forecasts, Tourism Research Australia, Autumn 2014*). However, Australian tourism will continue to face a more competitive environment with increased marketing by competitor destinations, changing distribution channels and broadening media options.

5. This decision does not affect the Government's positioning of tourism as a National Investment Priority.

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Question No. 2

Tourism Research Australia

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?
 - a. If yes:
 - 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?
 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?
 1. Please provide:
 - a. Name of department or agency
 - b. Details of relevant considerations
 - b. If not:
 - 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?
 1. Please provide
 - a. Name of department or agency
 - b. Details of relevant considerations
3. What is the budget for Tourism Research Australia (TRA) in 2014-15?
 - a. If this has not been finalised, why not?
 - b. What is the process by which the TRA budget is determined?

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- 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
 - i. Stakeholders
 - ii. the public
- 4. Does the 2014-15 represent a change from 2013-14 allocation? If so, what is the difference?
- 5. Does this represent an increase or decrease in funding?
- 6. What will the effect of funding changes be on staff?

Answer

- 1. The agreed operating budget for Tourism Research Australia (TRA) in 2013–14 was \$10.1 million – comprising government appropriation (\$6.4 million) and external revenue (\$3.7 million).
- 2. No.
 - a. Not applicable.
 - b.
 - i. The 2014–15 internal operating budgets for Austrade business areas (including TRA) are likely to be finalised by the end of July 2014.
 - ii. The Tourism Division of Austrade (which includes TRA) has submitted a draft 2014–15 operating budget for consideration by the Austrade Executive and Chief Financial Officer. The draft budget reflects the resources required by TRA to deliver key tourism research priorities and outputs in 2014-15.
 - iii. The draft budget was developed internally within the Tourism Division of Austrade. The Assistant General Manager of TRA was consulted as part of this process and contributed to the development of the draft budget. The Austrade Executive and the Chief Financial Officer will also have input into the determination of the final budget taking into account the broader Austrade financial position.
 - iv. The final budget will be approved by the Chief Executive Officer of Austrade.
 - v. Industry stakeholders have not been directly consulted in the development of the draft 2014–15 operating budget for the Tourism Division (including TRA).
 - vi. Although the Australian Bureau of Statistics undertakes surveys and produces tourism data, Austrade is not aware of other Commonwealth portfolios and agencies that undertake tourism research.
 - a. Not applicable.

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- b. Not applicable.
3. The 2014–15 operating budget for Tourism Research Australia has not been finalised.
- a. A number of budget pressures coupled with the reorganisation of Austrade Business Groups have complicated and delayed the approval of final budgets for 2014–15.
 - b. See response to Question (2) above.
 - c. See response to Question (2) above.
 - d. See response to Question (2) above.
 - e. No.
 - f. Not applicable.
 - g. See response to Question (2) above.
 - h. The internal operating budget for TRA is not generally made available to stakeholders and the public.
- 4 – 6 The 2014–15 operating budget for TRA has not been finalised.

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Question No. 3

Survey of Tourist Accommodation

1. Was Minister Robb consulted about the cessation of the STA?
 - 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?
 - a. Please detail date, time and method of communication.
3. Was DFAT consulted about the cessation of the STA?
 - 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?
 - a. Please detail date, time and method of communication.
5. Was Austrade consulted about the cessation of the STA?
 - 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?
 - a. Please detail date, time and method of communication.
7. Was Tourism Australia consulted about the cessation of the Survey of Tourist Accommodation?
 - 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?
 - 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:
 - a. State of the Industry Reports
 - b. International Visitor Surveys
 - c. National Visitor Surveys
 - d. Other publications.

Answer

1. No.

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- a. Not applicable.
 - b. This question should be directed to the ABS.
2. The Minister was notified by Austrade through his office on Thursday 5 June 2014.
 3. No.
 - a. Not applicable.
 - b. This question should be directed to the ABS.
 4. DFAT was informally advised by the ABS via phone call on the evening of Wednesday 4 June 2014 that it would cease the STA. DFAT was formally advised at 10.18am on Thursday 5 June 2014 by the ABS via email.
 5. No.
 - a. Not applicable.
 - b. This question should be directed to the ABS.
 6. Austrade was advised by DFAT via a phone call at approximately 9.45 am on Thursday 5 June 2014.
 7. No.
 - a. Not applicable.
 - b. This question should be directed to the ABS.
 8. Tourism Australia was informed following the ABS announcement at 11.30 am on Thursday 5 June 2014.
 9. Following discussions with the ABS, Austrade has provided funding for the 2013–14 STA.
 10. Not applicable. Following discussions with the ABS, Austrade has provided funding for the 2013–14 STA.
 11. Following discussions with the ABS, Austrade has provided funding for the 2013–14 STA. Austrade and the ABS will engage with government and industry representatives in 2014–15 financial year to examine the information needs of tourism stakeholders, to discuss a sustainable statistical collection within the tourist accommodation sector.

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Question No. 4

Australia Week in China

1. How much funding is allocated in the 2014-15 Budget for Australia Week in China in
2. Please explain the reasons for any changes in funding over this period.

Answer

1.
 - 2014–15 \$ 200,000
 - 2015–16 \$1,800,000
 - 2016–17 \$0
 - 2017–18 \$0
2. There are no changes in funding over this period for Australia Week in China. Funding allocated is as per Austrade Budget Statements Tab 1, 2 Agency 2014–15 Budget Measures, Part 1: Measures announced since the 2013–14 MYEFO.

Further explanation on this expense is detailed in Budget Paper No. 2, Part 2 Expense Measures, “the Government will provide \$2.0 million over two years to hold an Australia Week in China (AWIC) promotional event in 2016. The AWIC will help to build Australia's reputation in China as a world leading tourism destination and an important trade and investment partner.

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Question No. 5

Briefings

Has Austrade provided tourism briefings to any political parties, representatives, staff of MPS or Senators since 7 September 2013?

- 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.

Answer

- a. Since responsibility for tourism policies, programmes and research was transferred to Austrade on 19 December 2013, Austrade has briefed the following representatives, staff of MPS or senators (excluding the Minister responsible for Tourism and his staff):
 - On 13 February 2014 Mr John Alexander OAM MP and Mr Dan Tehan MP were briefed by Austrade officials on Tourism 2020 at Mr Alexander's Parliament House office. The meeting was also attended by advisers from the offices of Mr Alexander and Mr Robb along with Mr Wayne Emery, Manager, Tourism 2020 Oversight and Implementation Team, Austrade; Mr Spiro Kavadias, Manager, Tourism Labour and Skills Section, Austrade; and Mr Nicholas Dowie, Assistant General Manager, Tourism Policy Branch, Austrade.
 - On 19 June 2014 Mr John Alexander OAM MP, Mr Matt Williams MP and Senator Sean Edwards were briefed by Austrade officials on Tourism 2020 at Parliament House. The meeting was also attended by staffers from Mr Alexander, Mr Williams and Senator Edwards' offices; also an adviser to Minister Robb; Ms Deborah Lewis, General Manager, Tourism Division, Austrade; and Mr Nicholas Dowie, Assistant General Manager, Tourism Policy Branch, Austrade.
 - On 24 June 2014 Mr Dan Tehan MP was given a preparatory briefing by Austrade officials on the National Tourism Alliance Roundtable at Mr Tehan's Parliament House Office. The meeting was also attended by an adviser to Minister Robb and Ms Deborah Lewis, General Manager, Tourism Division, Austrade.
- b. It would not be appropriate to provide copies of any internal briefing papers that may have been prepared for these meetings.

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Question No. 6

Events

Has Austrade or any of its divisions run any tourism events since 7 September 2013?

- a. If so please specify dates, times, invitees, purpose and cost.

Answer

2013 Approved Destination Status (ADS) Training Forum

On 3 December 2013, Austrade held the 2013 Approved Destination Status (ADS) Training Forum (9.00 am – 12.30 pm) to update ADS Inbound Tour Operators on their obligations under the ADS Code of Business Standards and Ethics and developments in the China inbound tourism market as well as to provide State Tourism Organisations with information to generate more ADS tourism business for their jurisdictions.

Invitees:

- All approved ADS Inbound Tour Operators
- Tourism Australia
- Tourism Victoria
- Tourism Northern Territory
- Tourism South Australia
- Signet International (Austrade Compliance Monitoring Agency).

The cost of this training forum was \$ 5,908.

Tourism 2020 Implementation Plan (2015-2020) – Roundtables

In April and May 2014, Austrade hosted roundtables to inform the development of the *Tourism 2020* Implementation Plan (2015-2020) in each of Australia's capital cities. A total of 164 participants attended 13 Australia-wide roundtable meetings. Details of each roundtable and attendees are listed below.

The total cost of these roundtables, which were independently facilitated was \$50,364. This included the costs of independent facilitation of \$45,637 and venue hire cost of \$4,727.

VICTORIA

Melbourne 9 April 2014 AM

Name	Position	Organisation
Ms Nell Anderson	General Manager – Strategy and Research	Tourism Australia
Ms Dianne Smith	Chief Executive	VTIC
Ms Kim Francis	Southern Regional Manager	YHA Ltd
Mr Michael Reed	Chief Executive Officer	Australian Motoring Services
Ms Kelly Heaton	Manager - Economics	Deloitte - Melbourne
Mr Alan Maxwell	Representative	Docklands Chamber of Commerce

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Name	Position	Organisation
Ms Victoria Smith	Tourism & Events Executive	Victoria Racing Club
Ms Laura Cavallo	Chief Executive Officer	Destination Melbourne
Ms Kylie Burchmore	Group General Manager of Sales and Marketing Strategy	Crown
Mr Jason Bannikoff	Manager	Tourism Victoria
Ms Julia Swanson	General Manager Business Development & Bids	Melbourne Convention and Visitors Bureau

Melbourne 9 April 2014 PM

Name	Position	Organisation
Mr Chris Meddows-Taylor	Chair	Victorian Goldfields Tourism Executive
Ms Sheila O'Sullivan	Chair	Destination Gippsland
Mr Jeremy Johnson	Chief Executive Officer	Sovereign Hill
Mr Ian Firth	Customer Services Manager	Fowles Wine Cellar Door & Café
Ms Melinda Wilson	Owner	Montfort Manor
Ms Erin Joyce	Director	Kyral Castle Adventure Park & Resort
Mr Roger Grant	Executive Officer	Tourism Greater Geelong and the Bellarine
Ms Fiona Corcoran	Non-executive Director	Murray Regional Tourism Board
Mr Brett Wood	Senior Policy Officer	Tourism Victoria

NEW SOUTH WALES

Sydney 29 April 2014 AM

Name	Position	Organisation
Mr Dino Mezzatesta	Vice President	Accommodation Association of Australia
George Bedwani	Chief Operating Officer	Metro Hospitality Group
Mr Craig Bond	Area General Manager	Pan Pacific Hotel Group
Ms Shelley Roberts	Executive Director – Aviation Services	Sydney Airport Corporation Ltd
Mr Bill Galvin	Chief Executive	Tourism Training Australia
Mr Rolf Duelks	Chief Executive Officer	Youth Hostelling Australia Ltd
Ms Rachel Argaman	Chief Executive Officer	Toga Hospitality Hotels
Mr Ken Morrison	Chief Executive Officer	Tourism and Transport Forum
Mr John King	Chairman	Australian Tourism Export Council
Ms Anna		Australian Tourism Export Council
Ms Tracey Valenzisi	Executive Officer	Australian Regional Tourism Network
Mr David Sheldon	Chair	Australian Regional Tourism Network
Ms Joyce DiMascio	Chief Executive	Exhibition & Event Association of Australasia
Julianna Payne	Chief Executive Officer	National Tourism Alliance

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Sydney 29 April 2014 PM

Name	Position	Organisation
Ms Jacquie Riddell	Director – Public Engagement	Art Gallery of New South Wales
Ms Kristy Carstairs	President	Backpackers Operators Association
Ms Lyn Lewis-Smith	Chief Executive Officer	Business Events Sydney
Ms Francesca O’Brien	Manager – Economic Strategy	City of Sydney
Mr Peter Hearne	Managing Director	Luna Park Sydney
Ms Catherine Gallagher	Chief Executive Officer	Sydney Harbour Foreshore Authority
Mr Ken Corbett	Chairman	TICNSW
Ms Dominica Nelson	Director – Visitor Economy Policy	NSW Trade & Investment
The Hon Patricia Forsythe	Executive Director	Sydney Business Chamber
Mr Cameron Kerr	Director & Chief Executive	Taronga Zoo Sydney
Ms Carol Giuseppi	Director – Accommodation	Tourism Accommodation Australia NSW
Ms Heather Whitely Robertson	Assistant Director – Audiences & Creative Learning	Museum of Contemporary Art Australia
Ms Simone Shepherd	General Manager – Industry Partnerships & Government Policy	Destination NSW
Ms Deborah O’Connor	Manager – Government Reporting	Destination NSW
Ms Jade McKellar	General Manager Tours	Sydney Opera House

QUEENSLAND

Brisbane 15 April 2014 AM

First Name	Position	Organisation
Mr John Tighe	General Manager	Black & White Cabs
Ms Julieanne Alroe	Chief Executive Officer	Brisbane Airport Corporation
Ms Alethea Cardwell	Manager, National Parks, Recreation, Sport and Racing	Department of National Parks, Recreation, Sport and Racing
Mr Gerald Marion	Partner	Ernst & Young
Mr Greg Holmes	Manager Strategic Partnerships, Qld	HOSTPLUS
Mr Tom Young	Partner	Norton Rose Australia
Mr Don Jolly	Branch Manager	ATEC
Ms Liz Ward	Chief Executive Officer	ATDW
Ms Oriana Wyrozebska	Manager, Investment Attraction (Hotels)	Invest Brisbane
Mr Peter Savoff	General Manager	Emporium Hotel
Mr Brett Kapernick	Director, Design, Arts and Hospitality	Southbank Institute of Technology
Mr Fabienne Wintle	Chief Executive	Webbed Feet
Mr Daniel Gshwind	Chief Executive	Queensland Tourism Industry Council

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Brisbane 15 April 2014 PM

Name	Position	Organisation
Mr Stephen Gregg	Chairman	Tourism Events Queensland
Ms Leanne Coddington	Chief Executive Officer	Tourism Events Queensland
Ms Therese Phillips	A/Exec Director Partnerships	Tourism Events Queensland
Ms Megan Saunders	Executive Director Corporate Affairs	Tourism Events Queensland
Dr Richard Eden	Director General	The Department of Tourism, Major Events, Small Business and the Commonwealth Games
Ms Paul Martyn	Deputy Director General	The Department of Tourism, Major Events, Small Business and the Commonwealth Games
Mr Ben Pole	Director Communications and Marketing	Gold Coast Tourism
Mr Shane O’Rielly	Chairman	Queensland Tourism Industry Council
Mr Laura Younger	Chief Executive Officer	Australian Timeshare and Ownership Holiday Council
Mr Wayne Clift	Deputy Chair	Queensland Tourism Industry Council
Mr Daniel Gshwind	Chief Executive	Queensland Tourism Industry Council

SOUTH AUSTRALIA

Adelaide 11 April 2014

Name	Position	Organisation
Ms Jane Jefferys	Chairman	South Australian Tourism Commission
Mr Ian Horne	Board Director	South Australian Tourism Commission
Mr Rodney Harrex	Chief Executive	South Australian Tourism Commission
Ms Emma Fletcher	Director of Marketing and Communications	South Australian Tourism Commission
Mr Adam Stanford	Manager, Strategy and Insights	South Australian Tourism Commission
Mr David Lake	Manager Policy and Planning	South Australian Tourism Commission
Mr Mark Gill	Manager Destination Development	South Australian Tourism Commission
Mr Ward Tilbrook	Chief Executive	South Australian Tourism Industry Council
Mr Steve Brown	Owner	Tour Barossa
Mr Sean Delaney	Owner	Sinclares Gully
Mr Ben Neville	Owner	Off Piste 4WD Tours
Mr Peer Norsell	General Manager	Hilton Adelaide
Ms Ursula Hickey	Manager - Economic Development	Campbelltown City Council
Mr Paul Brown	Chair – South Australian Branch	Australian Tourism Export Council
Mr Tom Raggatt	Managing Director	HWR Media
Mr Nick Hannaford	Director	LifeTime Private Retreats
Mr Damien Kitto	CEO	Adelaide Convention Bureau
Mr Chris Pfeiffer	Director	Whistler Wines
Ms Donna Gauci	General Manager	Sealink
Mr Shane Strudwick	Director	Discover Murray

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WESTERN AUSTRALIA

Perth 1 May 2014 AM

Name	Position	Organisation
Shaun D'Cruz	General Manager	Crown Perth
David Bornmann	General Manager Area General Manager WA Rydges Hotels & Resorts	Esplanade Hotel Fremantle – By Rydges
Sean Raine	General Manager	Four Points by Sheraton
Jeromy Cotterill	General Manager	Goodearth Hotel
Lee Pearce	General Manager	Ibis Perth
Carmel Gerrans	General Manager Operations	Sime Darby Australia Ltd
Graeme Dick	Head of Hospitality	Little Creatures Brewing Pty Ltd
David Whip	National Executive Chef	Little Creatures Brewing Pty Ltd
Michael Scott	General Manager	Perth Arena
Bradley Woods	Chief Executive Officer	AHA
Adam Le Lievre	Media Executive	AHA
Victoria Jackson	Government Relations Manager	AHA
Neil Randall	President	AHA

Perth 1 May 2014 PM

Name	Position	Organisation
Paul Beeson	Chief Executive Officer	Perth Convention Bureau
Jasmine Meagher	Chief Executive Officer	Australia's South West
Steve McDougall	Economic Development Principal	City of Perth
Fiona Lander	General Manager, Corporate Affairs & Organisation Development	Perth Airport
Mark Exeter	Business Development	South West Development Commission
David O'Malley	Chief Executive Officer	Australia's Coral Coast
Dean Massie	General Manager Western Region	Aspen Parks
Gemma Hunter	Manager Communications & Administration	Tourism Council WA
Doc Reynold	TCWA Board/ WAITOC	Kepa Kurl Eco - Cultural Discovery Tours
Simon Latchford	Brand Manager	Augusta Margaret River Tourism Association
Paula Nelson	Manager Business Services	Heritage Council WA
Noeleen Pearson	CEO	Experience Perth
Marie Redman	TCWA Board	Marie Redman
Tony Maio	CEO/TCWA Board	Australian Fine Jewellery Pty Ltd
Mark Shaw	CEO	Adventure World
Stephanie Buckland	CEO	Tourism Western Australia
Gwyn Dolphin	Executive Director Eventscorp	Tourism Western Australia
Justin Vaughan	Director - Executive and Strategic Services	Perth Convention Bureau

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AUSTRALIAN CAPITAL TERRITORY

Canberra 29 April 2014

Name	Position	Organisation
David Marshall	Chairman	Tourism Arts and Sports Taskforce
Garry Watson	Member of the Executive	National Capital Attractions Association
Ian Hill	Director	VisitCanberra
Jonathan Kobus	Deputy Director	VisitCanberra
Stephen Wood	Manager	National Convention Centre
Stephen Byron	Managing Director	Canberra Airport
Claire Carmichael	Sponsorship Manager	National Gallery of Australia
Peter Barclay	Director	King O'Malleys
Glen Hassett	Senior manager Business programs	ACT Government
Brad Watts	General Manager	Australian Hoteliers Association

NORTHERN TERRITORY

Darwin 8 May 2014

Name	Position	Organisation
Mr Geoff Weeks	General Manager	Halikos Hospitality Pty Ltd
Ms Valerie Smith	Director – Planning and Policy	Tourism Northern Territory
Mr Rodney McComiskie	Director – Economic Policy	Department of the Chief Minister
Mr Jim Parashos	Director Commercial & Aviation Development	NT Airports
Mr Dean Osborne	Director	Osborne Family Holdings Pty
Ms Rose Felice	Sales Manager NT	Malaysia Airlines
Mr Trevor Cox	General Manager	Tourism Top End
Ms Jaclyn Thorne	General Manager	Tourism Central Australia
Mr Neil Ager	NT Manager	Qantas

TASMANIA

Hobart 6 May 2014

Name	Position	Organisation
Mr Mark Jones	Director – Operation & Planning	Tourism Tasmania
Mr John Fitzgerald	CEO	Tourism Tasmania
Mr Luke Martin	CEO	Tourism Industry Council Tasmania
Mr Simon Currant	Chairman	Tourism Industry Council Tasmania
Mr Stephen Old	CEO	Tasmanian Hospitality Association
Mr Ian Rankine	CEO	Innkeepers
Mr Ben Targett	CEO	Destination Southern Tasmania
Mr Chris Griffin	CEO	Tourism Northern Tasmania
Mr Bernard Dwyer	CIO	The Federal Group
Ms Kathryn McCann	Sales and Marketing Manager	Wrest Point
Mr Mark Wilsdon	Business Manager	MONA
Mr Robert Pennicott	Managing Director	Pennicott Journeys
Mr Stuart Nettlefold	CEO	Business Events Tasmania
Ms Melinda Percival	Business Development Manager	Hobart International Airport

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Name	Position	Organisation
Ms Margaret Morgan	Representative	Hosted Accommodation Australia
Mr Adrian Sampson	General Manager –Tourism	RACT
Mr Stuart Lamont	CEO	CRVA

NATIONAL TOURISM ALLIANCE

Melbourne 30 April 2014

Name	Position	Organisation
Mr John Hart	Chair	National Tourism Alliance
Mr John King	Chair	Australian Tourism Export Council
Mr Richard Munro	CEO	Accommodation Association of Australia
Ms Di Smith	CEO	Victorian Tourism Industry Council
Ms Juliana Payne	CEO	National Tourism Alliance
Ms Jonty Low	Policy and Project Manager	National Tourism Alliance
Mr Daniel Gschwind	CEO	Queensland Tourism Industry Council
Mr Simon Ambrose	CEO	Sunshine Coast Destination Limited
Mr Garry Watson	Executive	National Capital Attractions Association
Mr Michael Reed	CEO Australian Motoring Services	Star Ratings Australia
Mr Rodger Powell	CEO	Tourism Accommodation Australia

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Question No. 7

Demand-Driver Infrastructure Programme

1. Definitions

- 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

- 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

- a. What consultation did Austrade undertake in relation to the development of DDI program guidelines with:
 - 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)
- 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.

4. Guidelines

- a. Where can the DDI program guidelines be viewed?
- b. Applications
 - i. What is the application process for DDI funding?
 - ii. When do applications open?
 - iii. When do applications close?

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- iv. What information is required for an application to the DDI program?
 - c. Eligibility
 - 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
 - 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.
5. Please detail Austrade's experience in administering infrastructure programs.

Answer

1. Following an extensive consultation process (detailed in response to question 3 below) Tourism Ministers agreed on a set of programme principles and a definition of demand-driver infrastructure at their 11 July 2014 meeting.

The programme principles agreed by Ministers were that states and territories:

- must align projects to one or more of the *Tourism 2020* strategic areas or to a request by Tourism Ministers
- must be able to show that the project will demonstrate a return on the Government's investment across the tourism supply chain
- must provide funding that at least matches the Australian Government's contribution, noting that the funding can be sourced from either the public or private sector, or a combination of both. In kind contributions are not considered as matching funds
- must not use funding to create state-based substitutes for T-QUAL and Tourism Industry Regional Development Fund (TIRF) grants
- can cooperate on spending funds on projects where benefits cross state borders
- must report annually on progress to the Australian Government through the Tourism Ministers' Meetings (TMM).

Tourism Ministers agreed that funded projects should align strategically with relevant state, regional and destination plans. They should: drive demand, improve quality and increase visitor expenditure to assist the tourism industry in meeting *Tourism 2020* targets. Tourism Demand-Driver Infrastructure (TDDI) projects will fall into the following categories: environmental; built; transport; and enabling.

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2.
 - a. No uncommitted funding was allocated to the TIRF grants programme. Funding for the TIRF grants programme was announced in June 2012, with \$48.5 million provided over four years.
 - b. Over four years, \$43.1 million was provided for the TDDI.
 - c. Departmental expenses for 2014–15 were provided in the previous year's Budget papers for the TIRF grants programme.
 - d. The number of projects that will be funded under the TDDI programme will be determined by the states and territories receiving money from TDDI.
3. Programme guidelines will not be developed by Austrade for the TDDI programme. Funds will be provided directly to states and territories who will make funding decisions, based on the set of programme principles and definition of TDDI agreed at the 11 July 2014 Tourism Ministers' Meeting.

Austrade undertook an extensive consultation process, commencing in February 2014, to inform the development of the programme principles, definition and ineligible activities. This included liaison with Tourism Australia, state and territory tourism organisations, industry peak bodies (TTF, the NTA, ATEC and tourism industry councils – or their equivalents in the ACT and the Northern Territory). Austrade also sought the views of the tourism industry by way of a discussion paper placed on its website.

The outcome of these consultations was the agenda paper that was put to Ministers for their agreement at the TMM of 11 July 2014.

The four categories of TDDI canvassed during these consultations were: environmental, built, transport and enabling.

Austrade cannot provide the individual submissions received during the consultation process as they were collected on the basis that the content would only be shared with Ministers, and state and territory tourism organisations. A summary of submissions is provided at **Attachment A**.

4.
 - a. Austrade will not be preparing programme guidelines for the TDDI Programme. Funds will be provided directly to states and territories who will make funding decisions, based on the set of programme principles and a definition of TDDI.
 - b. Austrade will not be calling for applications to the programme. Funds will be directed to states and territories who will fund projects that meet their TDDI priorities.
 - c. States and territories will make all decisions related to the eligibility of projects, consistent with the programme principles agreed at the TMM of 11 July 2014 (refer response to question 1 above).
 - d. i – iii. States and territories will be responsible for delivering the programme, consistent with the programme principles agreed at the Tourism Ministers' Meeting of 11 July 2014 (refer to response to question 1 above).

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- iv. Funds will be available for four years from 2014-15.
 - v. The payment to states and territories is a special purpose payment and is detailed in Budget Paper 3. A project agreement will be used to distribute the funds.
5. The Tourism Division of Austrade has managed the TIRF and T-QUAL programmes. These programmes supported a range of infrastructure projects.

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Attachment A

Summary of feedback received from industry on the
Tourism Demand-Driver Infrastructure Discussion paper

No	Summary of comments
1	<ul style="list-style-type: none">• Supports the inclusion of an “enabling” category as it will permit improvements to the capacity and capability of the tourism industry.• Any businesses funded under this programme should be accredited with a “whole of business” accreditation process.
2	<ul style="list-style-type: none">• Supports the concept of “digital infrastructure” as the most important and urgent infrastructure required by the Australian tourism industry.• Encourages the development of an “online market place” for Australian tourism product.• Seeks coordination between tourism regions in the construction of digital infrastructure.
3	<ul style="list-style-type: none">• Seeking road improvements around a tourism precinct to improve tourist access.
4	<ul style="list-style-type: none">• Infrastructure investment decisions should be directly linked to the level of strategic alignment, cross-government and cross-regional support for the investment.
5	<ul style="list-style-type: none">• Supports projects related to public transport accessibility, hotel and short stay accommodation, and access to telecommunications infrastructure to increase international visitation and to transform the region into a seven day economy.
6	<ul style="list-style-type: none">• A “built” infrastructure category should allow essential infrastructure to be developed that is not directly related to tourism visitation, yet is essential to maintain the ongoing long-term feasibility and tourism growth capability of the organisation.
7	<ul style="list-style-type: none">• Seeking assistance with the rollout of new and expanded infrastructure to reduce the extreme inter-season variability of visitation.
8	<ul style="list-style-type: none">• Ideas for infrastructure improvements include: improving tourism signage; improving airports; more and renovated hotels; development of new attractions; wine tourism and a wine education facility; develop a nature tourism strategy.
9	<ul style="list-style-type: none">• Develop product offerings for non-peak season.
10	<ul style="list-style-type: none">• Develop a plan to connect existing mountain bike hubs to create a world class mountain bike destination.
11	<ul style="list-style-type: none">• Seeking support for an individual project.
12	<ul style="list-style-type: none">• Detailed important infrastructure which included: event infrastructure; wifi hot spots; “last mile” road access to tourism hot spots; improved regional air access; business planning and workforce development; digital product development; cultural awareness training; signage in other languages; and tourism trails.
13	<ul style="list-style-type: none">• Encourages the use of non-motorised water activities.
14	<ul style="list-style-type: none">• Encourages a grants-based scheme to support renewal and quality presentation in National Landscapes and sites of significance; seeks assistance to build displays and interpretation that reflect World Heritage values; and a mentoring programme to support excellence in standards of service, guiding and presentation in key nature-based destinations.
15	<ul style="list-style-type: none">• Notes that the programme would be a valuable tool to provide basic visitor infrastructure in Australia’s top natural tourism experiences. Advises that priorities for nature tourism experience development are: provision of quality visitor information; nature-based journeys planning; access investment – roads and walking trails; sewerage infrastructure; and digital access.
16	<ul style="list-style-type: none">• Need to work with other portfolios (such as environment, agriculture and infrastructure

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	and target public-private tourism infrastructure. Suggests that an emphasis be placed on the ‘enabling’ category.
17	<ul style="list-style-type: none"> • Improve visitor infrastructure in national parks; create a national framework for inspiring interpretation at the front line of customer contact - by developing regional programs for tour guide and visitor information centre professional development and a national framework to build tour guiding as a profession and increase presentation skills across Australia.
18	<ul style="list-style-type: none"> • Identifies a number of catalyst projects for a NSW region.
19	<ul style="list-style-type: none"> • Supports an individual project.
20	<ul style="list-style-type: none"> • Establish business events infrastructure to support trade and consumer exhibitions and events, stimulating demand for travel and associated services like hotels, hospitality and transport. Suggests that infrastructure be redefined to include temporary event-specific builds.
21	<ul style="list-style-type: none"> • Provides details of infrastructure required for the development of tourism in a NSW region.
22	<ul style="list-style-type: none"> • Considers the development of activity-based attractions a key demand-driver for tourism. Supports funding for the development of business plans and feasibility studies that lead to the development of DDI. Notes the need for tourism networks and digital product development. Supports funding infrastructure projects in National Landscape areas.
23	<ul style="list-style-type: none"> • Provided a range of indicative projects that will encourage visitation under the four categories detailed in the discussion paper.
24	<ul style="list-style-type: none"> • Notes that each region must house a ‘must visit/do not miss it’ attraction for domestic and international visitors. Supports an individual project.
25	<ul style="list-style-type: none"> • Supports submission number 19
26	<ul style="list-style-type: none"> • Questions how national projects will be funded if all funds are going directly to jurisdictions. Suggests that projects should be part of a destination management plan, and questions if there is a minimum or maximum project size.
27	<ul style="list-style-type: none"> • Identifies a number of projects in a Western Australian region. Notes the importance of tourism development plans, sealing roads and developing an Arts and Cultural Trail. Notes that Aboriginal tourism would be a game-changer for the region.
28	<ul style="list-style-type: none"> • Seeking further clarification of the definition; believes that the size and scale of projects is important; projects should be part of an existing strategy or plan that has widespread support; projects should demonstrate potential for encouraging further development/investment; the programme funds should not be a replacement for current state/territory expenditure. Suggests that funding could be directed into existing national programmes, such as National Landscapes; industry would like certainty of funding for the forward estimates; and additional administrative burdens should not be created through the implementation of this programme.

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Question No. 8

Tourism Industry Regional Fund Round 2

1. Has Minister Robb or Austrade received any contact from TIRF Round 2 applicants following the cessation of the program?
 - 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?
 - a. If so, from whom?
 - b. What was the nature of the communication?
 - c. Please provide copies.

Answer

The Tourism Division of the then Department of Resources, Energy and Tourism wrote to all Round 2 applicants and state and territory tourism organisations on 15 November 2013 to provide advice that the round would not proceed.

A total of 34 items of correspondence relating to the termination of the programme were received by either Minister Robb or Austrade from Round 2 applicants.

A total of 12 items of correspondence relating to the termination of the programme were received by Minister Robb from other stakeholders.

All correspondence received was addressed directly to either the Minister or Austrade and was not identified by the correspondent as being available for further distribution.

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Question No. 9

Cadbury

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?
 - a. Please provide a list of dates, times, method of communication and nature of the communication.
9. What information has Austrade requested in relation to the grant?
 - a. Please provide a list of requests including date, time and method of communication.
10. What information has Austrade received from Cadbury in relation to the grant?
 - a. Please provide a list of documents, date received and method of communication.
11. Has Austrade had any contact from any Minister or Minister's office in relation to this grant?
 - a. If so, please details including Minister's name, title, date, nature of communication, method of communication and list of attendees in any meetings.
 - b. Please provide copies of any written correspondence.
12. Has Austrade provided any Minister or Minister's office with a briefing in relation to this grant?
 - a. Please provide names of Ministers/Minister's offices/departments, date of briefings, copies of briefing papers and who initiated the briefing.
13. Has Austrade had any contact with any Commonwealth department in relation to this grant?
 - a. If so, please detail office, date, nature and method of communication.
 - b. Please provide copies of any written correspondence.
14. Has Austrade has any contact with the Tasmanian government department in relation to this grant?
 - a. If so, please detail office, date, nature and method of communication.
 - b. Please provide copies of any written correspondence.

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Answer

1. Funding was provided in the May 2014 Budget. Austrade is preparing programme guidelines for this grant. Cadbury is preparing its business case, which will be assessed against the programme guidelines.

2–5. Expectations on job creation and tourism benefits were outlined in the statement by the then Leader of the Opposition on 28 August 2013. Further detail will be provided by Cadbury in its business case.

6. No.

7. Any payments made to Cadbury would be linked to milestones in the project's funding agreement, which will be put in place once the Minister for Trade and Investment has agreed to the grant proceeding.

8. Austrade has met face-to-face with Cadbury on one occasion – on the morning of 1 May 2014.

This initial meeting involved the Cadbury and Austrade staff who be involved in the project. Austrade outlined the process for approving programme guidelines, assessing Cadbury's business case, and for managing any funding agreement. Cadbury provided a brief outline of its proposed project.

9. On 17 April 2014, Austrade requested general business information relating to the proposal from Cadbury to inform the meeting of 1 May 2014.

At Austrade's meeting with Cadbury on 1 May 2014, Cadbury was asked to submit a business case to Austrade.

10. Cadbury provided general business information relating to the proposal to Austrade on 29 April 2014 in response to the request detailed in question 9 above.

11. Austrade has had contact with the Minister for Trade and Investment's office in relation to this grant.

Correspondence between Austrade and the Minister for Trade and Investment's Office on this matter are either Budget-in-Confidence or internal working documents.

12. Information has been provided to Minister's office as required.

13. Austrade has had contact with the Department of Infrastructure and Regional Development, the Department of Finance, and the Department of the Prime Minister and Cabinet in relation to this grant.

Correspondence between Austrade and the Minister for Trade and Investment's Office on this matter are either Budget-in-Confidence or internal working documents.

14. No.

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Question No. 10

EMDG Grants

1. Why is the revised budget used instead of the estimated actual 2013-14 on p.101 of Austrade Budget Statements?
2. What was the estimated actual amount for 2013-14 at the time of the 2013-14 Budget?
3. What is the definition of ‘more sustainable exporter’ (p.102 Austrade Budget Statements)?
4. How many tourism businesses have received grants under the EMDG program to date?
5. Please provide a list of tourism businesses who have received grants to date 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

Answer

1. The revised budget is used instead of the estimated actual 2013–14 on page 101 of Austrade’s Budget Statements, as the figure represents the budget available for EMDG grants and administration pending the determination of second tranche EMDG grant payments made towards the end of the financial year, following the Balance Distribution Date in late June 2014. The revised budget figure also aligns with the forward estimates allocations, as indicated on page 101 of Austrade’s Budget Statements.
2. EMDG is a legislated entitlement programme where actual expenditure is dependent upon the number and value of claims, over which Austrade has no control. Consequently, Austrade does not publish estimated actual amounts for programme expenditure.
3. The 2008 Mortimer Review report, *Winning in World Markets*, refers to the EMDG scheme aiming to encourage businesses to promote their products and services overseas ‘and to become established exporters whose exporting persists as a sustained activity after assistance under the scheme ceases.’ (See page one of the report). This outline of the aims of the scheme encapsulates the meaning of ‘more sustainable exporter’.
4. The following table (**Table 1**) shows the number of tourism businesses that have received grants under the EMDG program since data on the industry breakdown of EMDG grant recipients has been recorded on the EMDG database (since 1998), and their total annual amount. Please note that the scheme commenced in 1974.

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Table 1. EMDG Grants to Tourism Bodies

Year of Grant Payment	Number of Grants Paid	Total Value of Grants paid	% of Total Grants Paid	% of Total Value of Grants paid
1997-98	438	\$23.4m	14.5	15.9
1998-99	520	\$26.0m	16.9	18.0
1999-00	534	\$24.2m	18.1	17.8
2000-01	475	\$21.4m	16.5	12.3
2001-02	482	\$19.8m	15.7	13.9
2002-03	535	\$18.2m	13.9	12.6
2003-04	521	\$16.6m	14.1	11.5
2004-05	411	\$11.3m	12.5	9.1
2005-06	419	\$11.6m	12.0	8.5
2006-07	452	\$13.5m	12.7	9.3
2007-08	424	\$12.6m	10.8	8.3
2008-09	429	\$13.7m	10.5	7.4
2009-10	550	\$17.9m	11.8	9.0
2010-11	461	\$11.8m	10.7	8.2
2011-12	282	\$9.7m	9.4	7.7
2012-13	266	\$9.1m	9.6	7.6
2013-14	224	\$7.6m	9.2	6.7
Total	7,423	\$268.2m		

5. A list of tourism businesses that received grants in 2013-14, including name, year, location, grant amount and description, is attached (**Table 2**).
6. The KPIs listed on p.102 of the Austrade Budget Statements 2014-15, apply to the 2014-15 financial year in respect of the 2013-14 grant year. Austrade will be including relevant questions in the Austrade client satisfaction survey this year to obtain the necessary information from EMDG grant recipients in relation to meeting the new KPIs.
7. See response to question 6 above.

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Table 2. Tourism Businesses That Received Grants in 2013-14 (Question 5)

Grant Recipient	Street Address	Description	Amount
NSW			
AAT NOMINEES PTY LTD	Suite 111, Manning Building, 451 Pitt Street, Sydney, NSW 2000	Accommodation	\$30,608
ACADEMY OF SURFING INSTRUCTORS PTY LTD	Unit 7, 85 Roscoe Street, Bondi, NSW 2026	Sports and Physical Recreation Venues, Grounds and Facilities Operation	\$25,944
ADIRONDACK TRADING PTY LTD	91 Ku Ring Gai Avenue, Turramurra, NSW 2074	Scenic and Sightseeing Transport	\$26,439
ARAJILLA PTY LTD	Arajilla Retreat, Old Settlement Beach, Lord Howe Island 2898	Accommodation	\$18,560
AUSTRALIA TOURS & TRAVEL PTY LTD	Unit 2, 479 Great North Road, Abbotsford, NSW 2046	Travel Agency and Tour Arrangement Services	\$29,462
BAILLIE LODGES PTY LTD	Lagoon Road, Lord Howe Island, 2898	Accommodation	\$35,671
BELLS AT KILLCARE PTY LIMITED	107 Scenic Road, Killcare Heights, NSW 2257	Accommodation	\$17,452
BONZA BIKE TOURS PTY LTD	30 Harrington Street, The Rocks, Sydney, NSW 2000	Amusement and Other Recreational Activities n.e.c.	\$16,635
BOUTIQUE TOURS AUSTRALIA PTY LTD	7 Campbell Street, Artarmon, NSW 2064	Scenic and Sightseeing Transport	\$32,550
BRAUST PTY LIMITED	Level 1, 182-186 Blues Point Road, McMahon's Point, NSW 2060	Other Specialised Food Retailing	\$43,958
BUSINESS ELECTRONICS HOLDINGS PTY/LTD	390 Princes Highway, Rockdale, NSW 2216	Cafes and Restaurants	\$27,420
BYRON BAY MANAGEMENT PTY LTD AS AGENT FOR BYRON BAY MANAGEMENT PARTNERSHIP	77-97 Broken Head Road, Byron Bay 2481	Accommodation	\$49,860
CAFE2U INTERNATIONAL PTY LTD	UNIT 7, 81 Frenchs Forest Road, French's Forest, NSW 2086	Takeaway Food Services	\$12,326

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CASSMAR HOLDINGS PTY LTD ATF TEMPLEGATE UNIT TRUST	336 Oakey Creek Road, Pokolbin, NSW 2320	Accommodation	\$11,525
CASSMAR HOTELS PTY LTD ATF CASSMAR UNIT TRUST	61 Hawkesbury Valley Road, Windsor, NSW 2756	Accommodation	\$26,308
CAVENDRA PTY LTD	Suite 9 Upper Level Jones Bay Wharf, 26-32 Pirrama Rd, Pyrmont NSW 2009	Accommodation	\$15,494
CHIRON GLOBAL PTY LTD	30 Henrietta Street, Waverley, NSW 2024	Sports and Physical Recreation Clubs and Sports Professionals	\$25,302
CHRISTIAN ACUNA INTERNATIONAL PTY LTD	Suite 3 / 281A Edgecliff Road Woollahra, NSW 2025	Non-Store Retailing	\$16,812
COLOURFUL TRIPS PTY LTD	1/154 Redfern Street, Redfern, NSW 2016	Scenic and Sightseeing Transport	\$18,477
EMIRATES HOTELS (AUSTRALIA) PTY LTD	2600 Wolgan Road, Wolgan Valley, NSW 2790	Accommodation	\$150,000
EP MANAGEMENT PTY LTD	68 Market Street, Sydney, NSW 2000	Accommodation	\$91,355
E-PAR PTY LTD	Suite 2, 118 Belford Street, Broadmeadow, NSW 2292	Amusement and Other Recreational Activities n.e.c.	\$25,357
EXCELSIOR FRUIT INTERNATIONAL PTY LTD	4 White Cedar Drive, Castle Hill, NSW 2154	Supermarket and Grocery Stores	\$15,883
EXPERIENCE SPORT! PTY LTD	Level 1 Building 210, 122 Lang Rd, Moore Park, NSW 2021	Amusement and Other Recreational Activities n.e.c.	\$69,343
FRASERS TOWN HALL RESIDENCES PTY LTD	488 Kent Street, Sydney 2000	Accommodation	\$61,555
FRONTSIDE EVENTS PTY LTD	Suite A, Ground Floor, 188 Oxford Street, Paddington, NSW 2021	Amusement and Other Recreational Activities n.e.c.	\$46,385
GTI TOURISM PTY LTD	Level 5, 35 Grafton Street, Bondi Junction, NSW 2022	Travel Agency and Tour Arrangement Services	\$9,529
HASELHURST PTY LTD	Suite 1, 36/38 Bayswater Road, Potts Point, NSW 2011	Amusement and Other Recreational Activities n.e.c.	\$44,306
INSTONE ASIA PTY LTD	Monterey Centre, Unit , Mittagong, NSW 25755	Air and Space Transport	\$8,317

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INTRO TRAVEL PTY LTD	Level 14, 22 Market Street, Sydney, NSW 2000	Amusement and Other Recreational Activities n.e.c.	\$67,568
J.C. TRAVEL PROFESSIONALS PTY LTD	Suite 403-410, Level 4, Nexus Building, 4 Columbia Court, Baulkham Hills, NSW 2153	Travel Agency and Tour Arrangement Services	\$13,189
JAPAN AUSTRALIA TRAVEL SERVICE PTY LTD	Level 4, 120 Susses Street, Sydney, NSW 2000	Accommodation	\$26,943
JETABROAD PTY LTD	Level 5 South Tower, 10-5 Railway Street, Chatswood, NSW 2067	Travel Agency and Tour Arrangement Services	\$40,690
JW&J INTERNATIONAL PTY LTD	Shop 5, Stockland Piccadilly, 210 Pitt Street, Sydney, NSW 2000	Clothing Retailing	\$9,293
KSW PROPERTY PTY LTD ATF THE KSW UNIT TRUST	22 Shelley Street, Sydney, NSW 2000	Accommodation	\$20,223
KURIOS PTY LTD	4 Collaroy Street, Collaroy, NSW 2097	Accommodation	\$20,765
LAPE PTY LTD	Suite 9, Upper Level, Jones Bay Wharf, 26-32 Pirrama Road, Pyrmont, NSW 2009	Accommodation	\$32,612
LEISURE INN SYDNEY CENTRAL PTY LTD	Level 10, 80 Clarence Street, Sydney, NSW 2000	Accommodation	\$5,558
LIQUID TIME PTY LTD	63 Plateau Road, Bilgola, NSW 2107	Sports and Physical Recreation Venues, Grounds and Facilities Operation	\$85,425
MAWLAND QUARANTINE STATION PTY LTD ATF MAWLAND QUARANTINE STATION UNIT TRUST	North Head Scenic Drive, Manly, NSW 2095	Accommodation	\$26,714
MEDIWISE PTY LTD	5B/213 Bay Street, Brighton-Le-Sands, NSW 2216	Non-Store Retailing	\$37,940
MOONSHADOW CHARTERS PTY LTD	3/35 Stockton Street, Nelson Bay, NSW 2315	Water Passenger Transport	\$22,004
NLK TOURS PTY LTD	Unit 1102G, 301 George Street, Sydney, NSW 2000	Travel Agency and Tour Arrangement Services	\$81,551
NORWEST HOTELS PTY LTD	1 Columbia Court, Baulkham Hills, NSW 2153	Accommodation	\$11,586

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NUTRITION STATION PTY LIMITED	6/282 High St, Penrith, NSW 2750	Takeaway Food Services	\$21,164
OPAL MINDED PTY LIMITED	55A George Street, The Rocks, Sydney, NSW 2000	Watch and Jewellery Retailing	\$46,065
ORIGINAL DIVA PTY LTD ATF D AND N METAXAS TRUST	381 Victoria Road, Gladesville, NSW 2111	Other Personal Accessory Retailing	\$8,509
OZ TRAILS & SYDNEY EXCLUSIVE TOURS PTY LTD	Unit 14/9-12 Lambridge Place, Penrith, NSW 2750	Interurban and Rural Bus Transport	\$18,204
OZPARTY PTY LTD	4/24 Glebe Street, Randwick, NSW 2031	Scenic and Sightseeing Transport	\$27,154
PARK REGIS BRISBANE PTY LTD	Staywell Group, Level 10, 80 Clarence St, Sydney, NSW 2000	Accommodation	\$7,057
PARK REGIS GRIFFIN PTY LTD	Staywell Group, HSBC Building, Level 6, 580 George St, Sydney, NSW 2000	Accommodation	\$13,873
PIER ONE DEVELOPMENTS PTY LTD	11 Hickson Road, Walsh Bay, NSW 2000	Accommodation	\$46,150
PJ TOURS PTY LTD	31 Playfair St, The Rocks, Sydney, NSW 2000	Interurban and Rural Bus Transport	\$19,253
PONT3 PTY LTD	49 Reservoir Street, Surry Hills, NSW 2010	Sports and Physical Recreation Venues, Grounds and Facilities Operation	\$11,883
RATEWAVE PTY LTD ATF MANLY PACIFIC UNIT TRUST	55 North Steyne, Manly, NSW 2095	Accommodation	\$67,033
RIVERLANDS POLO PTY LTD	Windsor Polo Club, Old Kurrajong Road, Richmond, NSW 2753	Sports and Physical Recreation Clubs and Sports Professionals	\$12,677
RPW NOMINEES PTY LTD	Suite 111, Manning Building, 451 Pitt Street, Sydney, NSW 2000	Accommodation	\$62,518
S.S.K. TOUR PTY LTD	Unit 40, 8 Avenue of the Americas, Newington, NSW 2127	Travel Agency and Tour Arrangement Services	\$102,215
SENSE2 PTY LTD	1/20 Military Road, Watsons Bay, Watsons Bay, NSW 2030	Non-Store Retailing	\$19,972

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SIGMA AEROSPACE PTY LTD	Hangar 7, Tamworth Airport, Tamworth, NSW 2340	Air and Space Transport	\$9,709
SKYDIVE BYRON BAY PTY LTD	Hangar 1, Tyagarah Airport, Tyagarah, NSW 2481	Air and Space Transport	\$62,716
SPACESHIPS AUSTRALIA PTY LTD	Shop 3, 191-201 William St, Darlinghurst, NSW 2010	Taxi and Other Road Transport	\$105,371
STYLEROCKS PTY LTD	32A Glover Street, Mosman, NSW 2088	Non-Store Retailing	\$12,354
SUBTLE ENERGIES PTY LTD	Unit 108/7 Hoyle Avenue, Castle Hill, NSW 2154	Pharmaceutical, Cosmetic and Toiletry Goods Retailing	\$31,928
SUN COOKING PTY LTD	455 Greggs Road, Kurrajong, NSW 2758	Sport and Camping Equipment Retailing	\$8,041
SUN VALLEY AUSTRALIA PTY LTD	211 Murray Street, Finley, NSW 2713	Supermarket and Grocery Stores	\$21,485
SWISS-BELHOTEL INTERNATIONAL AUSTRALIA (YORK) PTY LTD	5 York Street, Sydney, NSW 2000	Accommodation	\$118,830
SYDNEY HARBOUR TALLSHIPS PTY LTD ATF SYDNEY HARBOUR TALLSHIPS UNIT TRUST	39 George Street, The Rocks, Sydney, NSW 2000	Water Passenger Transport	\$114,393
SYDNEY SKYDIVERS PTY LTD	677 Tower Road, Bankstown Airport, NSW 2200	Air and Space Transport	\$25,359
SYDNEY TOURS AUSTRALIA PTY LTD	56 Ingham Avenue, Five Dock, NSW 2046	Interurban and Rural Bus Transport	\$8,431
SYDNEY WILDLIFE WORLD PTY LTD	1-5 Wheat Road, Darling Harbour, NSW 2000	Amusement Parks and Centres Operation	\$150,000
TAHL HOMEBUSH (F1) PTY LTD	8 Edwin Flack Ave, Sydney Olympic park, NSW 2127	Accommodation	\$9,185
TAHL PARRAMATTA PTY LTD	106 Hassall street, Parramatta, NSW 2142	Accommodation	\$29,167
TAMBOI QUEEN CRUISES PTY LTD	41 Danalene Parade, Corlette, NSW 2315	Water Passenger Transport	\$21,583

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THOMPSON OPALS PTY LTD	Suite 3, Level 10, 229 Macquarie Street, Sydney, NSW 2000	Watch and Jewellery Retailing	\$29,051
TOUR EAST AUSTRALIA PTY LIMITED	Suite 2, Level 2, 189 Kent Street, Sydney, NSW 2000	Accommodation	\$150,000
TRAVEL MAESTRO INBOUND PTY LTD	Suite 206 Level 2, 25 Grose Street, North Parramatta, NSW 2150	Travel Agency and Tour Arrangement Services	\$34,984
ULF BERGHAUSEN	3/42 Bilin Road, Mullumbimby, NSW 2482	Accommodation	\$9,360
ULLADULLA ABORIGINAL ART PTY LTD AS TRUSTEE FOR ULLADULLA GALLERY TRUST	Opera Quays Shop 13, 2 East Circular Quay, Sydney, NSW 2000	Houseware Retailing	\$24,885
UNIQUE SYDNEY TOURS AND CRUISES PTY LTD	39 George Street, Sydney, NSW 2000	Water Passenger Transport	\$70,410
WHITEWAY HOUSE NO348 P/L ATF THE WHITEWAY HOUSE NO348 TRUST	63 Fletcher Street, Bondi, NSW 2026	Accommodation	\$59,722
YOYAKU.COM PTY LTD	Suite 2, Level 6,, 22 Market Street, Sydney, NSW 2000	Travel Agency and Tour Arrangement Services	\$20,109
HVG CC PTY LTD	430 Wine Country Drive, Lovedale, NSW 2321	Accommodation	\$29,063
TRAVEL WORLD (AUSTRALIA) PTY LTD	Suite 1315, Level 13, World Tower Commercial, 87-89 Liverpool Street, Sydney, NSW 2000	Travel Agency and Tour Arrangement Services	\$65,974
Victoria			
THE TRUSTEE FOR THE GLEN WAVERLEY HOTEL TRUST	297 Springvale Road, Glen Waverley, Vic 3150	Accommodation	\$24,354
ADVENTURE TRAVEL.COM.AU PTY LTD	1/7 Davies Avenue, Mt Eliza, Vic 3930	Travel Agency and Tour Arrangement Services	\$30,937
ANDREW VAN KAATHOVEN	25 Clifford Street, Huntingdale, Vic 3166	Motor Vehicle Parts Retailing	\$48,107
ASCOTT SERVICED RESIDENCES PTY LTD	Level 4, 250 Elizabeth Street, Melbourne, Vic 3000	Accommodation	\$11,432

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AUSTRALIAN COMMERCIAL GALLERIES ASSOCIATION (ACGA) EXPORT NETWORK	C/- Anna Pappas Gallery, 2-4 Carlton Street, Prahan, Vic 3181	Other Store-Based Retailing n.e.c.	\$2,409
AUSTRALIAN PACIFIC LIGHTHOUSE	420 Cape Schanck Road, Cape Schanck, Vic 3939	Accommodation	\$15,129
BARANA (ST KILDA) INVESTMENTS PTY LTD	16 The Esplanade, St Kilda, Vic 3182	Accommodation	\$52,913
CALIBRE8 PTY LTD	8/16 Abinger St, Richmond, 3121	Sport and Camping Equipment Retailing	\$54,945
CATHERINE ASQUITH GALLERY PTY LTD THE TRUSTEE FOR ASQUITH FAMILY TRUST	48 Oxford Street, Collingwood, Vic 3066	Other Store-Based Retailing n.e.c.	\$8,359
CITADINES MELBOURNE ON BOURKE PTY LTD*SEE NOTES	Level 4, 250 Elizabeth Street, Melbourne, Vic 3000	Accommodation	\$72,519
CLUBLINKS GOLF MANAGEMENT PTY LTD	600 Thompson Road, Sandhurst, Vic 3977	Sports and Physical Recreation Venues, Grounds and Facilities Operation	\$10,924
COMPASS EXPEDITIONS PTY LTD	116D Inglis Street, Ballan, Vic 3342	Scenic and Sightseeing Transport	\$30,522
DIRA MIVORA PTY LTD	380 Russell Street, Melbourne, Vic 3000	Accommodation	\$36,980
ECOLIFE INTERNATIONAL PTY LTD	72 Batesford Road, Chadstone, Vic 3148	Clothing Retailing	\$45,993
EP6 MANAGEMENT PTY LTD	270 Flinders Street, Melbourne, Vic 3000	Accommodation	\$16,654
FRASERS MELBOURNE APARTMENTS PTY LIMITED	19 Exploration Lane, Melbourne, Vic 3000	Accommodation	\$25,671
HOTEL CROSSLEY PTY LTD	47-55 Little Bourke Street, Melbourne, Vic 3000	Accommodation	\$30,247
J & V COLLECTIONS PTY LTD	Level 1, 320 Lower Dandenong Road, Braeside, Vic 3195	Footwear Retailing	\$31,301
JOCO GROUP PTY. LTD.	2 Coast Drive, Torquay, Vic 3228	Cafes and Restaurants	\$11,479

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KILDAIR HOTELS PTY LTD	Cnr Gheringhap and Myers Streets, Geelong, Vic 3220	Accommodation	\$13,250
KITA KU PTY LTD	12 Clarice Road, Box Hill South, Vic 3128	Watch and Jewellery Retailing	\$30,634
LM AUSTRALASIA PTY LTD	Level 1, 14-24 Easey Street, Collingwood, Vic 3066	Clothing Retailing	\$6,413
MARU KOALA AND FAUNA PARK PTY LTD ATF HEFFER FAMILY TRUST	1650 Bass Highway, Grantsville, Vic 3984	Amusement and Other Recreational Activities n.e.c.	\$11,771
MEDIATEN EUROPE CO PTY LTD	Level 2, 309 Little Collins Street, Melbourne, Vic 3000	Clothing Retailing	\$14,966
MELBOURNE EUREKA TOWER OBSERVATION DECK PTY LTD	7 Riverside Quay, Southbank, Vic 3006	Amusement and Other Recreational Activities n.e.c.	\$88,226
METAL CORE DISTRIBUTION PTY LTD	18/61 Wattle Road, Maidstone, Vic 3012	Sport and Camping Equipment Retailing	\$117,809
MR BLACK GARMENT ESSENTIALS PTY LTD	600 Orrong Road, Aramanda, Vic 3143	Clothing Retailing	\$150,000
MURRAY FREDERICK WHITE	Sargood Lane, Melbourne, Vic 3000	Other Store-Based Retailing n.e.c.	\$20,573
NATIONAL SPORTS MUSEUM LTD	Gate 3, Melbourne Cricket Ground, Yarra Park, Jolimont, Vic 3002	Museum Operation	\$13,171
OI OI PTY LIMITED	25 Claremont Avenue, Malvern, Vic 3144	Clothing Retailing	\$60,265
OUSIA AUSTRALIA PTY LTD	Room 1 Basement, 157 Toorak Road, South Yarra, Vic 3141	Other Personal Accessory Retailing	\$150,000
QUAYEYEWARE PTY LTD	25-27 Lothian Street, North Melbourne, Vic 3051	Other Personal Accessory Retailing	\$145,211
SITE GALLERY PTY LTD	Level 4, 104 Exhibition Street, Melbourne, Vic 3000	Other Store-Based Retailing n.e.c.	\$48,536
SOMERSET ST GEORGES TERRACE (PERTH) PTY LTD	Level 4, 250 Elizabeth Street, Melbourne, Vic 3000	Accommodation	\$11,634

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ST EDMONDS CONTEMPORARY PTY LTD	108-110 Gertrude Street, Fitzroy, Vic 3065	Other Store-Based Retailing n.e.c.	\$15,884
SUE HODGES PRODUCTIONS PTY LTD	5/339 Williamstown Road, Port Melbourne, Vic 3207	Nature Reserves and Conservation Parks Operation	\$13,104
THE BLACKMAN HOTEL AND RESIDENCE ON ST KILDA ROAD PTY LTD	452 St Kilda Road, Melbourne, Vic 3004	Accommodation	\$13,131
THE CULLEN HOTEL PTY LTD	164 Commercial Road, Prahran, Vic 3181	Accommodation	\$5,654
THE OLSEN HOTEL PTY LTD	637 Chapel Street, South Yarra, Vic 3141	Accommodation	\$11,624
UGG BOOTS FOR ALL PTY LTD ATF THE CAPAR FAMILY TRUST	21 Caesia Way, Caroline Springs, Vic 3023	Footwear Retailing	\$9,754
WATTLE HEALTH AUSTRALIA PTY LTD	Rialto, South Tower, Level 27, 525 Collins Street, Melbourne, Vic 3000	Other Specialised Food Retailing	\$55,215
WILLIAM JOHN KELLY	108-110 Gertrude St, Fitzroy, Vic 3068	Other Store-Based Retailing n.e.c.	\$68,282
MYNDIT PTY LTD	14 Nelson Street, Rye, Vic 3941	Accommodation	\$12,032
Queensland			
ISLANDER RESORT PTY LTD	6 Beach Road, Surfers Paradise, Qld 4217	Accommodation	\$23,214
2 FROGZ IN OZ PTY LTD	28 Spence Street, Cairns, Qld 4870	Travel Agency and Tour Arrangement Services	\$39,369
ADVENTURE NORTH AUSTRALIA PTY LTD	36 Aplin Street, Cairns, Qld 4870	Travel Agency and Tour Arrangement Services	\$21,388
ALEXAMI INTERNATIONAL PTY LTD	Unit 2, 44 Township Drive, Burleigh heads, Qld 4220	Non-Store Retailing	\$9,828
ARISTOS PORT DOUGLAS PTY LTD	Corner of Macrossan and Grant Street, Port Douglas, Qld 4877	Scenic and Sightseeing Transport	\$17,957
AUSTRALIAN PACIFIC LODGES PTY LTD	388 Mungumby Road, Black Mountain, Cooktown, Qld 4895	Accommodation	\$9,848
BALLOON WITH HOT AIR PTY LTD ATF THE STEEL RICHMOND TRUST	11 West Street, Cairns, Qld 4870	Amusement and Other Recreational Activities n.e.c.	\$68,845

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BRCP OASIS OPERATIONS PTY LTD	122 Lake Street, Cairns, Qld 4870	Accommodation	\$70,794
BUSINESS OPPORTUNITY GROUP PTY LTD	Office 29, 123 Parkyn Parade, Mooloolaba, Qld 4557	Sports and Physical Recreation Clubs and Sports Professionals	\$16,850
CAIRNS HOLIDAY SPECIALISTS PTY LTD	Suite 38, 111-117 Williams Esplanade, Palm Cove, Qld 4879	Travel Agency and Tour Arrangement Services	\$44,205
CAIRNS PREMIER REEF & ISLAND TOURS PTY LTD	7 Woodlands Avenue, Edgehill, Qld 4870	Scenic and Sightseeing Transport	\$32,366
CALYPSO REEF CHARTERS PTY LTD	No. 21-23, Cnr of Warner and Grant Street, Port Douglas, Qld 4877	Scenic and Sightseeing Transport	\$17,984
CAMPERMAN AUSTRALIA GROUP PTY LTD	Unit 2 440 Sheridan Street, North Cairns, Qld 4870	Scenic and Sightseeing Transport	\$83,985
CORAL SEA SAILING ADVENTURES PTY LTD	29 Sandpiper Crescent, Jubilee Pocket, Qld 4802	Water Passenger Transport	\$7,550
DEJI ENTERPRISES PTY LTD AS TRUSTEE FOR THE DEJIMA DISCRETIONARY TRUST	1st Floor, 61 Spence Street, Cairns, Qld 4870	Urban Bus Transport (Including Tramway)	\$9,056
DL 20 TRADING PTY LTD	4 Airlie Crescent, Airlie Beach, Qld 4802	Water Passenger Transport	\$66,929
EPIC EXPEDITIONS PTY LTD	7/35 Woodstock Road, Toowong, Qld 4066	Amusement and Other Recreational Activities n.e.c.	\$46,538
EVERYTHING TRAVEL GROUP PTY LTD	End of McGregor Road, Smithfield, Qld 4870	Travel Agency and Tour Arrangement Services	\$26,651
FITZROY ISLAND INVESTMENTS PTY LTD	Fitzroy Island, Fat North Queensland, Qld 4870	Accommodation	\$52,210
FOURTEEN PALMER STREET TOWNSVILLE OPERATIONS PTY LIMITED	12-14 Palmer Street, Townsville, Qld 4810	Accommodation	\$9,496
FREEDOM COUNTY PTY LTD	Rob Vievers Drive, Kuranda, Qld 4872	Nature Reserves and Conservation Parks Operation	\$13,047
GLOBAL RESORTS PTY LTD	183 - 185 Lake Street, Cairns, Qld 4870	Accommodation	\$22,000

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GOLD COAST JET BOATING PTY LTD	Shop 7b, Marinas Cove , 60- 70 Sea World Drive, Main Beach, Qld 4217	Amusement and Other Recreational Activities n.e.c.	\$46,695
HABITAT DOME PTY LTD AS TRUSTEE FOR THE CAIRNS WILDLIFE DOME	35 - 41 Wharf Street, Cairns, Qld 4870	Nature Reserves and Conservation Parks Operation	\$5,312
HOLCOMM MARINE PTY LTD	A-34 to B331, Meridian Marina, Port Douglas, Qld 4877	Scenic and Sightseeing Transport	\$7,415
HOT HOLIDAY PTY LTD	Unit 1, 17 Queen Street, Parramatta Park, Qld 4870	Travel Agency and Tour Arrangement Services	\$51,340
HOTEL GRAND CHANCELLOR (SURFERS PARADISE) PTY LTD	3105 Surfers Paradise Boulevard, Corner Hanlan Street, Surfers Paradise, Qld 4217	Accommodation	\$45,764
J & J WALLACE (TOURS) PTY LTD	Reef Fleet Terminal, Spence Street, Cairns, Qld 4870	Scenic and Sightseeing Transport	\$12,488
K & PARTNERS PTY LTD	34-40 Lake Street, Cairns, Qld 4870	Cafes and Restaurants	\$9,183
KAWAHATA INTERNATIONAL PTY LTD	23 Cabana Boulevard, Benowa, Qld 4217	Taxi and Other Road Transport	\$9,756
KDR INVESTMENTS PTY LTD	11 Palm Drive, Cannonvale, Qld 4802	Water Passenger Transport	\$17,456
KIANA SAIL AND DIVE PTY LTD	39 Jubilee Pocket Road, Jubilee Pocket, Qld 4802	Water Passenger Transport	\$5,858
LETZ LIVE PTY LTD ATF LETZ LIVE TRADING TRUST	Level 8, Southport Central, Tower 3, 9 Lawson Street, Southport, Qld 4215	Travel Agency and Tour Arrangement Services	\$34,627
MAXIM PLUMBING PTY LTD	75 Timberland Rd, Jubilee Pocket, Qld 4802	Water Passenger Transport	\$7,009
MIDDLEDANK PTY LTD	Lot 4 Elphinstone Close, Portsmith, Qld 4870	Scenic and Sightseeing Transport	\$48,053
MULPHA SANCTUARY COVE (DEVELOPMENTS) PTY LTD	Manor Circle, Sanctuary Cove, Qld 4212	Accommodation	\$22,857
NONCHALON PTY LTD	166-188 Woolcock Street, Townsville, Qld 4810	Accommodation	\$9,410
NOOSA VENTURE 1 PTY LTD	14-16 Hastings Street, Noosa, Qld 4567	Accommodation	\$62,250

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ON EDGE SPORTS PTY LTD ATF C & P DUNN FAMILY TRUST	Lot 5 Captain Cook Highway, Smithfield, Qld 4878	Amusement Parks and Centres Operation	\$5,934
PALM PORT PTY LTD ATF YASUFUKU FAMILY TRUST	9 Plath Close, Portsmith, Qld 4870	Scenic and Sightseeing Transport	\$12,815
PAN DEVELOPMENTS NQ PTY LTD T/A ROSE GUMS WILDERNESS RETREAT	RN 324 Land Road, Lake Eacham, Qld 4885	Accommodation	\$11,328
POSEIDON OUTER REEF CRUISES PTY LTD	Corner Macrossan St and Grant St, Port Douglas, Qld 4877	Travel Agency and Tour Arrangement Services	\$27,607
PREMIER TRADING GROUP PTY LTD	6 Durham Vista, Smithfield, Qld 4879	Travel Agency and Tour Arrangement Services	\$33,033
PROJECT DUO PTY LTD	Unit 4, 35 Vanessa Boulevard, Springwood, Qld 4127	Sport and Camping Equipment Retailing	\$35,171
S & D WALLACE PTY LTD THE TRUSTEE FOR WALLACE FAMILY TRUST	7 Ashburton Close, Arundel, Qld 4214	Travel Agency and Tour Arrangement Services	\$27,850
SAFARI TOURS PTY LTD	Cnr of Warner and Grant Street, Port Douglas, Qld 4877	Scenic and Sightseeing Transport	\$19,821
SCENIC HINTERLAND DAY TOURS PTY LTD	14/9 Beach Road, Surfers paradise, Qld 4217	Amusement and Other Recreational Activities n.e.c.	\$31,214
SOLAR GUYS DISTRIBUTION PTY LTD AS THE TRUSTEE FOR MULDOON FAMILY TRUST	18 Sudbury Street, Darra, Qld 4076	Non-Store Retailing	\$9,575
TAMBORINE RAINFOREST SKYWALK PTY LTD ATF SKYWALK TRUST	333 Geissmann Drive, North Tamborine, Qld 4272	Amusement and Other Recreational Activities n.e.c.	\$26,466
THE COFFEE CLUB (INTERNATIONAL) PTY LTD	336 - 338 Montague Road, West End, Qld 4101	Cafes and Restaurants	\$26,068
THE TRUSTEE FOR KENLYNN PROPERTIES HOLDINGS NO. 2 TRUST	6-8 The Circuit, Brisbane Airport, Brisbane, Qld 4007	Accommodation	\$37,311
TICKETMATES AUSTRALIA PTY LTD	Level 3, 46 Cavill Avenue, Surfers Paradise, Qld 4217	Travel Agency and Tour Arrangement Services	\$56,986
TOURSTOGO.COM PTY LTD	1/190 Brown Street, Bungalow, Qld 4879	Travel Agency and Tour Arrangement Services	\$70,888

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TRAVSTAR.COM PTY LTD	Suite 101/27-29 Wharf Street, Cairns, Qld 4870	Travel Agency and Tour Arrangement Services	\$45,573
WHALE WATCH AUSTRALIA PTY LTD	Sea World Car Park at the Water edge, 130 Seaworld Drv, Main Beach, Qld 4217	Amusement and Other Recreational Activities n.e.c.	\$9,648
WHITSUNDAY CATAMARANS PTY LTD	11 Palm Drive, Cannonvale, Qld 4802	Water Passenger Transport	\$12,672
WHITSUNDAY GETAWAYS PTY LTD	8 Arundel Court, Cannonvale, Qld 4802	Water Passenger Transport	\$5,636
South Australia			
COODLIE PARK PTY LTD	Flinders Highway, Port Kenny, SA 5671	Accommodation	\$19,578
HINDMARSH SQUARE HOSPITALITY PTY LTD	16 Hindmarsh Square, Adelaide, SA 5000	Accommodation	\$94,178
KI WILDERNESS RETREAT MANAGEMENT PTY LTD	Lot 1 South Road, Karratta, SA 5223	Accommodation	\$18,698
PRIME MINI TOURS PTY LTD	2 Sienna Court, Aldinga Beach, SA 5173	Scenic and Sightseeing Transport	\$5,657
PRISM DEFENCE PTY LTD	Level 1, 198 Melbourne Street, North Adelaide, SA 5006	Air and Space Transport	\$118,520
RAWNSLEY PARK TOURISM PTY LTD	Wilpena Road, via Hawker, SA 5434	Accommodation	\$29,165
SOUTHERN OCEAN LODGE PTY LTD	Hanson Bay Road, Kingscote, SA 5223	Accommodation	\$69,836
THE SOUTH AUSTRALIAN TRAVEL COMPANY PTY LTD	440 King William Street, Adelaide, SA 5000	Water Passenger Transport	\$55,786
WASHINGTON STREET NO 27 PTY LTD	1 Bedford Road, Wudinna, SA 5652	Scenic and Sightseeing Transport	\$4,987
ARBUTUS HOSPITALITY (MARANANGA) PTY LTD	Seppeltsfield Road, Marananga, SA 5355	Accommodation	\$42,483
SWIM WITH CHARTERS PTY LTD	2 Jubilee Drive, Port Lincoln, SA 5606	Amusement and Other Recreational Activities n.e.c.	\$12,287
WASHINGTON STREET NO 27 PTY LTD	1 Bedford Road, Wudinna, SA 5652	Scenic and Sightseeing Transport	\$5,139

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Western Australia			
ABBEY BEACH RESORT MANAGEMENT LIMITED	595 Bussell Highway, Busselton, WA 6280	Accommodation	\$12,177
AUSSIE ORIENTATION SERVICES PTY LTD	Corner Harris and Pembroke Street, Bicton, WA 6156	Accommodation	\$29,367
BLUE POPPY LEISURE PTY LTD	190-194 Brisbane Street , Northbridge, WA 6003	Accommodation	\$13,820
GEOGRAPHE BAY TOURISM ASSOCIATION	38 Peel Terrace, Busselton, WA 6280	Travel Agency and Tour Arrangement Services	\$8,128
GPR HOTELS PTY LTD	15 Robinson Avenue, Northbridge, WA 6003	Accommodation	\$17,344
INDIGENOUS FINE ART WA PTY LTD	47 High Street, Fremantle, WA 6160	Non-Store Retailing	\$13,361
LM GOLF AUSTRALIA PTY LTD	Unit B9, 431 Roberts Road, Subiaco, WA 6008	Marine Equipment Retailing	\$29,367
MARGARET RIVER WINE INDUSTRY ASSOCIATION INCORPORATED	6 Tunbridge St, Margaret River, WA 6285	Cafes and Restaurants	\$36,514
QP MANAGEMENT PTY LTD	221 Adelaide Terrace, Perth, WA 6000	Accommodation	\$92,384
SEA EAGLE SERVICES PTY LTD & THE TRUSTEE FOR OXLEY FAMILY TRUST	32 Richardson Street, West Perth, WA 6005	Accommodation	\$27,194
STEPHENS PROPERTIES PTY LTD	60 Royal Street, East Perth, WA 6004	Accommodation	\$7,644
THE SWAN BELLS FOUNDATION INCORPORATED	Barrack Square, Riverside Drive, Perth, WA 6000	Museum Operation	\$7,690
WA NT TOURS PTY LTD	49A Essex Street, Bayswater, WA 6053	Scenic and Sightseeing Transport	\$5,993
WADJEMUP TRADING PTY LTD	1 Emma Place, Northport Rous Head, Fremantle, WA 6159	Scenic and Sightseeing Transport	\$36,136
WILLOWOOD HOLDINGS PTY LTD	Hyatt Centre, 99 Adelaide Terrace, Perth, WA 872	Passenger Car Rental and Hiring	\$17,393
TOURISM NORTH WEST INC	Unit 3, 10 Frederick Street, Broome, WA 6725	Travel Agency and Tour Arrangement Services	\$6,808

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Tasmania			
CHANNEL MANAGER (AUST) PTY LTD	73 Prossers Rd, Richmond, Tas 7025	Accommodation	\$14,585
CRUISE DOWN UNDER INC	89 Princes Street, Sandy Bay, Tas 7005	Water Passenger Transport	\$53,026
HALSATA PTY LTD	25 Hunter Street, Hobart, Tas 7000	Accommodation	\$14,944
MOORILLA ESTATE PTY LTD	655 Main Road, Berriedale, Tas 7011	Museum Operation	\$81,209
PORT ARTHUR HISTORIC SITE MANAGEMENT AUTHORITY	Arthur Highway, Port Arthur, Tas 7182	Museum Operation	\$10,292
THE FRENCH HOTEL PTY LTD AS TRUSTEE FOR HOWDEN MANOR TRUST	77 Howden Road, Howden, Tas 7054	Accommodation	\$18,022
Northern Territory			
DARWIN AIRPORT HOTELS PTY LTD	1 Henry Wrigley Drive, Marrara, NT 811	Accommodation	\$18,085
LORD'S KAKADU & ARNHAM LAND SAFARIS PTY LTD	22 Tudawali Street, Ludmilla, NT 820	Accommodation	\$9,592
PINCTADA HOTELS AND RESORTS PTY LTD	69 Smith Street, Darwin, NT 800	Accommodation	\$39,309
THE ROCK TOUR PTY LTD	Shop 1 78 Todd Street, Alice Springs, NT 870	Travel Agency and Tour Arrangement Services	\$19,099
VENTURE NORTH AUSTRALIA PTY LTD	12 Clark Crescent, Rapid Creek, NT 814	Accommodation	\$7,830
WILDMAN WILDERNESS LODGE PTY LTD	Point Stuart Road, via Humpty Doo, NT 836	Accommodation	\$19,109

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Question No. 11

Asian Business Engagement Plan

1. How much funding has been allocated to the ABE Plan in the 2014-15 Budget for program years:
 - a. 2014-5
 - b. 2015-16
 - c. 2016-17
 - d. 2017-18
2. Please provide a list of all recipients of ABE grants in 2013-14 program year including name of organisation, funding amount, description.
3. Why does the department anticipate there will be fewer applications to the program in 2015-16 and beyond?
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)
5. Please detail the process of assessing ABE Plan grants against the stated KPIs.

Answer

1. Funding for the ABE Plan commenced on 1 July 2013 and grant expenditure is capped at \$1.5 million per year.
2. A list of ABE Plan grant recipients for the 2013–14 program year including full details is at **Attachment A**.
3. Australia has a finite number of eligible member-based business organisations. In the 2013–14 grant year 95 organisations applied and 27 of these received funding. As a result, a smaller number of applications (68) were received in the 2014–15 grant year and 18 organisations were awarded funding.
4. As part of formal funding agreements, ABE Plan grant recipients are required to meet agreed milestones and report on these during the life of the grant. Each grant recipient is also required to submit a final report detailing how the grant has helped expand the capability of the organisation to assist its members' access business networks in target markets and develop new business relationships.
5. Stream A grant recipients from the 2013–14 grant round are currently submitting their final reports:
 - Austrade will review all final reports to ascertain each organisation's outcomes but is aware that the full extent of potential outcomes may take time to mature and achieve maximum results. Austrade will report on the ABE Plan grant projects each year through its Annual Report.

Programme Title	Recipient Title	Office Location	Electorate	Project Description	Markets	Grant Value	GST Inc	Date Deed Executed	Grant End Date	Stream	Grant Approval Signed Date	2013/2014	2014/2015	2015/2016
Asian Century Business Engagement Plan Grant	Federation of Automotive Product Manufactures	Melbourne - Victoria	Melbourne	The Federation of Automotive Products Manufacturers will facilitate a targeted mission of automotive component suppliers to Indonesia and Malaysia aiming to build networks, promote Australian sector capabilities and understand how the industry can access global supply chains.	Indonesia and Malaysia	\$40,000.00	No	10/09/2013	30/06/2014	A	20/06/2013			
	International Education Association of Australia (IEAA)	Melbourne - Victoria	Melbourne	The International Education Association of Australia will hold a symposium targeted to Australian and Asian education providers with the aim of strengthening partnerships and paving the way for long-term, sustainable education opportunities in Asia.	Hong Kong, Indonesia, Philippines, Singapore	\$60,000.00	No	30/08/2013	30/06/2014	A	20/06/2013			
	Australian-Thai Chamber of Commerce (AustCham)	Bangkok - Thailand	Not Applicable	The Australian-Thai Chamber of Commerce will establish a business forum and referral service and expand its knowledge sharing infrastructure to assist Australian small and medium businesses to expand into Thailand, Myanmar and regional markets.	Thailand, Myanmar and Japan	\$30,000.00	No	22/08/2013	30/06/2014	A	20/06/2013			
	Australian Food and Grocery Council (AFGC)	Barton - ACT	Canberra	The Australian Food and Grocery Council's "Asia Engagement Strategy" will develop comprehensive market reports and capability statements that will better position food and beverage small and medium sized enterprises to increase exports and capture greater market share in Asian markets.	China, Malaysia and Thailand	\$70,000.00	No	22/08/2013	30/06/2014	A	20/06/2013			
	Australian Indonesian Business Council Ltd	Sydney - NSW	Sydney	The Australia Indonesia Business Council (AIBC) will strengthen high level business engagement with Indonesian business and government across sectors of growth.	Indonesia	\$60,000.00	No	21/08/2013	30/06/2014	A	20/06/2013			
	Northern Territory Cattlemen's Association Inc	Darwin - NT	Solomon	The Northern Territory Cattlemen's Association will undertake an analysis of how Northern Territory cattle producers can access and capitalise on new and developing Asian markets, including a focus on the Nusa Tenggara Economic Corridor in Indonesia.	China, Philippines and Vietnam	\$90,000.00	No	26/08/2013	30/06/2014	A	20/06/2013			
	Austmine Limited	South Sydney - NSW	Wentworth	Austmine's 'Australasian Smart Mining Network' will link small and medium mining equipment, technology and services enterprises to mining opportunities and contacts in Asia.	China, India and Indonesia	\$70,000.00	No	10/10/2013	30/06/2014	A	20/06/2013			
	Australia-Malaysia Business Council	Kingston - ACT	Canberra	The Australia-Malaysia Business Council will work with the Malaysia Australia Business Council to produce a comprehensive Industry Analysis focused on key priority sectors of the Malaysia Australia Free Trade Agreement (MAFTA).	Malaysia	\$44,000.00	No	7/10/2013	30/06/2014	A	20/06/2013			
	Northern Poultry Cluster Ltd	Gisborne - VIC	McEwen	The Northern Poultry Cluster will develop an Asian food export supply chain that will aim to increase the depth and reach of Australian food products in selected Asian retail and food service markets.	China, Hong Kong and Singapore	\$60,000.00	No	5/08/2013	30/06/2014	A	20/06/2013			
	Chamber of Commerce and Industry of Western Australia	East Perth - WA	Perth	The Chamber of Commerce and Industry Western Australia will deliver a structured learning program in the Chinese market for ASX-listed companies aimed at increasing knowledge and understanding of Chinese business and culture.	Hong Kong and China	\$50,000.00	No	28/08/2013	30/06/2014	A	20/06/2013			
	TAFE Directors Australia	Broadway - NSW	Sydney	TAFE Directors Australia will undertake a comprehensive analysis of different offshore business models on what factors assist or inhibit the success of particular models in Asia, with particular relevance to India and China. The outcomes of the analysis will provide guidance to education exporters on how to respond to market opportunities and suitable market entry strategies.	China and India	\$75,000.00	No	26/08/2013	30/06/2014	A	20/06/2013			
	AustCham Singapore	Singapore	Not Applicable	AustCham Singapore will establish 'Access Asia' – an on-line platform to promote business networking and knowledge sharing for the Australian business community in Asia and those looking to connect with it.	Singapore	\$44,274.00	No	26/08/2013	30/06/2014	A	20/06/2013			
	Australian- New Zealand Chamber of Commerce Philippines, Inc.	Makati City - Philippines	Not Applicable	The Australian-New Zealand Chamber of Commerce Philippines will support Australian companies to understand and gain entry to the Philippine market through enhancing its member services including the development of a comprehensive website.	Philippines	\$20,000.00	No	13/08/2013	30/06/2014	A	20/06/2013			
	Sheepmeat Council of Australia	Kingston - ACT	Canberra	The Sheepmeat Council of Australia will investigate the viability of establishing a joint venture sheep processing facility in Indonesia and opportunities to supply third country markets.	Indonesia	\$20,000.00	No	14/08/2013	30/06/2014	A	20/06/2013			
	Superyacht Australia - AIMEX	Melbourne - VIC	Melbourne	Superyacht Australia will develop and create awareness of capability in the Australian superyacht sector in order to capture the growing opportunities in selected Asian countries through the development of a future engagement strategy and defined opportunities for market entry.	Indonesia, Singapore, Thailand and Malaysia	\$40,000.00	No	8/08/2013	30/06/2014	A	20/06/2013			
	Citrus Australia	Mildura - VIC	Mallee	Citrus Australia will implement a comprehensive program to improve market access and better position the industry to identify and benefit from opportunities in China. The program will include a high-level trade mission, intern program, development of marketing material and training workshops.	China	\$50,000.00	No	22/08/2013	30/06/2014	A	20/06/2013			
	Australian Chamber of Commerce Hong Kong & Macau	Hong Kong	Not Applicable	The Australian Chamber of Commerce Hong Kong and Macau will strengthen Australian business links in the region by devising a business matching program, providing newcomers with key market information and specific company guidance.	Hong Kong and Macau	\$80,000.00	No	12/08/2013	30/06/2014	A	20/06/2013			
	Australian Chamber of Commerce in Korea	Seoul - South Korea	Not Applicable	The Australian Chamber of Commerce Korea will implement an internship program to strengthen Australian small and medium business connections with Government and industry in Korea.	Korea	\$75,000.00	No	16/08/2013	30/06/2014	A	20/06/2013			
	CropLife Australia	Canberra - ACT	Fraser	CropLife Australia will develop stronger links and relationships in key Asian markets for Australian agricultural produce and expertise, facilitating the sharing of knowledge and promoting innovation in agricultural bioscience in addition to developing a range of business opportunities for the Australian food and agricultural biotechnology industries.	Vietnam, South Korea and China	\$194,000.00	No	30/08/2013	30/06/2016	B	20/06/2013	\$ 95,000	\$ 85,600	\$ 13,400
	Toowoomba and Surat Basin Enterprise Pty Ltd	Toowoomba - QLD	Groom	The Toowoomba and Surat Basin Enterprise will position the Darling Downs and Surat Basin region to capitalise on growing demand for protein foods into China by identifying export opportunities and utilising regional value chains.	China	\$100,000.00	No	15/08/2013	30/06/2015	B	20/06/2013	\$ 96,000	\$ 4,000	

Clean Energy Council	Melbourne - VIC	Melbourne	The Clean Energy Council will increase the engagement of the Australian clean energy industry in Asia and help to build Asia-literate businesses through market analysis, industry promotion, building strategic partnerships and developing Asia-relevant capabilities.	China and Singapore	\$181,000.00	No	30/08/2013	30/06/2015	B	20/06/2013	\$ 162,000	\$ 19,000	
Neurosciences Victoria Ltd	Parkville - VIC	Melbourne	Neurosciences Victoria will lead a strategic marketing initiative to India promoting Australian innovation focused on Victoria's leading neuroscience, neurology and psychiatry capabilities.	India	\$185,454.00	No	29/08/2013	30/06/2016	B	20/06/2013	\$ 101,350	\$ 68,191	\$ 15,913
AusBiotech	South Yarra - VIC	Higgins	AusBiotech will improve the Australian medical devices and diagnostics industry sector's links with Asia by researching and creating intellectual resources to support companies to protect their intellectual property (IP) and developing resources on the best business structures for market entry.	China	\$143,000.00	No	13/08/2013	30/06/2016	B	20/06/2013	\$ 115,500	\$ 22,500	\$ 5,000
Hobart Chamber of Commerce	Hobart - TAS	Denison	The Hobart Chamber of Commerce will build mutual business relationships with key cities in China and Republic of Korea and will also facilitate polar research collaboration to build on Hobart's position as the gateway to Antarctica and the Southern Ocean.	Korea and China	\$100,000.00	No	4/09/2013	30/06/2016	B	20/06/2013	\$ 62,500	\$ 30,000	\$ 7,500
waterAUSTRALIA Solutions Ltd	St Leonards - NSW	North Sydney	waterAUSTRALIA Solutions proposes to establish a network to facilitate Australia's water expertise and innovative technologies in Asian markets, leveraging Singapore International Water Week to showcase Australian capability through an 'Australian Business Forum' while also investigating the feasibility of holding a biennial water conference in Asia.	Thailand, Malaysia and Indonesia	\$102,000.00	No	9/10/2013	30/06/2015	B	20/06/2013	\$ 82,000	\$ 20,000	
The Australian Industry Group	North Sydney - NSW	North Sydney	The Australian Industry Group will foster greater collaboration on innovation with Japan in the manufacturing, engineering and technology sectors.	Japan	\$150,000.00	No	29/08/2013	30/06/2016	B	20/06/2013	\$ 87,500	\$ 50,000	\$ 12,500
HunterNet Co-Operative Limited	Newcastle - NSW	Newcastle	HunterNet Co-Operative will harness opportunities in China and Indonesia for the coal mining industry by developing business networks, identifying and securing opportunities to compete and succeed in regional value chains and reinforce business capabilities within the region.	China and Indonesia	\$180,000.00	No	30/08/2013	30/06/2016	B	20/06/2013	\$ 102,000	\$ 60,000	\$ 18,000

Two streams of grants approved - Stream A - one year of funding and Stream B - one to three years of funding

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 12

Tourism 2020

1. What do latest projections available to Austrade show about Australia's potential to meet the 2020 targets?
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?

If so, please provide details.

Answer

1. In the year ending December 2013, growth in total overnight visitor expenditure resulted in the *Tourism 2020* Potential (the Potential) increasing 4.1 per cent to \$80.4 billion. Since 2009, the Potential has increased 13 per cent with a third of that between 2012 and 2013. Domestic and international air capacity has increased 74 per cent and 54 per cent, respectively; tourism employment has increased 20 per cent while room supply has increased 18 per cent.
2. Placing chefs on the skilled occupancy list and the completion of the Tourism Employment Plans for Sydney, and Mornington Peninsula and Philip Island, will help to address the labour and skills shortages the industry is facing. This will help to address some of the capacity constraints impacting on the industry's ability to meet the Potential.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 13

Staff Movements

1. Have there been any staff changes since 7 September 2014 in:
 - a. The Tourism division of Austrade
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.
3. Will departing staff be replaced?
4. If not, please outline how these functions will be absorbed or whether they will cease.

Answer

1. Yes.
2. During the period 7 September 2013 to end July 2014, Tourism Division staff levels will have reduced by approximately 20 per cent to 63 FTE.

The classifications of departing employees range from APS5 to SES Band 1. Reasons for leaving include: promotions/transfers, resignations; voluntary redundancies; and transfer of functions (the international tourism engagement function transferred to the Department of Foreign Affairs and Trade in February 2014).

3. Most departing staff will not be replaced.
4. Functions undertaken by the Tourism Division have been reviewed and activities reprioritised. Some tourism programmes are ceasing (T-QUAL Accreditation) or winding down (T-QUAL Grants, Tourism Industry Regional Development Fund Grants) requiring fewer staff resources in these areas. The delivery of core tourism research activities undertaken by Tourism Research Australia will not be compromised by these staff reductions.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 14

Staff Movements Tourism Australia

1. Have there been any staff changes at Tourism Australia since the last estimates?
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.
3. Will departing staff be replaced?
4. If not, please outline how these functions will be absorbed or whether they will cease.

Answer

The answers will be provided by Tourism Australia.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 15

China Approved Destination Status Scheme

1. What progress has been achieved to deliver an enhanced China ADS Scheme (p.99 Austrade Budget Statements)?
2. What process is Austrade undertaking to deliver further enhancements?

Answer

1. Austrade has started to redesign the ADS Code of Business Standards and Ethics (the Code) to ensure it remains current and relevant given changes in the legal and commercial environments in Australia and China. The intent of the Code is to guide delivery of high quality tourism experiences to Chinese travellers. Work undertaken to date includes:
 - release of a discussion paper inviting submissions on the redesign
 - consultation with the Austrade ADS Advisory Panel
 - telephone interviews with active inbound tour operators
 - meetings with retailers active in the China inbound tourism market
 - consultation with the China National Tourism Administration.
2. Other processes under way to deliver further enhancements to the ADS scheme include:
 - Austrade is increasing the compliance monitoring activity on approved inbound tour operators. This activity seeks to ensure that operators conduct their businesses and ADS tours in line with the Code and deliver the tours as sold to consumers
 - Austrade is developing a dedicated compliance monitoring database system that will allow relevant stakeholders real time access to supply and review operator/tour data. This will improve the efficiencies for inbound tour operators and Austrade.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 16

Transition of T-QUAL to industry

1. How much funding has been allocated in the 2014-15 to transition T-QUAL to industry?
2. When will transition of the T-QUAL scheme to industry be complete?
3. Please detail the process including timeframes, consultation process and implementation.
4. Which industry bodies will be responsible for administering the scheme??

Answer

1. In the 2014-15 Budget, \$600,000 was allocated to transition T-QUAL Accreditation to industry through a tender process.
2. The tender process, which was identified as the way to test if there was an industry provider willing and able to run the programme, was not able to identify an industry provider who could demonstrate a sustainable and self-funding business model for the programme.
3. Refer answer to question 2 above. A request for tender (RFT) was released on 4 April 2014 and closed on 6 May 2014. Industry consultation on the transition was undertaken by Austrade through a discussion paper circulated to industry on 3 February 2014. Industry was invited to make submissions by 21 February 2014. Outcomes from the consultation process helped inform development of the RFT.
4. Refer answer to question 2 above. However, tourism quality accreditation schemes, including the 17 that were endorsed under the T-QUAL framework, will continue to support industry operators and provide consumers with guidance and assurance in making tourism product choice.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 17

Future cessation of tourism funding

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](#).
2. Has Tourism Australia received any stakeholder feedback on the government's indicated intention to replace 'the role of government spending in driving growth'?
3. If so, what is the nature of the feedback?
4. Is Tourism Australia aware of any industry support for the cessation of government spending on tourism?
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'?

Answer

The answers will be provided by Tourism Australia.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 18

TQUAL Grants

1. What is the current status of the current grant round?
2. How many projects have been contracted?
3. How many proponents have received their funding?
4. When will the rest expect to receive their funding?
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?
 - a) Please provide date, time, location, event description, list of attendees and supporting materials aka media releases and newspaper articles.

Answer

1. The 2013 round of the T-QUAL Tourism Quality Project (TQP) programme is ongoing. The 2014–15 financial year is the last year of the programme, and all projects must be completed by 31 March 2015.
2. Funding agreements have been signed with 82 recipients.
3. Payments are made to T-QUAL grant recipients upon satisfactory completion of project milestones. Austrade makes milestone payments in batches, therefore up until 30 June 2014 payments had been made for 56 projects.
4. Project milestones are staged throughout the year. Payments will be made when project milestone reports are submitted and accepted by Austrade.
5. Austrade does not organise events or launches for T-QUAL projects. This is the responsibility of the grant recipient.

Austrade provides briefing for the Minister for Trade and Investment, the Hon Andrew Robb MP, when someone represents him at T-QUAL project events. This includes an event brief, and media release and a speech. To date Minister Robb has had 4 representatives at T-QUAL project events. As Austrade does not organise the events, it cannot provide a list of attendees.

Southern Highlands Youth Arts Council Inc (T12-NSW-105)	Mary Poppins Birthplace Statue - Bowral.	8 December 2013	Event: Official launch of Mary Poppins Birthplace Statue Location: 407-409 Bong Bong Street Bowral, NSW, 2576 Time: Commences 2pm	The Hon Bob Baldwin MP attended this event.
Lukuma Pty Ltd - trading as Luka Chocolates (2013/QNS068)	Chocolate theme tourist destination'	7 February 2014	Event: Grand opening of Chocolate Tourism Destination Location: 10/141-155 Alison Road, Wyong, NSW 2259 Time: 11am to 12.30pm	Ms Karen McNamara MP attended this event
Katoomba Scenic Railway	Sculpture at Scenic World 2014	23 April 2014	Event: Official opening of Sculpture at Scenic World Location: Katoomba Scenic Railway- Katoomba Time: 4 pm	The Hon Louise Markus MP attended this event.

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Verbal Questions on Notice from **Senator Brown** to Austrade

Ecoline Pty Ltd (T12-NSW-045)	Tree Top Adventure Park- Design and Construct a Tree House Function Room	11 May 2014	Event: Launch of tree house function room construction Location: TreeTop Adventure Park, Ourimbah State Forest, 1 Red Hill Rd (crn Yarramalong Rd), Wyong Creek NSW 2259 Time: 11am	Ms Karen McNamara MP attended this event.
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Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Brown** to Austrade

Question No. 19

Qantas Sale Act

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.
2. Has the department provided any briefings since the last estimates reporting period:
 - a. Minister Robb
 - b. the Deputy Prime Minister
 - c. the Prime Minister in relation to potential changes to the Qantas Sale Act?

Answer

1. Austrade has not conducted a detailed analysis on the impact of the potential changes to the Qantas Sale Act on Australia's tourism industry.
2.
 - a. Yes.
 - b. No.
 - c. No.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 20

Appointments

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 the changes made.

Answer

1. There were no appointments made to the *Tourism Australia Board*, *Tourism Research Advisory Board* and *Tourism Quality Council of Australia* during the period from February 2014 to end May 2014.

The Tourism Quality Council of Australia ceased to operate from 30 June 2014.

2. The gender ratio on these boards as at end May 2014 is provided below.
 - *Tourism Australia Board*: five males/four females
 - *Tourism Research Advisory Board*: six males/three females
 - *Tourism Quality Council of Australia*: four males/two females
3. No.
4. Not applicable.
5. No.

Senate Foreign Affairs, Defence and Trade Legislation Committee

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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 21

Lobbyist Register Meetings

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.

Answer

1. Austrade does not have, and is not required to maintain, a list including all interactions with individual lobbyists listed on the Register of Lobbyists maintained by the Department of the Prime Minister and Cabinet.
2. Any interaction between the Minister and any representative listed on the Register of Lobbyists is a matter for the Minister. Austrade does not have access to this information.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 22

Enterprise Bargaining Agreements

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

Answer

1. Austrade non-SES staff are covered by the Austrade Enterprise Agreement 2012–14.
2. The agreement came into operation on 17 August 2012 and its nominal expiry date is 30 June 2014.
3. Negotiations have not yet begun for the next agreement.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Budget Estimates 2014–15; June 2014

Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 23

Staff Transfers

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, please provide their wage. Please provide the figure for before their transfer and after their transfer.
12. For all employees transferred to or from Canberra since the 2013 federal election, please provide their gender.
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.
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.
15. For every transferred employee please provide an explanation for their transfer?
16. For every transferred employee please provide any other cost incurred by the department because of that transfer?
17. Please provide all relevant dates.

Redundancies

1. How many positions have been made redundant in your department since the 2013 federal election?
 - 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 since the 2013 federal election?
 - 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?

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3. How many of these employees were offered voluntary redundancies since the 2013 federal election?
 - 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 since the 2013 federal election?
 - 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 since the 2013 federal election?
 - 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 since the 2013 federal election please:
 - 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.
7. For all employees who were redeployed please provide:
 - 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.
8. Since the 2013 federal election, how many employees in your department have been made forcibly redundant?
 - 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?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
 - 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?
10. For employees who were made forcibly redundant since the 2013 federal election please provide:
 - 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.

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- 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.
- 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?
8. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
9. How many of these new non-ongoing engagements were approved by the Public Service Commission?

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- 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.
10. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
 - 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.
11. How many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
 - 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.
12. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
13. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
14. How many of these new ongoing engagements were approved by the Public Service Commission?
 - a. For every approved new engagement of a 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.
15. How many of these new ongoing employee applications were rejected by the Public Service Commission?
 - a. For every new ongoing engagement rejected by the Public Service 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.
16. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
 - 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.

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Answer

Staff Transfers

1. As at 31 May 2014, Austrade employed a total of 1048 employees, comprising Abased 561, Overseas Engaged Employees (OEE) 487, including the CEO and inoperative staff.
2. As at 30 June 2013, Austrade employed a total of 1003 employees, comprising Abased 527, Overseas Engaged Employees (OEE) 476, including the CEO and inoperative staff.

30 June 2013 Profile by Market/State

Market / State	APS	OEE	Total 30 June 2013
Market			
East Asian Growth Markets	30	202	232
Established Markets	19	146	165
Growth and Emerging Markets	22	128	150
Subtotal	71	476	547
State			
ACT	186	0	186
NSW	175	0	175
NT	2	0	2
QLD	17	0	17
SA	12	0	12
TAS	2	0	2
VIC	52	0	52
WA	10	0	10
Subtotal	456	0	456
Total	527	476	1003

30 June 2013 Profile by Gender

Gender	APS	OEE	Total
FEMALE	265	287	552
MALE	262	189	451
Total	527	476	1003

30 June 2013 Profile by Age Group

Age Group	APS	OEE	Total
<25	3	6	9
25-34	95	140	235
35-44	177	171	348
45-+54	160	123	283
55+	92	36	128
Total	527	476	1003

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30 June 2013 Profile by Classification

Classification	APS	OEE	Total
APS3	5	0	5
APS4	26	0	26
APS5	23	0	23
APS6	89	0	89
EL1	153	0	153
EL2	171	0	171
SESB1	39	0	39
SESB2	17	0	17
SESB3	3	0	3
CEO	1	0	1
AOPL1	0	21	21
AOPL2	0	66	66
AOPL3	0	177	177
AOPL4	0	182	182
AOPL5	0	30	30
Total	527	476	1003

3. As at 31 May 2014, Austrade employed a total of 1048 employees, Abased 561, Overseas Engaged Employees (OEE) 487, including the CEO and Inoperative staff.

31 May 2014 Profile by Market/State

Market / State	APS	OEE	Total
Market			
East Asian Growth Markets	21	165	186
Established Markets	24	134	158
Growth and Emerging Markets	29	188	217
Sub Total	74	487	561
State			
ACT	254	0	254
NSW	149	0	149
NT	1	0	1
QLD	18	0	18
SA	8	0	8
TAS	1	0	1
VIC	45	0	45
WA	11	0	11
Sub Total	487	0	487
Total	561	487	1048

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31 May 2014 Profile by Age Group

Age Group	APS	OEE	Total
<25	5	2	7
25 - 34	114	143	257
35 - 44	168	173	341
45 - 54	182	129	311
55+	92	40	132
Total	561	487	1048

31 May 2014 Profile by Gender

Gender	APS	OEE	Total
FEMALE	284	296	580
MALE	277	191	468
Total	561	487	1048

31 May 2014 Profile by Classification

Classification	APS	OEE	Total
APS 3	6	0	6
APS 4	26	0	26
APS 5	29	0	29
APS 6	108	0	108
EL 1	160	0	160
EL 2	170	0	170
SES	61	0	61
CEO	1	0	1
AOPL1	0	26	26
AOPL2	0	63	63
AOPL3	0	175	175
AOPL4	0	198	198
AOPL5	0	25	25
Total	561	487	1048

4. Since the federal election in 2013, Austrade have not transferred any functions between one state or territory to another.
5. Not applicable
6. Not applicable.
7. On 31 August 2013, Austrade employed 181 employees in Canberra.
8. No employees have been transferred out of Canberra since the 2013 federal election.

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9. No employees have been transferred to Canberra.

10. Not applicable.

11. Not applicable.

12. Not applicable.

13. Not applicable.

14. Not applicable.

15. Not applicable.

16. Not applicable.

17. Not applicable.

Redundancies

1. 25

a. 25

b. 0

c. 7

2. 0

a. 0

b. 0

c. 0

3. 21

a. 21

b. 0

c. 7

4. 21

a. 21

b. 0

c. 7

5. 21

a. 21

b. 0

c. 7

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6 d. As a result of projected budget shortfalls over this and the next two financial years, Austrade commenced a review of its staffing profile. The following voluntary redundancies were offered to assist in addressing the projected budget shortfalls.

6 a, b, c and e. 21 staff ranging from APS4 to SES Band 1 took packages. The average package amounts were:

APS4 \$106,249
APS5 \$34,539
APS6 \$35,479
EL1 \$133,456
EL2 \$110,994
SES Band 1 \$268,276

7. a. – d. Not applicable – no staff were deployed.

8. 4

- a. 4
- b. 0
- c. 0

9. 0

a. – d. Not applicable

10. d. As a result of projected budget shortfalls over this and the next two financial years. Austrade commenced a review of its staffing profile. Voluntary redundancies were offered to assist in addressing the projected budget shortfalls, however these were insufficient numbers of staff seeking redundancy resulting in four employees being given involuntary redundancies.

10. a, b, c, and e. Four EL 2 staff received involuntary redundancies with an average package amount of \$138,524.

Hiring

1. As at 31 May 2014, Austrade employed 28 non-ongoing APS employees.

2. As at 31 May 2014, Austrade employed 533 ongoing APS employees.

3. 33.

4. None: APSC approval is not required.

5. a. Not applicable.

b. Not applicable.

c. 33

i. Taking into consideration Austrade's privacy obligations to its employees the answer is provided in the following table:

Salary	APS level	Term	Date commenced	Date completed	Was the position	Reason for engaging without APSC approval
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					advertised externally	
\$86,215	APS 6	1 yr	1/7/14	30/6/15	No	Not required
\$86,215	APS 6	1 yr	16/7/14	30/6/15	No	Not required
\$67,651	APS 4	1 yr	19/7/14	30/6/15	No	Not required
\$151,988	EL 2	1 yr	26/6/14	26/6/15	No	Not required

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\$79,410	APS 6	1 yr	1/7/14	30/6/15	No	Not required
\$86,215	APS 6	5 weeks	30/6/14	31/7/14	No	Not required
\$82,723	APS 6	3 mths	30/6/14	30/9/14	No	Not required
\$70,357	APS 5	1 yr	21/12/13	24/11/14	No	Not required
\$79,410	APS 6	6 mths	28/6/14	31/12/14	No	Not required
\$62,256	APS 4	6 mths	28/6/14	31/12/14	No	Not required
\$62,256	APS 4	3 mths	28/6/14	30/9/14	No	Not required
\$91,818	EL 1	1 yr	29/7/14	2/6/15	No	Not required
\$79,410	APS 6	1 yr	28/6/14	30/6/15	No	Not required
\$91,818	EL 1	10 mths	21/1/14	20/10/15	No	Not required
\$91,818	EL 1	6 mths	30/6/14	31/12/14	No	Not required
\$125,178	EL 2	2 yrs	1/4/14	30/6/16	No	Not required
\$99,311	EL 1	18 mths	1/7/14	30/6/16	No	Not required
\$120,480	EL 2	5 mths	1/4/14	30/9/14	No	Not required
\$86,215	APS 6	6 mths	3/3/14	5/9/14	No	Not required
\$57,561	APS 3	4 mths	1/1/14	9/5/14	No	Not required
\$107,414	EL 2	7 mths	5/4/14	3/10/14	No	Not required
\$125,178	EL 2	2 mths	1/9/13	31/12/13	No	Not required
\$86,215	APS 6	2 mths	26/10/13	3/1/14	No	Not required
\$82,723	APS 6	2 mths	1/10/13	6/12/13	No	Not required
\$76,226	APS 6	3 mths	25/12/13	28/3/14	No	Not required
\$76,226	APL 5	6 mths	6/11/13	5/4/14	No	Not required
\$82,723	APS 6	18 mths	1/9/13	23/6/15	No	Not required
\$91,818	EL 1	1 mth	18/1/14	17/2/14	No	Not required
\$95,491	EL 1	3 mths	2/9/13	23/11/13	No	Not required
\$95,491	EL 1	2 mths	30/11/13	20/1/14	No	Not required
\$67,651	APS 4	2 mths	1/11/13	20/12/13	No	Not required
\$99,311	EL 1		26/10/13	31/1/14	No	Not required
\$107,414	EL 2		1/11/13	27/6/14	No	Not required

6. To provide this information would entail a significant diversion of resources which, in these circumstances, cannot be justified. In addition, the level of detail requested cannot be provided due to Austrade's privacy obligations to its employees.

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7. Between 7 September 2013 and 31 May 2014, 17 non-ongoing APS employees have been engaged. **See attached list of new non-ongoing employees.**
8. None – APSC approval is not required.
9. Not applicable.
10. Not applicable.
11. Not applicable.
12. Between 7 September 2013 and 31 May 2014, 16 ongoing APS employees have been engaged.
13. Since the federal election 10 new ongoing engagements have been submitted to the Public Service Commission.
14. 10.
 - a.

Salary \$	APS level	Length of Contract (Months)	Externally Advised?	Reason for Engagement	Reason given by APSC for approving
103284	EL 1	NA	Yes	Vacant position	Critical operational role
115958	EL 2	NA	Yes	Vacant position	Critical operational role
107414	EL 2	NA	Yes	Vacant position	Critical operational role
82723	APS 6	NA	Yes	Vacant position	Critical operational role
86215	APS 6	NA	No	Vacant position	Critical operational role
55345	APS 3	NA			Critical operational role
107414	EL 2	NA	Yes	Vacant position	Critical operational role
182000	SES	NA	Yes	Vacant position	Critical operational role
79410	APS 6	NA	Yes	Vacant position	Critical operational role
59863	APS 3	NA	Yes	Vacant position	Critical operational role

15. None.
16. Six
 - a. The level of detail requested cannot be provided due to Austrade's privacy obligations to its employees.

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Question No. 24

Existing Resources Programme

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'?
2. List each project or piece of work
3. List the staffing assigned to each task
4. What is the nominal total salary cost of the officers assigned to the project?
5. What resources or equipment has been assigned to the project?

Answer

1. One.
2. With the Government placing greater emphasis on attracting direct foreign investment Austrade is to engage five senior investment specialists. The Senior Investment Specialists will help provide strong advocacy to foreign investors in the investment priority sectors, advance projects across government to help increase foreign investment, and assist in bringing to fruition projects proposed by foreign companies.
3. The senior investment specialists are still being engaged, when complete there will be five senior investment specialists supported by a further three staff members.
4. \$1.625 million.
5. A further \$0.375 million has been allocated to allow the senior investment specialists to effectively undertake their responsibilities. This allows for travel, some representation, some venue hire, etc.

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Question No. 6

Conditions of Government Contracts and Agreements

1. Since 7 September 2013;
 - 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?
 - b. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
 - 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?
 - d. What are the specific clauses and/or sections which state this, or in effect, create a limitation or restriction?
 - e. For each of the contracts and agreements, are there any particular reason, such as genuine commercial in confidence information, for this restriction?
 - 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?
 - 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?
 - h. If no consultation has occurred, why not?
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?

Answer

1. a. – h. No/Not applicable
2. No.

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Question No. 26

Reviews

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:
 - a. the date they were ordered
 - b. the date they commenced
 - c. the minister responsible
 - d. the department responsible
 - e. the nature of the review
 - f. their terms of reference
 - g. the scope of the review
 - h. Whom is conducting the review
 - i. the number of officers, and their classification level, involved in conducting the review
 - j. the expected report date
 - k. the budgeted, projected or expected costs
 - l. If the report will be tabled in parliament or made public
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?
 - a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
 - b. If so, please list their managing director and the board of directors or equivalent
 - c. If yes, for each is the cost associated with their involvement, including a break down for each cost item
 - d. If yes, for each, what is the nature of their involvement
 - e. If yes, for each, are they on the lobbyist register, provide details.
 - f. If yes, for each, what contact has the Minister or their office had with them
 - g. If yes, for each, who selected them
 - h. If yes, for each, did the minister or their office have any involvement in selecting them,
 - i. If yes, please detail what involvement it was
 - ii. If yes, did they see or provided input to a short list
 - iii. If yes, on what dates did this involvement occur
 - iv. If yes, did this involve any verbal discussions with the department
 - v. If yes, on what dates did this involvement occur
3. Since Additional Estimates in February, 2014, what reviews are on-going?
 - a. Please list them.
 - b. What is the current cost to date expended on the reviews?
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?

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8. What reviews are planned?
- When will each planned review be commenced?
 - When will each of these reviews be concluded?
 - When will government respond to each review?
 - Will the government release each review?

If so, when? If not, why not?

Answer

- Since the Additional Estimates, one review has commenced in the form of an Inter-Departmental Committee on Tourism.
 - The Committee was formed on 14 April 2014.
 - The Committee held its first meeting on 6 June 2014.
 - The responsible Minister is the Hon Andrew Robb AO MP, Minister for Trade and Investment.
 - The Australian Trade Commission (Austrade) is the responsible agency.
 - The Tourism Interdepartmental Committee (IDC) will oversee the effective implementation of the Government's tourism policies. The Committee will also provide a mechanism to engage other Australian Government agencies on the Tourism 2020 Strategic Plan (2015-2020).
 - See (e).
 - See (e).
 - The Tourism Interdepartmental Committee is chaired by the CEO of Austrade, Mr Bruce Gosper, and is attended by senior officials from other Australian Government agencies that administer policies and regulations that impact on the competitiveness of the Australian tourism industry.
 - There are 14 departments and agencies represented by SES officials involved in the Tourism IDC.
 - The Committee will meet twice a year and report regularly to the responsible Minister on the implementation of the Government's tourism policies.
 - Nil. The IDC is supported by the Tourism Ministers' Meeting and Australian Standing Committee on Tourism Secretariat in Austrade's Tourism Division.
- No external people, companies, or contractors have been engaged to assist or conduct the IDC on Tourism.
- No reviews are ongoing.
- No reviews have been stopped, paused or ceased since Additional Estimates in February 2014.
- No reviews have been concluded since Additional Estimates in February 2014.
- No reviews have been provided to Government since Additional Estimates in February 2014.
- See answer to question (6).
- No reviews are planned.

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Question No. 27

Computers

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

Answer

1. Austrade does not provide electronic equipment to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a notebook computer with accessories to the Austrade Departmental Liaison Officer (DLO) in the office of the Minister for Trade and Investment.

A notebook computer with accessories consists of a 12 inch notebook, docking station, 22 inch monitor and peripherals such as a headset, mouse and keyboard. The DLO is issued with a RSA remote access token. The total purchase cost of this equipment is \$3,568.83 per person.

2. Refer to the attached schedule at **Attachment A**.
3. The following are considered the most critical operating systems used by Austrade:

- Adobe Acrobat Reader v10
- Adobe Flash Player v10
- Aurion Version 10.3 MR3 HF7
- Austrade Support Ribbon for Word, Excel, PowerPoint 2010
- Cisco IP Communicator v7.0.0.3
- Cisco VPN Client v5.0.0.7
- Citrix Online Plugin v12.0
- Codian Video decoder
- Map Network Drives v1
- McAfee Antivirus v8.7i
- McAfee ePO Agent v4.5
- McAfee HIPS v8.5
- Microsoft IE 9
- Microsoft LCS 2005 Client (Soon to be Office OCS 2007 R2)
- Microsoft Office 2010 Professional Plus
- Microsoft Silverlight v4
- My Backup v2
- Riverbed Steelhead Mobile Client v3.0.0a
- SCCM Agent v4
- Sun Java RTE v1.6 Update 20
- Titus Labs Message Classification v3.2.55

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- Who Am I v2
- Windows Language Pack
- Cars
- Cisco Telepresence MOVI (Tandberg MOVI) Client (RFC 4494C)
- CRM 4 with RU 11
- EMDG Budget
- EMDG Claim management
- EMDG EL Update
- EMDG Reports
- FBT Simplifier
- GoTo Meeting add-on
- Microsoft Expression Web v3
- Microsoft Office Project 2010
- Microsoft Office Visio 2010
- Oracle Client v10
- Polycom PVX
- PRIM
- RefDat
- SAP GUI v7.20
- SECADM
- Service Manager 7
- SIU
- TARDIS
- World Trade Atlas

The contractual arrangements vary by software products, products suites and individual items.

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

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COMPUTER EQUIPMENT SCHEDULE

ASSET DESCRIPTION	LOCATION	PURCHASE COST
UCS 5108 Blade Chassis	CDCH	7,549.52
UCS 5108 Blade Chassis	CANB	7,549.52
UCS 5108 Blade Chassis	CANB	7,549.52
UCS 5108 Blade Chassis	CANB	7,549.52
UCS 5108 Blade Chassis	CDCD	7,549.52
UCS 5108 Blade Chassis	CDCD	7,549.52
UCS 5108 Blade Chassis	CDCH	7,549.52
UCS 5108 Blade Chassis	CDCH	7,549.52
UCS 6248UP 1RU Fabric Interconnect	CANB	22,833.86
UCS 6248UP 1RU Fabric Interconnect	CANB	22,833.86
UCS 6248UP 1RU Fabric Interconnect	CANB	17,496.90
UCS 6248UP 1RU Fabric Interconnect	CANB	17,496.90
UCS 6248UP 1RU Fabric Interconnect	CDCD	17,496.90
UCS 6248UP 1RU Fabric Interconnect	CDCD	17,496.90
UCS 6248UP 1RU Fabric Interconnect	CDCH	17,496.90
UCS 6248UP 1RU Fabric Interconnect	CDCH	17,496.90
UCS 6248UP 1RU Fabric Interconnect	CDCH	17,496.90
UCS 6248UP 1RU Fabric Interconnect	CDCH	17,496.90
UCS B200 M3 Blade Server	CANB	9,682.03
UCS B200 M3 Blade Server	CANB	9,682.03
UCS B200 M3 Blade Server	CANB	9,682.03
UCS B200 M3 Blade Server	CANB	7,062.06
UCS B200 M3 Blade Server	CDCD	9,682.03
UCS B200 M3 Blade Server	CDCD	9,682.03
UCS B200 M3 Blade Server	CDCD	9,682.03
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CDCD	7,062.06
UCS B200 M3 Blade Server	CANB	7,062.06
UCS B200 M3 Blade Server	CANB	9,682.03
UCS B200 M3 Blade Server	CANB	9,682.03

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[illegible]

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MAC PRO 2.4HZ AND EIZO 27	SYDN	16,591.12
RJ 45 PATCH LEADS	CANB	7,785.00
UCS 5108 BLADE CHASSIS	CANB	4,009.55
UCS 6248UP FABRIC INT	CANB	17,067.06
UCS 6248UP FABRIC INT	CANB	17,067.06
UCS B200 M3 BLADE SERVER	CANB	16,488.87
UCS B200 M3 BLADE SERVER	CANB	14,832.79
HP EliteBook 2540P Notebook	ACCR	579.27
Server Bundle 1	CANB	10,983.05
Server Bundle 1 + UPS Bundle 1	ABUD	11,771.39
Server Bundle 1 + UPS Bundle 1	AMMA	11,771.39
Server Bundle 1 + UPS Bundle 1	BLOR	11,771.39
Server Bundle 1 + UPS Bundle 1	CHDU	11,771.39
Server Bundle 1 + UPS Bundle 1	COLO	11,771.39
Server Bundle 1 + UPS Bundle 1	DHAK	11,771.39
Server Bundle 1 + UPS Bundle 1	HANG	11,771.39
Server Bundle 1 + UPS Bundle 1	HANO	11,771.39
Server Bundle 1 + UPS Bundle 1	HOCH	11,771.39
Server Bundle 1 + UPS Bundle 1	HOBA	12,108.40
Server Bundle 1 + UPS Bundle 1	CANB	12,108.40
Server Bundle 1 + UPS Bundle 1	HYDE	11,771.39
Server Bundle 1 + UPS Bundle 1	ISLA	11,771.39
Server Bundle 1 + UPS Bundle 1	ISTA	11,771.39
Server Bundle 1 + UPS Bundle 1	KOLK	11,771.39
Server Bundle 1 + UPS Bundle 1	KUNM	11,771.39
Server Bundle 1 + UPS Bundle 1	MADR	11,771.39
Server Bundle 1 + UPS Bundle 1	MILA	11,771.39
Server Bundle 1 + UPS Bundle 1	MOSC	11,771.39
Server Bundle 1 + UPS Bundle 1	NANJ	11,771.39
Server Bundle 1 + UPS Bundle 1	NEWC	12,108.40
Server Bundle 1 + UPS Bundle 1	NOUM	11,771.39
Server Bundle 1 + UPS Bundle 1	PARI	11,771.39
Server Bundle 1 + UPS Bundle 1	SYDN	15,247.41
Server Bundle 1 + UPS Bundle 1	PORM	11,771.39
Server Bundle 1 + UPS Bundle 1	PRAG	11,771.39
Server Bundle 1 + UPS Bundle 1	QING	11,771.39
Server Bundle 1 + UPS Bundle 1	SANT	11,771.39
Server Bundle 1 + UPS Bundle 1	SHEY	11,771.39
Server Bundle 1 + UPS Bundle 1	SHEN	11,771.39
Server Bundle 1 + UPS Bundle 1	STOC	11,771.39
Server Bundle 1 + UPS Bundle 1	SUVA	11,771.39
Server Bundle 1 + UPS Bundle 1	CANB	12,108.40

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Server Bundle 1 + UPS Bundle 1	ACCR	11,771.39
Server Bundle 1 + UPS Bundle 1	ULAA	11,771.39
Server Bundle 1 + UPS Bundle 1	VLAD	11,771.39
Server Bundle 1 + UPS Bundle 1	WARS	11,771.39
Server Bundle 1 + UPS Bundle 1	WOLL	12,108.40
Server Bundle 1 + UPS Bundle 1	WUHA	11,771.39
Server Bundle 1 + UPS Bundle 1	CANB	12,108.40
Server Bundle 1 + UPS Bundle 1	CANB	12,108.40
Server Bundle 1 + UPS Bundle 2	ADEL	12,985.43
Server Bundle 1 + UPS Bundle 2	AUCK	12,648.42
Server Bundle 1 + UPS Bundle 2	BANG	12,648.42
Server Bundle 1 + UPS Bundle 2	BEIJ	12,648.42
Server Bundle 1 + UPS Bundle 2	BRIS	12,985.43
Server Bundle 1 + UPS Bundle 2	CHEN	12,648.42
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Server Bundle 1 + UPS Bundle 2	FRAN	12,648.42
Server Bundle 1 + UPS Bundle 2	GUAN	12,648.42
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Server Bundle 1 + UPS Bundle 2	JOHA	12,648.42
Server Bundle 1 + UPS Bundle 2	KUAL	12,648.42
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Server Bundle 1 + UPS Bundle 2	MANI	12,648.42
Server Bundle 1 + UPS Bundle 2	MELB	12,985.43
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Server Bundle 1 + UPS Bundle 2	SHAN	12,648.42
Server Bundle 1 + UPS Bundle 2	SING	12,648.42
Server Bundle 1 + UPS Bundle 3	CANB	11,766.79
Server Bundle 1 + UPS Bundle 3	BUEN	11,766.79
Server Bundle 1 + UPS Bundle 3	CHIC	11,766.79
Server Bundle 1 + UPS Bundle 3	KAOH	11,766.79
Server Bundle 1 + UPS Bundle 3	LIMA	11,766.79
Server Bundle 1 + UPS Bundle 3	MEXI	11,766.79
Server Bundle 1 + UPS Bundle 3	RIYA	11,766.79
Server Bundle 1 + UPS Bundle 3	SAOP	11,766.79
Server Bundle 1 + UPS Bundle 3	SAPP	11,766.79
Server Bundle 1 + UPS Bundle 3	TORO	11,766.79
Server Bundle 1 + UPS Bundle 3	VANC	11,766.79
Server Bundle 1 + UPS Bundle 4	FUKU	12,648.46

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Server Bundle 1 + UPS Bundle 4	CANB	12,648.46
Server Bundle 1 + UPS Bundle 4	NEWY	12,648.46
Server Bundle 1 + UPS Bundle 4	OSAK	12,648.46
Server Bundle 1 + UPS Bundle 4	SANF	12,648.46
Server Bundle 1 + UPS Bundle 4	TAIP	12,648.46
Server Bundle 1 + UPS Bundle 4	TOKY	12,648.46
Server Bundle 1 + UPS Bundle 4	WASH	12,648.46
Server Bundle 2	CANB	12,064.28
Server Bundle 2 + UPS Bundle 5	CANB	12,725.37
Server Bundle 3	CANB	16,014.57
Server Bundle 3	SYDN	16,014.57
Server Bundle 3	SYDN	16,014.57
Server Bundle 3 + UPS Bundle 6	CANB	16,675.66
HP DL380G7 SERVER BUNDLE	CANB	14,920.02
HP DL380G7 SERVER BUNDLE	CANB	19,348.66
HP DL380G7 SERVER BUNDLE	CANB	19,996.26
HP DL380G7 SERVER BUNDLE	CANB	17,160.70
HP DL380G7 SERVER BUNDLE	SYDN	21,011.37
HP DL380G7 SERVER BUNDLE	SYDN	15,941.91
HP DL380G7 SERVER BUNDLE	SYDN	15,941.91
HP DL380G7 SERVER BUNDLE	SYDN	19,662.62
HP Compaq 8100 Elite SFF PC	CANB	838.00
HP EliteBook 8440 Notebook	CANB	1,945.50
HP PROLIANT DL380G7	CANB	16,599.72
HP PROLIANT DL380G7	CANB	16,599.72
HP PROLIANT DL380G7	CANB	16,599.72
20203281 HP Compaq 8100 Elite SFF PC	CANB	120.00
HP Compaq 8100 Elite SFF PC	CANB	1,559.50
HP Compaq 8100 Elite SFF PC	MELB	1,559.50
HP Compaq 8100 Elite SFF PC	CANB	1,559.50
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HP Compaq 8100 Elite SFF PC	BEIJ	1,559.50
HP Compaq 8100 Elite SFF PC	SHAN	1,559.50
HP Compaq 8100 Elite SFF PC	SHAN	1,559.50

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HP Compaq 8100 Elite SFF PC	TORO	1,559.50
HP Compaq 8100 Elite SFF PC	NEWY	1,559.50
HP Compaq 8100 Elite SFF PC	SANF	1,559.50
HP Compaq 8100 Elite SFF PC	NEWY	1,559.50
HP Compaq 8100 Elite SFF PC	WASH	1,559.50
HP Compaq 8100 Elite SFF PC	TORO	1,559.50
HP Compaq 8100 Elite SFF PC	VANC	1,559.50
HP Compaq 8100 Elite SFF PC	CHIC	1,559.50
HP Compaq 8100 Elite SFF PC	SAOP	1,559.50
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HP Compaq 8100 Elite SFF PC	LIMA	1,559.50
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HP Compaq 8100 Elite SFF PC	CANB	1,559.50
HP Compaq 8100 Elite SFF PC	CANB	1,559.50
HP EliteBook 2540P Notebook	KUAL	3,568.83
HP EliteBook 2450P Notebook	SANF	3,568.83
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HP Elitebook 2540P Notebook	NEWY	3,568.83
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HP EliteBook 2540P Notebook	CANB	3,568.83
HP EliteBook 2540P Notebook	CANB	3,568.83

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HP EliteBook 2540P Notebook	BEIJ	3,568.83
HP EliteBook 2540P Notebook	QING	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	BEIJ	3,568.83
HP EliteBook 2540P Notebook	BEIJ	3,568.83
HP EliteBook 2540P Notebook	BEIJ	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	BEIJ	3,568.83
HP EliteBook 2540P Notebook	BEIJ	3,568.83
HP EliteBook 2540P Notebook	QING	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	HONG	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	CHDU	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	WUHA	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	NANJ	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
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HP EliteBook 2540P Notebook	SHAN	3,568.83
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HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	CHDU	3,568.83
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HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	ULAA	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83

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HP EliteBook 2540P Notebook	TOKY	3,568.83
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HP EliteBook 2540P Notebook	OSAK	3,568.83
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HP EliteBook 2540P Notebook	FUKU	3,568.83
HP EliteBook 2540P Notebook	FUKU	3,568.83
HP EliteBook 2540P Notebook	BEIJ	3,568.83
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HP EliteBook 2540P Notebook	GUAN	3,568.83
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HP EliteBook 2540P Notebook	SAPP	3,568.83
HP EliteBook 2540P Notebook	SAPP	3,568.83
HP EliteBook 2540P Notebook	GUAN	3,568.83
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HP EliteBook 2540P Notebook	SEOU	3,568.83
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HP EliteBook 2540P Notebook	TAIP	3,568.83
HP EliteBook 2540P Notebook	SHAN	3,568.83

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HP EliteBook 2540P Notebook	SING	3,568.83
HP EliteBook 2540P Notebook	SING	3,568.83
HP EliteBook 2540P Notebook	HOCH	3,568.83
HP EliteBook 2540P Notebook	HANO	3,568.83
HP EliteBook 2540P Notebook	SING	3,568.83
HP EliteBook 2540P Notebook	SING	3,568.83
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HP EliteBook 2540P Notebook	AUCK	3,568.83
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HP EliteBook 2540P Notebook	HANO	3,568.83
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HP EliteBook 2540P Notebook	KOCH	3,568.83
HP EliteBook 2540P Notebook	CHEN	3,568.83
HP EliteBook 2540P Notebook	JAKA	3,568.83
HP EliteBook 2540P Notebook	JAKA	3,568.83
HP EliteBook 2540P Notebook	JAKA	3,568.83
HP EliteBook 2540P Notebook	COLO	3,568.83
HP EliteBook 2540P Notebook	CHEN	3,568.83
HP EliteBook 2540P Notebook	CHEN	3,568.83
HP EliteBook 2540P Notebook	CHEN	3,568.83
HP EliteBook 2540P Notebook	HOCH	3,568.83
HP EliteBook 2540P Notebook	HOCH	3,568.83
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HP EliteBook 2540P Notebook	BLOR	3,568.83
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HP EliteBook 2540P Notebook	JAKA	3,568.83
HP EliteBook 2540P Notebook	JAKA	3,568.83
HP EliteBook 2540P Notebook	ULAA	3,568.83
HP EliteBook 2540P Notebook	JAKA	3,568.83
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HP EliteBook 2540P Notebook	SANF	3,568.83
HP EliteBook 2540P Notebook	CHIC	3,568.83
HP EliteBook 2540P Notebook	SAOP	3,568.83
HP EliteBook 2540P Notebook	WASH	3,568.83
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HP EliteBook 2540P Notebook	MILA	3,568.83

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HP EliteBook 2540P Notebook	NAIR	3,568.83
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HP EliteBook 2540P Notebook	MOSC	3,568.83
HP EliteBook 2540P Notebook	MOSC	3,568.83

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HP EliteBook 2540P Notebook	MILA	3,568.83
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HP EliteBook 2540p Notebook Kuwait	RIYA	3,568.83

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HP EliteBook 8440P Notebook	SYDN	3,238.94
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HP EliteBook 2540P Notebook	SYDN	2,621.04
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HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	MELB	2,621.04

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HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	PERT	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	PERT	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	WASH	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	MELB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	MELB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	MELB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	HOBA	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	MELB	2,621.04

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[illegible]

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[illegible]

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[illegible]

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HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	NEWC	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	BEIJ	2,621.04
HP EliteBook 2540P Notebook	BEIJ	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	GUAN	2,621.04
HP EliteBook 2540P Notebook	WUHA	2,621.04
HP EliteBook 2540P Notebook	SEOU	2,621.04
HP EliteBook 2540P Notebook	SHAN	2,621.04
HP EliteBook 2540P Notebook	TAIP	2,621.04
HP EliteBook 2540P Notebook	TAIP	2,621.04
HP EliteBook 2540P Notebook	KAOH	2,621.04
HP EliteBook 2540P Notebook	TAIP	2,621.04
HP EliteBook 2540P Notebook	TAIP	2,621.04
HP EliteBook 2540P Notebook	TAIP	2,621.04
HP EliteBook 2540P Notebook	TOKY	2,621.04
HP EliteBook 2540P Notebook	SHAN	2,621.04
HP EliteBook 2540P Notebook	GUAN	2,621.04
HP EliteBook 2540P Notebook	SEOU	2,621.04
HP EliteBook 2540P Notebook	HONG	2,621.04
HP EliteBook 2540P Notebook	YANG	2,621.04
HP EliteBook 2540P Notebook	COLO	2,621.04
HP EliteBook 2540P Notebook	BANG	2,621.04
HP EliteBook 2540P Notebook	SING	2,621.04

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HP EliteBook 2540P Notebook	HOCH	2,621.04
HP EliteBook 2540P Notebook	KUAL	2,621.04
HP EliteBook 2540P Notebook	HANO	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	BRIS	2,621.04
HP EliteBook 2540P Notebook	JAKA	2,621.04
HP EliteBook 2540P Notebook	KUAL	2,621.04
HP EliteBook 2540P Notebook	KARA	2,621.04
HP EliteBook 2540P Notebook	ISLA	2,621.04
HP EliteBook 2540P Notebook	MUMB	2,621.04
HP EliteBook 2540P Notebook	MANI	2,621.04
HP EliteBook 2540P Notebook	AHME	2,621.04
HP EliteBook 2540P Notebook	HANO	2,621.04
HP EliteBook 2540P Notebook	HYDE	2,621.04
HP EliteBook 2540P Notebook	MUMB	2,621.04
HP EliteBook 2540P Notebook	MUMB	2,621.04
HP EliteBook 2540P Notebook	HANO	2,621.04
HP EliteBook 2540P Notebook	BOGO	2,621.04
HP EliteBook 2540P Notebook	BOGO	2,621.04
HP EliteBook 2540P Notebook	BOGO	2,621.04
HP EliteBook 2540P Notebook	BOGO	2,621.04
HP EliteBook 2540P Notebook	SAOP	2,621.04
HP EliteBook 2540P Notebook	SAOP	2,621.04
HP EliteBook 2540P Notebook	NEWY	2,621.04
HP EliteBook 2540P Notebook	TORO	2,621.04
HP EliteBook 2540P Notebook	TORO	2,621.04
HP EliteBook 2540P Notebook	TORO	2,621.04
HP EliteBook 2540P Notebook	BOGO	2,621.04
HP EliteBook 2540P Notebook	SANT	2,621.04
HP EliteBook 2540P Notebook	SANT	2,621.04
HP EliteBook 2540P Notebook	LIMA	2,621.04
HP EliteBook 2540P Notebook	ISTA	2,621.04
HP EliteBook 2540P Notebook	DUBA	2,621.04
HP EliteBook 2540P Notebook	DUBA	2,621.04
HP EliteBook 2540P Notebook	KUWA	2,621.04
HP EliteBook 2540P Notebook	RIYA	2,621.04
HP EliteBook 2540P Notebook	RIYA	2,621.04
HP EliteBook 2540P Notebook	RIYA	2,621.04
HP EliteBook 2540P Notebook	WARS	2,621.04
HP EliteBook 2540P Notebook	DUBA	2,621.04
HP EliteBook 2540P Notebook	ABUD	2,621.04
HP EliteBook 2540P Notebook	JOHA	2,621.04

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HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	DUBA	2,621.04
HP EliteBook 2540P Notebook	FRAN	2,621.04
HP EliteBook 2540P Notebook	FRAN	2,621.04
HP EliteBook 2540P Notebook	FRAN	2,621.04
HP EliteBook 2540P Notebook	FRAN	2,621.04
HP EliteBook 2540P Notebook	STOC	2,621.04
HP EliteBook 2540P Notebook	PORL	2,621.04
HP EliteBook 2540P Notebook	FRAN	2,621.04
HP EliteBook 2540P Notebook	ACCR	3,199.31
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	BRIS	2,621.04
HP EliteBook 2540P Notebook	MELB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	BRIS	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	MELB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	MELB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	BANG	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04
HP EliteBook 2540P Notebook	CANB	2,621.04
HP EliteBook 2540P Notebook	SYDN	2,621.04

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[illegible]

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[illegible]

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[illegible]

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[illegible]

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HP BLADE SERVER	CANB	8,669.25
HP BLADE SERVER	CANB	8,669.25
HP BLADE SERVER	CANB	14,189.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	14,189.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	14,778.30
HP BLADE SERVER	CANB	14,778.30
HP BLADE SERVER	CANB	10,734.46
HP BLADE SERVER	SYDN	9,965.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	8,669.26
HP BLADE SERVER	CANB	10,227.98
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	16,027.18
HP BLADE SERVER	CANB	17,679.34
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	11,054.03
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.87
HP BLADE SERVER	CANB	9,401.87
HP BLADE SERVER	CANB	9,401.87
HP BLADE SERVER	CANB	9,401.87
HP BLADE SERVER	CANB	9,401.87
HP BLADE SERVER	SYDN	9,401.87
HP BLADE SERVER	CANB	16,027.18
HP BLADE SERVER	CANB	16,027.17
HP BLADE SERVER	CANB	9,401.87
HP BLADE SERVER	CANB	9,401.87
HP BLADE SERVER	CANB	18,827.18
HP BLADE SERVER	CANB	9,401.87
HP BLADE SERVER	CANB	9,401.88

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HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	14,962.68
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.88
HP BLADE SERVER	CANB	9,401.88
HP DL380 G4 SERVER BUNDLE	CANB	6,800.58
HP DL380 G4 CORPORATE SERVER & MEMORY	CANB	14,318.92
HP DL380 G4 CORPORATE SERVER & MEMORY	CANB	14,318.92
HP DL380 G4 CORPORATE SERVER & MEMORY	CANB	14,318.92
KY -BROTHER MFC9140 CDN COLOUR LASER PRINTER	CANB	435.41
NETWORK FIBRE TESTER	CANB	32,349.70
ECOSYS M6526CDN PRINTER	ACCR	5,538.73
EPSON PRINTER EP-806W	OSAK	252.54
PRINTER MULTIFUNCTIONAL HP 8600 PRO	SAOP	344.35
NOTEBOOK DELL VOSTRO3560 3210 4GB 500GB W7HB 15.6	MOSC	939.00
PRINTER HP OJ PRO 8600E #CM749A	NEWD	250.85

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Question No. 28

Briefings for other parties

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:
 - 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?

Answer

No briefings have been provided to Non-Government parties other than the Australian Labor Party.

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Question No. 29

Office recreation facilities

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)?
 - 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?

Answer

From 27 February 2014 to 31 May 2014, Austrade has not purchased or leased or constructed any office recreation facilities, activities or games.

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Question No. 30

Stationery requirements

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?
 - a. Detail the items provided to the minister's office
2. How much was spent on departmental stationary requirements from the Supplementary Budget Estimates in November 2013 to date.

Answer

1. Nil.
2. Austrade's systems do not record stationery costs separately from other office consumables. Based on previous information from Austrade's principal stationery supplier in Australia, and after taking into account minor purchases from other suppliers, it is estimated that approximately \$9,000 was spent on stationery in Australia for the period 27 February 2014 to 31 May 2014. It is estimated that the stationery costs for Austrade's overseas network were a similar amount.

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Question No. 31

Electronic equipment

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office since Additional Estimates in February, 2014.
 - 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

Answer

1. Austrade does not provide electronic equipment to the Minister’s office.

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Question No. 32

Media subscriptions

1. What pay TV subscriptions does your department/agency have?
 - 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?
 - 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?
3. What magazine subscriptions does your department/agency have?
 - e. Please provide a list of magazine subscriptions and the reason for each.
 - f. What is the cost from Additional Estimates in February, 2014 to date?
 - g. What is provided to the Minister or their office?
 - h. What is the cost for this from Additional Estimates in February, 2014 to date?
4. What publications does your department/agency purchase?
 - a. Please provide a list of publications purchased by the department 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?

Answer

1. Austrade subscribes to pay TV in its Canberra and Sydney offices and several overseas offices at a cost of approximately \$1020 per month in total. This provides access to the basic channel packages offered by the providers which includes news and parliamentary channels.

Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be referred to the Department of Finance.

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

The individual costs of these various types of subscriptions are not recorded separately in Austrade's financial systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified. The total cost of all subscriptions from 27 February 2014 to 31 May 2014 was \$437,100.

Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be directed to the Department of Finance.

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

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Question No. 33

Media monitoring

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from Additional Estimates in February, 2014 to date?
 - a. Which agency or agencies provided these services?
 - b. What has been spent providing these services from Additional Estimates in February, 2014 to date?
 - c. Itemise these expenses.
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from Additional Estimates in February, 2014 to date?
 - a. Which agency or agencies provided these services?
 - b. What has been spent providing these services from Additional Estimates in February, 2014 to date?
 - c. Itemise these expenses

Answer

1. Nil. Austrade uses media monitoring services to keep the organisation abreast of coverage of trade, economic, business, investment and education matters. There are no additional costs incurred for providing copies to the Minister's office.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
2. The total cost of media monitoring services from 27 February 2014 to 31 May 2014 was \$42,545.94.
 - a. AAP Information Services, Australian High Commission India, Isentia Pty Ltd, Media Watch Me.
 - b. AAP - \$1,415.85; Australian High Commission India - \$144.89; Isentia - \$40,006.90; Media Watch Me - \$978.30.
 - c. AAP (Medianet site for media release distribution and contact lists); Australian High Commission (local media monitoring services purchased on behalf of Austrade); Isentia (electronic access to daily domestic media clips); Media Watch Me (local media monitoring services purchased by an Austrade post).

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Question No. 34

Media training

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

Answer

1.
 - a. \$2,500 (excl GST)
 - b. Talkforce Media and Communication Strategists; \$2,500 (excl GST); three-hour media training session in preparation for posting abroad
 - c. Six employees: four at EL1, two at EL2
 - d. Six employees: four at EL1, two at EL2
 - e. Talkforce Media and Communication Strategists
 - f. Minter Ellison Building, 25 National Circuit, Forrest, ACT.
2.
 - a. Media training for Austrade staff going on posting
 - b. Group based
 - c. Six employees: four at EL1, two at EL2
 - d. Three hours
 - e. \$2,500 (excl GST)
 - f. Complete package.
3.
 - a. N/a
 - b. N/a

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- c. N/a
- d. N/a.

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Question No. 35

Provision of equipment - ministerial

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?
 - a. Itemise equipment and cost broken down by staff or minister classification
2. Is electronic equipment (such as ipad, laptop, wireless card, vascio 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.

Answer

1. Austrade does not provide mobile phones to the Minister and/or Parliamentary Secretary or their offices. However, Austrade does provide a mobile phone to the Austrade Departmental Liaison Officer (DLO) in the office of the Minister for Trade and Investment. The ongoing cost is \$ 30.00 – \$ 50.00 per month depending upon usage.
2. Austrade allocates staff with either a notebook computer with accessories or a desktop computer with accessories and a single monitor, depending on their business requirements. A second monitor is only issued if a business requirement is established. A notebook is generally provided to staff who are required to be mobile. All other staff are allocated a desktop computer. These are standard configurations however minor variations may apply depending on the availability of equipment at the time of purchase.

For further information see responses to Questions on Notice Number 131 - Provision of equipment – departmental and Number 105 - Computers.

A mobile phone is only provided to staff where there is a business requirement. The total year-to-date costs on mobile communications (including Blackberry usage) for 2013–14 is \$ 523,520.07. Of the 150 Blackberry licenses, Blackberrys have been deployed to 125 staff members where they meet the following user profile:

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

The average cost of a Blackberry is \$ 607.00 and ongoing monthly cost is estimated to be \$ 90.75.

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

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Question No. 36

Commissioned reports

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

Answer

1, 2 and 3

Since Additional Estimates in February 2014 to 31 May 2014, Austrade's records indicate that Austrade has – through normal procurement processes – commissioned 14 reports from paid external advisers for internal use. Beyond commissioning these reports, no Austrade staff were involved in their development. Details of these reports are provided below:

- a. *A report on asset management opportunities in Korea:*
Commissioned on 20 January 2014 from Spire Research & Consulting Co Ltd.
Contract value was \$3,000.
- b. *A report on compliance with the APS code of conduct:*

Commissioned on 18 March 2014 from Zita Antonios Consulting. Contract value \$10,000.
- c. *A report on the telecommunications services market in Austrade locations globally:*

Commissioned on 19 March 2014 from Consultel IT&T Pty. Contract value was \$40,936.
- d. *A report on investment in short term accommodation – regulatory mapping study:*

Commissioned on 16 April 2014 from Urbis Pty Ltd. Contract value is \$103,020.
- e. *Reports on three tourism market sectors (free independent travel 2013, capital city and regional visitation 2013, caravan and camping 2013):*

Commissioned on 24 April 2014 from Greenhill Research and Planning.
Contract value was \$9,900.

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- f. A report on study of the characteristics and demand of foreign elderly in long stay accommodations in Thailand:*

Commissioned on 28 April 2014 from the Faculty of Architecture at Chulalongkorn University. Contract value was \$1,964.40.

- g. Reports on three tourism market sectors (first versus return 2013, mature aged international visitors 2013, and international aviation 2013):*

Commissioned on 30 April 2014 from Decisive Consulting Pty Ltd. Contract value was \$9,900.

- h. A report about retail market trends in Korea:*

Commissioned on 20 May 2014 from Nielsen Group (Korea) Limited. Contract value was \$11,429.83.

- i. A passenger facilitation survey and report:*

Commissioned on 23 May 2014 from Orima Research Pty Ltd. Contract value is \$54,956.

- j. Research on Brazilian companies with interest in investing in Australia:*

Commissioned on 29 May 2014 from Chestnut Partners Assessoria Financiera SA. Contract value \$7,172.15.

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Question No. 37

Ministerial website

1. How much has been spent on the Minister's website since Additional Estimates in February, 2014?
 - a. List each item of expenditure and cost
2. Who is responsible for uploading information to the Minister's website?
3. Are any departmental staff required to work outside regular hours to maintain the Minister's website?

Answer

The management of the Minister's website is the responsibility of portfolio departments and the Department of Finance. Austrade does not have access to this information.

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Question No. 38

Report printing

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?
 - a. If so please give details; name of report, number of copies, cost of printing, who order the disposal, reason for disposal

Answer

From Additional Estimates in February to 31 May 2014, no reports, budget papers, statements, white papers or report-like documents have been disposed of. In 2012, Austrade commenced a records disposal project to dispose of low-risk paper-based files (i.e. accounts, IT, marketing and communications) to support the Digital Transition Policy to reduce stockpiles of paper-based records that are overdue for disposal. Final approval of disposal recommendations is sought from Austrade's General Managers from those business units responsible for the identified paper-based files. This approach is consistent with guidelines outlined by the National Archives of Australia.

Significant publications are deposited with National/State Library for preservation.

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Question No. 39

FoI requests

Since September 7, 2013:

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:
 - 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?

Answer

1. Since 7 September 2013 to 31 May 2014, 15 FOI requests have been received.
2. Nil documents have been determined to be deliberative documents under section 47C of the FOI Act.
3.
 - a. Not applicable
 - b. Not applicable.

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Question No. 41

Ministerial Motor vehicle

1. Has the minister been provided with a motor vehicle since Additional Estimates in February, 2014? If so:
 - 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.

Answer

The provision of motor vehicles to Ministers is the responsibility of the Department of Finance. Austrade does not have access to this information.

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Question No. 41

Ministerial Staff vehicle (non-MoPS)

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:
 - 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.

Answer

The provision of motor vehicles to Minister's staff is the responsibility of the Department of Finance. Austrade does not have access to this information.

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Question No. 42

Ministerial Staff vehicles

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:

- 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.

Answer

The provision of motor vehicles to Minister's staff is the responsibility of the Department of Finance. Austrade does not have access to this information.

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Building Lease Costs

1. What has been the total cost of building leases for the agency / department since Additional Estimates in February, 2014?
 - Please provide a detailed list of each building that is currently leased. Please detail by:
 - a. Date the lease agreement is active from.
 - b. Date the lease agreement ends.
 - c. Is the lease expected to be renewed? If not, why not?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. 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:
 - a. Date from which the lease agreement was active.
 - b. Date the lease agreement ended.
 - c. Why was the lease not renewed?
 - d. Location of the building (City and state).
 - e. Cost of the lease.
 - f. 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 in the next 12 months. Please detail by:
 - a. Date the lease agreement is expected to become active.
 - b. Date the lease agreement is expected to end.
 - c. Expected location of the building (City and state).
 - d. Expected cost of the lease. Has this cost been allocated into the budget?
 - e. Why the building is necessary for the operations of the agency / department.
 - f.
4. For each building owned or leased by the department:
 - a. What is the current occupancy rate for the building?
 - b. If the rate is less than 100%, detail what the remaining being used for.

Answer

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

1 a. AUSTRADE: BUILDING LEASE-COSTS

City	State	Lease commencement date	Lease end date	Expect to renew lease?	Cost 27 FEB 2014 to 31 MAY 2014	Why the building is necessary for the operations of the agency / department	Comment
Adelaide	SA	1 Jul 2011	30 Jun 2016	Yes	\$ 34,342	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Brisbane	QLD	1 Jul 2006	30 Jun 2016	Yes	\$ 71,853	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Canberra (Ground Floor)	ACT	1 Jan 2014	2 Dec 2017	Yes	\$ 66,417	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Austrade negotiated a 'rent free' period of three months from 1 January to 31 March 2014.
Canberra (Level 2)	ACT	3 Dec 2002	2 Dec 2017	Yes	\$ 439,005	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Darwin	NT	30 Apr 2012	29 Apr 2013	Yes	\$ -	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Month to month tenancy. Co-located with NT government at no cost.
Hobart	TAS	1 Jul 2012	31 Mar 2016	Yes	\$ 1,756	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Melbourne	VIC	15 Mar 2004	14 Jun 2014	No	\$ 178,934	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Relocated to smaller premises.
Melbourne	VIC	15 May 2014	14 Jun 2015	Yes	\$ -	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Austrade negotiated a 'rent free' period of two months from 15 May to 14 July 2014.
Newcastle	NSW	1 Sep 2007	31 Aug 2011	Yes	\$ 4,262	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Month to month tenancy.
Perth	WA	1 Apr 2010	30 Nov 2014	No	\$ 110,175	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Relocating to smaller premises.
Sydney	NSW	1 May 2004	30 Apr 2021	Yes	\$ 517,989	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Townsville	QLD	3 Dec 2012	2 Dec 2013	Yes	\$ -	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Month to month tenancy. Co-located with ATO at no cost.
Wollongong	NSW	1 Jul 2005	16 Sep 2008	No	\$ 2,460	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Month to month tenancy - relocating to alternate premises.
TOTAL COST					\$ 1,427,193		

1b. N/A
1c. AUSTRADE: BUILDING EXPECTED TO BE LEASED IN THE NEXT 12 MONTHS-COSTS

City	State	Expected lease commencement date	Expected lease end date	Cost allocated into budget?	Expected cost for 12 months	Why the building is necessary for the operations of the agency / department	Comment
Perth	WA	1 Dec 2014	30 Nov 2019	Yes	\$ 185,000	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent and outgoings.
Wollongong	NSW	1 Oct 2014	30 Sep 2015	Yes	\$ 10,000	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking and outgoings.
TOTAL COST					\$ 195,000		

1d. Austrade occupies 100% of its Australian offices as detailed in the above leasing table. Included in this is a sub-lease arrangement with the Australian Financial Security Authority (AFSA-formerly ITSA) in Austrade's Perth office where they occupy two workstations. A similar arrangement is in place for the Export Finance and Insurance Corporation (EFIC) which occupies one workstation in Austrade's Perth, Melbourne and Brisbane offices.

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Question No. 44

Legal Costs

1. List all legal costs incurred by the department or agency since Additional Estimates in February, 2014
 - 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

Answer

1. The total cost of external legal services incurred between 27 February and 31 May 2014, broken down by source of provider is:
 - a.

AGS	\$ 6,847
DLA PIPER	\$53,408
KEMP STRANG LAWYERS	\$ 2,715
LANDER & ROGERS	\$16,440
MADDOCKS	\$ 9,700
MINTER ELLISON	\$10,340
OPC	\$ 310
SPARKE HELMORE	\$10,112
ALLENS PTY LTD	\$11,244
BERNINZON & BENAVIDES	\$ 1,158
CLIFFORD CHANCE	\$15,389
HASSAN SEDIGH	\$ 5,888
JUNE HE LAW OFFICE	\$ 1,142
MAKARIM & TAIRA	\$ 377
PRK PARTNERS	\$ 424
RODRIGUEZ OLAYA	\$ 409
SENGULER & SENGULER	\$ 4,458
VEIRANO E ADVOGADOS	\$ 2,774

The individual hours retained and level of counsel are not separately recorded in Austrade's financial systems and to identify them would entail significant diversion of resources.

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The cost of internal legal services is not time costed or recorded in Austrade's financial systems.

- b. One male counsel was briefed directly by Austrade in a Federal Court matter at a cost of \$9,355. The individual hours spent briefing counsel are not separately recorded in Austrade's financial systems.
- c. External service services are selected by Austrade's Legal Services managers from the Attorney-General's Department Office of Legal Services Coordination Legal Services Multi-Use List of pre-qualified service providers according to the specialist category of legal work required.

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Question No. 45

Workplace assessments

1. How much has been spent on workplace ergonomic assessments since 7 September 2013?
 - 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.

Answer

1. A total of \$9,693 was spent during the period 7 September 2013 to 31 May 2014 on workplace assessments.
 - a. The following table represents a breakdown of the above expenditure:

Item	Cost
Group workplace assessment – Tourism, Education and Corporate Operations	\$3,125
IT workplace assessment	\$1,088
HR workplace assessment	\$ 261
Australian Operations workplace assessments	\$ 758
International Operations	\$1,450
Property workstation assessment	\$ 298
Tourism workplace assessment	\$2,713

2. Yes.
3. The following table represents the breakdown of the above expenditure.

Item	Cost
Ergonomic sit/stand work stations x 4	\$7,147
Ergonomic chairs x 2	\$1,076
Lumbar rolls	\$ 54
Sundry equipment - headset and trolley laptop bag	\$ 152

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Question No. 46

Vending machines

1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased or taken under contract any vending machine facilities?
 - 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?

Answer

From 27 February 2014 to 31 May 2014, Austrade has not purchased or leased or taken under contract any vending machine facilities.

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Question No. 47

Ministerial staff turnover

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

Answer

The employment of ministerial staff under the *Members of Parliament (Staff) Act 1984* is the responsibility of the Department of Finance. Austrade does not have access to this information.

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Question No. 48

Multiple tenders

List any tenders that were re-issued or issued multiple times since Additional Estimates in February 2014:

- a. Why were they re-issued or issued multiple times?
- b. Were any applicants received for the tenders before they were re-issued or repeatedly issued?
- c. Were those applicants asked to resubmit their tender proposal?

Answer

Austrade has not re-issued, or issued multiple times, any tenders during the period specified.

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Question No. 49

Market Research

List any market research conducted by the department/agency since Additional Estimates in February, 2014:

- a. List the total cost of this research
- b. List each item of expenditure and cost, broken down by division and programme
- c. Who conducted the research?
- d. How were they identified?
- e. Where was the research conducted?
- f. In what way was the research conducted?
- g. Were focus groups, round tables or other forms of research tools used?
- h. How were participants for these focus groups et al selected?

Answer

Total cost of all market research conducted by Tourism Research Australia and Austrade Australian Operations since February 2014 is \$1,961,650 including GST. Items of expenditure and cost are broken down by division and programme below.

Tourism Research Australia (TRA)

- a. TRA conducts market research through its survey programmes. Total cost of all programmes for the period 1 March 2014 to 31 May 2014 was \$1,791,178. Figure includes GST.

See below for items of expenditure and cost broken down by programme.

National Surveys

The International Visitor Survey (IVS) and National Visitor Survey (NVS) are the most comprehensive source of information on the characteristics and travel patterns of Australia's inbound, domestic and outbound tourism markets. Data from these surveys is released on a quarterly basis (in March, June, September and December). These surveys are jointly funded by the Commonwealth and States/Territories roughly on a 50-50 basis.

International Visitor Survey (IVS)

IVS interviews are conducted with 40,000 departing, short-term international travellers aged 15 years and over on an annual basis.

- b. Actual IVS expenditure for the period 1 March 2014 to 31 May 2014 was \$738,455. Figure includes GST. Payments are made on a monthly and quarterly basis in line with contractual agreement.
- c. ORC International Pty Ltd.
- d. Public tender.
- e. The survey is conducted in the departure lounges of the eight major international airports: Sydney, Melbourne, Brisbane, Cairns, Perth, Adelaide, Darwin and the Gold Coast.
- f. Face to face interviews.
- g. No.

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- h. Participants are chosen at random in departure lounges.

TRA is currently augmenting the IVS with supplementary questions to provide a more detailed understanding of the drivers of satisfaction and causes of dissatisfaction among Japanese and Korean visitors to Australia. Actual expenditure on this additional research for the period 1 March 2014 to 31 May 2014 was \$109,174. Figure includes GST.

New South Wales

Project: Development of a model to estimate the economic impact of visitor information centres for local government areas in New South Wales and for the state.

- b. Actual project expenditure for the period 1 March 2014 to 31 May 2014 was \$28,750. Figure includes GST. Payments are made on completion of milestones in line with contractual agreement.
- c. Markettrade.
- d. Limited tender.
- e. NSW.
- f. Desktop research, quantitative surveys and cost benefit analysis modeling.
- g. No.
- h. Participants were Visitor Information Centres (VIC) Managers selected to best represent the types of accredited VICs across NSW.

Northern Territory

Project: Potential of destination touch points to increase spend of visitors in the Northern Territory.

- b. Actual project expenditure for the period 1 March 2014 to 31 May 2014 was \$57,431. Figure includes GST. Payments are made on completion of milestones in line with contractual agreement.
- c. Hall and Partners Open Mind.
- d. Limited tender.
- e. NT.
- f. Combined qualitative and quantitative: survey using Computer Assisted Personal Interviews (CAPI), mobile ethnographic qualitative research.
- g. No.
- h. Survey respondents recruited face to face at airports and Visitor Information Centres in Alice Springs and Darwin; qualitative participants recruited from the survey respondents.

Queensland

Project: How is Queensland perceived as a holiday destination by Chinese people living in Australia?

- b. Actual project expenditure for the period 1 March 2014 to 31 May 2014 was \$32,279. Figure includes GST. Payments are made on completion of milestones in line with contractual agreement.
- c. Colmar Brunton.

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- d. Limited tender.
- e. Australia.
- f. Combined qualitative and quantitative: focus groups, in-depth interviews, online survey.
- g. Yes.
- h. Subcontractor Multicultural Marketing and Management managed the recruitment of participants for both the focus groups and online survey.

South Australia and Victoria

Project: Part 1: How regional non-business events impact visitation and regional dispersal.

- b. Actual project expenditure for the period 1 March 2014 to 31 May 2014 was \$44,550. Figure includes GST. Payments are made on completion of milestones in line with contractual agreement.
- c. GfK Bluemoon.
- d. Limited tender.
- e. Australia.
- f. Quantitative: online survey.
- g. No.
- h. Online survey respondents recruited from research panel.

Project: Part 2: How regional non-business events use communication channels, including social media, to promote their events and communicate with consumers. Develop a toolkit to help events make bet use of low cost communication channels.

- b. Actual project expenditure for the period 1 March 2014 to 31 May 2014 was \$11,550. Figure includes GST. Payments are made on completion of milestones in line with contractual agreement.
- c. iSPY Communications.
- d. Limited tender.
- e. Australia.
- f. Desktop research and qualitative survey: in-depth interviews.
- g. No.
- h. Best practice event organisers and/or social media managers from a cross section of events around Australia.

Tasmania

Project: Interstate visitors' perceptions and understanding of regions within Tasmania.

- b. Actual project expenditure for the period 1 March 2014 to 31 May 2014 was nil. Payments are made on completion of milestones in line with contractual agreement.
- c. ORIMA Research.
- d. Limited tender.
- e. VIC, NSW, QLD.
- f. Qualitative: focus groups and in-depth interviews.
- g. Yes.

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- h. Tourism Tasmania provided contact details for respondents from the Tasmanian Visitor Survey that had agreed to be contacted for marketing and research purposes.

Western Australia

Project: Analysis of domestic and international food and wine visitors to each of the five tourism regions in Western Australia.

- b. Actual project expenditure for the period 1 March 2014 to 31 May 2014 was \$49,500. Figure includes GST. Payments are made on completion of milestones in line with contractual agreement.
- c. TNS Australia.
- d. Limited tender.
- e. Australia and Singapore.
- f. Quantitative: online survey.
- g. No.
- h. Online survey respondents recruited from research panel.

Australian Capital Territory

Project: Examine the perceptions, appeal and potential gaps in the ACT's tourism offerings for domestic leisure visitors who have or have not visited the ACT.

- b. Actual project expenditure for the period 1 March 2014 to 31 May 2014 was \$15,400. Figure includes GST. Payments are made on completion of milestones in line with contractual agreement.
- c. BDA Marketing.
- d. Limited tender.
- e. ACT.
- f. Desktop research, Quantitative & Qualitative Research.
- g. Yes.
- h. Qualitative research was conducted as an online community discussion participating over the course of one week. Respondents were recruited from the quantitative survey.

Australian Operations

- a. A total of \$170,472 was spent on the National Food Brand (Leveraging Australia's Brand for Food) research programme. Figure includes GST. This expenditure was for the design, execution, analysis and results reporting of research to develop a shared understanding among government and industry of the brand position for Australian food.

Expenditure since February 2014 comprised:

Final payment for international quantitative trade research	\$42,597
Final payment for international quantitative consumer research	\$127,875
Total	\$170,472

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- a. The research was conducted by global research agency Taylor Nelson Sofres Australia Pty Ltd (TNS).
- b. TNS was selected by a direct source procurement process using a 'request to quote' from the DHS Market and Social Research Panel.
- c. – d. Quotes were sourced from TNS and AMR. On conclusion of the quotation evaluation process, which included scoring and evaluation of written proposals, face to face interviews and follow up questions, the preferred supplier was TNS. They were selected based on their superior understanding of the brief, application of specific resource to the desktop research phase, past good experience with the quality and timeliness of their work and competitive pricing.
- e. The research was conducted by TNS from its Australian offices in North Sydney.
- f. The research was conducted using a combination of methods:
 - qualitative interviews with trade stakeholders in six key international markets (Japan, China, India, Indonesia, UAE and USA) via videoconference, Skype, telephone and some face-to-face meetings
 - online quantitative international consumer questionnaires in the same six markets (Japan, China, India, Indonesia, UAE and USA).
- g. Focus groups and roundtables were not among the research tools used.
- h. See answer to (g). Interview participants for stakeholder research were identified by Austrade and the Department of Agriculture (domestic stakeholders) and by Austrade offices in each target market (international stakeholders).

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Question No. 50

Departmental upgrades

Since Additional Estimates in February, 2014 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?

- a. If so, list these
- b. If so, list the total cost for these changes
- c. If so, list the itemised cost for each item of expenditure
- d. If so, who conducted the works?
- e. If so, list the process for identifying who would conduct these works
- f. If so, when are the works expected to be completed?

Answer

- a. Yes. Austrade leased new accommodation for its Melbourne office. A re-location was necessary as the former landlord was unwilling to renew a lease that accommodated Austrade's reduced floor area requirement.
- b. Total cost \$285,000 (excluding GST).
- c. Design/Architectural/Project Management Services - \$18,400 (excluding GST).
Fitout Contractor Services - \$239,290 (excluding GST).
Furniture - \$27,310 (excluding GST).
- d. IPMS Pty Ltd (Peckvonhartel) - (Design/Architectural/Project Management Services).
Ireland Brown Constructions Pty Ltd – (Fitout Contractor Services).
Planex Sales Pty Ltd – (Furniture).
Koskela Pty Ltd – (Furniture).
Design By Them Pty Ltd – (Furniture).
- e. Request for proposal – direct source.
- f. Works completed 27 June 2014.

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Question No. 51

Wine coolers/fridges

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?
 - 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 stocking level for each of these items?

Answer

From 27 February 2014 to 31 May 2014, Austrade has not purchased or leased any wine coolers, wine fridges or other devices for the purpose of housing alcohol beverages.

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Question No. 52

Office plants

1. Since Additional Estimates in February, 2014 has the department/agency purchased or leased any new office plants?
 - 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?

Answer

From 27 February 2014 to 31 May 2014, Austrade has not purchased or leased any new office plants. However, some plants will have been replaced by the plant lessor at no additional cost.

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Question No. 53

Provision of equipment - departmental

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.

Answer

1. 2. and 3. See the Schedule below

Asset description	Purchase Cost
VIDEO/SOUND RECORDING DEVICE	331.82
GALAXY TABLET 3 10.1	375.00
GALAXY TABLET 3 10.1	375.00
GALAXY TABLET 3 10.1	375.00
IPAD MINI W-FI & CELLULAR 18GB	518.00
SAMSUNG GALAXY S4 PHONE	508.66
SAMSUNG GALAXY S4 PHONE	508.66
SAMSUNG GALAXY S4 PHONE	508.66
SAMSUNG GALAXY S4 PHONE	508.66
IPHONE 5S	809.67
IPHONE 5S	809.67
IPHONE 5S	809.67
IPHONE 5S	809.67
IPHONE 5S	809.67
IPHONE 5S	809.67
IPHONE 5S	809.67
NOKIA LUMIA 1520 PHONE	576.67
SAMSUNG DIGITAL CAMERA	363.18
WALKIE TALKIE	301.05

4. The ongoing cost of maintaining and operating the equipment is not recorded separately in Austrade's systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified.

5. The staff and classification of staff who have access to the various items of equipment is not recorded in Austrade's systems, and to determine them would entail a significant diversion of resources which, in these circumstances, cannot be justified.

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Question No. 54

Government advertising

1. How much has been spent on government advertising (including job ads) since Additional Estimates in February, 2014?
 - 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?
 - 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

Answer

1. \$99,704.12 (including GST) for the period of 27 February 2014 to 31 May 2014.

This expenditure includes advertisements in Australia and globally to recruit staff to specific positions, routine administrative matters and to support the promotion of Australian trade, investment, international education and tourism interests.

Sourcing details would entail a significant diversion of resources to collate and report which, in the circumstances, cannot be justified.

2. No other advertising programs are planned for the rest of the financial year.

Austrade conducts mostly one-off advertising to generate awareness of events and activities, and focus on Australia and Australian capability. Austrade will continue to assess advertising opportunities as they are presented or seek opportunities and undertake advertising where appropriate to organisational priorities around trade, investment, international education and tourism interests.

Where approved by the APSC under the Interim Recruitment Arrangements and in line with the Department of Finance Non – Campaign Recruitment Advertising Policy and the whole of government media contract, Austrade anticipates it may undertake limited targeted advertising to recruit staff for specific positions to cover operational requirements.

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Question No. 55

Boards (for departments or agencies with boards)

Since September Additional Estimates in February, 2014;

- 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 Additional Estimates in February, 2014?
- i. Please list board members who have attended less than 51% of meetings
- j. what have catering costs been for the board meetings held this year; is alcohol served;

Answer

Tourism Australia Board

- a. Tourism Australia's Board met once in the period from 27 February-31 May 2014.
- b. Tourism Australia pays for airfares, taxis/transportation, accommodation and meals as required.
- c. Almost 100 per cent.
- d. Company secretary requests details of conflicts in advance of meetings, then the Chairman asks for any conflicts at the meeting and these are minuted.
- e. No conflicts of interest were registered in the period since Additional Estimates (27 February-31 May 2014).
- f. Remuneration is provided in accordance with the Remuneration Tribunal notice and reports.
- g. Not applicable.
- h. No.
- i. Not applicable.
- j. Sandwiches are provided at the end of each meeting. No alcohol is provided.

Tourism Quality Council of Australia

The Tourism Quality Council of Australia (TQCA) did not meet in the period from 27 February-31 May 2014. The TQCA ceased to operate from 30 June 2014.

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Tourism Research Advisory Board

- a. The Tourism Research Advisory Board (TRAB) met once in the period from 27 February-31 May 2014.
- b. The cost of flights to attend TRAB meetings is offered to non-government board members.
- c. At the TRAB Meeting on 26 May 2014, seven of the nine board members were present. Average attendance is 75 – 80 per cent.
- d. TRAB has ‘Conflict of Interest’ guidelines and the Chair calls upon members at the commencement of each Board Meeting to declare any real/potential conflicts of interest.
- e. No conflicts of interest have been declared to date.
- f. No remuneration is provided to board members.
- g. This has not been a problem to date.
- h. No.
- i. No board members have attended less than 51 per cent of meetings.
- j. No catering costs have been incurred by Austrade for the TRAB meeting on 26 May 2014. Alcohol is not provided.

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Question No. 56

Senate Estimates briefing

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?
 - 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 Budget Estimates hearings in June 2014.

Answer

1. Various staff in Austrade are required to prepare senate estimates briefs as part of their usual duties. One Austrade officer was responsible for coordinating the preparation of a senate estimates briefing pack for the Minister for Trade and Investment.
2. The preparation of the briefing pack is part of the officers' usual duties. It is not possible to provide a precise break down of the hours spent however it is estimated that a total of three days were spent coordinating the preparation of the briefing pack.
 - a. APS6 3 days
3. No.
 - a. Not applicable.
 - b. The final briefing pack was provided to the Minister for Trade and Investment and the Attorney-General as the Minister representing the Minister for Trade and Investment at the hearing.
4. No.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
5. Information on briefing provided to Ministers is not normally made publicly available in order to maintain agencies ability to properly and effectively brief ministers.

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Question No. 57

Communications staff

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

- a. How many ongoing staff, the classification, the type of work they undertake and their location.
- b. How many non-ongoing staff, their classification, type of work they undertake and their location
- c. How many contractors, their classification, type of work they undertake and their location
- d. How many are graphic designers?
- e. How many are media managers?
- f. How many organise events?

Answer

- a. There are four ongoing staff positions in the Media and Communications section, responsible for delivering communications requirements, including to support Austrade and its 82 points of presence in 48 markets, as well as output by Tourism Research Australia.

Functions include: management of communications including traditional and social media (including 12 Twitter handles, Facebook pages and LinkedIn groups) for Austrade; responding to inquiries and questions from journalists and media outlets; coordination of requests for interviews of Austrade staff; communicating with business and economic media both in Australia and offshore; and speech writing.

The four staff, all located in Austrade's Sydney office, are at the following levels:

- One Manager, Media and Communications, APL5 (EL2 equivalent)
 - Two APL 3 staff (EL1 equivalent)
 - One APS2 staff (APS6 equivalent)
- b. Nil.
 - c. Nil.
 - d. Nil.
 - e. One.
 - f. Nil. The Media and Communications section does not organise events. However, Austrade, as the Australian Government's trade, investment and international education promotion agency, undertakes activities and organises events to market and promote the capability of Australian exporters and to promote Australia as a destination for investment and international students. To undertake this activity

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within Australia and in its 82 points of presence around the world, Austrade has 18 ongoing staff and three contract staff in Australia, consisting of:

- The Assistant General Manager Marketing and Communications at the SES Band 1 level. Responsibilities include managing resources to deliver marketing and communications requirements to support Austrade's 82 points of presence in 48 markets.
- A Content Team of four staff which consists of one staff member at the APL5 level, one at APL4 (EL2 equivalent level) and two at APL3 (EL1 equivalent). Responsibilities include overall management of content and publishing including writing corporate and brochure copy for the Trade, Investment and Education sectors and the respective audiences both onshore and offshore.
- An Events Team of four staff which consists of one staff member at the APL5 level and one at APL4 (EL2 equivalent level), one at APL3 (EL1 equivalent) and one at APL2 (APS6 equivalent level). Responsibilities include managing the Australian Export Awards program, providing strategic and operational advice to assist with delivering events offshore and providing tactical and logistical support for events in Australia.
- A Direct Marketing and Design Team of six staff which consists of one staff member at the APL5 level and one at APL4 level (EL2 equivalent level), two at APL3 (EL1 equivalent) and two at APL2 (APS6 equivalent level). Responsibilities include designing and deploying tailored Electronic Direct Mail (eDM) to Austrade's database of 220,000 contacts (including investors, education agents, customers offshore and clients onshore), designing and producing collateral (including brochures, banners, branding and reports) and maintaining Austrade's creative library of 10,000 assets.
- An Internal Communications Team of three staff which consists of one staff member at APL5 level (EL2 equivalent), one staff member at APL3 (EL2 equivalent) and one at APL2 (APS6 equivalent level). Responsibilities include managing all internal communications including change management, maintaining the intranet and mining the data in Austrade's Client Relationship Management system.

All positions are located in Austrade's Sydney office.

In addition to the 18 ongoing staff there are three contractors deployed in the following teams:

- Brand Australia Social Media Advisor at APL3 level (EL1 equivalent) for three days per week. Responsibilities include maintaining Brand Australia social media presence across a number of platforms. The position is located in Melbourne and contracted until 30 September 2014.
- Corporate Writer at APL3 level (EL1 equivalent). Responsibilities include writing content for Industry Capability Reports to profile Australian business

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capability overseas. The position is located in Sydney and contracted until 30 September 2014.

- Marketing Coordinator at APL2 (APS6 equivalent level). Responsibilities include assisting with the Investment Forum and Australasia Business Week. The position is located in Sydney and contracted until 1 August 2014.

Austrade has 14 locally engaged staff in overseas markets including China, Japan, Korea and India to assist with market nuanced communications across a number of channels and platforms, and to assist in the delivery of events and trade shows such as Australia Week in China, G'day USA and Mining Indaba. The offshore Marketing Managers report in to the APL5 level (EL2 equivalent) to ensure global communications are consistent and professional.

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Question No. 58

Freedom of Information

The following questions relate to requests made pursuant to the Freedom of Information Act (the Act):

Consultations with other Departments, Agencies and the Minister

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:
 - a. The Department or Agency which was consulted;
 - b. The document;
 - 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 Senator Ludwig the length of the extension
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?
4. If yes, provide a table setting out the following information:
 - 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.

Staffing resources

The following questions relate to the period from 18 September 2013:

1. For the period of time from 18 September 2013, what was the average FTE is allocated to processing FOI requests?

FOI Disclosure Log

1. For the purposes of meeting its obligations under 11C of the Act, does the Department or Agency:
 - 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).

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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:
 - 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;
 - 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?
 - e. What was the approximate cost for salaries for the FTE staff allocated to this task?
3. Has the Department or Agency charged any for access to a document under section 11C(4)?
4. If so, please provide the following information in a table:
 - 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.

With respect to FOI requests:

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:
 - 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).

Answer

1. In accordance with legislative requirements, other departments or agencies are consulted or informed as required and is dependent on the subject matter of the FOI request.
- 2.

Department/Agency consulted	Document	Purpose of consultation	Extension of time sought from applicant	Granted by whom
Department of Immigration and Border Protection (DIBP) and the Department of Foreign Affairs and Trade (DFAT)	Emails and file notes contained communications between DIBP, DFAT and Austrade as well as personal information of DIBP and DFAT officers	Compliance with section 27A (documents affecting personal privacy) of the FOI Act	No	Not applicable

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3. The Minister is not routinely consulted or informed when Austrade receives an FOI request. However, the Minister may on some occasions be advised of FOI requests as part of a Ministerial brief.
4. Not applicable.

Staffing resources

The Legal Services team is comprised of three full time lawyers who, among other duties, have responsibility for responding to FOI requests received by Austrade. No staff members are assigned solely for the purpose of responding to FOI requests.

FOI Disclosure Log

1.
 - a. Yes
 - b. Yes, subject to section 11C(1).
 - c. To date, Austrade has not received any requests.
2. Not applicable.
3. No.
4. Not applicable.

With respect to FOI requests:

1. Twenty four documents were assessed as conditionally exempt for the timeframe 27 February to 31 May 2014.
2.
 - a. Nil
 - b. 18
 - c. 6
 - d. Not applicable.

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Functions

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister since Additional Estimates in February, 2014. Include:
 - 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.

Answer

1. No formal functions or other forms of hospitality held onshore for the Minister were hosted by Austrade since Additional Estimates in February until 31 May 2014. Hospitality and attending or hosting functions form an essential part of overseas visits by Ministers. These services are managed by all areas across the agency including staff at Austrade Posts. To provide further details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
2. Austrade does not provide alcoholic beverages of any type to the Minister's office.

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Question No. 60

Red tape reduction

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?
 - 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. Please list the security classification and date the classification was issued for each officer, broken down by APS or SES level, in the red tape reduction unit or similar body.
9. What is the formal name given to this unit/taskforce/team/workgroup or agency within the department?

Answer

1. The Department of Foreign Affairs and Trade is coordinating the portfolio's approach to red tape reduction and regulatory reform and has established a Deregulation Unit.
2. to 8. Austrade will not be establishing such a unit but will contribute with senior officers undertaking regulatory reform tasks and participating in portfolio working group meetings as required. The officers will be undertaking these tasks as part of their regular duties.

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Question No. 61

Official residences

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:
 - a. The guest list of each function, including if any ministerial staff attended
 - 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 at any of the official residences, or venues or offices acting as official residences.

Answer

Management of the Official Residences is the responsibility of the Department of the Prime Minister and Cabinet. Austrade does not have access to this information.

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Question No. 62

Travel costs - department

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).
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.
3. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer

1. Austrade provides support to Ministers and Parliamentary Secretaries both within and outside the Foreign Affairs and Trade portfolio while they are travelling overseas, and occasionally in Australia. In aggregate, from 27 February 2014 to 31 May 2014, Austrade spent a total of \$115,789 comprising \$47,963 on air fares (fare types are not recorded in Austrade's financial system), \$43,915 on accommodation, \$12,955 on meals, \$5,181 on ground transport, \$182 on hospitality and \$5,593 on all other expense items for travel in support of Ministers and other Parliamentarians. Itemising all support separately would entail a significant diversion of resources which, in these circumstances, cannot be justified.
2. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, cannot be justified. In aggregate, from 27 February 2014 to 31 May 2014, Austrade spent \$0.97 million on air fares (fare types are not recorded in Austrade's financial system), \$0.65 million on accommodation, \$0.24 million on meals, \$0.45 million on ground transport, and \$0.03 million on all other expense items for travel.

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

3. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, cannot be justified. It is estimated that the amount to be spent on travel from 1 May 2014 to 31 December 2014 will be approximately \$5.0 million.

Senate Foreign Affairs, Defence and Trade Legislation Committee

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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 63

Ministerial staff code

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?
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?
3. Can you confirm they all complied with the code on the date of their employment? * If not, on what date did they comply?
4. Can you confirm that all disclosures as required by the code were made to the government staffing committee? If so, on what date were those disclosures made?
5. By position title list the date each staff member was approved by government staff committee
6. Can you confirm all staff have divested themselves of any and all relevant shares as of the date of their appointment
7. Can you list by number if any staff have been granted exception by the SMOS to remain a director of a company as allowed by the Ministerial Staff Code of Conduct, break down by position level.

Answer

The employment of ministerial staff under the *Members of Parliament (Staff) Act 1984* and the identification of possible breaches of the Ministerial Staff Code of Conduct is the responsibility of the Special Minister of State and the Department of Finance. Austrade does not have access to this information.

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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 64

Credit cards

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
 - 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?

Answer

1. Austrade currently has 900 corporate charge cards (cards in hand) on issue to its staff across all classifications. The number of cards on issue to each classification is not recorded separately in Austrade's systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified. In addition 491 Diners Club virtual cards have been issued to selected staff in support of the Whole of Government travel arrangements.
2.
 - a) Where a corporate card is misused by a cardholder the action taken varies according to the seriousness of the misuse. Misuse can range from accidental use through to repeated deliberate misuse which amounts to fraud. Disciplinary measures range from counselling through to cancellation of cards and in cases of fraud, dismissal and referral to law enforcement authorities. Action is taken to immediately recover any funds which have been applied to non-official uses.
 - b) All monthly credit card acquittals are examined and authorised by cardholders' supervisors at a senior management level. In addition, there is central monitoring in place which detects all instances of late acquittals in addition to all instances of non-official use. All such instances are referred to Austrade's Executive Group on a monthly basis.
 - c) See (2a) above.
 - d) This information is collated annually. In 2012–13, there were 14 instances of accidental personal use of corporate cards and two instances where corporate cards were used to purchase goods or services in breach of another Austrade policy. These were all reported by cardholders or their managers and the funds were repaid promptly. The staff involved ranged from junior staff to senior managers.
 - e) All cardholders sign an indemnity prior to taking possession of their corporate card. This indemnity clearly states the consequences of non-official use including referral to law enforcement authorities. All cardholders are made aware that use of corporate cards for other than official use are monitored and reported to Austrade's Executive Group monthly, and that any second non-official use, whether accidental or otherwise, will result in the cancellation of their card.

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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 65

Shared resources following MOG changes

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?

Answer

1. The Tourism Division from the former Department of Resources, Energy and Tourism was transferred into Austrade as part of the Machinery of Government changes. The Department of Industry provided accommodation and some services to the Tourism Division until it moved to Austrade premises on 31 March 2014.
2. Other than as described at (1) above, there are no shared resources as a result of the Machinery of Government changes. However, Austrade has some longstanding shared services as follows: The Department of Foreign Affairs and Trade provides some services to Austrade at overseas posts. At selected posts this includes the provision of selected administrative services on a fee for service basis. At some Austrade administered overseas posts, Austrade provides selected administrative services to other agencies (including some state government agencies), which are collocated at the Austrade posts, on a cost recovery basis. Austrade also provides selected administrative services to other agencies which are collocated in selected Austrade state offices.
3. The cost to Austrade of the arrangement with the Department of Foreign Affairs and Trade described at (2) above is approximately \$390,000 per annum. There are no significant changes to the costs of shared resource arrangements to Austrade as a result of the Machinery of Government changes.

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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 66

Departmental rebranding

1. Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:
 - a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
 - i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
 - b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
 - i. Signage.
 - ii. Stationery (please include details of existing stationery and how it was disposed of).
 - iii. Logos
 - iv. Consultancy
 - v. Any relevant IT changes.
 - vi. Office reconfiguration.
 - c. How was the decision reached to rename and/or rebrand the department?
 - i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding.

Answer

Details of minor rebranding undertaken to reflect the transfer of the tourism function to Austrade following the September 2013 election were outlined in the response to Qon No. 57 (Additional Estimates, February 2014). No further rebranding has been undertaken in respect of these changed administrative arrangements since Additional Estimates in February 2014.

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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 67

Contracts under \$10,000

Please provide a detailed list of all contracts entered into worth between \$4,000 and \$10,000 since September 7th, 2013.

Answer

Details of contracts entered into by the agency worth between \$4,000 and \$10,000 since 7 September 2013 (up to 30 June 2014) are provided in the following table.

Supplier Name	Description	Total Agreement Value - AUD	Start Date	End Date
Australia China Alumni Association (ACAA)	Sponsorship for the purpose of The Austrade Australia China Alumni Award for Entrepreneurship 2013	\$4,000.00	31/10/2013	30/10/2014
Australia-Myanmar Chamber of Commerce	Sponsorship to support the attendance of Australian expert in water resource management at the Australia-Myanmar of Commerce Skill Seminars on Integrated Water Resource Management	\$4,000.00	2/12/2013	10/12/2013
Jeffrey Hutton	For the provision of Copywriting Services for Promotional Items	\$4,000.00	28/01/2014	30/06/2014
Australian Government Solicitor	Legal services for dispute resolution under the Fair Work Act	\$4,000.00	13/02/2014	14/04/2014
Wine Australia	Sponsorship agreement for the Gala Lunch and Premium Australia Dinner during Australia Week in China	\$4,000.00	7/04/2014	11/04/2014
Lander & Rogers	Legal advice	\$4,004.00	9/10/2013	14/10/2013
Optical Solutions Australia (ACT)	Fibre Cables CANB2065-IM48722	\$4,014.15	5/12/2013	10/12/2013

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Metrofile Brasil Gestao Da Informacao	Storage of Documents	\$4,026.00	2/01/2014	30/06/2015
AustCham Shanghai	Sponsorship for the 2014 annual AustCham Westpac Australia-China Business Awards	\$4,075.00	25/02/2014	11/04/2014
Blue Dog Glass	2013 Global Austrade Staff Awards	\$4,102.00	21/10/2013	30/11/2013
ACORE - American Council on Renewable Energy	Sponsorship agreement for hosted Roundtable event for US companies who participated in ACORE mission to Australia	\$4,102.40	16/09/2013	19/09/2013
Columbia International Removals Limited	Sea shipment of inactive files - HK to Canberra	\$4,114.00	11/11/2013	31/12/2013
BEXCO	Australian Future Unlimited Education Exhibition 2014	\$4,115.13	6/05/2014	7/10/2014
Ethan Group Pty Ltd	EMDG iPads	\$4,125.00	1/10/2013	15/10/2013
Companhia Brasileira de Montagens	Assembly of Austrade's stand at Soccerex Trade Show in Rio de Janeiro	\$4,137.42	30/11/2013	5/12/2013
DDH International Trading Co., Ltd	Wine purchase for functions in Shanghai and Beijing during Australia Week in China event	\$4,142.63	31/03/2014	7/04/2014
KnowledgeScape	Facilitating trade communities workshop	\$4,158.00	19/09/2013	23/10/2013
Australian & New Zealand Chamber of Commerce in Japan (ANZCCJ)	Membership - Australian & New Zealand Chamber of Commerce - Japan (ANZCCJ): 2014-15	\$4,196.00	1/04/2014	31/03/2015
Drew & Napier	Legal advice on Terms and Conditions of Employment of Overseas Engaged Employees Singapore	\$4,212.00	29/11/2013	31/01/2014
Heng Yi De International Trade (Shanghai), Co, Ltd	Wine Purchase for Australia Week in China Event	\$4,219.44	25/03/2014	7/04/2014
Michael Page Recruitment	Recruitment fees - India	\$4,233.44	30/01/2014	31/01/2015

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Malaysian Australian Alumni Council	Sponsorship of the Malaysian Australian Alumni Council gala dinner and The MAAC's video logs project	\$4,260.00	31/10/2013	22/11/2013
Lander & Rogers	Legal advice	\$4,312.00	10/10/2013	14/10/2013
Murrays Australia Pty Ltd	Win Your Future Unlimited Competition Study Tour Transport for finalists	\$4,340.00	29/11/2013	5/12/2013
Mo Rui Enterprise Development Co., Ltd	Wine Purchase for Australia Week in China for Shanghai and Chengdu	\$4,344.83	25/03/2014	8/04/2014
Young Samuel Chambers Ltd	Pulse climate survey - Australian Operations	\$4,400.00	30/09/2013	25/10/2013
Screencult Ltd	Video Case Study and Teaser on Precedent's experience on entering the Australian and Asian markets	\$4,428.00	1/05/2014	30/06/2014
Zenith Interiors ACT Pty Ltd	Purchase of 7 task chairs for Suva office	\$4,435.20	9/01/2014	30/04/2014
Emerson Network Power	Maintenance Contract Renewal for air conditioning - Sydney Data Centre	\$4,441.80	1/05/2014	30/04/2015
Universal McCann	Win Your Future Unlimited Digital Campaign - THAILAND	\$4,500.00	28/10/2013	18/11/2013
Resco SP Zoo	Aviation Sector Research - Poland	\$4,500.00	18/06/2014	30/06/2014
China World Summit Wing	Hotel Contract for Financial Services Cocktail networking event	\$4,702.00	1/04/2014	9/04/2014
Elcom Technology Pty Ltd	Australia Week in China microsite	\$4,765.75	21/03/2014	28/03/2014
Makati Shangrila Hotel & Resorts	Austrade Future Unlimited/Education Partnership forum	\$4,796.00	8/04/2014	24/04/2014
Eko Ozel Guvenlik Hizmetleri A.S.	Monitoring of ISTA office CCTV system by Building security	\$4,800.00	1/11/2013	31/10/2014

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United Nations Program for Development	UN security agreement for radio network services	\$4,860.00	1/05/2014	1/05/2015
Elcom Technology Pty Ltd	Change Social Feeds from Twitter to Facebook and Weibo Project	\$4,862.00	17/03/2014	18/04/2014
Raja Orchid Hotel Co., Ltd.	Meeting package - Australia/Thailand forum, Urban and public Transport Development of the Future of Khon Kaen City Business and Alumni Networking reception	\$4,911.00	4/06/2014	6/06/2014
MSA & Associates Pty Ltd	Architectural Services for the Sao Paulo Office	\$4,950.00	7/01/2014	31/07/2014
Universal McCann	Win Your Future Unlimited Digital Campaign - Malaysia	\$5,000.00	28/10/2013	18/11/2013
New South Wales Government Trade & Investment Office	Sponsorship for Australian Products Online Promotion - Yihaodian	\$5,000.00	20/11/2013	19/12/2013
Australian Government Solicitor	Legal advice	\$5,000.00	24/12/2013	24/12/2013
The Australian National University	Sponsorship contribution towards the Bringing the EU & Australia Closter conference Nov 2013	\$5,000.00	20/01/2014	31/01/2014
City Mart Holding Co Ltd.	Sponsorship to support the Australia Fair 2014 food and beverage promotion in City Mart Supermarkets from 15 March to 22 March 2014.	\$5,000.00	15/03/2014	22/03/2014
Lander & Rogers	Legal advice	\$5,005.00	9/10/2013	14/10/2013
CSL Limited	Blackberry BES Service Contract for HRM	\$5,036.00	9/04/2014	8/04/2016
STR Global	Tourism Infrastructure Reports for 12 comparison markets - London, Paris, Rome,	\$5,040.00	6/03/2014	28/02/2015

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	Madrid, Berlin, Shanghai, Hong Kong, Bangkok, New York, San Francisco, Singapore, Washington DC			
CN CONG TY CO PHAN DOI MOI VA PHAT TRIEN INDE	Producing promotional items for Ho Chi Minh city and Hanoi-June 2014	\$5,054.37	10/06/2014	17/06/2014
Shanghai Chubb Security and Fire Systems Co., Ltd	Security & fire systems for the equipment maintenance and regular inspection service for one year, for 6 posts	\$5,094.04	1/02/2014	31/01/2015
Eurasia Hotels and Resorts Co., Ltd.	Agent Training Program event, Bangkok	\$5,107.44	29/05/2014	29/05/2014
Erdal Ozer	CPA Services Payroll & Social Security Payments continuing	\$5,115.00	1/02/2014	31/01/2015
Silks Place-Taroko	Hotel contract for Taiwan Team Training on 29-30 May 2014	\$5,175.00	19/02/2014	30/05/2014
Dimension Data Learning Solutions	Cisco Training Course	\$5,197.50	23/01/2014	28/03/2014
Singer Electrical	Place earth leakage protection on electrical circuits in the Auckland office	\$5,200.00	7/06/2014	7/06/2014
Kemp Strang	Legal advice	\$5,400.00	12/09/2013	8/10/2013
Young Samuel Chambers Ltd	360 feedback surveys Achieving Austrade's Priorities program participants	\$5,500.00	15/09/2013	10/10/2013
Coach and Co. Pty Ltd	Executive Coaching Services	\$5,500.00	16/09/2013	30/06/2014
Simon Balderstone, Ways and Means Consultancy Pty Ltd	Report on the potential opportunities for Australian firms from the 2020 Tokyo Olympics	\$5,500.00	10/12/2013	20/01/2014
L&L Design and Production Pty Ltd	Update Social Channel Artwork for SIA website	\$5,500.00	8/05/2014	30/06/2014
InterContinental Hotel Bangkok	Australian/Thailand Energy Security	\$5,544.85	19/05/2014	19/05/2014

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	Campaign - Energy Seminar 2014			
Dimension Data Australia Pty Ltd	Hardware - Small Office IT Solution Pilot Equipment	\$5,591.96	11/06/2014	25/06/2014
ApamanShop Co., Ltd	STOA Lease agreement - Shanghai	\$5,621.00	7/02/2014	2/05/2014
Elcom Technology Pty Ltd	Implementation of Invest sections for Austrade website	\$5,632.00	18/09/2013	31/10/2013
Apartments Plus Pty Ltd	STOA accommodation	\$5,773.29	10/11/2013	21/12/2013
Novae Syndicates Ltd	Insurance Combined Liability - Employers, Public and Products	\$5,843.33	16/06/2014	15/06/2015
Bayliss Associates Pty Ltd	Panel member for Trade Commissioner Development Program selection process	\$5,871.25	10/12/2013	30/12/2013
Docomo Service Hokkaido	BlackBerry service contract	\$5,876.60	1/05/2014	30/04/2016
Ogilvy & Mather (Sydney) Pty Ltd	Future Unlimited Microsite Admin Module Changes	\$5,882.80	13/09/2013	31/10/2013
Hays Personnel Services (Australia) Pty Limited	Short Term employment services	\$5,940.00	7/06/2014	30/06/2014
MSA & Associates Pty Ltd	Design and documentation services for Auckland Office downsize option	\$6,000.00	29/01/2014	30/06/2014
Sun-young Chung	For the provision of services regarding the creation of content/articles for Austrade's Seoul Education Blog	\$6,000.00	10/02/2014	31/07/2014
The Indie Project t/a Silvertongue Creative	Live music performance cost for Australia Week in China	\$6,000.00	14/03/2014	11/04/2014
Darren Horrigan	Develop a series of client & investor case studies to support initiatives in South Asian market	\$6,050.00	1/04/2014	30/06/2014
Tony Wragg	Case studies for the Australian Export Awards	\$6,050.00	15/05/2014	13/06/2014

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Washington H Street Assoc LLC-Korman Communities	Short term accommodation - Washington	\$6,083.00	21/09/2013	23/10/2013
Kyocera Document Solutions Australia Pty Ltd	Kyocera Printer for Accra	\$6,092.60	25/03/2014	24/03/2017
Apartments Plus Pty Ltd	Short term accommodation - Ho Chi Minh City	\$6,161.43	12/09/2013	26/10/2013
SingTel	Upgrade of mobile phones for Austrade staff to Phone model HTC 601	\$6,166.00	7/03/2014	6/03/2016
Kato Kagaku Company Limited	London Office Car Parking Space	\$6,168.00	4/10/2013	3/10/2014
OneSouce Information Services	Electronic Database for research into US companies	\$6,168.70	15/11/2013	15/11/2014
Milani Giovanni & C. Srl	Electrical, Security and Special Installations maintenance - Milan Office	\$6,181.00	1/10/2013	30/09/2014
In corporate	1 day presentational Skills workshop for TCDP participants	\$6,187.50	20/06/2014	2/07/2014
Flexion Inc.	AFUEE Japan Website Development Work	\$6,208.00	16/05/2014	13/06/2014
Chin Communications	Interpreter service during AWIC event for Trade Minister's visit: 9 - 11 April.	\$6,248.00	27/03/2014	11/04/2014
Jeff Whalan Learning Group (WHON Pty Ltd)	EL2 Learning Forum (12 month Learning Forum Membership)	\$6,270.00	2/06/2014	30/06/2015
The American School in Japan	Tuition fees for the children of the TC Japan	\$6,294.00	1/05/2014	30/06/2015
The Knowledge Partnership Aust Pty Ltd	Alumni Database Development	\$6,300.00	30/05/2014	17/06/2014
Grape Design House	Printing of Medical Device, Aged Care, Singapore Air Show, Food and Hotel Asia ICR and fact sheets	\$6,312.59	23/01/2014	23/01/2014
Moonen Creative Media	Photography for the 51st Australian Export Awards	\$6,345.02	8/11/2013	1/12/2013

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Yo Se Donde	Public Relations and Promotional activities which position Australia, Austrade, the nation brand “Australia Unlimited”, Australian Capability in Mining, water, energy in Chile to a Chilean Audience	\$6,386.00	13/01/2014	12/05/2014
Enigma Business Products	Backup Tapes	\$6,396.50	20/01/2014	20/01/2014
Eko Tesis Yonetim Turizm Gida	ISTA Office Cleaning	\$6,420.00	1/11/2013	31/10/2014
Glassfish Design	Procurement of design and printing services for the development of the 2014 Benchmark report	\$6,545.00	18/11/2013	10/12/2013
Buck Management Group LLC, (BMG)	Chicago Post Parking	\$6,552.26	1/04/2014	31/03/2016
Pure and Applied	Develop UX concept and detailed wireframe documentation for changes to the Austrade MyAccount section and the new Services Provider Referral Registration processs	\$6,600.00	3/01/2014	30/03/2014
Chamber of Commerce NT	Austrade sponsorship of the 2014 Chief Minister’s Northern Territory Export and Industry Awards	\$6,600.00	2/05/2014	12/12/2014
Dimension Data Australia Pty Ltd	Cisco US Phones	\$6,609.10	5/12/2013	9/01/2014
Anixter Australia	ANIXTER Cat 6 Patch Leads	\$6,648.95	4/03/2014	11/04/2014
RMIT International University Vietnam	Training Fee for Creative Problem Solving for a Multicultural Organisation on 12th and 13th February 2014	\$6,735.00	12/02/2014	23/02/2014
Cruise Bar	Catering services at the Asia Cup Business Launch Event	\$6,750.00	27/02/2014	26/03/2014
Shanghai Lemon Vehicle Rental Company	Bus Rentals during Australia Week in	\$6,794.67	4/04/2014	11/04/2014

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	China event			
L&L Design and Production Pty Ltd	Design and Development of new panels and updating of existing collateral for the NAFSA 2014 Pavilion	\$6,820.00	14/01/2014	31/03/2014
Bing Lee	Supply of 4 x 55 inch TV's and 1x 40 inch TV for Adelaide, Sydney, Melbourne and Newcastle	\$6,820.00	19/05/2014	4/06/2014
Business Monitor International Limited	Business Monitor Online subscription to 7 industries for Info Centre team	\$6,825.00	19/05/2014	30/06/2014
Dogma	Design of Electrical Services Guide	\$6,826.00	28/11/2013	24/12/2013
Business Monitor International Limited	Trial subscription to industry reports (global coverage): Defence & Security, Infrastructure, Water, Mining, Oil & Gas, Medical Devices, Renewables, and access to Company Intelligence and Country Risk reports	\$6,826.00	19/05/2014	30/06/2014
Dialog Pty Limited	SQL Design, build and implementations services	\$6,864.00	28/11/2013	17/01/2014
Haworth Middle East	Supply and installation of workstations in the Dubai office	\$6,906.00	4/10/2013	1/12/2013
Zallcom Pty Limited	Titus Message Classification for Outlook, Maintenance Renewal (1 Year)	\$6,919.32	8/05/2014	7/05/2015
Shenyang Shanmeng Industrial Setting Co. Ltd	Supply and install air-conditioner for Shenyang server room	\$6,938.00	1/11/2013	10/11/2013
Oxford Intelligence Ltd	Purchase of the MedTech Research Report 2014 due to be published in May 2014 by Oxford Intelligence.	\$6,954.72	9/05/2014	8/06/2014
Ogilvy & Mather (Sydney) Pty Ltd	3 months hosting of the AFU Digital Campaign	\$7,037.50	1/02/2014	30/06/2014

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	microsite			
Planex Sales Pty Ltd	Purchase of 2 drawer Lateral filing cabinets	\$7,040.00	3/06/2014	30/06/2014
United Information Highway Company Limited	Internet Service for Austrade Bangkok	\$7,071.84	1/12/2013	30/11/2014
Leverage LLP	HR services agreement for Japan overseas engaged employees	\$7,159.00	2/12/2013	1/06/2014
TNS Korea	Korea post aged care industry market study	\$7,192.00	19/06/2014	8/08/2014
Department of Finance and Deregulation	ICON connection CANB2011-IM47898	\$7,200.00	28/10/2013	28/11/2013
U-PLUS Advertising	Reproduction of Education brochure 2014 for China market promotion	\$7,203.76	11/12/2013	11/12/2013
LUX MED Sp. z o.o.	Medical coverage for Overseas Engaged Employees - Warsaw	\$7,250.00	1/10/2013	30/09/2015
Nigawa Gakuin	School Tuition 2014-15 (Grade6) - child of STC Osaka	\$7,313.63	1/04/2014	31/03/2015
Nigawa Gakuin	School Tuition 2014-15 (Grade4) - child of STC Osaka	\$7,313.63	1/04/2014	31/03/2015
Charter Keck Cramer	Quantity Surveying Services	\$7,315.00	5/05/2014	30/06/2014
DISCO Inc.	GHC Research Service Agreement	\$7,343.00	20/03/2014	27/03/2014
Sichuan Jinjiang Hotel	Regional City Wine Roadshow - Chengdu	\$7,366.00	21/10/2013	13/11/2013
L&L Design and Production Pty Ltd	Study in Australia Website PDF Study Guide Design	\$7,370.00	21/03/2014	30/06/2014
Leonda By The Yarra	Event to be held at Leonda by the Yarra	\$7,377.60	28/03/2014	28/03/2014
Global Demographics	Data Sets for China cities and Municipalities	\$7,402.00	13/06/2014	20/06/2014
FATIMA CHUECO	PR Program - 2014 FIFA World Cup	\$7,419.17	24/04/2014	24/06/2014
Chestnut Partners Assessoria Financeira S/A	Market research regarding FDI in Australia	\$7,420.00	26/05/2014	20/06/2014

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Indonesia Australia Business Council	Indonesia Australia Business Council sponsorship for the purposes of supporting its two yearly Business Conference to be held in Bali in November 2013.	\$7,426.00	1/11/2013	30/11/2013
Elcom Technology Pty Ltd	Study In Australia Future Unlimited Analytics Project	\$7,502.00	26/09/2013	30/10/2013
Export Solutions	Exhibition Space and stand at Seoul Food & Hotel 2014	\$7,656.00	26/03/2014	16/05/2014
OPC IT Pty Ltd	Study in Australia CMS routine work	\$7,656.00	19/05/2014	30/05/2014
Pure Hacking Pty Ltd	AFU Digital Campaign Microsite security testing	\$7,700.00	12/09/2013	30/09/2013
Compañía de Telecomunicaciones de Chile SA	Upgrade Internet dedicado	\$7,700.00	2/10/2013	2/10/2014
RPV Consultants Pty Ltd	Online Services Program of Work - Handover activities from departing project manager to new project manager	\$7,734.65	6/01/2014	31/01/2014
MSA & Associates Pty Ltd	Construction costs for the physical and electronic security overlay (over and above a standard fit-out) for China, India, Pakistan and Johannesburg	\$7,744.00	16/05/2014	30/06/2014
Bridge IT Engineering Pty Ltd	Satellite Phone - Satellite technician	\$7,755.00	4/02/2014	18/02/2014
NTT NISHINIHON	Internet Service Provider - Osaka office	\$7,810.00	1/10/2013	30/09/2015
Cliftons Sydney	Austrade Trade Conference	\$7,813.30	24/06/2014	25/06/2014
Zallcom Pty Ltd	Websence Appliance	\$7,820.93	20/06/2014	19/07/2014
Pure and Applied	Comparative and benchmarking review of websites	\$7,969.78	4/12/2013	31/01/2014
DLA Piper	Legal advice	\$8,000.00	16/10/2013	30/06/2014

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Maddocks	Provision of general legal advice	\$8,000.00	1/11/2013	1/03/2014
DLA Piper	Legal Services - Administrative Appeals Tribunal	\$8,000.00	5/11/2013	30/06/2014
Baker & Mckenzie	Mining Indaba - Wifi sponsor within Australian Lounge	\$8,000.00	12/11/2013	6/02/2014
DLA Piper	Legal Services - Administrative Appeals Tribunal	\$8,000.00	16/12/2013	30/06/2014
DLA Piper	Legal Services Administrative Appeals Tribunal	\$8,000.00	30/04/2014	30/06/2014
Solarwinds Software Europe Limited	Solarwinds Software Maintenance Renewal CANB2020-IM47909	\$8,034.55	7/11/2013	30/06/2014
L&L Design and Production Pty Ltd	Printing Agribusiness Investment Brochure 1000 qty	\$8,046.50	10/06/2014	30/06/2014
Molino Blanco	Housing rental-Perumin 2013 mining convention	\$8,073.00	14/09/2013	21/09/2013
Server Racks Australia	Purchase of 2 x racks and some cables for data centre project CANB2065-IM47462	\$8,137.60	15/10/2013	18/12/2013
Ogilvy & Mather (Sydney) Pty Ltd	Postcard Image Gallery migration of assets from the Win Your Future Unlimited Campaign microsite	\$8,140.00	20/05/2014	30/06/2014
Shanghai Pu Rui Winery Co., Ltd	Wine purchase for Chengdu & Shanghai during AWIC event	\$8,185.89	25/03/2014	7/04/2014
Australia Latin America Leadership Program	Australia Latin America Leadership Program	\$8,250.00	16/09/2013	31/10/2013
Pricewaterhouse Coopers	Taxation and Superannuation advice regarding overseas engaged employee assignments	\$8,250.00	4/12/2013	30/06/2014
Hays Personnel Services (Australia) Pty Limited	Short Term employment services	\$8,400.00	4/12/2013	31/01/2014
WT Partnership (S) Pte Ltd	Quantity Surveyor services for Singapore downsizing project	\$8,423.27	30/05/2014	30/06/2014

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Ogilvy & Mather (Sydney) Pty Ltd	Design, print and production of event collateral for the Win your Future Unlimited Campaign Winner's Announcement	\$8,464.50	10/12/2013	16/12/2013
Aperian Global Inc	GlobeSmart Licence 12 months	\$8,500.00	1/04/2014	31/03/2015
Tomato Interior Design	HCMC Office new branding and renovation fit out	\$8,538.39	17/06/2014	19/06/2014
Proyectos Agropecuarios de Colombia S.A.S.	Participation at the Expo Agrofuturo Trade Show in Medellin, Colombia	\$8,542.00	29/04/2014	6/09/2014
Elcom Technology Pty Ltd	SIA website Google Analytics Analysis project	\$8,580.00	5/05/2014	30/06/2014
Pusher	30 second video for YouTube advertising Win Your Future Unlimited Campaign	\$8,599.80	15/09/2013	31/10/2013
Apartments Plus Pty Ltd	STOA accommodation	\$8,616.14	13/10/2013	14/12/2013
Colliers International Consultancy and Valuation P	Tenant advocacy Services	\$8,800.00	18/10/2013	30/11/2013
Department of Economic Development Tourism and the Arts	Austrade sponsorship of the Tasmanian Export Awards	\$8,800.00	18/06/2014	5/12/2014
The Portside Conference Centre	Conference centre room hire and catering for Marketing Manager workshop 2014	\$8,880.85	23/06/2014	27/06/2014
Syrena Joint Stock Company(Fraser Suites Hanoi)	STOA accommodation Lease - Hanoi	\$8,904.00	30/06/2014	27/09/2014
Beijing Zhoapin.com Company Limited	Australia Future Unlimited - Chinese Graduate Careers Fair Project 2013	\$8,934.17	22/10/2013	15/11/2013
Intercontinental Kuala Lumpur	OTC Asia 2014 Event Contract at Intercontinental Hotel Kuala Lumpur	\$8,971.00	13/01/2014	24/03/2014
MZ Marketing Communications	Promotion of Australian Citrus Event launch activities	\$8,976.66	30/06/2014	17/07/2014

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Getty Images	Procure istock image purchase credits from getty images for use on Austrade materials across the network	\$8,979.86	15/06/2014	15/06/2015
Dixon Appointments Pty Ltd	Ad Hoc Scribing services	\$9,000.00	16/09/2013	30/06/2014
Horizon One Recruitment Pty Ltd	Ad Hoc Scribing services	\$9,000.00	14/10/2013	30/06/2014
Shannon Powell	Project Management of events and Twitter: Soccerex and Mark Weber Business Dinner - Sao Paulo	\$9,000.00	14/10/2013	6/12/2013
Clarius Group Ltd	Ad hoc scribing services	\$9,000.00	28/10/2013	30/06/2014
Relocations Alliance Group	Relocation of Austrade Melbourne from level 31, 140 William Street to level 3, 60 Collins Street	\$9,000.00	6/05/2014	30/06/2014
Best Practice Consulting	Design and facilitation of one day Team Development Workshop for Austrade Security Team	\$9,075.00	20/11/2013	20/12/2013
BLUE SKY ASIA LLC	AFUEF Mongolia 2013 - Venue rent and reception for Australian education providers	\$9,242.00	27/09/2013	28/09/2013
The Wine Republic Co., Ltd	Wine purchase for Australia Week in China event, in Shanghai, Guangzhou, Chengdu, and Beijing	\$9,315.99	25/03/2014	7/04/2014
John DeFrancesco	Design and copywriting - Doing Business in US Guide	\$9,360.00	15/05/2014	31/07/2014
Ztron	Design and produce Chinese FU School Booklet 2014 for Australian school promotion in China market	\$9,399.69	7/03/2014	20/03/2014
Beyond Culinary SDN BHD	Event Management of Austrade Culinary Competition for Culinary School	\$9,473.00	6/06/2014	30/09/2014

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The Portside Conference Centre	Venue, Av equipment and catering for Austrade Today conference	\$9,600.00	11/11/2013	15/11/2013
The Portside Conference Centre	Venue AV Equipment catering for Austrade Today conference	\$9,600.00	24/02/2014	28/02/2014
KND Digital	Development of wireframes and designed info-graphics to improve business processes relating to the Online Services Program of work	\$9,702.00	26/05/2014	16/06/2014
The Benevolent Society	Facilitation of Leadership Session at Achieving Austrade's Priorities program	\$9,725.00	19/09/2013	16/10/2013
ApamanShop Co., Ltd	STOA Lease Agreement - Shanghai	\$9,783.00	10/02/2014	27/06/2014
Studylane Pty Ltd	Update the Mining Education and Training providers Guide for 2014-2015 to include an Oil & Gas section, and the upgrade of the Directory from a web based flip book to an on-line portal	\$9,790.00	15/04/2014	30/06/2014
Ukonphoto	Photographer & cameraman for Australia Week in China event, including video editing	\$9,796.24	1/04/2014	12/04/2014
Sydney Symphony Orchestra	Sponsorship Agreement for the performance of Sydney Symphony Orchestra during Gala lunch and premium dinner for Australia Week in China	\$9,796.24	10/04/2014	11/04/2014
Jumeirah Hotel at Etihad Towers	Australian Embassy Event 2014 - United Arab Emirates	\$9,812.13	4/12/2013	14/04/2014
Wilton Hanford Hanover	Editing services for Austrade's 2013-14 Annual Report	\$9,817.50	11/04/2014	31/10/2014
Xen Systems Pty Ltd	Austrade Web Content Audit 2014	\$9,867.00	19/02/2014	10/03/2014

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Hays Personnel Services (Australia) Pty Limited	Placement fee	\$9,878.72	26/06/2014	26/06/2014
The Nielsen Company (Korea) Ltd.	Korea Food Market research	\$9,887.90	20/05/2014	13/06/2014
BPOHTIT	Encore applications updates	\$9,900.00	19/11/2013	11/06/2014
Emrich Pty Ltd	Professional research and writing services for Australian R&D in Mining and Oil & Gas sectors	\$9,900.00	3/02/2014	14/03/2014
Greenhill Research and Planning	Tourism Research Australia 'Insight' reports	\$9,900.00	30/04/2014	30/06/2014
Decisive Consulting Pty Ltd	Tourism Research Australia 'Insight' reports	\$9,900.00	30/04/2014	30/06/2014
Canberra Business Council	Austrade sponsorship of the ACT Chief Minister's Export Awards	\$9,900.00	7/05/2014	12/12/2014
Carseldine Air Conditioning Pty Ltd	Replacement of internal stand-alone air-conditioner unit in Brisbane office	\$9,900.00	14/05/2014	30/06/2014
Rail Skills Australasia (9RSA)	Provide Draft content for the rail training and education Industry Capability Marketing Document	\$9,900.00	19/06/2014	30/06/2014
Infrastructure Sustainability Council of Australia	Provide Draft content for the Infrastructure Sustainability Industry Capability Marketing Document.	\$9,900.00	20/06/2014	30/06/2014
Sparke Helmore Lawyers	Advice on the management of potential conflict of interest in relation to the appointment of Senior Investment Specialists in the Investment Division	\$9,900.00	26/06/2014	26/07/2014
Pusher	Social Media Monitoring	\$9,944.00	15/09/2013	2/12/2013
Emberin	20 x My mentor kits for women	\$9,955.00	20/06/2014	30/06/2014

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Churchward/Melhuish	Update Austrade's Christmas Card Video	\$9,978.10	17/06/2014	25/06/2014
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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 68

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?

Answer

1. During the period 7 September 2013 to 31 May 2014, Austrade spent a total of \$4,456,101. This amount includes costs for interpreter and translation costs, intern allowances, function staff, and other costs. To separate the costs directly related to temporary or contract staff cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified.
2. Since 7 September 2013, there were 32 temporary or contract staff employed, 31 A-based and 1 Overseas Engaged Employees (OEE).
3. As at 31 May 2014, there were 48 temporary or contract staff employed, 43 A-based and five OEE.
4. Austrade's systems do not record the cost of finding temporary/contract staff separately from other costs associated with temporary staff.
5. There is no set budget.
6. Operational requirement.
7. Contract staff would only be engaged on the basis of operational requirement.

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Question No. 69

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?

Answer

1. No. Austrade does not currently have any prequalified or multi-use list procurement arrangements in place from which tenders are sought, that it has established.
2. Currently, Austrade uses the mandated Legal Services Multi-use List as established by the Attorney General's Department, details of which have been published by the Attorney General's Department.
3. - 7. No.

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Question No. 70

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.

Answer

1. Austrade has a very limited amount of unallocated equipment such as phones and computers which are kept as spares for cases of equipment failure. There is no equipment which is surplus to requirements.
2. The purchase, storage and ongoing costs of unallocated equipment are minimal. Determination of these costs would entail a significant diversion of resources which, in these circumstances, cannot be justified.

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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 its cost, where the advertising appeared, production costs, who approved, ministerial or ministerial staff involvement in commissioning

Answer

1. \$99,704.12 (including GST) for the period of 27 February 2014 to 31 May 2014.

This expenditure includes advertisements in Australia and globally to recruit staff to specific positions, routine administrative matters and to support the promotion of Australian trade, investment, international education and tourism interests.

2. Sourcing details would entail a significant diversion of resources to collate and report which, in the circumstances, cannot be justified.

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Question No. 72

Land costs

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

Answer

Austrade does not own or lease any land.

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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 73

Hospitality and entertainment

1. What is the Department/Agency's hospitality spend from Additional Estimates in February, 2014 to date including any catering and drinks costs.
2. 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.
3. 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.
4. 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.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer

1. From 27 February 2014 to 31 May 2014, Austrade spent a total of \$0.584 million at posts and in Australia on hospitality/entertainment for Australian clients, overseas customers and potential customers of Australian companies, and others external to Austrade.

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

2. Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be directed to the Department of Finance.

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3. See (1) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.
4. See (2) above.
5. The total spend for the 2014–15 financial year is expected to be \$0.6 million. There are several thousand records for the year. To provide hospitality/entertainment expenditure by date, location, purpose and cost of each activity would entail a significant diversion of resources which, in these circumstances, cannot be justified.
6. See (2) above.
7. See (5) above.
8. See (2) above.
9. Austrade always seeks to focus hospitality and entertainment spending on activities which represent the highest value and align with Austrade's established business plans. Budgets for hospitality and entertainment have been reduced in line with savings measures required by the Government.

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Verbal Questions on Notice from **Senator Ludwig** to Austrade

Question No. 74

Travel costs - ministerial

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.

Answer

The management of the travel and financial arrangements for Ministerial and Parliamentary Secretary offices is the responsibility of portfolio departments and the Department of Finance. Austrade does not have access to this information.

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Question No. 75

Grants

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.

Answer

1. Three new grants have been approved in the T-QUAL Tourism Quality Projects (TQP) programme during the period between Additional Estimates in February 2014 to 5 June 2014.

T-QUAL Grants Ref No	Recipient	Project Title	Project Description	Value (GST Inc)	Grant Funding Location	Postcode	Electorate
2013/Q NT013	Kings Creek Station P/L	Build Luxury Eco-Safari Style Accommodation and Activities for the Experiential Traveller project.	This grant will see the construction of a semi-permanent safari style camp, which includes tents with ensuite bathroom facilities; a communal kitchen and outdoor deck area; a 'reading retreat' housing a collection of books, photos and artefacts on the local area; as well as interpretive signage and lighting installed along the walking paths around the campsite area.	55,000	Petermann, NT	0872	Lingiari
T12-NSW-026A	Featherdale Wildlife Park	Featherdale Wildlife Park Koala Redevelopment	This project will see the redevelopment of "Koala Country" at Featherdale Wildlife Park. The renovated precinct will provide a higher quality Koala holding and breeding facility than currently available, refurbish a retail area, and enable Featherdale to provide exclusive digital photography facilities for visitors, and also stream Koala footage via Featherdale's upgraded website.	110,000	Doonside, NSW	2767	Chifley
2013/Q WA012	Miami Bakehouse P/L	Kanga-ART project	The purpose of the Grant is to create a distinctive tourism experience for West	47,960	Mandurah, WA	6210	Canning

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			Pinjarra region, by installing 15 life-size Kangaroos.				
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No Asian Business Engagement Plan grants were approved in the period from Additional Estimates in February 2014 until 31 May 2014.

2. From the list provided in the Question on Notice at Additional Budget Estimates, two recipients are still to sign funding agreements.

T-QUAL Grants Ref No	Recipient	Project Title	Project Description	Value (GST Inc)	Grant Funding Location	Postcode	Electorate
2013/Q WA019	Bali Hai Resort Pty Ltd	Villa Asia Refurbishment	Replacement of the kitchens in self-contained villas at the Bali Hai Resort and Spa to cater for the needs of Asian visitors. The new kitchens will be built using bamboo and incorporate features such as wok ovens. The project aims to increase the number of bookings from Asian markets particularly China.	110,000	Broome, WA	6725	Durack
2013/Q SA007	Perks Property Developments Pty Ltd ATF the Perks Property Developments Trust	4Star Tourist Accommodation for the Flinders Rangers South Australia	Development of a 4 Star Motel in Port Pirie, South Australia. The project will increase the availability of quality accommodation in the area.	110,000	Port Pirie, SA	5540	Grey

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Question No. 76

Government payment of accounts

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?

Answer

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

In the three months to 31 March 2014, the average time period for payments was 13.4 days.

2. In the three months to 31 March 2014, Austrade made 505 payments to small businesses in Australia:
 - of these payments, 485 (96.0 per cent) – valued at \$3,897,568 (95.8 per cent of invoice value) – were paid within 30 days
 - of the 20 (4.0 per cent) of payments made after 30 days, 9 (1.8 per cent) were paid within 31–60 days, 4 (0.8 per cent) within 61–90 days, 7 (1.4 per cent) within 90–120 days and none over 120 days.
3. See (2) above.
4. See (2) above.
5. See (2) above.

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6. In the three months to 31 March 2014, \$2,748.37 in penalty interest was paid to suppliers in accordance with Government policy that self-generated payment of penalty interest be made where payments are made more than 60 days after invoice receipt.
7. Interest is paid at the general interest charge rate determined under section 8AAD of the *Taxation Administration Act 1953* on the day payment is due, in accordance with Government policy. This rate is available from the Australian Taxation Office website.

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Question No. 77

Question Time

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
3. Are drafts shown to the Minister or their office before Question Time?
 - a. If so, when does this occur?
 - b. How many versions of this information are shown to the minister or their office?
4. Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - a. If so, when does this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
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.

Answer

The Department of Foreign Affairs and Trade is responsible for coordinating the preparation of the Minister's briefing pack for Question Time. Austrade contributes briefing as required.

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Question No. 78

Meeting costs

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

Answer

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

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Question No. 79

Hire cars

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.
2. What are the reasons for hire car costs?

Answer

1. Expenditure on vehicle hire, which includes costs associated with the hire of cars, vans and buses in the period 27 February 2014 to 31 May 2014 was \$40,400. This comprised \$38,257 for International Operations and \$2,143 for all other areas of Austrade.
2. The majority of vehicle hire costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to offices and accommodation and for meetings with clients and other officials. Some costs are incurred by officials in their normal place of work for the purpose of transporting clients and other officials.

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Question No. 80

Executive coaching and leadership training

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Additional Estimates in February, 2014 to date:

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

Answer

1. The total spend on executive coaching and leadership training in Austrade for the period 27 February to 31 May 2014 was \$47,868.
2. Leadership training is available to all Executive level 1-2 staff and Executive coaching was offered to 2 SES/Executive level staff.
3. Twenty four Executive level 1-2 Austrade staff undertook leadership training, while one SES staff member undertook executive coaching. Study leave is not available for executive coaching or leadership training.
4.
 - a. The provider for executive coaching was Coach and Co. The providers of leadership training were the Australian Public Service Commission, Melbourne Business School, Beasley Intercultural Pty Ltd, Greg Joseph, and Young Samuel Chambers.
 - b. The executive coaching services were on a one to one basis, while the leadership training was group based.

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- c. Twenty four Executive level 1-2 Austrade staff received leadership training, and one SES staff member undertook executive coaching.
 - d. A total number 117.5 hours of hours was involved in leadership training for 22 Executive level 1-2 Austrade staff. A total of 37.5 hours leadership training was provided to 1 SES level staff member, and a total of 7.5 hours leadership training was provided to an APS6.
 - e. The total amount spent on leadership training was \$45,618, and a total of \$2,250 was spent on executive coaching.
 - f. The fees for all the leadership training were a complete package. The fee for executive coaching was for a complete package of a maximum of 10 one hour sessions.
5. a. Leadership training was held at the Australian Public Service Commission, Australian Institute of Company Directors (AICD), and the Melbourne Business School.
- b. Four Executive level Austrade staff attended external leadership training.
- c. The total number of days involved in external leadership training for all employees was 15 hours: Five days SES, nine days for Executive level 1-2, and one day APS6.
- d. The cost to use external locations for the delivery of leadership training and executive coaching was nil as the cost is incorporated in the package fees.
6. All Austrade employees have an annual performance agreement that includes training and development. Each employee reviews their training and development needs within the performance cycle and is required to discuss it at their final performance appraisal. This ensures commitment to the agreed training needs of the employee is met during the performance cycle.
7. The graduate and postgraduate study breakdown is:
- Four EL2 staff are completing Master of Business Administration
 - Four EL1 staff are completing Master of Business administration
 - Two APS6 are completing Master of Business Administration
 - Two EL2 staff are completing Master of International Relations/Business
 - One APS6 is completing a Master of International Trade and Commerce Law
 - One EL2 is completing a Graduate Diploma in Economics
 - One EL2 is completing a Master in Development Finance
 - One EL2 is completing Diploma of Law
 - One EL1 is completing a CPA
 - One APS6 is completing a CPA
 - One EL1 is completing a Exec Postgraduate in General Management
 - One EL1 was studying a Graduate Diploma in HR Management
 - One APS6 is completing a Graduate Diploma in Marketing
 - One APS6 is completing a Graduate Certificate in Marketing
 - One APS 6 is completing a Master of Policing, Intelligence and Counter Terrorism

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Question No. 81

Staffing profile

1. What is the current staffing profile of the department/agency?
2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state).

Answer

Answer

1. Austrade's staffing profile (headcount) as at 31 May 2014, including ongoing and non-ongoing APS and locally Engaged Employees (OEE), is provided below.

Group/Division	APS	OEE	Total
International Operations	101	459	560
Australian Operations	138	0	138
Tourism, Education & Corp Ops	248	17	265
Office of the CEO	17	0	17
Human Resources	33	6	39
Inoperative	24	5	29
Total	561	487	1048

APS = employees engaged under section 22 of the *Public Service Act*.

OEE = employees engaged on local terms and conditions under section 74 of the *Public Service Act*.

2. Austrade's staffing profile (headcount) as at 31 May 2014, including ongoing and non-ongoing APS and OEE, broken down by Market and Australian State:

Market / State	APS	OEE	Total
Established Markets	21	165	186
East Asian Growth Markets	29	188	217
Growth & Emerging Markets	24	134	158
Total Offshore	74	487	561
ACT	254	0	254
NSW	149	0	149
NT	1	0	1
QLD	18	0	18
SA	8	0	8
TAS	1	0	1
VIC	45	0	45
WA	11	0	11
Total Abased	487	0	487
Total	561	487	1048

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Austrade's staffing profile (headcount) as at 31 May 2014, including ongoing and non-ongoing APS and OEE, broken down by classification:

Classification	APS	OEE	Total
APS1-4	32	0	32
APS5-6	137	0	137
EL 1	160	0	160
EL 2	170	0	170
SES	61	0	61
CEO	1	0	1
OEE	0	487	487
Total	561	487	1048

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Question No. 82

Staffing reductions

1. How many staff reductions/voluntary redundancies have occurred from Additional Estimates in February, 2014 to date? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency from Additional Estimates in February, 2014 to date? What classification were these staff?
7. How many non-ongoing staff left department/agency from Additional Estimates in February, 2014 to date? What classification were these staff?
8. What are the voluntary redundancy packages offered? Please detail for each staff level and position
9. How do the packages differ from the default public service package?
10. How is the department/agency funding the packages?

Answer

1. There were 52 Austrade staff reductions for the period 27 February to 31 May 2014:

Reason	APS	OEE	Total
Death	0	1	1
End of Contract	4	10	14
Resignation	8	14	22
Retirement	0	2	2
Transfer to APS Agency	1	0	1
Voluntary Redundancy	12	0	12
Total	25	27	52

2. No
3. No
4. Not applicable
5. No
6. There were 34 ongoing Austrade staff reductions for the period 27 February to 31 May 2014:

Classification	APS	OEE	Total
APS1-4	1	0	1
APS5-6	8	0	8
EL 1	3	0	3
EL 2	5	0	5
SES	1	0	1
Non-APS	0	16	16
Total	18	16	34

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7. There were 18 Non-Ongoing Austrade staff reductions for the period 27 February to 31 May 2014:

Classification	APS	OEE	Total
APS1-4	2	0	2
APS5-6	3	0	3
EL 2	2	0	2
Non-APS	0	11	11
Total	7	11	18

8. The voluntary redundancy packages are identical to the packages offered under the Enterprise Agreement (see answer to question 9 below). The packages do not vary by level or position and are based on length of service.
9. Each APS agency sets redundancy packages conditions under its own Enterprise Agreement. The only way in which Austrade redundancy packages differ is in relation to staff employed before Austrade joined the APS in 2006. The relevant provisions are set out below:

6. Severance Benefit

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

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

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

6.3 Except as noted in 6.4 below, the minimum sum payable under this Agreement shall be 4 weeks' salary and the maximum shall be 48 weeks' salary.

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

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

6.4.3 If the severance benefit at 30 June 2006 would have been less than 48 weeks, the employee will be entitled to a further severance benefit in accordance with 6.1 above, to a maximum of 48 weeks' salary."

10. The packages are funded from agency budget appropriation.

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Question No. 83

Staffing recruitment

1. How many ongoing staff were recruited from Additional Estimates in February, 2014 to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created from Additional Estimates in February, 2014 to date? What classification are these staff?
3. From Additional Estimates in February, 2014 to date, how many employees have been employed on contract and what is the average length of their employment period?

Answer

1. Austrade ongoing staff for the period 27 February to 31 May 2014:
 - 10 ongoing employees
 - Australian based: non-SES 4, SES 1
 - Overseas Engaged Employees (OEE): non-SES 5.
2. Austrade non-ongoing positions as at 31 May 2014:
 - 57 non-ongoing positions
 - Australian based: non-SES 13, contractors 30, SES 0
 - Overseas OEE: non-SES 14, contractors 0.
3. Austrade contract staff for the period 27 February to 31 May 2014:
 - 14 contractors
 - Average length of service is 3.49 months.

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Question No. 84

Coffee machines

1. Has the department/agency purchased coffee machines for staff useage since Additional Estimates in February, 2014?
 - 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?
 - 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?

Answer

1. Not applicable.
 - a. Austrade has not purchased any coffee machines in the period 27 February 2014 to 31 May 2014.
 - b. Not applicable
 - c. Not applicable
 - d. Not applicable
 - e. Not applicable

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- f. Austrade is responsible for the ongoing maintenance of all coffee machines. The cost of maintenance is not separately recorded in Austrade's systems. Determination of these costs would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. Any maintenance costs will be funded within Austrade's operating budget.
 - g. The costs of coffee, tea, milk, etc. are not recorded separately in Austrade's financial systems. To provide these details would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
2. Austrade has no rented or leased any coffee machines.

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Question No. 85

Printing

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?
 - a. If so, what companies were sued?
 - b. How were they selected?
 - c. What was the total cost of this printing?

Answer

1. Austrade's financial systems do not record the number or amount of copies of publications and brochures. To collect this level of detail would entail a significant diversion of resources which, in these circumstances, cannot be justified. Publications and brochures, which constitute the majority of Austrade's printing are increasingly being made available online, and in some cases are only available in electronic format. Decisions on documents which will no longer be printed are made on a case by case basis, depending on the purpose and use of the documents and the effect that electronic format only will have in these areas.
2. Yes.
 - a. Austrade used over 50 different service providers in Australia and overseas for publications and brochures in the period from 27 February 2014 to 31 May 2014. To collect a comprehensive detailed list of providers used would entail a significant diversion of resources and, in these circumstances, cannot be justified.
 - b. Austrade complies with the Commonwealth Procurement Rules (CPRs) and internal procurement guidelines when selecting a procurement process. Providers are selected on the basis of achieving value for money.
 - c. The total cost of publications and brochures for the period from 27 February 2014 to 31 May 2014 was \$74,600.

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Question No. 86

Corporate cars

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?

Answer

1. Austrade owned a total of 96 cars as at 31 May 2014.
2. All 96 cars were located offshore in 69 locations as follows:

Abu Dhabi	Guangzhou	Manila	Sapporo
Accra	Hanoi	Mexico City	Seoul
Ahmedabad	Ho Chi Minh City	Milan	Shanghai
Amman	Hong Kong	Moscow	Singapore
Auckland	Hyderabad	Mumbai	Suva
Bangalore	Islamabad	Nairobi	Taipei
Bangkok	Istanbul	New Delhi	Tel Aviv
Beijing	Jaipur	New York	Tokyo
Bogota	Jakarta	Osaka	Toronto
Chandigarh	Johannesburg	Paris	Tripoli
Chengdu	Karachi	Port Moresby	Ulaanbaatar
Chennai	Kochi	Port Louis	Vancouver
Chicago	Kolkata	Prague	Vladivostok
Colombo	Kuala Lumpur	Pune	Warsaw
Dhaka	Kuwait	Riyadh	Washington
Dubai	Lahore	San Francisco	
Frankfurt	Lima	Santiago	
Fukuoka	London	SaoPaulo	

3. Vehicles are used for consular activities, to transport Ministers, clients, staff and others to a range of in-market company and official visits, and for security and business continuity purposes.
4. Running costs for vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. The total running cost for owned motor vehicles from 27 February to 31 May 2014 was \$127,347.

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5. The approximate distance travelled per month by each of the vehicles is outlined below:

Location	Kms Travelled per month
Abu Dhabi	1,957
Accra	1,017
Ahmedabad	1,050
Amman	0
	<i>Vehicle transferred to Kuwait</i>
Auckland - 1	592
Auckland - 2	423
Bangalore	372
Bangkok - 1	1,013
Bangkok - 2	565
Beijing - 1	551
Beijing - 2	440
Bogota	1,076
Chandigarh	773
Chengdu	510
Chennai	1,353
Chicago	360
Colombo	1,501
Dhaka	878
Dubai - 1	2,294
	<i>Vehicle sold in May 2014</i>
Dubai - 2	1,320
Dubai - 3	Not available
Dubai - 4	Not available
Dubai - 5	1,349
Dubai - 6	850
Frankfurt - 1	2,229
Frankfurt - 2	701
Fukuoka	493
Guangzhou	1,437
Hanoi	1,143
Ho Chi Minh City	438
Hong Kong	333
Hyderabad	930
Islamabad	2,766
Istanbul - 1	1,275
Istanbul - 2	1,748
Jaipur	1,121

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Jakarta - 1	1,324
Jakarta - 2	1,177
Jakarta - 3	685
Jakarta - 4	1,254
Johannesburg -1	1,079
Johannesburg -2	1,146
Karachi	2,023
Kochi	1,174
Kolkata	723
Kuala Lumpur	565
Kuwait	467
Lahore	3,257
Lima	1,290
London	214
Manila - 1	599
Manila - 2	556
Mexico City	708
Milan	1,254
Moscow - 1	Not available
Moscow - 2	310
Mumbai - 1	1,536
Mumbai - 2	1,424
Nairobi	764
New Delhi - 1	1,002
New Delhi - 2	725
New Delhi - 3	854
New York	782
Osaka	1,357
Paris	214
Port Louis - 1	Not available <i>Vehicle sold in May 2014</i>
Port Louis - 2	Not available
Port Moresby - 1	555
Port Moresby - 2	Not available
Prague	Not available
Pune	Not available
Riyadh - 1	2,091
Riyadh - 2	Not available <i>Vehicle sold in June 2014</i>
Riyadh - 3	Not available
Riyadh - 4	Not available

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San Francisco	1,579
Santiago	953
Sao Paulo - 1	603
Sao Paulo - 2	275
Sao Paulo - 3	1,256
Sao Paulo - 4	0
Sapporo	1,083
Seoul	1,253
Shanghai - 1	702
Shanghai - 2	793
Singapore - 2	479
Suva	1,109
Taipei	280
Tel Aviv	Not available
Tokyo - 1	134
Tokyo - 2	304
Toronto	721
Tripoli	0
Ulaanbaatar	939
Vancouver	Not available
Vladivostok	Not available
Vladivostok	401
	<i>Vehicle sold May 2014</i>
Warsaw	620
Washington	500

6. Austrade leased a total of 11 cars as at 31 May 2014.

7. All 11 vehicles were located onshore and distributed across 7 locations as follows:

Adelaide	Melbourne	Sydney
Brisbane	Newcastle	Wollongong
Perth		

8. Vehicles are used for company and official visits and related travel.

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9. The total cost of each car for the period 27 February to 31 May 2014 is as follows:

Location	Cost 27/2/2014 to 31/5/2014 ex GST
Adelaide	1,970
Brisbane – 1	1,071
Brisbane – 2	1,911
Melbourne – 1	1,153
Melbourne – 2	3,186
Newcastle	1,164
Perth – 1	647
Perth – 2	2,063
Sydney – 1	2,029
Sydney – 2	2,496
Wollongong	1,755
Total	19,445

10. The approximate distance travelled by each leased vehicle over the period 27 February to 31 May 2014 is as follows:

Location	Kms Travelled over the period 27/2/2014 to 31/5/2014
Adelaide	1,025
Brisbane – 1	573 <i>Lease terminated Apr 2014</i>
Brisbane – 2	2,480
Brisbane – 3	333 <i>New lease from May 2014</i>
Melbourne – 1	1,057 <i>Lease terminated Apr 2014</i>
Melbourne – 2	2,588
Melbourne – 3	385 <i>New lease from May 2014</i>
Newcastle	2,048
Perth – 1	674 <i>Lease terminated Apr 2014</i>
Perth – 2	3,214

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Perth – 3	387 <i>New lease from May 2014</i>
Sydney – 1	1,504
Sydney – 2	2,057
Wollongong	4,182
Total	22,507

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Question No. 87

Taxi costs

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?

Answer

1. Expenditure on ground transport, which includes costs associated with taxis, rail, buses, motor vehicle allowances, road tolls and other ground transport costs, excluding vehicle hire, for the period 27 February 2014 to 31 May 2014 was \$0.275 million. This comprised \$0.208 million for the International Operations Group, \$0.040 million for the Tourism, Investment, Education and Programmes Group, \$0.021 million for the Corporate Services Group and \$0.006 million for the Executive Group.
2. The majority of taxi costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to offices and accommodation, and for meetings with clients and other officials. Some costs are incurred by officials in their normal place of work for the purpose of attending meetings with clients and other officials.

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Question No. 88

Consultancies

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?
 - a. If so, which ones and why?

Answer

1. Twenty one consultancy engagements have been undertaken from 28 February to 31 May 2014. Details are provided in the following table.

Table 1 – Consultancy Engagements

Supplier Name	Description	Consultancy Contract Price (GST incl.)	Start Date	End Date	Method of Procurement	Consultancy Justification Reason/s	Justification for Limited Tender
V2V Pty Ltd	Provision of Investment Facilitation Coaching training	\$ 16,500.00	28/02/2014	5/03/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
Deloitte Touche Tohmatsu LLC (Japan)	EMDG Internal Fraud Control Review	\$ 19,580.00	19/03/2014	19/04/2014	Limited	Need for independent research or assessment;#1	Below the open tender threshold.
Consultel IT&T Pty Limited	Environmental Scan of the Telecommunications Service Market in Austrade locations globally	\$ 49,420.80	19/03/2014	19/06/2014	Open	Need for specialised or professional skills;#2	N/A

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Pricewaterhouse Coopers	Review of EMDG Administration Services	\$ 25,822.50	24/03/2014	24/03/2014	Open	Need for independent research or assessment;#1	N/A
Data#3 Limited	The provision of Software Audit Services	\$ 14,300.00	31/03/2014	27/06/2014	Open	Need for specialised or professional skills;#2	N/A
Hall & Partners, Open Mind Pty Ltd	Destination Visitor Survey project for Northern Territory 2013-14	\$ 79,904.00	1/04/2014	30/06/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
Earthcheck Pty Ltd	Consultation Sessions for the Tourism 2020 Strategic Plan.	\$ 37,561.47	15/04/2014	30/05/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
BDA Marketing Planning Pty Ltd	Destination Visitor Survey for Australian Capital Territory 2013-14	\$ 61,600.00	16/04/2014	30/06/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
Urbis Pty Ltd	Regulatory Mapping Study in Investment in Short Term Accommodation	\$ 119,512.50	16/04/2014	28/10/2014	Open	Need for specialised or professional skills;#2	N/A
Spire Research & Consulting Co Ltd	Finance Market Research	\$ 3,000.00	17/04/2014	17/05/2014	Limited	Need for independent research or assessment;#1	Below the open tender threshold.
MXA Consulting Pty Ltd	Evaluation and shortlisting services in relation to the Enhanced Mobility Project	\$ 33,000.00	23/04/2014	30/06/2014	Open	Need for specialised or professional skills;#2	N/A
Marketrade	New South Wales Destination Visitor Survey Project - Visitor Information Centres	\$ 43,750.00	23/04/2014	30/06/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
Taylor Nelson Sofres Australia Pty Limited	Service Improvement Study Refresh and Implementation	\$ 44,000.00	28/04/2014	30/06/2014	Open	Need for specialised or professional skills;#2	N/A
Data Analysis Australia	Provision of Advanced Data Analysis of International Visitor Survey Data	\$ 79,000.00	28/04/2014	20/06/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
iSPY Communication Research and Strategy	Victoria & South Australia Destination Visitor Survey (DVS) Project Phase 2	\$ 49,500.00	2/05/2014	30/06/2014	Limited	Need for independent research or assessment;#1	Below the open tender threshold.

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Deloitte Services Pty Ltd	EMDG Risk Management 2013-14 grant year	\$ 55,000.00	6/05/2014	20/06/2014	Limited	Skills currently unavailable within agency;#3	Below the open tender threshold.
AECOM Australia Pty Ltd	Security Consultancy for the Canberra Office Secure Room	\$ 2,145.00	7/05/2014	19/05/2014	Open	Need for specialised or professional skills;#2	N/A
Avana Learning Pty Ltd	Consultancy for the provision of China Market Insights and Cultural Learnings for Indigenous Tourism Operators	\$ 55,000.00	12/05/2014	25/06/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
The Nielsen Company (Korea) Ltd.	Korea Food Market Research	\$ 9,887.90	20/05/2014	13/06/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
ORIMA Research Pty Ltd.	Provision of a Passenger Facilitation Survey and Report	\$ 54,956.00	23/05/2014	23/06/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
Chestnut Partners Assessoria Financeira S/A	Market Research regarding FDI in Australia	\$ 7,420.00	26/05/2014	20/06/2014	Limited	Need for specialised or professional skills;#2	Below the open tender threshold.
	Total value for all consultancies	\$ 860,860.17					

Clarification notes:

- The cost of the arrangement has been reported as the agreed contract value.
- The contracts listed are those that were entered into during the period specified. It does not include those consultancy engagements that were ongoing during this period. The details of all consultancy arrangements entered into, including total actual expenditure are published in Austrade's Annual Report.
- All Austrade consultancy engagements with a total contract value of \$10,000 or more are reported on AusTender, the Australian Government's procurement information system.
- The contracts listed in Table 1 have been previously reported on AusTender.

2. Austrade is currently in the process of establishing a panel arrangement for the provision of Aviation Consultancy Services. It is anticipated that there will be multiple engagements under the proposed panel. The actual number of engagements over the reporting period is not known at this stage. **Table 2** provides additional information relating this proposed panel. There are no other planned consultancy engagements identified for the remainder of this calendar year.

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Table 2 – Planned Consultancies

Description	Anticipated duration	Estimated Consultancy Contract Price (GST incl.)	Method of Procurement	Supplier Name	Consultancy Justification Reasons	Included in APP	If not in APP, why not?
Aviation consultancy services, including, but not limited to, ad-hoc analysis and modelling projects as required. Engagements will be through a Deed of Standing Offer.	Duration of proposed panel will be 2 years with 2 x 1 year extension options. The panel is expected to commence in July/August 2014.	Value of individual engagements unknown. Total value of all engagements estimated above \$80,000.	Open	Various (Deeds of Agreement to be negotiated with successful tenderers in due course.)	#1 Need for independent research or assessment. #2 Need for specialised or professional skills. #3 Skills currently unavailable within agency.	Yes Refer AusTender agency reference (Austrade-013)	N/A

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

Consultancies that did not go to open public tender are detailed in **Table 1**, and include the justification for the Limited tender procurement process.

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Question No. 89

Legal costs – follow up

Follow up questions with reference to the following questions:

Additional Estimates, 2014

Austrade – Legal Costs

Could you please provide the following additional information with regard to the \$101,591 “Maddocks”?

- a. A cost breakdown for the \$101,591.
- b. How many solicitors, paralegals etc were engaged to complete this work and what were their hourly rates?
- c. What date did this work commence and what date was it completed?
- d. Please provide a detailed summary as to the reason the firm was engaged.
- e. What was the process for selecting the firm specifically selected to perform this work?
- f. Who was involved in this decision?
- g. 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.
- h. Were other quotes or tenders received for this work? If yes, please provide copies of each and the reasons they were not used.
- i. 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?

Answer

- a. It is not possible to provide a cost breakdown as the individual type of legal services are not separately recorded in Austrade’s financial system. The cost incurred with Maddocks in the period involved routine legal services and a secondment of Maddocks staff working in-house that was required to cover an unplanned absence of staff in Austrade’s Legal Services Unit.
- b. Various Maddocks lawyers were engaged at various times over the period to cover the unplanned absence of staff in Austrade’s Legal Services Unit and also to provide some general legal advice. Generally, only one lawyer at any one time was engaged. Over the period four partners, two special Counsel, three Senior Associates, one solicitor and one paralegal were used. Rates were subject to negotiation but generally the rate for a seconded lawyer, expressed as an hourly rate, was \$200 per hour.
- c. The work was a combination of routine external services and an ongoing secondment that commenced on 14 November 2012 and ended on 4 October 2013 when a selection process was completed to appoint a lawyer to fill an unexpected staff vacancy.
- d. Maddocks was selected as a provider as it was a pre-qualified service provider under the AG’s Multi-User List and was familiar with Austrade’s work. Maddocks had officers in Melbourne, Sydney and Canberra which coincide with the demand for internal legal services. Maddocks was selected as it was readily able to offer a variety of lawyers on secondment at a reasonable day rate, with flexibility to provide staff as the work flow demanded. As it was unclear how

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long the absence of staff in the Legal Services Unit would be, the initial order was subsequently extended and varied.

- e. Maddocks was selected for the reasons provided in (d) above.
- f. After discussion with management of the Legal Services Unit, Brendan Jacomb, Assistant General Manager, Legal, Security and Procurement, made the decision.
- g. No. Ministerial sign off was not required.
- h. While enquires were made among firms that had previously worked with Austrade, Maddocks was selected for the reasons detailed in (d) above.
- i. No. The staff vacancy for which Maddocks was engaged to supply seconded staff, has been filled on a permanent basis.

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Question No. 90

Staff transfers

1. How many people does your department/agency currently employ? Please provide a breakdown of this figure based on the following:
 - a. State and Territory.
 - b. Age.
 - c. Gender.
 - d. APS level classification.
 - e. Contract type (ongoing or non-ongoing).
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:
 - a. State and Territory.
 - b. Age.
 - c. Gender.
 - d. APS level classification.
 - e. Contract type (ongoing or non-ongoing).
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:
 - a. State and Territory.
 - b. Age.
 - c. Gender.
 - d. APS level classification.
 - e. Contract type (ongoing or non-ongoing).
4. Since 18 September 2013, what department/agency functions have been transferred from one state or territory to another?
5. For all functions transferred, can you please provide figures for the following:
 - a. Number of staff employed before and after the transfer,
 - b. Where the function was based before and after the transfer.
6. For each employee transferred please provide the followings:
 - a. Their age.
 - b. Their gender.
 - c. Their APS classification.
 - d. The wage of the employee before and after the transfer.
 - e. The area of the department/agency they worked in before and after their transfer.
 - f. A description of their position before and after the transfer.
 - g. The dates of their transfer.
 - h. An explanation for why the employee was transferred.
 - i. Whether they were transferred to or from Canberra.

Any costs incurred by the department/agency due to this transfer.

Answer

1. As at 31 May 2014, Austrade employed a total of 1048 employees, Abased 561, Overseas Engaged Employees (OEE) 482, including the CEO and Inoperative staff.

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- a. Austrade's employee breakdown (headcount) as at 31 May 2014, including ongoing and non-ongoing APS and locally engaged staff (OEE) by state and territory, and market:

Market / State	APS	OEE	Total
Market			
East Asian Growth Markets	21	165	186
Established Markets	24	134	158
Growth & Emerging Markets	29	188	217
Sub Total	74	487	561
State			
ACT	254	0	254
NSW	149	0	149
NT	1	0	1
QLD	18	0	18
SA	8	0	8
TAS	1	0	1
VIC	45	0	45
WA	11	0	11
Sub Total	487	0	487
Total	561	487	1048

- b. Austrade's employee breakdown (headcount) as at 31 May 2014, including ongoing and non-ongoing APS and locally OEE by age:

Age Group	APS	OEE	Total
<25	5	2	7
25 - 34	114	143	257
35 - 44	168	173	341
45 - 54	182	129	311
55+	92	40	132
Total	561	487	1048

- c. Austrade's employee breakdown (headcount) as at 31 May 2014, including ongoing and non-ongoing APS and locally OEE by gender:

Gender	APS	OEE	Total
FEMALE	284	296	580
MALE	277	191	468
Total	561	487	1048

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- d. Austrade's employee breakdown (headcount) as at 31 May 2014, including ongoing and non-ongoing APS and locally OEE by APS classification:

Classification	APS	OEE	Total
APS 3	6	0	6
APS 4	26	0	26
APS 5	29	0	29
APS 6	108	0	108
EL 1	160	0	160
EL 2	170	0	170
SES	61	0	61
CEO	1	0	1
AOPL1	0	26	26
AOPL2	0	63	63
AOPL3	0	175	175
AOPL4	0	198	198
AOPL5	0	25	25
Total	561	487	1048

- e. Austrade's employee breakdown (headcount) as at 31 May 2014, including ongoing and non-ongoing APS and locally OEE by contract type:

Contract Type	APS	OEE	Total
Non-Ongoing	28	81	109
Ongoing	509	401	910
Inoperative	24	5	24
Total	561	487	1048

2. As at 30 June 2013, Austrade employed a total of 1003 employees, Abased 527, OEE 476, including the CEO and Inoperative staff.

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- a. Austrade's employee breakdown (headcount) as at 30 June 2013, including ongoing and non-ongoing APS and locally OEE by state and territory, and market, as per the Annual Report for 2012-13:

Market / State	APS	OEE	Total 30 June 2013
Market			
East Asian Growth Markets	30	202	232
Established Markets	19	146	165
Growth and Emerging Markets	22	128	150
Subtotal	71	476	547
State			
ACT	186	0	186
NSW	175	0	175
NT	2	0	2
QLD	17	0	17
SA	12	0	12
TAS	2	0	2
VIC	52	0	52
WA	10	0	10
Subtotal	456	0	456
Total	527	476	1003

- b. Austrade's employee breakdown (headcount) as at 30 June 2013, including ongoing and non-ongoing APS and locally OEE by age:

Age Group	APS	OEE	Total
<25	3	6	9
25-34	95	140	235
35-44	177	171	348
45-+54	160	123	283
55+	92	36	128
Total	527	476	1003

- c. Austrade's employee breakdown (headcount) as at 30 June 2013, including ongoing and non-ongoing APS and locally OEE by gender:

Category	Female	Male	Total 30 June 2013
Ongoing	236	249	485
Non-ongoing	29	13	42
OEE (Overseas Engaged Employees) *	287	189	476
Total	552	451	1003

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- d. Austrade's employee breakdown (headcount) as at 30 June 2013, including ongoing and non-ongoing APS and locally OEE by APS classification:

Classification	APS	OEE	Total
APS3	5	0	5
APS4	26	0	26
APS5	23	0	23
APS6	89	0	89
EL1	153	0	153
EL2	171	0	171
SESB1	39	0	39
SESB2	17	0	17
SESB3	3	0	3
CEO	1	0	1
AOPL1	0	21	21
AOPL2	0	66	66
AOPL3	0	177	177
AOPL4	0	182	182
AOPL5	0	30	30
Total	527	476	1003

- e. Austrade's employee breakdown (headcount) as at 30 June 2013, including ongoing and non-ongoing APS and locally OEE by contract type:

Category	APS	OEE	Total 30 June 2013
Ongoing	236	249	485
Non-ongoing	29	14	42
OEE (Overseas Engaged Employees) *	287	189	476
Total	552	452	1003

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3. As at 18 September 2013, Austrade employed a total of 1001 employees (headcount), Abased 517, OEE 484, including the CEO and Inoperative staff.

- a. Austrade's employee breakdown (headcount) as at 18 September 2013, including ongoing and non-ongoing APS and locally OEE by state and territory, and market:

Market/State	APS	OEE	Total
Market			
East Asian Growth Markets	31	209	240
Growth & Emerging Markets	20	126	146
Established Markets	22	149	171
Sub Total	73	484	557
State			
ACT	181	0	181
NSW	161	0	161
NT	2	0	2
QLD	14	0	14
SA	11	0	11
TAS	2	0	2
VIC	51	0	51
WA	12	0	12
Sub Total	434	0	434
Grand Total	517	484	1001

- b. Austrade's employee breakdown (headcount) as at 18 September 2013, including ongoing and non-ongoing APS and locally OEE by age:

Age Group	APS	OEE	Total
<25	5	5	10
25-34	90	145	235
35-44	174	174	348
45-54	159	122	281
55+	89	38	127
Total	517	484	1001

- c. Austrade's employee breakdown (headcount) as at 18 September 2013, including ongoing and non-ongoing APS and locally OEE by gender:

Gender	APS	OEE	Total
FEMALE	259	294	553
MALE	258	190	448
Total	517	484	1001

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- d. Austrade's employee breakdown (headcount) as at 18 September 2013, including ongoing and non-ongoing APS and locally OEE by APS classification:

Classification	APS	OEE	Total
APS3	5	0	5
APS4	30	0	30
APS5	13	0	13
APS6	91	0	91
EL1	153	0	153
EL2	165	0	165
SESB1	39	0	39
SESB2	17	0	17
SESB3	3	0	3
CEO	1	0	1
AOPL1	0	24	24
AOPL2	0	69	69
AOPL3	0	175	175
AOPL4	0	190	190
AOPL5	0	26	26
Grand Total	517	484	1001

- e. Austrade's employee breakdown (headcount) as at 18 September 2013, including ongoing and non-ongoing APS and locally OEE by contract type:

Contract Type	APS	OEE	Total
Non-Ongoing	37	71	108
Ongoing	450	405	855
Inoperative	30	8	38
Total	517	484	1001

4. Since 18 September 2013, Austrade has not transferred any functions from one state or territory to another.
5. Not applicable.
6. Not applicable.

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Question No. 91

Staff redundancies

1. Since 18 September 2013, how many positions have been made redundant in your department/agency?
 - 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?
 - 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?
 - 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?
 - 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?
 - 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:
 - 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 because of this redundancy.
 - k. Please provide all relevant dates.
7. For all employees who were redeployed please provide:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position before and after redeployment.
 - d. The APS classification level of their position before and after redeployment.
 - e. Their wage before and after redeployment.
 - f. Contract type (non-ongoing versus ongoing) before and after redeployment.
 - g. Where they were located before and after redeployment.
 - h. Please provide the reason for the redeployment.
 - i. Please specify any other costs incurred by the department/agency because of this redeployment.
 - j. Please provide all relevant dates.

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8. Since the 18 September 2013, how many employees in your department/agency have been made forcibly redundant?
 - 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?
9. How many of these employees were offered voluntary redundancies or redeployments prior to being made forcibly redundant?
 - 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?
10. For employees who were made forcibly redundant since the 18 September 2013 please provide:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. The APS classification level of their position.
 - e. Their wage at retrenchment.
 - 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 why the employee was made forcibly redundant.
 - j. Details pertaining to any other costs incurred by the department/agency because of this redundancy.
 - k. Please provide all relevant dates.

Answer

1. 25.
 - a. 25
 - b. 0
 - c. 7.
2. 0.
 - a. 0
 - b. 0
 - c. 0.
3. 21.
 - a. 21
 - b. 0
 - c. 7.
4. 21.
 - a. 21
 - b. 0
 - c. 7.

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5. 21.
a. 21
b. 0
c. 7.

6. a-h,j-k. 21 staff ranging from APS4 to SES Band 1 took packages. The average package amounts were:

APS4 \$106,249
APS5 \$34,539
APS6 \$35,479
EL1 \$133,456
EL2 \$110,994
SES Band 1 \$268,276

6. i. As a result of projected budget shortfalls over this and the next two financial years, Austrade commenced a review of its staffing profile. The above voluntary redundancies were offered to address the projected budget shortfalls.

7. Not applicable – no staff were redeployed.

8. 4.
a. 4
b. 0
c. 0.

9. 0.
a. Not applicable
b. Not applicable
c. Not applicable.

10. a-c,e-k Four EL 2 staff received involuntary redundancies with an average package amount of \$138,524.

- 10 d. As a result of projected budget shortfalls over this and the next two financial years, Austrade commenced a review of its staffing profile. Voluntary redundancies were offered to address the projected budget shortfalls; however there were insufficient numbers of staff seeking a voluntary redundancy resulting in the above four employees being given involuntary redundancies.

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Question No. 92

Staff extensions

1. Since the 18 September 2013 how many non-ongoing contracts has your department/agency extended?
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:
 - 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:
 - 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:
 - 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.
 - l. Please provide all relevant dates.

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9. Since the 18 September 2013 how many non-ongoing contracts have expired without extension?
10. For every non-ongoing contract that has expired without extension please provide the following details:
 - 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 reason why the extension was not sought for their position.
 - i. Please provide all relevant dates.
11. Since the 18 September 2013 how many new employees have been engaged by your department/agency on non-ongoing contracts?
12. Since the 18 September 2013 how many new non-ongoing engagements were submitted to the APSC for approval?
13. How many of these new non-ongoing engagements were approved by the APSC?
14. For every approved new engagement of a non-ongoing employee please provide the following details:
 - 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 given by the APSC for approving this engagement.
 - k. Please provide all relevant dates
15. How many of these new non-ongoing employee applications were rejected by the Public Service Commission?
16. For every rejected new engagement of a non-ongoing employee please provide the following details:
 - a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Where their position is located.
 - e. Their wage.
 - 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 given by the APSC for rejecting this engagement.
 - k. Please provide all relevant dates
17. Since 18 September 2013, how many new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission?
18. For every unapproved new engagement of a non-ongoing employee please provide the following details:
 - a. Their age.

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- 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
19. Since the 18 September 2013 how many new employees have been engaged by your department/agency on ongoing contracts?
20. Since the 18 September 2013 how many new ongoing engagements were submitted to the Public Service Commission for approval?
21. How many of these new ongoing engagements were approved by the Public Service Commission?
22. For every approved new engagement of an ongoing employee please provide the following details:
- 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.
23. How many of these new ongoing employee applications were rejected by the Public Service Commission?
24. For every new ongoing engagement rejected by the Public Service Commission please provide the following details:
- a. Their age.
 - b. Their gender.
 - c. A description of their position.
 - d. Where their position is located.
 - e. Their wage.
 - 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.
25. How many new employees have been engaged on ongoing contracts without the approval of the Public Service Commission?
26. For every ongoing employee engaged without the Public Service Commission's approval please provide the following details:
- a. Their age.
 - b. Their gender.
 - c. A description of their position.

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- d. Where their position is located.
- e. Their wage.
- 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 for engaging this employee without the APSC permission.
- k. Please provide all relevant dates.

Answer

1. Since 18 September 2013, 33 non-ongoing contracts have been extended.
2. Austrade did not submit any non-ongoing contracts to the Public Service Commission.
3. Not applicable.
4. Not applicable
5. Not applicable
6. Not applicable.
7. Since 18 September 2013, 33 non-ongoing contracts have been extended by Austrade.
8. Taking into account Austrade's privacy obligations to its employees, the following answer has been provided:

Salary	APS level	Term	Date commenced	Date completed	Reason for engaging without APSC approval
\$86,215	APS 6	1 yr	1/7/14	30/6/15	Not required
\$86,215	APS 6	1 yr	16/7/14	30/6/15	Not required
\$67,651	APS 4	1 yr	19/7/14	30/6/15	Not required
\$151,988	EL 2	1 yr	26/6/14	26/6/15	Not required
\$79,410	APS 6	1 yr	1/7/14	30/6/15	Not required
\$86,215	APS 6	5weeks	30/6/14	31/7/14	Not required
\$82,723	APS 6	3 mths	30/6/14	30/9/14	Not required
\$70,357	APS 5	1 yr	21/12/13	24/11/14	Not required
\$79,410	APS 6	6 mths	28/6/14	31/12/14	Not required
\$62,256	APS 4	6 mths	28/6/14	31/12/14	Not required
\$62,256	APS 4	3 mths	28/6/14	30/9/14	Not required
\$91,818	EL 1	1 yr	29/7/14	2/6/15	Not required
\$79,410	APS 6	1 yr	28/6/14	30/6/15	Not required
\$91,818	EL 1	10 mths	21/1/14	20/10/15	Not required
\$91,818	EL 1	6 mths	30/6/14	31/12/14	Not required
\$125,178	EL 2	2 yrs	1/4/14	30/6/16	Not required
\$99,311	EL 1	18mths	1/7/14	30/6/16	Not required
\$120,480	EL 2	5 mths	1/4/14	30/9/14	Not required
\$86,215	APS 6	6 mths	3/3/14	5/9/14	Not required
\$57,561	APS 3	4 mths	1/1/14	9/5/14	Not required
\$107,414	EL 2	7 mths	5/4/14	3/10/14	Not required
\$125,178	EL 2	2 mths	1/9/13	31/12/13	Not required
\$86,215	APS 6	2 mths	26/10/13	3/1/14	Not required
\$82,723	APS 6	2 mths	1/10/13	6/12/13	Not required
\$76,226	APS 6	3 mths	25/12/13	28/3/14	Not required

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\$76,226	APL 5	6 mths	6/11/13	5/4/14	Not required
\$82,723	APS 6	18 mths	1/9/13	23/6/15	Not required
\$91,818	EL 1	1 mth	18/1/14	17/2/14	Not required
\$95,491	EL 1	3 mths	2/9/13	23/11/13	Not required
\$95,491	EL 1	2 mths	30/11/13	20/1/14	Not required
\$67,651	APS 4	2 mths	1/11/13	20/12/13	Not required
\$99,311	EL 1		26/10/13	31/1/14	Not required
\$107,414	EL 2		1/11/13	27/6/14	Not required

9. Since 18 September 2013, 21 non-ongoing APS contracts have expired.
10. Taking into account Austrade's privacy obligations to its employees, the following answer has been provided:

Salary	APS Class	Length of service (yrs)	Reason extension not sought
\$38,374	APS3	1	Unknown
\$53,409	EL2	5.79	Unknown
\$82,723	APS6	1.87	Unknown
\$17,243	APS6	0.39	Unknown
\$43,052	APS4	0.51	Unknown
\$103,284	EL1	0.18	Unknown
\$103,284	EL1	1.56	Unknown
\$103,284	EL1	0.1	Unknown
\$45,736	APS5	0.24	Unknown
\$79,410	APS6	0.49	Unknown
\$91,818	EL1	0.15	Unknown
\$49,634	APS6	0.22	Unknown
\$28,143	APS5	1.98	Unknown
\$95,491	EL1	0.35	Unknown
\$91,818	EL1	0.41	Unknown
\$95,491	EL1	0.28	Unknown
\$67,651	APS4	5.32	Unknown
\$99,311	EL1	1.35	Unknown
\$95,491	EL1	0.9	Unknown
\$47,310	APS1	0.08	Unknown
\$57,561	APS3	0.26	Unknown

11. Since 18 September 2013, 17 new employees have been engaged by Austrade on non-ongoing contracts.
12. APSC approval is not required.
13. Not applicable
14. Not applicable
15. Not applicable
16. Not applicable
17. Since 18 September 2013, 17 new employees have been engaged on non-ongoing contracts without the approval of the Public Service Commission.

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18. Taking into account Austrade's privacy obligations to its employees, the following answer has been provided:

Salary	APS Class	Length of Contract (Months)	Externally Advised?	Reason given by APSC for approving
\$17,243	APS6	4.83	No	Not required
\$103,284	EL1	2.30	No	Not required
\$103,284	EL1	1.24	No	Not required
\$45,736	APS5	2.99	No	Not required
\$91,818	EL1	1.84	No	Not required
\$49,634	APS6	2.76	No	Not required
\$107,414	EL 2	12.05	No	Not required
\$95,491	EL1	3.45	No	Not required
\$91,818	EL 1	12.00	No	Not required
\$62,256	APS 4	10.90	No	Not required
\$62,256	APS 4	14.16	No	Not required
\$47,310	APS1	0.97	No	Not required
\$57,561	APS3	3.22	No	Not required
\$79,410	APS 6	9.33	No	Not required
\$103,284	EL 1	1.84	No	Not required
\$103,284	EL 1	1.84	No	Not required
\$86,215	APS 6	1.84	No	Not required

19. Since 18 September 2013, 15 new employees have been engaged by Austrade on an ongoing basis. (not including MOG changes, temporary transfers).
20. Since 18 September 2013, 10 new ongoing engagements were submitted to the Public Service Commission.
21. Ten new ongoing engagements were approved by the Public Service Commission.
22. Taking into consideration Austrade's privacy obligations to its employees, the following answer has been provided:

Salary	APS Class	Length of Contract (Months)	Externally Advised?	Reason for Engagement	Reason given by APSC for approving
\$103,284	EL 1	NA	Yes	Vacant position	Critical operational role
\$115,958	EL 2	NA	Yes	Vacant position	Critical operational role
\$107,414	EL 2	NA	Yes	Vacant position	Critical operational role
\$82,723	APS 6	NA	Yes	Vacant position	Critical operational role
\$86,215	APS 6	NA	No	Vacant position	Critical operational role

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\$55,345	APS 3	NA	No	Cadetship	Critical operational role
\$107,414	EL 2	NA	Yes	Vacant position	Critical operational role
\$182,000	SES	NA	Yes	Vacant position	Critical operational role
\$79,410	APS 6	NA	Yes	Vacant position	Critical operational role
\$59,863	APS 3	NA	Yes	Vacant position	Critical operational role

23. Zero applications were rejected by the Public Service Commission
24. Not applicable
25. Six ongoing employees were engaged without the Public Service Commission's approval.
26. a-k Taking into consideration Austrade's privacy obligations to its employees, the following answer has been provided:

Salary	APS Class	Length of Contract (Months)	Externally Advertised	Reason for Engagement	Reason for APSC not approving
\$135,067	EL 2	NA	No	Vacant position	S26 transfer
\$186,669	SES		No	Vacant position	Temp S26 transfer
\$115,958	EL 2	NA	Yes	Critical operational role	Hired prior to requirement for APSC approval
\$91,818	EL 1	NA	Yes	Critical operational role	Hired prior to requirement for APSC approval
\$91,818	EL 1	NA	Yes	Critical operational role	Hired prior to requirement for APSC approval
\$103,284	EL 1	NA	Yes	Vacant position	Hired prior to requirement for APSC approval

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Cadbury

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?

Ms Lewis: I do not have the details that. I would have to take notice.

...

Senator CAROL BROWN: I did. I asked how the process was going to proceed.

CHAIR: Let's have an answer. I am sure the witnesses have got an appreciation of what is required.

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.

Senator CAROL BROWN: Do you have any time lines?

Mr Yuile: I have not seen a time line myself but we will check.

Answer

The Government commitment to Cadbury is drawn from the statement made by the then Leader of the Opposition on 28 August 2013.

1. As at 5 June 2014 Austrade had not received a submission from Cadbury.
2. Austrade will develop a timeline in consultation with Cadbury following the receipt of its business case.

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Question No. 94

Tourism Research Australia

Senator CAROL BROWN: How many staff have gone or are going from Tourism Research Australia?

Ms Lewis: I do not have that detail with me but I can certainly take that on notice.

Senator CAROL BROWN: Yes, provide that on notice. When will those staff reductions, the ones who are to go, take effect?

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.

Answer

Over the twelve month period ending 30 June 2014, there was a net decrease of one (FTE) in Tourism Research Australia (TRA) staff numbers. The departure of six TRA staff members during this period was largely offset by the commencement of five new staff members. Reasons for leaving included: promotion/transfer, resignation and voluntary redundancy.

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Question No. 95

Commission of Audit

1. 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:
 - a. Was Austrade consulted during the Commission of Audit process?
 - b. What is Austrade's position on the recommendation to significantly reduce Austrade's funding and move residual functions into DFAT.
2. What efficiency gains have been required or obtained from Austrade?
3. Have there been any changes in service offerings in any of Austrade's offices in Australia? If so, please describe.
4. Have there been senior level staff changes at Austrade in the past 12 months? If so, please describe.
5. What are the Key Performance Indices for Austrade? Please describe.
6. Is Austrade on track to meet these KPIs for the year? If not, please explain.
7. With reference to Andrew Forrest's reported initiative called the "Australian Sino 100 year Agricultural Partnership", with a national "Team Australia Team Food" approach:
 - a. Is Austrade involved in this initiative?
 - b. If so, please describe.
 - c. If not, are there comparable initiatives or work at Austrade? If yes, are they effective?

Answer

1.
 - a. Austrade contributed to a portfolio response to a request for input from the Chair of the Commission of Audit dated 30 October 2013, had a telephone conversation with the Commission in December 2013, and provided additional input following that conversation. It also responded to a survey conducted by the Australian Public Service Commission to collect data to develop an APS-wide response to assist the Commission of Audit, and provided a follow-up letter to the Commission with additional information in relation to some of those responses.
 - b. This is a policy matter for the Government to consider.
2. For Austrade, the efficiency dividend imposed over 2013-14 amounted to \$1.779 million.
3. There has been no change to Austrade's service offering in the past 12 months. All Austrade offices and the TradeStart network in Australia provide services to exporters. These services are readily accessible by calling 13 28 78 and via the Austrade website.
4. During the 2013-14 financial year, Austrade's senior staffing levels increased by four (one SESB2 and three SESB1s) in September 2013 when the Tourism Division function was transferred in as part of the MOG changes.
5. Austrade's Key Performance Indicators can be found in the *Portfolio Budget Statements 2013–14 Budget Related Paper No.1.8 Foreign Affairs and Trade Portfolio* and in *Portfolio Budget Statements 2013–14 Budget Related Paper No.1.16 Resources*,

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Energy and Tourism Portfolio for the Tourism Division that was transferred to Austrade as part of machinery of government changes during the financial year.

6. Austrade met all its 53 KPIs for the last financial year with the exception of four for tourism.
- For the Tourism 2020 KPI – industry resilience, productivity and quality – as measured by Tourism Research Australia’s (TRA) Tourism Productivity report, tourism multifactor productivity declined by 0.3 per cent in 2012–13.
 - For the Tourism Research KPIs – annual growth of five per cent or more in subscriptions for Tourism Research Australia Online and annual growth of 5 per cent or more in the number of requests to purchase TRA data – online data subscriptions decreased by one in the year ending March 2014, compared to the year ending March 2013, and the total number of data requests through TRA’s Statsline service fell 24 per cent to 528 enquiries in the year ending March 2014, compared to the year ending March 2013. This included a fall in the number of data purchases initiated via Statsline from 74 in the year ending March 2013 to 58 in the year ending March 2014. The decline in subscriptions may be partially explained by the TRA website upgrade, introduction of the ‘TRA app’, and an increase in freely available data tables.
 - For the China Approved Destination Status (ADS) scheme – annual growth in ADS visitor numbers has slowed to around 1 per cent (target is 5 per cent) as at April 2014. This has been attributed to the introduction of the China Tourism Law in 2013, which has led to a widespread industry adjustment in the way the ADS scheme is run, and a temporary dip in ADS numbers. Signs of recovery have begun to appear, with an extremely strong ADS performance over the Chinese New Year, but the figures for the entire year are expected to be softer due to the adjustment process as the new law is implemented.
7. a. Austrade was not involved in the initial development of this initiative but has since liaised with Mr Forrest’s office and the Business Council of Australia (BCA) to better understand its scope and substance, in the context of BCA hosting an industry event in relation to the initiative and to offer its support.
- b. Not applicable.
- c. As Austrade understands it, the proposed Sino-Australian Agricultural Partnership initiative is still in its formative stages, but aims to facilitate the relationships between Australia and China to position Australia to be able to meet China’s long term food security needs by addressing issues including long-term bilateral contracts, change of trading conditions, and looking at how Australia can grow agriculture and food industries.

Austrade is not involved in any single initiative of equivalent scope but, together with other Commonwealth and state and territory government agencies, is involved in a number of activities aimed at developing a stronger “Team Australia Team Food” approach.

- Building improved national coordination between Australian Government, state and territory governments, and industry organisations in the agricultural and food sectors;
- Delivering Leveraging Australia’s Brand for Food program; and

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- Delivering the joint Agribusiness and Food Investment Attraction Strategy agreed by Australian Government, and state and territory counterparts in February 2014.

This complements the day-to-day work undertaken by the Austrade team in China across a range of agribusiness and food sectors. For example, during Australia Week in China alone, more than 200 Australian agribusiness and food and beverage sector delegates participated in a sector-specific programme commencing in Guangzhou and concluding in Shanghai. This programme facilitated business networking and promoted the Australian agribusiness and food sectors.

National coordination

Austrade supports improved coordination between federal and state and territory governments, and Australia's food and agricultural industries. This coordination relates to strategy, prioritisation and in-market promotional activity

Examples of Austrade's involvement include facilitating a joint CEO-level discussion in April 2014 with Meat and Livestock Australia, Wine Australia and Dairy Australia to enable practical cooperation in marketing activity in China; and presenting to representatives of 22 food and agricultural industries plus five state and territory government agencies on the potential value of a Team Australia approach, at a consultation forum hosted by the Department of Agriculture in Canberra in June 2014.

Leveraging Australia's Brand for Food program

An additional example of an initiative linked to the Team Australia approach is the *Leveraging Australia's Brand For Food* program (National Food Brand Strategy). Austrade undertook this initiative with funding from the Department of Agriculture, including both extensive industry consultation and formal market research.

The research delivered as at 30 June 2014 as part of the food brand study provides a snapshot of current perceptions and positioning of Australian food and beverages in key export markets. It also identifies some opportunities to maximise Australia's market presence and boost export and investment revenue through a coordinated approach to branding that builds on our reputation for high quality, safe food and beverages. This information will form an important input to the Agricultural Competitiveness White Paper. The research also provides a rigorous basis for future considerations of different approaches to communicating and leveraging our competitive advantages.

Agribusiness and Food Investment Attraction Strategy

Finally, *Agribusiness and Food* is one of five national priorities for investment attraction agreed upon by the Commonwealth, state and territory governments in February 2014. Austrade works closely with state and territory counterparts to promote, attract and facilitate foreign investment into the sector through a joint

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Agribusiness and Food Investment Attraction Strategy across a number of priority markets, including China.