

## **Question 1**

### **International airport trial**

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**Senator LEYONHJELM:** Can you advise of the outcome of the international airport trial undertaken at the Sunshine Coast?

**Ms Lewis:** I would have to take that on notice.

**Senator LEYONHJELM:** Can you do that?

**Ms Lewis:** Yes, of course.

### **Answer**

The Australian Customs and Border Protection Service, and the National Passenger Processing Committee, would be best placed to advise on the trial's progress as this sits outside of Austrade's remit.

Enquiries can be directed to [nationalpassengerprocessingcommittee@customs.gov.au](mailto:nationalpassengerprocessingcommittee@customs.gov.au).

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**Question 2**

**Cadbury**

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**Senator McEWEN:** Mr Gosper, would you take this on notice: can you please define, for the purposes of this project, what an acceptable business case is?

**Mr Gosper:** An acceptable business case, in a matter of public expenditure, includes articulation of the nature of the project, the time lines for its development, the reporting requirements and the like. This is not an unusual thing.

**Senator WONG:** Is there an ROI figure that is required—a threshold?

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

**Senator Cormann:** This is not a good interjection, Senator Wong—

**Senator WONG:** No, but—

**Senator McEWEN:** Sixteen million dollars of taxpayers money!

**Senator Cormann:** I am answering the question—

**Senator WONG:** A cost-benefit analysis?

**Senator Cormann:** You have asked the question; I am now answering the question.

**Senator WONG:** Sorry—I should have said: 'a cost-benefit analysis'.

**Senator Cormann:** No—you asked the question; there is a return on it.

**Senator WONG:** I withdraw. I should have said: 'cost-benefit analysis'.

**Senator WONG:** Mr Gosper, on notice, could you provide an indication of what cost-benefit analysis is required?

**Answer**

The 'Grant Programme Guidelines – Upgrade of the Cadbury Chocolate Factory, Claremont' approved by Minister Robb on 22 July 2014 state that assessment of the business case will include value for money assessments against project outcomes, viability and sustainability. This process will establish if the project meets the appraisal criteria, involves reasonable cost having regard to the quality and quantity of deliverables proposed and has a risk profile that is acceptable to the Commonwealth.

### **Question 3**

#### **Self initiated work**

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

#### **Answer**

Austrade does not have a programme for staff to engage in self-initiated work.

## **Question 4**

### **Conditions of Government Contracts and Agreements**

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

### **Answer**

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



## **Question 5**

### **Non-conventional therapies**

Since 7 September 2013:

1. Are non-conventional therapies, for staff or ministerial use, able to be provided by the department/agency? (Including, but not limited to: Music Therapy, Hypnosis, Acupuncture, Chiropractic, Homeopathy, Naturopathy, etc) If yes:
  - (a) What is the process by which these therapies can be approved?
  - (b) Who are they available to?
  - (c) Please detail the reasons the therapies able to be provided (e.g. Work Place Agreement, recommended by a report to the department, etc)?
2. Has the department/agency paid for any non-conventional therapy for any Minister or staff? If yes:
  - (a) What therapies have been provided?
  - (b) What were they used to treat?
  - (c) What was the cost of the therapy?

### **Answer**

1. There are no non-conventional therapies provided by Austrade for staff or ministerial use.
2. No.

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**Question 6**

**Statutory Review Provisions**

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

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

**Answer**

Current legislation, covered by Austrade, which contains a statutory review provision, is the *Export Market Development Grants Act 1997*(as amended) ('The Act').

1. Work done in preparing for the Review includes:
  - consultation with the relevant industry bodies as to potential reviewers;
  - submission to the Minister for Trade and Investment on the Review's proposed Terms of Reference and potential reviewers; and
  - arrangements to appoint the Minister's preferred Reviewer.
2. A schedule or a workplan for the Review will be determined in consultation with the Reviewer.
3. October 2014.
4. Arrangements to formally appoint the Minister's preferred reviewer are underway and the review will commence by no later than January 2015.
5. The expected reporting date is not later than 30 June 2015.

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6. The Minister responsible for the Review is the Hon Andrew Robb AO MP, Minister for Trade and Investment.
7. The Australian Trade Commission (Austrade) is responsible for the Review.
8. The specific legislation under review caused by the statutory provision is the *Export Market Development Grants Act 1997* (as amended); and related regulations and determinations.
9. The Terms of Reference have been agreed by the Minister and will be published on Austrade's website.
10. Refer response to Question 9.
11. Mr Michael Lee will be appointed as the Reviewer of the Export Market Development Grants scheme. The legislated obligation for the selection of the person to conduct the review, as per Section 106A (1) of the Act, is that the Minister must cause a person or body (other than the person or body that administers the export market development grants scheme) to conduct a review of the scheme for the purpose of making recommendations about the continuation of the scheme.
12. Approximately \$400,000.
13. 26 November 2014.
14. Austrade will prepare a letter for the Minister's signature to the nominated reviewer formally inviting them to undertake the review and outlining the administrative arrangements which will be managed by Austrade. A report must be provided to the Minister no later than 30 June 2015. Refer also to the response to Question 16.
15. The officers to be involved are yet to be determined.
16. A copy of the Report will be laid before each House of the Parliament within 15 sitting days after the Minister receives it.

## **Question 7**

### **Sunset Provisions**

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

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

### **Answer**

No legislation covered by Austrade contains a sunset provision.

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**Question 8**

**Domain Usage**

Since Budget Estimates in June, 2014:

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

**Answer**

Austrade does not have access to this information. The provision of IT support for Ministers and their staff is the responsibility of portfolio departments and the Department of Finance.

**Question 9**

**Procedure Manuals (Departmental)**

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

**Answer**

1-6. No. While Austrade does have internal Ministerial guidelines (e.g. in relation to the preparation of Ministerial briefs and correspondence), Austrade does not have a procedural manual for the more 'informal' communication that takes place with the Minister's office. The Austrade Departmental Liaison Officer (DLO) is the key point of contact for communication with the Minister's office, although Austrade officers also liaise directly with advisers in the Minister's office as required. The clearance of communications is determined on a 'case by case' basis depending on the nature of the material.

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**Question 10**

**Procedure Manuals (Ministerial)**

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

**Answer**

1-5. No. The Austrade Departmental Liaison Officer (DLO) is the key point of contact for communication between Austrade and the Minister's office, although Ministerial advisers also liaise directly with Austrade staff as required.

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**Question 11**

**G20 - Brisbane**

1. Which ministers from the portfolio attended the G20 conference in Brisbane? For each attending minister, please answer the following:
2. How long will the minister be in Brisbane for?
3. Please provide a copy of the minister's program and a list of any meetings that are scheduled.
4. Did the minister requested any briefing material from the department in relation to the G20? Please provide a list of the briefing titles.
5. How many ministerial staff will attended with the minister?
6. How many departmental staff attended the G20?
7. For each minister and staff member attending, how much was spent on airfares to and from Brisbane?
8. For each minister and staff member attending, how much was spent on accommodation in Brisbane?
9. For each minister and staff member attending, how much was spent on other associated expenses? Please detail.
10. Has the department purchased any merchandise or promotional material for the G20? Please detail.
11. Will the department be preparing a report following the G20? If yes:
  - (a) What will be the scope of the report?
  - (b) When will it be complete?
  - (c) Will it be available to the public?

**Answer**

1-11. Austrade was not involved in the G20 conference in Brisbane. (Austrade did participate in the five Guest of Government visits that occurred around the G20 but these events were not part of the G20 conference per se.) Refer also to responses provided by the Department of Foreign Affairs and Trade.



## **Question 12**

### **Report Printing**

Since Budget Estimates in June, 2014:

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

### **Answer**

- 1.-2. During the period from Budget Estimates in June 2014 until 30 September 2014, no reports, budget papers, statements, white papers or report-like documents were 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 and reduce stockpiles of paper-based records that are overdue for disposal. Reducing this paper-based stockpile also reduces costs of storage. Final approval of disposal recommendations is sought from relevant Austrade 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 Libraries for preservation.

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**Question 13**

**Graduate intake**

1. What was the graduate intake for 2012-2013?
2. What was the graduate intake for 2013-2014?
3. What is the graduate intake for 2014-2015?
4. What will be the graduate intake for 2015-2016?

**Answer**

1. 4. Nil. Austrade does not have a graduate programme.

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**Question 14**

**Enterprise Bargaining Agreements (EBAs)**

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. Australian Trade Commission Enterprise Agreement 2012–14.
2. The operational date of the agreement was 17 August 2012 and the nominal expiry date was 30 June 2014.
3. Enterprise bargaining is due to begin in January/February 2015.

## **Question 15**

### **Reviews**

Since Budget Estimates in June, 2014:

1. 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) Who 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 Budget Estimates in June, 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. Which reviews are on-going?
  - (a) Please list them.
  - (b) What is the current cost to date expended on the reviews?
4. Have any reviews been stopped, paused or ceased? Please list them.
5. Which reviews have concluded? Please list them.
6. How many reviews have been provided to Government? Please list them and the date they were provided.
7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
  - (a) When will each planned review be commenced?

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- (b) When will each of these reviews be concluded?
- (c) When will government respond to each review?
- (d) Will the government release each review?
  - i. If so, when? If not, why not?

**Answer**

- 1. Since the Budget Estimates in June 2014, no new reviews have commenced.
- 2. See answer (1) above.
- 3. There is one ongoing Inter-Departmental Committee:
  - a. Austrade chairs an ongoing Inter-Departmental Committee on Tourism.
  - b. There are no costs to date for the Tourism IDC – it is supported from existing resources by Austrade’s Tourism Division.
- 4. No reviews have been stopped, paused or ceased since Budget Estimates in June 2014.
- 5. No reviews have been concluded since Budget Estimates in June 2014.
- 6. No reviews have been provided to Government since Budget Estimates in June 2014.
- 7. See answer to question (6).
- 8. There is one review planned:
  - a. The *Export Market Development Grants Act 1997* (the Act) requires that the scheme be reviewed, and that the Minister appoint a reviewer by 1 January 2015.
  - b. The Act requires that the review must be completed, and a written report provided to the Minister, by a date determined by the Minister that is not later than 30 June 2015.
  - c. The Act requires the Minister must cause a copy of the report to be laid before each House of the Parliament within 15 sitting days after receiving it.
  - d. See 8(c) above.

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**Question 16**

**Commissioned reports**

Since Budget Estimates in June, 2014:

1. How many reports (including paid external advice) have been commissioned by the Minister, department or agency?
  - (a) 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. Since Budget Estimates in June 2014, neither Austrade nor the Minister have commissioned any reports.
- 2.-3. Not applicable.

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**Question 17**

**Appointments**

Since Budget Estimates in June, 2014:

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

**Answer**

1. There were three appointments to the Tourism Australia Board during the period from Budget Estimates on 5 June 2014 to 30 September 2014.

<b>Name</b>	<b>Gender</b>	<b>Position</b>	<b>State of Residence</b>	<b>Date of Appointment</b>	<b>Expiry Date</b>
Mr Andrew FAIRLEY	M	Director	VIC	<b>01.07.14</b>	<b>30.06.17</b>
Ms Anna GUILLAN	F	Director	NSW	<b>01.07.14</b>	<b>30.06.17</b>
Mr Tony SOUTH	M	Director	NSW	<b>01.07.14</b>	<b>30.06.17</b>

There have been no appointments to the Tourism Research Advisory Board since Budget Estimates on 5 June to 30 September 2014.

2. The current gender ratio on the Tourism Australia Board is six males and three females.

The current gender ratio on the Tourism Research Advisory Boards is six males and three females.

3. No
4. Not applicable.

## **Question 18**

### **Stationery Requirements**

Since Budget Estimates in June, 2014:

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

### **Answer**

1. 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 \$12,000 was spent on stationery in Australia for the period 5 June 2014 to 30 September 2014. It is estimated that the stationery costs for Austrade's overseas network were a similar amount.
3. No.



**Question 19**

**Electronic equipment**

Since Budget Estimates in June, 2014:

1. Other than phones, ipads or computers – please list the electronic equipment provided to the Minister’s office.
  - (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 20**

**Media subscriptions**

Since Budget Estimates in June, 2014:

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

**Answer**

1. Austrade subscribes to pay TV in its Canberra and Sydney offices and several overseas offices at a cost of approximately \$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.-4. Austrade subscribes to many newspapers, magazines and other publications globally, and also to selected online business and news services and global business reporting databases which are made available to all offices on the Austrade network. These business subscriptions provide reports, fact sheets, industry updates and other relevant business intelligence.

The individual costs of these various types of subscriptions are not recorded separately in Austrade's financial systems, and to separate them would entail a significant diversion of resources. The total cost of all subscriptions from 5 June 2014 to 30 September 2014 was \$454,800.

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

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**Question 21**

**Media monitoring**

Since Budget Estimates in June, 2014:

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office during the specified period?
  - (a) Which agency or agencies provided these services?
  - (b) What has been spent providing these services during the specified period?
  - (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 during the specified period?
  - (a) Which agency or agencies provided these services?
  - (b) What has been spent providing these services during the specified period?
  - (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 5 June 2014 to 30 September 2014 was \$42,137.23.
  - a. AAP Information Services, Australian High Commission India, Isentia Pty Ltd.
  - b. AAP - \$2,005.64; Australian High Commission India - \$720.40; Isentia - \$39,411.19.
  - 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).

## **Question 22**

### **Media training**

Since Budget Estimates in June, 2014:

1. In relation to media training services purchased by each department/agency, please provide the following information:
  - (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:
4. The location used
5. The number of employees who took part on each occasion
6. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
7. Any costs the department or agency's incurred to use the location.

### **Answer**

Austrade did not purchase any media training services during the period 5 June to 30 September 2014.

## **Question 23**

### **G20 expenses**

Please provide an itemised table of all expenses incurred by the department since September 7, 2013 associated with official G20 and related working group, taskforce, roundtable, Sherpa meetings, workshop and study groups) events, including but not limited to hospitality, accommodation, transport, recreation, merchandise, meals/drinks, catering, security.

For each item, please provide:

1. The name of the event/meeting that the expense related to.
2. The location of the event.
3. The date of the event.
4. The name and ABN of the service provider.
5. Advise whether the contract was awarded through an open tender process.
6. The total value of the contract/invoice.
7. The date the contract was executed by the Department.
8. The number of attendees at the event, if applicable.
9. Advise whether an Australian Government Minister was in attendance. Please detail.
10. Advise whether foreign delegates were in attendance. Please detail.
11. Advise whether the contract/expenditure was approved by the Prime Minister's Office, and if so the date that approval was sought and granted.

### **Answer**

1-11. Austrade was not involved in the G20 conference in Brisbane. (Austrade did participate in the five Guest of Government visits that occurred around the G20 but these events were not part of the G20 conference per se.) Refer also to responses provided by the Department of Foreign Affairs and Trade.

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**Question 24**

**Market Research**

Since Budget Estimates in June, 2014:

1. List any market research conducted by the department/agency:
  - (a) List the total cost of this research
  - (b) List each item of expenditure and cost, broken down by division and program
  - (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?
  - (i) How was the firm or individual that conducted the review selected?
  - (j) What input did the Minister have?
  - (k) How was it approved?
  - (l) Were other firms or individuals considered? If yes, please detail.

**Answer**

Total cost of all market research conducted by Austrade for the period 5 June 2014 to 30 September 2014 was \$2,287,507 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 5 June 2014 to 30 September 2014 was \$2,117,035. 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 5 June 2014 to 30 September 2014 was \$1,014,992. Figure includes GST. Payments are made on a monthly and quarterly basis in line with contractual agreement.
- c. ORC International Pty Ltd.

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- 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.
- h. Participants are chosen at random in departure lounges.
- i. Public tender
- j. Nil
- k. By appropriate delegate (within former Department of Resources, Energy and Tourism)
- l. Yes. Public tender.

TRA was 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. This work is now completed. Actual expenditure on this additional research for the period 5 June 2014 to 30 September 2014 was \$109,175. Figure includes GST.

National Visitor Survey (NVS)

NVS interviews are conducted with 120,000 Australian residents aged 15 years and over on an annual basis.

- b. Actual NVS expenditure for the period 5 June 2014 to 30 September 2014 was \$853,827. 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 from Melbourne through telephone interviews with Australian residents living in all states and territories and metropolitan and regional areas.
- f. Telephone (50 per cent residential fixed-line and 50 per cent mobile phone) interviews.
- g. No.
- h. Participants are chosen at random through random digit dialling (RDD) technology.
- i. Public tender
- j. Nil
- k. By appropriate delegate (within former Department of Resources, Energy and Tourism).
- l. Yes. Public tender.

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 5 June 2014 to 30 September 2014 was \$15,000. 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.



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- g. No.
- h. Participants were Visitor Information Centres (VIC) Managers selected to best represent the types of accredited VICs across NSW.
- i. Limited tender.
- j. Nil.
- k. By appropriate Austrade delegate.
- l. Yes. Limited tender.

Northern Territory

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

- b. Actual project expenditure for the period 5 June 2014 to 30 September 2014 was \$22,473. 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.
- i. Limited tender.
- j. Nil.
- k. By appropriate Austrade delegate.
- l. Yes. Limited tender.

Queensland

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

- b. Actual project expenditure for the period 5 June 2014 to 30 September 2014 was \$8,618. Figure includes GST. Payments are made on completion of milestones in line with contractual agreement.
- c. Colmar Brunton.
- 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.
- i. Limited tender.
- j. Nil.
- k. By appropriate delegate (within former Department of Resources, Energy and Tourism).
- l. Yes. Limited tender.

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South Australia and Victoria

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

- b. Actual project expenditure for the period 5 June 2014 to 30 September 2014 was \$24,200. 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.
- i. Limited tender.
- j. Nil.
- k. By appropriate delegate.
- l. Yes. Limited tender.

*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 5 June 2014 to 30 September 2014 was \$37,950. 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.
- i. Limited tender.
- j. Nil.
- k. By appropriate Austrade delegate.
- l. Yes. Limited tender.

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 5 June 2014 to 30 September 2014 was \$30,800. 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.

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- h. Qualitative research was conducted as an online community discussion participating over the course of one week. Respondents were recruited from the quantitative survey.
- i. Limited tender.
- j. Nil.
- k. By appropriate Austrade delegate.
- l. Yes. Limited tender.

**International Operations**

- a. A total of A\$170,472 was spent on the National Food Brand (Leveraging Australia's Brand For Food) research programme for the period 5 June to 30 September 2014. 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.
- b. Expenditure since 5 June 2014 comprised:

Final payment for international qualitative trade research	A\$42,597
Final payment for international quantitative consumer research	A\$127,875
<b>Total</b>	<b>A\$170,472</b>

- c. The research was conducted by global research agency Taylor Nelson Sofres Australia Pty Ltd (TNS).
- d. TNS was selected by a direct source procurement process using a 'request to quote' from the DHS Market and Social Research Panel.

Quotations 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.

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- 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).
- i. TNS was selected by a direct source procurement process using a ‘request to quote’ from the DHS Market and Social Research Panel.
- j. The Minister was not directly involved in the process. The Minister’s office received updates on the progress of the National Food Brand project and the research findings.
- k. Appointment of the research agency was approved through Austrade’s standard procurement process for work exceeding A\$100,000, including comparison and evaluation of quotes from the direct source procurement panel by the project team as described in (d) and final approval of the procurement arrangement by the Executive Director, Australian Operations.
- l. As described in (d), the two suppliers considered were TNS and AMR. Quotations were sourced from both companies through a ‘request to quote’ from the DHS Market and Social Research Panel. 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.

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**Question 25**

**FoI Requests**

Since Budget Estimates in June, 2014:

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. 5.
2. 29.
3. (a) 4.  
(b) 25.

## **Question 26**

### **Ministerial Motor vehicle**

Since Budget Estimates in June, 2014,:

1. Has the minister been provided with or had access to a motor vehicle? 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**

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

**Question 27**

**Ministerial Staff vehicles (non-MoPS)**

Since Budget Estimates in June, 2014:

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

**Answer**

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

## **Question 28**

### **Ministerial Staff vehicles**

Since Budget Estimates in June, 2014:

1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? 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 during the specified period? 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 during the specified period? If so, please detail.

### **Answer**

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



### 1-3. AUSTRADE: BUILDING LEASE-COSTS

City	State	Lease commencement date	Lease end date	Expect to renew lease?	Cost 5 June 2014 to 30 Sept 2014	Why the building is necessary for the operations of the agency / department	Comment
Adelaide	SA	1 Jul 2011	30 Jun 2016	Yes	\$ 42,861	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	\$ 72,629	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	\$ 131,428	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease.
Canberra (Level 2)	ACT	3 Dec 2002	2 Dec 2017	Yes	\$ 547,905	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	\$ 2,192	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	\$ 18,842	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 a smaller premises mid June.
Melbourne	VIC	15 May 2014	14 Jun 2015	Yes	\$ 89,514	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, cleaning and outgoings where included in lease. Austrade negotiated a 'rent free' period of two months from 15 May-14 July 2014.
Newcastle	NSW	1 Sep 2007	31 Aug 2011	Yes	\$ 5,440	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	\$ 133,830	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 on 30 November 2014.
Sydney	NSW	1 May 2004	30 Apr 2021	Yes	\$ 545,468	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	\$ 3,203	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.
Wollongong	NSW	22 Sep 2014	21 Sep 2015	yes	\$ 303	The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education.	Cost excludes GST. Cost Includes rent, cleaning, car parking and outgoings. Austrade has relocated to a new tenancy on 22 September 2014.
TOTAL COST					\$ 1,593,615		

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

City	State	Expected lease commencement date	Expected lease end date	Cost allocated into budget?	Expected cost for 12 months	Why the building is necessary for the operations of the agency / department	Comment
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.
TOTAL COST					\$ 185,000		

5. Austrade occupies 100% of its Australian offices as detailed in the above leasing table. Included in this is a sub-lease arrangement with Export Finance and Insurance Corporation (EFIC) which occupies three workstations in Austrade's Melbourne, Perth and Brisbane offices. A sub-lease arrangement with the Australian Financial Security Authority (AFSA-formerly ITSA) in Austrade's Perth office ceased on 29 August 2014.

## **Question 29**

### **Building Lease Costs**

Since Budget Estimates in June, 2014:

1. What has been the total cost of building leases for the agency / department?
2. Please provide a detailed list of each building that is currently leased. Please detail by:
  - (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.
3. Please provide a detailed list of each building that had a lease that was not renewed during the specified period. 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.
4. 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.
    - i. Has this cost been allocated into the budget?
  - (e) Why the building is necessary for the operations of the agency / department.
5. 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 spreadsheet.

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**Question 30**

**Government advertising**

Since Budget Estimates in June 2014:

1. How much has been spent on government advertising (including job ads)?
  - (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. For the period of 5 June to 30 September 2014, \$86,201.09 (including GST) was spent on government advertising.

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.

Austrade has 82 overseas offices in 48 markets, as well as 11 offices in Australia. Sourcing details would entail a significant diversion of resources to collate and report which, in the circumstances, cannot be justified.

2. Austrade will continue to assess advertising opportunities as they are presented or seek opportunities and undertake advertising where appropriate to promote organisational priorities around trade, investment, international education and tourism interests. Advertising expenses will be incurred to encourage Australian businesses to participate in ABWI (12-15 January 2015).
  - (a) Planned advertising total cost: \$50,000
  - (b) Item cost: Australia Business Week in India mission: \$50,000
  - (c) Approving officer: Austrade STC, New Delhi
  - (d) Company paid: Mitchell Adcorp Alliance

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 31**

**Workplace assessments**

Since Budget Estimates in June, 2014:

1. How much has been spent on workplace ergonomic assessments?  
(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 \$2,817 was spent during the period 5 June to 30 September 2014 on workplace assessments.  
(a) The following table represents a breakdown of the above expenditure.

<b>Item</b>	<b>Cost</b>
Workplace Assessment - IT	\$518
Workplace Assessment - International Operations x 3	\$624
Workplace assessments - London Office	\$730
Workplace assessments – Tourism, Investment, Education and Programmes x 2	\$945

2. Yes.
3. The table below represents the breakdown of expenditure on workplace equipment:

<b>Item</b>	<b>Cost</b>
Ergonomic Chair	\$534
Ergonomic Chair	\$454
Ergonomic Chair	\$446

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**Question 32**

**Ministerial website**

Since Budget Estimates in June, 2014:

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

**Answer**

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

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**Question 33**

**Existing resources programmes**

Since Budget Estimates in June, 2014:

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

**Answer**

1. Three
- 2-5. With continued focus on attracting direct foreign investment the following projects have been funded from internal resources:
  - New consulate in Houston
    - Staff – one Australian Based Officer and five locally engaged staff
    - Nominal Total Salary of staff assigned to project \$0.962 million p.a.
    - Resources Allocated to project: \$1.1 million in capital for start up and \$0.44 million p.a. for operating expenditure.
  - New investment office in Zurich
    - Staff – one locally engaged staff member
    - Nominal Total Salary of staff assigned to project \$0.292 million p.a.
    - Resources Allocated to project: \$0.02 million in capital for start up and \$0.135 million p.a. for operating expenditure.
  - Significant Investor and Premium Investor Programme – Commonwealth Agency for complying investment applications
    - Staff – up to five Australian Based Officers
    - Nominal Total Salary of staff assigned to project \$0.605 million p.a.
    - Resources Allocated to project: a possible but yet to be scoped \$0.8 million in capital for start up and \$0.04 million p.a. for operating expenditure.

### **Question 34**

#### **Multiple tenders**

Since Budget Estimates in June, 2014:

1. List any tenders that were re-issued or issued multiple times:
  - (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**

Since the June 2014 Budget Estimates, Austrade has not re-issued or issued multiple times any tenders.

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**Question 35**

**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.

**Answer**

1. As at 30 September 2014, Austrade employed a total of 1027 employees, A-based 540, Overseas Engaged Employees (OEE) 487, including the CEO and inoperative staff.
2. As at 30 June 2013, Austrade employed a total of 1003 employees, A-based 527, Overseas Engaged Employees (OEE) 476, including the CEO and inoperative staff. A breakdown by location, age, gender and classification is provided in the tables below.



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**30 June 2013 Profile by Market/State**

<b>Market / State</b>	<b>APS</b>	<b>OEE</b>	<b>Total 30 June 2013</b>
<b>Market</b>			
East Asian Growth Markets	30	202	232
Established Markets	19	146	165
Growth and Emerging Markets	22	128	150
<b>Subtotal</b>	<b>71</b>	<b>476</b>	<b>547</b>
<b>State</b>			
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
<b>Subtotal</b>	<b>456</b>	<b>0</b>	<b>456</b>
<b>Total</b>	<b>527</b>	<b>476</b>	<b>1003</b>

**30 June 2013 Profile by Gender**

<b>Gender</b>	<b>APS</b>	<b>OEE</b>	<b>Total</b>
FEMALE	265	287	552
MALE	262	189	451
<b>Total</b>	<b>527</b>	<b>476</b>	<b>1003</b>

**30 June 2013 Profile by Age Group**

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

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**30 June 2013 Profile by Classification**

<b>Classification</b>	<b>APS</b>	<b>OEE</b>	<b>Total</b>
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
<b>Total</b>	<b>527</b>	<b>476</b>	<b>1003</b>

3. As at 30 September 2014, Austrade employed a total of 1027 employees, A-based 540, Overseas Engaged Employees (OEE) 487, including the CEO and Inoperative staff. A breakdown by location, age, gender and classification is provided in the tables below.

**30 September 2014 Profile by Market/State**

<b>Market/State</b>	<b>APS</b>	<b>OEE</b>	<b>Total</b>
<b>Market</b>			
East Asian Growth Markets	31	191	222
Established Markets	22	162	184
Growth & Emerging Markets	23	134	157
<b>Sub Total</b>	<b>76</b>	<b>487</b>	<b>563</b>
<b>State</b>			
ACT	236	0	236
NSW	155	0	155
NT	1	0	1
QLD	12	0	12
SA	6	0	6
TAS	1	0	1
VIC	43	0	43
WA	10	0	10
<b>Sub Total</b>	<b>464</b>	<b>0</b>	<b>464</b>
<b>Grand Total</b>	<b>540</b>	<b>487</b>	<b>1027</b>

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**30 September 2014 Profile by Age Group**

Age Group	APS	OEE	Total
<25	4	3	7
25-34	112	144	256
35-44	166	175	341
45-54	174	125	299
55+	84	40	124
<b>Total</b>	<b>540</b>	<b>487</b>	<b>1027</b>

**30 September 2014 Profile by Gender**

Gender	APS	OEE	Total
FEMALE	272	294	566
MALE	268	193	461
<b>Total</b>	<b>540</b>	<b>487</b>	<b>1027</b>

**30 September 2014 Profile by Classification**

Classification	APS	OEE	Total
APS3	8	0	8
APS4	25	0	25
APS5	18	0	18
APS6	114	0	114
EL1	150	0	150
EL2	158	0	158
SES	66	0	66
CEO	1	0	1
AOPL1	0	28	28
AOPL2	0	65	65
AOPL3	0	171	171
AOPL4	0	200	200
AOPL5	0	23	23
<b>Total</b>	<b>540</b>	<b>487</b>	<b>1027</b>

4. Since the federal election in 2013, Austrade has not transferred any functions between one state or territory and another.
5. Not applicable
6. Not applicable.

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7. On 31 August 2013, Austrade employed 181 employees in Canberra.
8. No employees have been compulsorily transferred out of Canberra since the 2013 federal election.
9. No employees have been compulsorily 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.

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**Question 36**

**Staff 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?
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?

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- (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.
  - (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.

**Answer**

- 1. 52
  - (a) 52
  - (b) 0
  - (c) 21.
- 2. 0
- 3. 47
  - (a) 47
  - (b) 0
  - (c) 20.
- 4. 47
  - (a) 47
  - (b) 0
  - (c) 20.
- 5. 47
  - (a) 47
  - (b) 0
  - (c) 20.

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6. As a result of projected budget shortfalls over this and the next two financial years Austrade reviewed its staffing profile and voluntary redundancies were offered to address the projected budget shortfalls.

Between the 2013 federal election and 30 September 2014, forty seven staff ranging from APS4 to SES Band 1 took packages. Information is not provided in relation to individuals for privacy reasons.

7. Not applicable – no staff were redeployed.

8. 5  
(a) 5  
(b) 0  
(c) 1.

9. 1  
(a) 1  
(b) 0  
(c) 1.

10. As a result of projected budget shortfalls over this and the next two financial years Austrade reviewed 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 five employees being given involuntary redundancies.

Between the 2013 federal election to 30 September 2014, four EL2 and one EL1 staff received involuntary redundancies. Information is not provided in relation to individuals for privacy reasons.

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**Question 37**

**Staff 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.
6. How many of these extensions were rejected by the Public Service Commission?
  - (a) 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.
7. How many non-ongoing contracts have been extended by your department without the Public Service Commission's approval?
  - (a) 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.
8. 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.
9. How many new employees have been engaged by your department on non-ongoing contracts since the 2013 federal election?
10. How many new non-ongoing engagements were submitted to the Public Service Commission for approval since the 2014 federal election?
11. How many of these new non-ongoing engagements were approved by the Public Service Commission?
  - (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.



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12. 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.
13. 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.
14. How many new employees have been engaged by your department on ongoing contracts since the 2013 federal election?
15. How many new ongoing engagements were submitted to the Public Service Commission for approval since the 2013 federal election?
16. How many of these new ongoing engagements were approved by the Public Service Commission?
  - (a) For every approved new engagement of an ongoing employee please provide the following details: the employee's age, gender, wage, APS level, a description of their job, the length of their ongoing contract, whether this position was advertised externally, the reason for engaging this new employee and the reason given by the Public Service Commission for approving this engagement, as well as all relevant dates relating to this application.
17. 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.
18. 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.

**Answer**

1. 111.
2. 916.

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3. 37.
4. 0.
5. Not applicable.
6. Not applicable.
7. Taking in to consideration Austrade's privacy obligations to its employees the following answer is provided:

There were 37 non-ongoing contracts extended by Austrade, none of which were approved by the APSC (as APSC approval was not required). All of the non-ongoing contracts were endorsed by the CEO. The non-ongoing contracts extended ranged from APS 4 to SES Band 1 and were granted on the basis that they were critical to government priority activities. The extensions ranged between 5 to 12 months, and the length of continuous employment ranged between 4 to 24 months.

8. Sixteen non-ongoing contracts expired during the period 7 September 2013 to 30 September 2014, and were not extended.

A breakdown by classification is provided in the table below.

<b>Class</b>	<b>No of Contracts</b>
<b>Abased</b>	<b>13</b>
APS1-4	3
APS5-6	4
EL1	6
<b>OEE</b>	<b>3</b>
Non-APS	3
<b>Total</b>	<b>16</b>

9. Ninety new employees have been engaged on non-ongoing contracts since the 2013 election.

<b>10. Class</b>	<b>No of Contracts</b>
<b>Abased</b>	<b>29</b>
APS1-4	8
APS5-6	8
EL1	7
EL2	2
SES	4
<b>OEE</b>	<b>61</b>
Non-APS	61
<b>Total</b>	<b>90</b>

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10. 4.

11. 4.

(a) There have been four SES Band 1 officers engaged on 24 month contracts during the period 7 July to 18 August 2014, approval was granted as critical to government priorities. All the positions were advertised externally.

12. Not applicable.

13. Twenty five new employees on non-ongoing contracts have been engaged without the approval of the Australian Public Service Commission. (This figure does not include the 61 non-ongoing Overseas Engaged Employees engaged during the specified period; engagement of OEE staff does not require the approval of the APSC.)

(a) Taking in to consideration Austrade's privacy obligations to its employees the following answer is provided:

There were 25 APS (APS1-EL2) non-ongoing employees engaged, none of which were advertised externally, or required APSC approval. All of the non-ongoing contracts were endorsed by the CEO. The length of contract ranged between 7 weeks and 12 months, and all positions were critical to government priority activities.

<b>APS level</b>	<b>Average wage</b>
EL2	\$107,414
EL1	\$ 98,895
APS6	\$71,320
APS5	\$45,736
APS4	\$46,068
APS3	\$59,863
APS1	\$57,561

14. 7 (ongoing APS employees).

15. None

16. None

17. Not applicable.

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18. Seven new ongoing APS employees.

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

There were four male and three female ongoing employees engaged, ranging between SES Band 1 and APS 5, all positions were externally advertised, all were critical to government activity, and approval was not required by the APSC at the time of employment (September 2013 to May 2014). A breakdown by classification is provided in the table below.

<b>APS Level</b>	<b>Number at level</b>	<b>Average Salary</b>
SES B1	1	182,000
EL2	2	113,782
EL1	2	91,818
APS 6	1	82,723
APS 5	1	70,357

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**Question 38**

**Departmental upgrades**

Since Budget Estimates in June, 2014:

1. 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**

**Austrade Melbourne Office:**

- (a) The Melbourne office relocated to temporary premises at level 3, 60 Collins Street, Melbourne. Limited works were required to cater for the move.
- (b) Total cost \$353,160 (excluding GST).
- (c) Design/Architectural/Project Management Services \$55,815 (excluding GST).  
Fit-out Contractor Services \$270,590 (excluding GST).  
Furniture \$26,755 (excluding GST).
- (d) Peckvonhartel Group (Design/Architectural/Project Management Services)  
ECM Group (Design/Architectural/Project Management Services)  
Marshall Day Acoustics (Design/Architectural/Project Management Services)  
Charter Keck Cramer (Design/Architectural/Project Management Services)  
Mackenzie Group (Design/Architectural/Project Management Services)  
Ireland Brown Constructions Pty Ltd (Fitout Contractor Services)  
ADCO Office Furniture (Office Furniture)  
Koskela Pty Ltd (Office Furniture)  
DesignbyThem (Office Furniture).
- (e) Direct source.
- (f) Works completed 21 August 2014.

**Austrade Wollongong Office:**

- (a) The Wollongong office relocated to premises at Level 1, 84 Crown Street, Wollongong. There were no fitout works required just minor electrical works.
- (b) Total cost \$2,430 (excluding GST).
- (c) Electrical works \$2,430 (excluding GST).
- (d) Dallas Pty Ltd.
- (e) Direct source.
- (f) Works completed 26 September 2014.

**Question 39**

**Wine coolers/fridges**

Since Budget Estimates in June, 2014:

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

1. From 5 June 2014 to 30 September 2014, Austrade has not purchased or leased any wine coolers, wine fridges or other devices for the purpose of housing alcohol beverages.

**Question 40**

**Office plants**

Since Budget Estimates in June, 2014:

1. Has the department/agency purchased or leased any 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**

1. From 5 June 2014 to 30 September 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.

**Question 41**

**Office recreation facilities**

Since Budget Estimates in June, 2014:

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

1. From 5 June 2014 to 30 September 2014, Austrade has not purchased or leased or constructed any office recreation facilities, activities or games.



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**Question 42**

**Vending machines**

Since Budget Estimates in June 2014:

1. 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**

1. From 5 June 2014 to 30 September 2014, Austrade has not purchased or leased or taken under contract any vending machine facilities.

### **Question 43**

#### **Legal costs**

Since Budget Estimates in June, 2014:

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

#### **Answer**

1. The total cost of external legal services for the period 5 June to 30 September 2014 was \$282,237 (excl GST). The cost of internal legal services is not time costed or recorded in Austrade's financial systems.
2. A breakdown of external legal costs by provider is detailed in the table below. 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.

<b>Name of Vendor</b>	<b>AUD BER</b>
16 TABELIAO DE NOTAS	26
AUSTRALIAN GOVERNMENT SOLICITOR	28,466
AVV. SALVATORE ALBERTO RA	1908
BAKER & MCKENZIE	3,140
BRONS & SALAS ABOGADOS	3,789
CALINAUD DAVID AVOCATS	1,835
CLAYTON UTZ	520
CLIFFORD CHANCE	310
CLYDE & CO LLP	2,571
DEWEY HERTZBERG LEVY	1,252
DIBBSBARKER	3,795
DLA PIPER AUSTRALIA	29,063
HOWARDS SOLICITORS	2,673
JUN HE LAW OFFICE	3,815
KEMP STRANG LAWYERS	25,736
LANDER & ROGERS	5,000
MADDOCKS	40,291
MEYER VANDENBERG	287
MINTER ELLISON LAWYERS	21,360
MORAY & AGNEW LAWYERS	12,044
OFFICE OF PARLIAMENTARY C	851

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PETERKA & PARTNERS	3,479
PILLSBURY WINTHROP SHAW PITTMAN LLP	2,257
PIPER ALDERMAN	16,464
RODRIGUEZ OLAYA ASOCIADOS ABOGADOS	2,821
SENGULER & SENGULER	2,193
SPARKE HELMORE	62,262
TUCKER PARTNERS	487
VEIRANO E ADVOGADOS	2,782
VERGARA Y CIA	52
YC LEE & LEE	708
	<b><u>282,237</u></b>

3. No counsel was briefed in the period 5 June to 30 September 2014.
4. External legal services providers are selected by Austrade's Legal Services managers from the OLSC Legal Services Multi-Use List of pre-qualified service providers according to specialist category of legal work required.

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**Question 44**

**Lobbyist register meetings**

Since Budget Estimates in June, 2014:

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

**Answer**

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

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**Question 45**

**Provision of equipment - departmental**

Since Budget Estimates in June, 2014:

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

**Answer**

- 1.-3. Yes. A list of new electronic equipment provided to staff during the period 5 June to 30 September 2014 is provided in the table below. This equipment generally replaced older outdated equipment.

ATTACHMENT A		
ASSET DESCRIPTION	LOCATION	PURCHASE COST
iPhone 4S	SYDN	480.92
IPAD AIR WI-FI CELLULAR 32 GB	SYDN	804.00
IPAD AIR WI-FI + CELLULAR 32GB	SYDN	804.00
IPAD AIR WIFI + CELLULAR 32GB	SYDN	804.00
IPAD AIR WI-FI + CELLULAR 32GB	SYDN	804.00
APPLE Iphone 5S 32 GB	ACCR	1,176.05
IPHONE 5S ATC JOHANNESBURG	JOHA	1,270.21
IPHONE 5S	HOCH	1,008.04
IPHONE 5S	HANO	1,008.04
SAMSUNG GALAXY S5 16GB SMART PHONE	SING	873.88
IPHONE 5S 43GB SPACE GREY SMART PHONE	SING	1,015.39
IPHONE 5S 43GB SILVER SMART PHONE	SING	1,015.39
APPLE IPHONE 5s 32GB WHITE/SILVER	AUCK	1,146.13
APPLE IPHONE 5s 32GB WHITE/SILVER	AUCK	1,005.84
APPLE IPHONE 5s 32GB WHITE/SILVER	AUCK	

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		1,005.84
APPLE IPHONE 5s 32GB WHITE/SILVER	AUCK	1,005.84
SAMSUNG GALAXY S5 G900F 16GB WHITE 4G	AUCK	796.44
IPHONE 5S	SANT	1,048.35
I-PHONE 5S	SANT	1,048.35
APPLE IPHONE 5S 32GB	NEWY	762.22
IPHONE 5S 32GB - SPACE GREY	SAOP	905.81
IPHONE 5S 32GB - SPACE GREY	SAOP	905.81
IPHONE 5S 32GB - SPACE GREY	SAOP	905.81
SAMSUNG GALAXY SIII MINI 8GB - GT-I8200L	SAOP	293.67
IPHONE 5 / 32GB	BOGO	1,593.53
IPHONE FOR MFA	FRAN	1,044.45
IPHONE 5S DRSTC LONDON CYOD DEVICE	LOND	1,143.39
IPHONE 5S	JAKA	1,069.42
IPHONE 5S	JAKA	1,069.42
IPHONE 5S	JAKA	1,069.42
IPHONE 5S	JAKA	1,069.42
SAMSUNG GALAXY S5	PORM	922.78
IPAD AIR W-FI CELLULAR 32GB	MELB	804.00
IPHONE 5S - 32GB	WASH	896.85
IPHONE 5S 32GB	WASH	896.85
IPHONE 5S 32GB	WASH	896.85
IPHONE 5S 32GB	WASH	896.85
IPHONE 5S 32GB	NEWY	896.85
SAMSUNG GALAXY S5	NEWY	875.30
SAMSUNG GALAXY S5	SANF	875.30
Panasonic Dedital Video Camera	OSAK	956.18
LAPTOP SONY VAIO	HANO	864.19

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

**Question 46**

**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**

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



**Question 47**

**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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**Question 48**

**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 Austrade Media and Communications section, responsible supporting 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 14 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:

- 1 x EL2
  - 3 x EL1
- 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 within Australia and in its 82 points of presence around the world, Austrade has 18 ongoing staff and five contract staff in Australia and 14 LES in overseas markets.

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**Question 49**

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

**Answer**

The Department of Foreign Affairs and Trade is coordinating the portfolio's approach to red tape reduction and has established a Deregulation Unit. Austrade has not established a separate unit but undertakes red tape reduction tasks and participates in portfolio working groups as required. Austrade officers undertake these tasks as part of their regular duties.

## **Question 50**

### **Land costs**

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

### **Answer**

Austrade does not own or lease any land.

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**Question 51**

**Ministerial staff code**

Since Budget Estimates in June, 2014:

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

**Answer**

Austrade does not have access to this information. 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.

## **Question 52**

### **Boards (for Departments or agencies with boards)**

Since Budget Estimates in June, 2014 for each board in the portfolio or agencies:

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

### **Answer**

The Tourism Research Advisory Board did not meet during the period from 5 June 2014 to 30 September 2014.

Information on Tourism Australia Board meetings has been included in the response to Estimates questions provided by Tourism Australia.

### **Question 53**

#### **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 arrangements with the Department of Foreign Affairs and Trade and other agencies for the provision of selected administrative services on a cost-recovery basis. There are no plans to cease these arrangements.
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 have been no significant changes to the costs of Austrade's shared resource arrangements as a result of the Machinery of Government changes.

## **Question 54**

### **Departmental rebranding**

Has the department/Agency undergone a name change or any other form of rebranding since Additional Estimates in February, 2014? If so:

1. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds?
  - (a) Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding.
2. Please provide the total cost associated with this rebrand and then break down by amount spent replacing:
  - (a) Signage.
  - (b) Stationery (please include details of existing stationery and how it was disposed of).
  - (c) Logos
  - (d) Consultancy
  - (e) Any relevant IT changes.
  - (f) Office reconfiguration.
3. How was the decision reached to rename and/or rebrand the department?
  - (a) Who was involved in reaching this decision?
  - (b) 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 Budget Estimates in June 2014.



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**Question 55**

**Contracts under \$10,000**

Since Budget Estimates in June 2014, please provide a detailed list of all contracts entered into that are worth between \$4,000 and \$10,000.

**Answer**

Since the 2014 Budget Estimates, Austrade has entered into the following contracts worth between \$4,000 and \$10,000:

<b>Supplier Name</b>
Australia China Alumni Association
Four Seasons Hotel Shanghai
Shanghai Sun Exhibition Services Co., Ltd
The Royale Chulan Kuala Lumpur
RESCO SP ZOO
ADCO Office Furniture
GSC Tecnologia em Seguranca Ltda
British Telecommunications plc
Stowe
Keibunsha
CN CONG TY CO PHAN DOI MOI VA PHAT TRIEN INDE
Singer Electrical
245 East 40th Street Parking LLC
Avention
Schiavello Systems
AGS
Sparke Helmore Lawyers
DLA Piper
Maddocks
DLA Piper
Ascott International Management Japan Co Ltd
Mid Facility Management
Dimension Data Australia Pty Ltd
Asian Film Market
Sinclair Knight Merz Pty Ltd
Novae Syndicates Ltd
Pioneer Coatings Ltd
Hays Personnel Services (Australia) Pty Limited
In corporate
BUPA Insurance Limited
Guangzhou Baijia service company
DLA Piper

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China Unicom
Marketing Data Bank (MDB)
Hays Personnel Services (Australia) Pty Limited
Applied Satellite Technology Australia
Level Eighteen
DibbsBarker Lawyers
Joan Hardtke
Richard Cornish
DXmail
Axis Motion Co., Ltd.
Grand Hi-Lai Hotel
Apartments Plus Pty Ltd
TNS KOREA
Global Toserco Ltd.,-Pullman Hanoi
Global Demographics
Jakeman Business Solutions Pty Ltd
Apartments Plus Pty Ltd
Hays Personnel Services (Australia) Pty Limited
Cliftons Sydney
Zallcom Pty Ltd
Global Trade Information Services Inc
T&M Services
Tomato Interior Design
Department of Economic Development Tourism and the Arts
The Portside Conference Centre
Pico Australia Pty Ltd
Syrena Joint Stock Company(Fraser Suites Hanoi)
MZ Marketing Communications
Getty Images
DLA Piper
Jin & Marry
Sydney Harbour Marriott
Apartments Plus Pty Ltd
Kemp Strang
Beyond Culinary SDN BHD
Dusmann Property Management Co., Ltd
The Realm Hotel
Berjaya University College of Hospitality
Summerhill International School
University of New South Wales
Hays Personnel Services (Australia) Pty Limited
Rail Skills Australasia 9RSA)
Infrastructure Sustainability Council of Australia
Sparke Helmore Lawyers
Kemp Strang

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Marriott Executive Apartments Sathorn Vista - Bangkok
Emberin
Churchward/Melhuish
Hays Personnel Services (Australia) Pty Limited
Piper Alderman

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**Question 56**

**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 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?
    - i. 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).

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**Answer**

**Consultation with other departments, agencies and the Minister**

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.

<b>Department/Agency consulted</b>	<b>Document</b>	<b>Purpose of consultation</b>	<b>Extension of time sought from applicant</b>	<b>Granted by whom</b>
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

3. The Minister is not routinely consulted or informed when Austrade receives an FOI request.
4. Minister Robb was informed of Austrade's FOI decision in relation to one FOI request.

**Staffing resources**

1. The Legal Services team is comprised of two full time lawyers who, amongst 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. Between 5 June to 30 September 2014, 29 documents were assessed as conditionally exempt at internal review or by the original decision maker.
2.
  - a. Nil.
  - b. 25.
  - c. 4.
  - d. Not applicable.

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**Question 57**

**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.
2. Austrade uses the mandated Legal Services Multi-use List (LSMUL) as established by the Attorney General's Department (AGD). A comprehensive list of all panel providers (firms) under the LSMUL is published on the AGD website:  
<http://www.ag.gov.au/LegalSystem/LegalServicesCoordination/Documents/ListofLSMULserviceproviders.pdf>.
3. No.
4. No.
5. No.
6. No.
7. No.

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**Question 58**

**Senate Estimates briefings**

Since Budget Estimates in June, 2014:

1. How many officers have been 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 Additional Estimates hearings in February 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, the representing Minister and Austrade CEO/Executive staff who attended the supplementary budget estimates hearings in October 2014.
2. The preparation of the briefing pack is part of the officer's 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 for the supplementary budget estimates hearings in October 2014.
  - a. EL2      3 days(Note: It is not possible to provide details of the hours spent by various staff in Austrade line areas on the drafting of the estimates briefs.)
3. No.
  - a. Not applicable.
  - b. The final briefing pack was provided to the Minister for Trade and Investment and the Minister for Finance (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 59**

**Advertising**

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on Advertising 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.
3. Provide copies of approvals, including but not limited to, approvals made by the Prime Minister or his delegate, the Minister or their delegate or the department or their delegate.

**Answer**

1. \$86,201.09 (including GST) for the period of 5 June 2014 to 30 September 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. Austrade has 82 overseas offices in 48 markets, as well as 11 offices in Australia. Sourcing details would entail a significant diversion of resources to collate and report which, in the circumstances, cannot be justified.
3. The nature of advertising undertaken does not require Ministerial approval. Approvals are provided by an Austrade delegate and where required by the APSC, under the Interim Recruitment Arrangements.

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 60**

**Departmental staff misconduct**

Since Budget Estimates in June, 2014:

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

**Answer**

1. A-based staff must comply with the APS Code of Conduct set out in section 13 of the *Public Service Act 1999*. Overseas engaged employees comply with the Austrade Code of Conduct for Overseas Engaged Employees, a copy of which is at **Attachment A**.
2. Yes.
  - (a) During the period of 5 June to 30 September 2014 there were two breaches by overseas engaged employees relating to failure to treat everyone with respect and courtesy. One of these breaches also involved failure to maintain confidentiality, and the misuse of resources.
  - (b) Two reprimands were issued.
  - (c) The breaches were identified by the Chief Human Resources Officer during the period 5 June 2014 to 30 September 2014. The Minister was not informed.
  - (d) There were no legal ramifications for Austrade or the staff member arising from any of the above cases.

## **AUSTRADE CODE OF CONDUCT**

### **Introduction**

Austrade expects OEEs to observe the same high standard of conduct, probity and integrity as that required of A-based officers. Austrade is the Australian Government's trade and investment promotion agency in X and consequently Australian principles and standards of conduct will apply in the workplace.

The key underlying principles of such conduct are:

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

### **Application and Implementation**

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

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

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

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

### **OEE Code of Conduct - Core Principles**

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

- an employee's personal behaviour should be appropriate;
- an employee's dress and appearance should be in accordance with standards appropriate to an employee's duties;

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- an employee should not be under the influence of alcohol, drugs or other prohibited or performance impairing substances in the work place;
- Austrade is a smoke-free work environment.

**An employee must behave honestly and with integrity in the course of his/her employment with Austrade.**

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

**An employee must act with care and diligence in the course of his/her employment with Austrade.**

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

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

**An employee, when acting in the course of his/her employment with Austrade, must treat members of the public and colleagues with respect and courtesy, and without coercion, discrimination or harassment of any kind.**

Employees are required:

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

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

OEEs are at all times subject to the authority of the Senior Trade Commissioner and the officer in charge of the Section in which he or she is employed.

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

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

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

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

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

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

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

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

**An employee must use Austrade resources in a proper manner.**

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

**An employee must not, in the course of his/her employment in Austrade, provide false or misleading information in response to a request for information that is made for official purposes.**

An employee is expected:

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

**An employee must not make improper use of:**

- inside information; or
- the employee's duties, status, power or authority in order to gain or seek to gain:

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- a benefit or advantage for the employee, or for any other person, including the acceptance of gifts, sponsored travel, hospitality, accommodation, hire car costs and entertainment;
- These restrictions also apply to the families of employees, where the gift or benefit is a direct result of the official duties of the employee;
- Gifts or benefits generally should not be accepted. In cases where not accepting would cause offence to an extent that could adversely affect Australia's interests, a gift or benefit can only be accepted with the written approval of the Senior Trade Commissioner.

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

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

Money must never be accepted as a gift.

**An employee in the course of his/her employment at Austrade must not promise, offer or give any bribe to colleagues with the aim of influencing a decision or influencing a colleague to commit misconduct or fraud.**

An employee must not promise, offer or give any bribe to colleagues with management, disbursement or collection of Austrade funds with the intent of:

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

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

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

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

- accept any compensation or reward in connection with the performance of their duties other than their prescribed salary and entitlements;
- conspire or collude with any other person to defraud;
- permit or condone any violation of the law by any person certificate or return;
- wilfully make or sign any false entry on any document;
- demand, accept or attempt to collect directly or indirectly, for themselves or others, as payment of gift any sum of money or other thing of value.

### **Reporting Breaches**

Employees should report suspected breaches of the Code of Conduct to their Manager, relevant Regional Director or MFA, or directly to the HR Director.

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

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

### **Disciplinary Action and Reporting Breaches**

A breach of the Code of Conduct is deemed to be misconduct for the purposes of Austrade's Terms and Conditions and where a breach has occurred, the administrative processes and nature of sanctions, which may be applied, are those set out in [Management Policy 1.52](#).

Where a manager receives a report of a suspected breach of the Code, the manager shall refer the matter to the HR Director, who will deal with the matter in consultation with relevant Regional Directors, in accordance with Austrade's misconduct procedures.

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**Question 61**

**Cloud services and storage**

1. Is the department using or planning to use cloud digital services (e.g. storage, computer software access etc)? If yes:
2. What date did/will cloud services be deployed in the department?
3. Please provide a list of all cloud services in use or being considered for use.
4. How much do these services cost? Please break down by service.
5. How much cloud storage (in gigabytes) is available for departmental use? What percentage of the available total is in use?
6. How much does this cloud storage cost per month?
7. What security arrangements are in place to protect cloud based services and storage?
8. Have any security analysts been employed / contracted to advise on the implementation and upkeep of these security arrangements?
9. What has been the cost of security for the cloud? Please provide a breakdown.

**Answers**

1. Austrade has adopted Cloud/hosted services where there is fitness for purpose, value for money, and where adequate management of risk to information and ICT assets is in place.

At present, there are 23 services in Austrade's portfolio of Cloud/hosted services, including:

- Travel booking
  - Online recruitment
  - Austrade's corporate website ([www.austrade.gov.au](http://www.austrade.gov.au))
  - Austrade's Export Market Development Grants (EMDG) lodgement system
  - Web filtering
2. Austrade first adopted Cloud/hosted services in 2001/2002 by outsourcing the hosting of its corporate website ([austrade.gov.au](http://austrade.gov.au)) to an external provider. Austrade has continued to assess adoption of Cloud/hosted services at ICT refresh points, including at the time of contract renewal for services and products. Austrade has also been proactive in assessing Cloud/hosted services for application development and testing needs.



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3. The list of Cloud/hosted services used by Austrade is provided below.

	<b>Cloud Service/System Name</b>	<b>Vendor / Provider</b>
1	AtTask timesheet system	AtTask, Inc.
2	Austrade Corporate Website	Elcom
3	Export Awards website	Elcom
4	Tourism Investment website	Elcom
5	Study In Australia website	Elcom
6	Australia Unlimited website	Elcom
7	Australia Unlimited Magazine	M & C Saachi
8	Austrade Institute (Learning and Development Portal)	Cornerstone OnDemand, Inc.
9	Carlson Wagonlit Travel (WoG solution)	Carlson Wagonlit
10	Citrix Goto Meeting	Citrix Systems, Inc.
11	E-matters Payments Gateway	eMatters Australia Pty Ltd
12	Email marketing system	Teradata
13	EMDG e-Lodgement	DWS
14	iBrand (digital imaging asset library)	Media Equation Pty Ltd
15	Insights Unlimited website	Redbox
16	MailChimp	MailChimp
17	NGA Recruitment site	NGA.NET Pty Ltd
18	ShareFile	Citrix Systems, Inc.
19	SmartyGrants	Our Community Pty Ltd
20	Survey Monkey	Survey Monkey
21	Tourism Grants Management System	F1 Solutions
22	Tourism Research Australia website and TRA Online	Tourism Australia
23	WebSense web proxy	WebSense, Inc.

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4. The setup and procurement cost of Cloud/hosted services to Austrade is provided below.

<b>Cloud Service/System Name</b>	<b>Vendor / Provider</b>	<b>Approx initial setup/purchase cost (ex. GST)</b>
AtTask timesheet system	AtTask, Inc.	\$12,000
Austrade Corporate Website	Elcom	\$4,900
Export Awards website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.
Tourism Investment website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.
Study In Australia website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.
Australia Unlimited website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.
Australia Unlimited Magazine	M & C Saachi	\$969
Austrade Institute (Learning and Development Portal)	Cornerstone OnDemand, Inc.	\$120,543
Carlson Wagonlit Travel (WoG solution)	Carlson Wagonlit	\$0
Citrix Goto Meeting	Citrix Systems, Inc.	\$10,000
E-matters Payments Gateway	eMatters Australia Pty Ltd	\$5,000
Email marketing system	Teradata	\$41,800
EMDG e-Lodgement	DWS	\$800,000
iBrand (digital imaging asset library)	Media Equation Pty Ltd	\$12,000
Insights Unlimited website	Redbox	\$0
MailChimp	MailChimp	\$0
NGA Recruitment site	NGA.NET Pty Ltd	\$42,690
ShareFile	Citrix Systems, Inc.	\$0
SmartyGrants	Our Community Pty Ltd	\$0
Survey Monkey	Survey Monkey	\$0
Tourism Grants Management System	F1 Solutions	\$0
Tourism Research Australia website and TRA Online	Tourism Australia	\$50,000
WebSense web proxy	WebSense, Inc.	\$328,000

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5. The amount of Cloud/hosted storage allocated to Austrade and the percentage in use is provided below.

<b>Cloud Service/System Name</b>	<b>Vendor / Provider</b>	<b>Total storage available to Austrade (in gigabytes)</b>	<b>Percentage of total storage in use by Austrade</b>
AtTask timesheet system	AtTask, Inc.	1	20%
Austrade Corporate Website	Elcom	300	60%
Export Awards website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.	Included as part of the setup and licensing arrangements for the corporate website.
Tourism Investment website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.	Included as part of the setup and licensing arrangements for the corporate website.
Study In Australia website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.	Included as part of the setup and licensing arrangements for the corporate website.
Australia Unlimited website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.	Included as part of the setup and licensing arrangements for the corporate website.
Australia Unlimited Magazine	M & C Saachi	4	50%
Austrade Institute (Learning and Development Portal)	Cornerstone OnDemand, Inc.	Unlimited	N/A
Carlson Wagonlit Travel (WoG solution)	Carlson Wagonlit	0	0%
Citrix Goto Meeting	Citrix Systems, Inc.	10	50%
E-matters Payments Gateway	eMatters Australia Pty Ltd	0	0%
Email marketing system	Teradata	500	2%
EMDG e-Lodgement	DWS	25	50%
iBrand (digital imaging asset library)	Media Equation Pty Ltd	240	51%
Insights Unlimited website	Redbox	2	50%
MailChimp	MailChimp	N/A	N/A
NGA Recruitment site	NGA.NET Pty Ltd	Unlimited	N/A
ShareFile	Citrix Systems, Inc.	120	95%
SmartyGrants	Our Community Pty Ltd	10	50%
Survey Monkey	Survey Monkey	N/A	N/A
Tourism Grants Management System	F1 Solutions	50	31%
Tourism Research Australia website and TRA Online	Tourism Australia	170	51%
WebSense web proxy	WebSense, Inc.	0	0%

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6. The ongoing monthly cost for each of the Cloud/hosted services is provided below. The storage costs have not been charged separately by the service providers and are covered by the ongoing monthly cost for a service.

Cloud Service/System Name	Vendor / Provider	Approx ongoing cost per month (ex. GST)
AtTask timesheet system	AtTask, Inc.	\$2,700
Austrade Corporate Website	Elcom	\$4,900
Export Awards website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.
Tourism Investment website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.
Study In Australia website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.
Australia Unlimited website	Elcom	Included as part of the setup and licensing arrangements for the corporate website.
Australia Unlimited Magazine	M & C Saachi	\$315
Austrade Institute (Learning and Development Portal)	Cornerstone OnDemand, Inc.	\$4,050
Carlson Wagonlit Travel (WoG solution)	Carlson Wagonlit	\$0
Citrix Goto Meeting	Citrix Systems, Inc.	\$6,600
E-matters Payments Gateway	eMatters Australia Pty Ltd	\$59
Email marketing system	Teradata	\$7,921
EMDG e-Lodgement	DWS	\$9,500
iBrand (digital imaging asset library)	Media Equation Pty Ltd	\$1,041
Insights Unlimited website	Redbox	\$3,170
MailChimp	MailChimp	\$0
NGA Recruitment site	NGA.NET Pty Ltd	\$1,666
ShareFile	Citrix Systems, Inc.	\$311
SmartyGrants	Our Community Pty Ltd	\$1,660
Survey Monkey	Survey Monkey	\$25
Tourism Grants Management System	F1 Solutions	\$3,980
Tourism Research Australia website and TRA Online	Tourism Australia	\$0
WebSense web proxy	WebSense, Inc.	\$0

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7. Austrade undertakes a threat, risk and/or vulnerability assessment prior to adopting any Cloud/hosted service. As part of this assessment, and using the ASD Cloud Computing Security Considerations, Austrade reviews the technical infrastructure and procedures that a vendor has in place to protect its Cloud/hosted based services and storage. This is done in conjunction with Austrade's Legal Services Team and this informs and shapes the contract. The contract holds a service provider to conform to various IT requirements such as encrypting backups, ensuring privacy of data at rest and in transit, and only allowing individuals with the appropriate security clearance to access its data centres.
8. Austrade has a dedicated IT Security Team that is comprised of an IT Security Advisor and an IT Security Officer. The team plays a key role in assessing a Cloud/hosted service prior to it being adopted by Austrade. At various trigger points the team is also involved in re-reviewing the security related aspects of a Cloud/hosted service. Examples of trigger points include contract reviews and major changes to service requirements.
9. The cost of assessing and ensuring that Austrade's adopted Cloud services conform to security requirements has been moderate. Austrade's IT architects are responsible for pre-assessing the security conformance of a Cloud-hosted service prior to Austrade's IT Security team undertaking a more in-depth assessment. The total cost of undertaking these security assessments can be approximated to about 2 per cent to 4 per cent of the total budget for a particular project, or 2 per cent to 4 per cent of the total cost of procuring a particular Cloud-hosted service.

## **Question 62**

### **Disability access**

1. Please provide a list of all premises owned, leased or otherwise operated by the department / agency which do not yet comply with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010). For each, please provide:
2. The year in which it was purchased / leased / rented (and if lease / rental agreement, when it expires).
3. What plans are in place to make the premises compliant with the act.
4. When these plans will commence and when they are expected to be complete.
5. Has the minister or the minister's office been informed of these plans? Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) between the minister's office and the department regarding this issue.
6. What is the expected cost of making the premises compliant? Please break down the costs.
7. Have any plans to make any premises compliant been cancelled, put on hold or delayed since September 7, 2013? If yes, please detail, including the reasons for which they were cancelled, put on hold or delayed and how the decision was reached.
8. Have any complaints been lodged with regard to the premises not being compliant? If yes, please detail.

### **Answer**

Austrade's leased tenancies are compliant with the Disability Discrimination Act (through The Disability (Access to Premises - Buildings) Standards 2010).

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**Question 63**

**Fee for services**

Since 7 September 2013:

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

**Answer**

Austrade has charged fees for some services since the early 1990s.

The majority of Austrade services are provided for free. For example, when Australian exporters seek general information and advice on export markets or international business from Austrade, these services are provided free of charge.

Austrade charges service fees in limited circumstances for tailored services. Examples include:

- When Australian exporters seek individual, customised services for their own commercial benefit in offshore markets
- When Australian exporters participate in trade or education exhibitions or events overseas and Austrade provides project management and business matching services to these organisations.

1. Since September 2013:

- No new fees have been created since September 2013
- No services have moved from being free to user pay services since September 2013
- Austrade's Fee for Service rate has increased from \$190 per hour to \$275 per hour from 1 July 2014.

2. Austrade currently charges a flat fee of \$275 per hour for the delivery of tailored services.

3. Austrade increased its service fee from \$190 per hour to \$275 per hour. This was the first increase in Austrade's service fee since 2001 and reflected cumulative CPI increases over thirteen years.

4. The adjustment to Austrade's service fee rate came into effect from 1 July 2014.

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5. Before increasing the rate charged for its services, Austrade identified that:
- Austrade's hourly service fee had fallen behind inflation and was underpriced
  - There was inconsistent application of the charging policy across Austrade due to changes in its operational model.

6. Changes to Austrade's service fee was communicated to affected clients at the time of their engagement with Austrade.

Austrade's 2014 service improvement study found that 89 per cent of Austrade's clients were satisfied with their dealings with Austrade during the past 12 months. In addition, 79 per cent of clients rated Austrade's paid services as representing good value for money.

7. The updated fee was put into force through an update to Austrade's client service policy and associated supporting documentation. Austrade's service charter stipulates that all potential clients to Austrade be advised of Austrade's service fees if applicable.
8. Austrade's fees are implemented in line with the Government's cost recovery principles for Government agencies.



**Question 64**

**Documents provided to Minister**

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

**Answer**

Austrade's media clippings are provided on a daily basis to the office of the Minister for Trade and Investment. The media clippings are transmitted by email and are provided to appropriate staff.

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**Question 65**

**Merchandise or promotional material**

Since 7 September 2013:

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

**Answer**

1. Yes, Austrade purchased merchandise and promotional materials including carry bags, lanyards, umbrellas, USB's, lapel pins, business card holders and folders, to support Australian trade, investment, international education and tourism interests at events including international business missions.
2. Merchandise and promotional materials are used in Australia and globally to support the promotion of Australian trade, investment, international education and tourism interests at events.
- 3-7. Austrade has 82 overseas offices in 48 markets, as well as 11 offices in Australia. Sourcing details would entail a significant diversion of resources to collate and report which, in the circumstances, cannot be justified.
8. The Minister was not informed.
- 9-11. Austrade has 82 overseas offices in 48 markets, as well as 11 offices in Australia. 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 66**

**Freedom of information - stats**

1. How many FOI requests were received between 7 September 2013 to date?
2. How many of those requests were finalised within the regular timeframes provided under the FOI Act?
3. How many of those requests were granted an extension of time under s 15AA of the FOI Act?
4. How many of those requests were granted an extension of time under s 15AB of the FOI Act?
5. How many of those requests were finalised out of time?

**Answer**

1. During the period from 7 September 2013 to 30 September 2014, 20 FOI requests have been received.
2. 14.
3. 1.
4. 1.
5. 6.

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**Question 67**

**Contract for temporary staff**

Since Budget Estimates in June, 2014:

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

**Answer**

1. During the period 5 June to 30 September 2014, Austrade spent a total of \$1,619,281 on ‘contractors and hiring costs’. In addition to costs directly related to temporary or contract staff, this amount also includes expenditure for interpreter and translation costs, intern allowances, function staff, and other costs. To separate the costs directly related to temporary or contract staff would require a significant diversion of resources which, in these circumstances, cannot be justified.
2. During the period 5 June 2014 to 30 September 2014, there were 10 temporary or contract staff engaged by Austrade – 10 A-based and no Overseas Engaged Employees engaged and paid through recruitment agencies.
3. As at 30 September 2014, there were 42 temporary or contract staff employed, 37 A-based and five Overseas Engaged Employees engaged and paid through recruitment agencies.
4. Austrade’s systems do not record the cost of finding temporary/contract staff separately from other costs associated with temporary staff.
5. The only changes to Austrade’s policies/criteria that govern the appointment of contract staff are those changes required by the Australian Public Service Commission interim employment arrangements.

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**Question 68**

**Staffing profile**

Since Budget Estimates in June, 2014:

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

**Answer**

1. Yes.
2. The staffing profile has decreased by five between 30 June 2014 and 30 September 2014, due to a reduction of 6 APS staff and an increase of 1 Overseas Engaged Employee (as summarised below).

<b>Location by Headcount</b>	<b>30 June 2014</b>	<b>30 September 2014</b>
Canberra	248	236
State/Territories	226	228
Overseas	72	76
<b>Total APS Staff</b>	<b>546</b>	<b>540</b>
Overseas Engaged Staff	486	487
<b>Total Workforce</b>	<b>1032</b>	<b>1027</b>

Further information on Austrade's staffing profile at 30 September 2014 is provided in the tables below.

Staff headcount by classification level

Austrade had 374 APS employees at the EL and SES levels. This represents 69.3 per cent of the total APS workforce and 36.4 per cent of the total workforce (APS and OEE). In addition to the APS workforce of 540; Austrade employs 487 locally engaged staff who generally perform work value within the APS1-6 and EL ranges.

<b>Class</b>	<b>No of Staff</b>	<b>% of APS Workforce</b>	<b>% of Total Workforce</b>
CEO	1	0.2%	0.1%
SES	66	12.2%	6.4%
EL2	158	29.3%	15.4%
EL1	150	27.8%	14.6%
APS5-6	132	24.4%	12.9%
APS1-4	33	6.1%	3.2%
<b>Total APS</b>	<b>540</b>	<b>100.0%</b>	<b>52.6%</b>
OEE	487	~	47.4%
<b>Total Workforce</b>	<b>1027</b>	~	<b>100.0%</b>

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Staff headcount by division

<b>Group/Division</b>	<b>Abased</b>	<b>OEE</b>	<b>Total</b>
Established Markets	25	150	175
East Asian Growth Markets	34	186	220
Growth and Emerging Markets	25	129	154
International Operations Group	127	0	127
Corporate Services Group	131	22	153
Tourism, Investment, Education and Programmes Group	154	0	154
Office of the CEO	17	0	17
Inoperative	27	0	27
<b>Total</b>	<b>540</b>	<b>487</b>	<b>1027</b>

Staff headcount by location

<b>Market/Location</b>	<b>Abased</b>	<b>OEE</b>	<b>Total</b>
East Asian Growth Markets	31	191	222
Established Markets	22	162	184
Growth & Emerging Markets	23	134	157
<b>Subtotal</b>	<b>76</b>	<b>487</b>	<b>563</b>
ACT	236	0	236
NSW	155	0	155
NT	1	0	1
QLD	12	0	12
SA	6	0	6
TAS	1	0	1
VIC	43	0	43
WA	10	0	10
<b>Subtotal</b>	<b>464</b>	<b>0</b>	<b>464</b>
<b>Total</b>	<b>540</b>	<b>487</b>	<b>1027</b>

**Question 69**

**Savings and Efficiency Measures**

Since the Appropriation Bills 2014 were passed by the parliament:

1. How many measures, savings tasks or efficiency measures contained in the Appropriations bills have not been actioned or have had no guidance instructions issued?
2. For each measure or task identified in question 1:
  - (a) What is the timeframe for implementation?
  - (b) Who is the responsible agency for actioning these measures, guidelines or tasks?
  - (c) When was the Minister last briefed on this item? Was this briefing requested by the minister or initiated by the department?
  - (d) What action has the minister asked be done on this policy?

**Answer**

1. None. All savings tasks and efficiency measures are being, or have been, implemented.
2. For each measure or task identified in question 1:
  - (a) Not applicable.
  - (b) Not applicable.
  - (c) Not applicable.
  - (d) Not applicable.

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**Question 70**

**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 for Trade and Investment or his office. 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 an RSA remote access token. The original total purchase cost of this equipment is \$3,568.83 per person.

2. The baseline ICT service package provided to Austrade staff consists of either a desktop computer or a 12” notebook with docking station, 22” monitor, a headset, mouse and keyboard.

Device	Cost per device
Standard desktop (pc plus monitor)	\$1,559.50 ex GST
Standard laptop	\$3,568.83 ex GST

3. Austrade’s computers use a standard operating environment based on Microsoft Windows 7 and a number of software packages.

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

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



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**Question 71**

**Travel costs - departmental**

Since Budget Estimates in June, 2014:

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

**Answer**

1. Austrade complies with Government policy on the approval of international travel. This policy is available at <http://www.finance.gov.au/sites/default/files/resource-management-guide-no-405.pdf>.
2. Refer response to (1) above.
3. Refer response to (1) above.
4. The policy was implemented in November/December 2013.
5. Austrade is represented in some 82 locations in around 48 countries and international travel is therefore an integral part of its operations. The large number of occurrences of international travel means that to list all occurrences would entail a significant diversion of resources which, in these circumstances, cannot be justified.
6. A listing of all international trips is forwarded weekly to Austrade's CEO for approval. Where approval by the Minister is required, submissions are sent to the Minister as these occur. International travel does not proceed until all necessary approvals have been obtained.
7. See (6), above. Approval times are dependent on the availability of the Minister.
8. 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 5 June 2014 to 30 September 2014, Austrade spent a total of \$115,726 comprising \$72,197 on air fares (fare types are not recorded in Austrade's financial system), \$23,984 on accommodation, \$6,846 on meals, \$7,547 on ground transport, \$37 on hospitality and \$5,115 on all other expense items for travel in support of Ministers and other Parliamentarians. Itemising all support

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separately would entail a significant diversion of resources which, in these circumstances, cannot be justified.

9. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, cannot be justified. In aggregate, from 5 June 2014 to 30 September 2014, Austrade spent \$1.45 million on domestic and international air fares (fare types are not recorded in Austrade's financial system), \$0.86 million on accommodation, \$0.33 million on meals, \$0.47 million on ground transport, and \$0.02 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.
10. See (6), above.
11. See (7), above.
12. 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 October 2014 to 31 December 2014 will be in line with budget expectations.

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**Question 72**

**Travel costs - ministerial**

Since Budget Estimates in June, 2014:

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

**Answer**

Austrade does not have access to this information. 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.

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**Question 73**

**Grants**

Since Budget Estimates in June, 2014:

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

**Answer**

**Asian Business Engagement Plan Grants**

1. As per section 4.4 of the Commonwealth Grant Rules and Guidelines Austrade has developed guidelines for the Asian Business Engagement (ABE) Plan grant programme, which have been approved by the Minister for Finance. Austrade also complies with the Commonwealth Grant Rules and Guidelines in its administration of the programme.
2. Organisations interested in receiving funding under the ABE Plan are required to complete an online application form during a specified period each year.
3. Application for funding under the ABE Plan is restricted to Australian member-based business organisations such as chambers of commerce and industry, business councils and chambers and peak industry associations. Individual firms cannot apply. Further details on eligibility are outlined in the ABE Plan Guidelines at [www.austrade.gov.au/abe](http://www.austrade.gov.au/abe)
  - a) Under Section 2 of the ABE Plan Guidelines the Delegate may waive or amend the eligibility criteria. The Delegate waived the eligibility criteria in the 2014-15 grant round in relation to the status of the Australian Myanmar Chamber of Commerce as an incorporated body, after receiving a formal request from the Chamber. There was evidence that the Chamber had been operating in an appropriate manner for the required time. The Chamber had applied to the Australian Securities and Investment Commission for registration, which was forthcoming prior to the grant round closing for applications

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4. The ABE Plan is a merit-based competitive grant programme. Eligible applications are assessed against merit criteria, published in the ABE Plan Guidelines, and rated in order of merit.
5. A selection Panel comprising of two Senior Austrade staff and one external person makes recommendations on preferred ABE Plan applicants to the Delegate. The Delegate, with consideration for the Panel's recommendations, determines the awarding of grants.
6. The Delegate for the ABE Plan is a senior Austrade officer appointed by the CEO. The Minister is not the Delegate for this programme and neither the Minister nor his office played a role in the awarding of grants.
7. ABE Plan grants awarded (under the 2014-15 grant round) since 5 June 2014 including recipients, amount, intended use of the grants, what locations have benefited from the grants and the electorate and state of those locations are at **Attachment A**.
8. No grants in the current grant round were approved prior to June 2014.

### **T-QUAL Grants**

There are two current rounds of the T-QUAL (Tourism Quality Projects - TQP) programme (2012 and 2013). The 2012 round ended on 30 June 2014 and the 2013 round will end on 30 June 2015. There will be no further rounds of this programme.

A total of eight T-QUAL (Strategic Tourism Investment Grants – STIG) projects were funded over the life of the programme, all of which have been completed. No further STIG funding will be offered.

1. The Programme Guidelines for the T-QUAL grants programmes were developed as per the Commonwealth Grant Rules and Guidelines . The programmes were administered in accordance with Commonwealth Grant Rules and Guidelines.
2. Entities interested in receiving funding under the T-QUAL (TQP) programme were required to submit a hard-copy application during a determined period each year.  
  
Applications for funding were invited to deliver specific projects announced by the then Minister for Tourism under the T-QUAL (STIG) programme. This was not a rounds-based programme.
3. Applicants for funding under the T-QUAL (TQP) programme were required to be a legal entity, registered for GST, and one of the following:
  - A private sector corporation
  - A corporate trustee on behalf of a trust (Trustees could apply on a behalf of a trust where the trustee, which must have been a corporate entity, had the authority to enter into a legal agreement and provided the trustee agreed to abide by certain trustee terms in a Funding Agreement)
  - A non-profit corporation or incorporated association
  - An incorporated regional tourism or economic development organisation
  - A local government body corporate/body politic

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- A Government Business Enterprise (where 51 per cent of more of revenue was derived from non-government sources)
- A corporate national peak or sectoral tourism association able to demonstrate sufficient representation of the industry through diversity in its membership, or
- A consortium of corporate partners (led by any of the above entity types).

A local government body needed to demonstrate that the project was additional to its core business activities. A local government body applying under the T-QUAL 2012 round also needed to demonstrate that the proposed project had strong support from the community.

Commonwealth, State or Territory government agencies (i.e. those entities that received funding for their core business and operating expenses from Commonwealth, State or Territory governments) were not eligible. They could, however, have been a member (but not the lead applicant) of a consortium that applied for funding.

National, peak or sectoral tourism associations applying for funding needed to demonstrate they were established organisations providing services to an identifiable sector or sectors of the Australian tourism industry and had an appropriate level of industry representation through their membership. They also needed to demonstrate that the proposed project would not routinely have been carried out as part of their core business activities.

To be eligible to apply for T-QUAL (STIG) funding, the applicant needed to be a legal entity and able to execute a funding agreement with the Commonwealth. Commonwealth, state or territory government agencies were not eligible. If an application was to be submitted on behalf of a consortium, the application had to be submitted by a single entity (the 'lead applicant') which would execute a funding agreement with the Commonwealth if their proposal was successful. A consortium could include Commonwealth, state or territory government agencies as a consortium member, however, Commonwealth, state or territory government agencies could not be the lead applicant of the consortium.

a) No.

4. The T-QUAL (TQP) and T-QUAL (STIG) programmes were competitive merit based programmes. Eligible applications were assessed against merit criteria, as published in the respective Grant Guidelines, and rated in order of merit.
5. Those involved in the selection processes for T-QUAL (TQP) included (Austrade) Tourism Division staff, representatives from State and Territory Tourism Organisations, contracted financial consultants, and the authorised Programme Delegate. The selection process for each T-QUAL (STIG) project was also supported by a Project Implementation Committee comprising representatives with technical expertise specific to each project.
6. No. The then Minister for Tourism delegated his decision-making power for both T-QUAL programmes to a senior officer in the department, the Programme Delegate.

a) No.

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7. T-QUAL grants awarded to date, since 5 June 2014 are at **Attachment B**.
8. The T-QUAL grants approved (but not contracted) at June 2014 now have financial contracts in place, as listed at **Attachment B**.

**Tourism Industry Regional Development Fund (TIRF) Grants**

The current round of the TIRF Grants programme ends on 30 June 2015. There will be no further rounds of this programme.

1. As per section 4.4 of the Commonwealth Grant Rules and Guidelines Austrade has developed guidelines for the TIRF grants programme. Austrade also complies with the Commonwealth Grant Rules and Guidelines in its administration of the programme.
2. Entities interested in receiving funding under the TIRF programme were required to complete a hard-copy application during a determined period each year.
3. Applicants for funding under the TIRF grants programme were required to be registered for GST, and one of:
  - A corporation registered under the Corporations Act 2001 (Cth) of the Corporations Act (Aboriginal and Torres Strait Islander) Act 2006 (Cth), including a trustee corporation registered under either Act or
  - An incorporated association registered under a State or Territory Act or
  - A local government body corporate/body politic or
  - A consortium led by a corporation registered under the Corporations Act 2001 (Cth) or the Corporations Act (Aboriginal and Torres Strait Islander) Act 2006 (Cth) or
  - A Government Business Enterprise.

Where the applicant was a Government Business Enterprise, 51 per cent or more of its revenue must have been derived from non-government sources.

Individuals and partnerships were not eligible to apply.

- a) No.
4. The TIRF grants programme was a competitive merit based programme. Eligible applicants were assessed against merit criteria, as published in the the grant guidelines, and rated in order off merit.
5. Those involved in various stages of the selection process included (Austrade) Tourism Division staff, representatives from state and territory tourism organisations, contracted financial consultants, and the authorised Programme Delegate.
6. No. The then Minister for Tourism delegated his decision-making power to a senior officer in the department, the Programme Delegate.

- a) No.

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7. There have been no TIRF grants awarded since June 2014.
8. There were no TIRF grants approved prior to the specified period that did not have financial contracts in place at that time.



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**Attachment A**

**Asian Business Engagement Plan Grants (awarded since 5 June 2014)**

Recipient Title	Office Location	Project Description	Markets	Grant Value	GST Inc	Grant End Date	Stream
AusBiotech	South Yarra - VIC	To develop a bilingual directory of Australian medical technology companies in Chinese/English, to support business partnering and facilitate trade with China.	China	\$20,000	No	30/06/2015	A
Australian-New Zealand Chamber of Commerce Philippines, Inc.	Makati - Philippines	The Chamber will complete a study using the Sussex framework to estimate the possible impact of Philippines-Australia trade resulting from the ASEAN Economic Community (AEC) agreement.	Philippines	\$29,500	NA	30/06/2015	A
Australian-Thai Chamber of Commerce	Sathorn - Bangkok	AustCham will strengthen and expand the Thai-Australian 'sphere of influence' to make business networks in Thailand more accessible for Australian SMEs while also building the institutional capacity of AustCham to support and promote Australian business over the long-term.	Thailand	\$66,800	NA	30/06/2015	A

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Australia-Taiwan Business Council Limited	Sydney - NSW	The project will focus on women in business and will enhance access and influence in Taiwan and China by building innovative, business-driven connections and networks with organisations or women entrepreneurs in Taiwan and China.	Taiwan	\$58,015	No	30/06/2015	A
Bundaberg Fruit and Vegetable Growers Cooperative Limited	Bundaberg - QLD	BFVGC will progress new regional partnerships with strategically connected organisations in the Republic of Korea, to build long-term business partnerships and co-investment in regional food supply chains to Asia.	Korea	\$80,000	No	30/06/2015	A
Composites Australia Inc.	Richmond - VIC	Composites Australia will showcase Australia's strengths in research, innovation, application of composite and manufacturing technology for advanced composites including advanced materials as a market entry initiative into Malaysia and Indonesia. Links will be formed into high value added sectors including oil & gas, automotive and ground transportation (rail and bus) and infrastructure industries.	Indonesia & Malaysia	\$61,425	No	30/06/2015	A
Export Council of Australia	Sydney - NSW	The Export Council of Australia will conduct an export capability development project focused on the Indonesian market and aimed at the Fast Moving Consumer Goods (FMCG) sector.	Indonesia	\$60,000	No	30/06/2015	A

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Food South Australia Inc	Urrbrae - SA	Food South Australia will assess specific export opportunities in Indonesia, Malaysia and Singapore for high value added food products manufactured in South Australia and the market strategies required to export to the target markets. This will include analysis of supply challenges and opportunities, and the strategies that counteract these.	Singapore, Malaysia & Indonesia	\$75,000	No	30/06/2015	A
Sports Medicine Australia and the Australian Physiotherapy Association	Albert Park - VIC	This pilot project will scope the opportunities for the export of sports medicine expertise and training to China developing a comprehensive report and delivering seminars and webinars to members which outline the opportunities in China.	China	\$30,000	No	30/06/2015	A
TAFE Directors Australia	Ultimo - NSW	TAFE Directors Australia will undertake a program to build links between its members and the 29 Government Technical Institutes currently operating in Myanmar. TAFE institutes will showcase their institutes, highlight areas of strength and expertise, have the opportunity to initiate and formalise cooperation agreements and engage with key industry stakeholders and explore opportunities for tripartite partnerships.	Myanmar	\$63,560	No	30/06/2015	A

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Victorian TAFE International Inc	Brighton East - VIC	VTI will leverage Indonesian government contacts and TVET providers to offer a program showcasing their collective skills and expertise, including capacity to mentor and highlighting the value of working with VTI as a 'one stop shop'. Collaboration opportunities will also be scoped	Indonesia	\$37,500	No	30/06/2015	A
Australia-Myanmar Chamber of Commerce	Sydney - NSW	The 'Networks Through Skills Development Program' initiative will focus on capacity building and skills transfer including a skills swap program, industry skills seminars and an Alumni program in Myanmar.	Myanmar	\$120,000	No	30/06/2016	B
Australian Automotive Aftermarket Association Ltd	Clayton - VIC	The AAAA's 'Asian Aftermarket Pathway Program' will generate market information and build linkages with regional Industry Associations to drive collaboration in Thailand and Indonesia.	Indonesia & Thailand	\$100,500	No	30/06/2016	B
Australian Horticultural Exporters Association	Knoxfield - VIC	The 'Australian Horticulture Export Portal' will foster collaborative knowledge sharing between exporters and Asian counterparts through an online 'one-stop shop' for export information.	China, Korea & Japan	\$159,000	No	30/06/2016	B

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Australian Services Roundtable	Surrey Hills - VIC	To provide SMEs with export ready coaching and mentoring webinars and identify new and emerging services market opportunities in Korea and Indonesia where ASR service export leaders have demonstrated capacity to assist.	Korea & Indonesia	\$112,000	No	30/06/2016	B
Council of Textile & Fashion Industries of Australia (TFIA)	Collingwood - VIC	TFIA will foster a sustainable future for the Australian Textile, Clothing and Footwear industry and deliver platforms for exchange of knowledge sharing to build Australia as a place of innovation and solutions, concentrating on Hong Kong as a gateway to China	Hong Kong	\$120,000	No	31/08/2015	B
Infrastructure Sustainability Council of Australia	Sydney - NSW	The Infrastructure Sustainability Council of Australia will benchmark to what extent infrastructure sustainability is included in funding, planning, procurement, design, delivery and operational requirements in Singapore. The information will be used to identify what tools and training are required to deliver greater infrastructure sustainability outcomes for the region.	Singapore	\$101,000	No	30/06/2017	B

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NSW Business Chamber Limited	North Sydney - NSW	The NSW Business Chamber will launch the 'Best of Australia' project which will build new business links with China and support companies from diverse sectors, to deal with in-market issues that inhibit their market entry or expansion, reduce complex regulatory compliance, and grow export sales.	China	\$130,000	No	30/10/2016	B
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**Attachment B**

**T-QUAL Grants Awarded since 5 June 2014**

<b>T-QUAL Grant Recipient</b>	<b>Amount (GST Excl)</b>	<b>Intended Use</b>	<b>Location</b>	<b>State</b>	<b>Status</b>
Miami Bakehouse Pty Ltd	\$43,600	Purchase and install 18 fiberglass kangaroos and have famous artists paint them; and the creation of static and digital interpretation for the artwork Three kangaroos will be part of movable art traveling in the region..	Mandurah	WA	Current. Due for completion prior to 30 June 2015.
Bali Hai Resort and Spa	\$100,000	Full upgrade of kitchens in nine self-contained villas.	Cable Beach	WA	Current. Due for completion prior to 30 June 2015.
Kings Creek Station	\$50,000	Installation of three air conditioned, safari-style luxury tents.	Kings Canyon	NT	Current. Due for completion prior to 30 June 2015.

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**Question 74**

**Government payment of accounts**

Since Budget Estimates in June, 2014:

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

**Answer**

1. Payment statistics are compiled quarterly. 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 30 September 2014, the average time period for payments was 11.17 days.
2. In the three months to 30 September 2014, Austrade made 1720 payments to businesses in Australia:
  - of these payments, 1673 (97.3 per cent) – valued at \$9,574,395 (95.8 per cent of invoice value) – were paid within 30 days
  - of the 47 (2.7 per cent) of payments made after 30 days, 32 (1.8 per cent) were paid within 31–60 days, 13 (0.8 per cent) within 61–90 days, 2 (0.1 per cent) within 90–120 days and none over 120 days.
3. See (2) above.
4. See (2) above.
5. See (2) above.
6. In the three months to 30 September 2014, \$255.04 in penalty interest was paid to suppliers in accordance with pre 1 July 2014 Government policy that self-generated payment of penalty interest be made where payments to small business were made more than 60 days after invoice receipt. No interest has been paid under current Government policy which took effect on 1 July 2014 whereby interest is payable if payments to all business are made more than 30 days after invoice receipt.



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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 75**

**Consultancies**

Since Budget Estimates in June 2014:

1. How many consultancies have been undertaken? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
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) List each, including name, cost and purpose
  - (b) If so, why?

**Answer**

1. Since the June 2014 Budget Estimates, Austrade has entered into six consultancy engagements. Details are provided in the following table.

**Table 1 – Consultancies Undertaken**

<b>Supplier Name</b>	<b>Description</b>	<b>Consultancy Contract Price (GST incl.)</b>	<b>Start Date</b>	<b>End Date</b>	<b>Method of Procurement</b>	<b>Consultancy Justification Reason/s</b>	<b>Justification for Limited Tender</b>
Mekong Economics Ltd.	Research on Opportunities for Aquaculture & Fisheries Products, Equipment, Technologies & Services in Vietnam	\$40,000.00	13/06/2014	31/08/2014	Direct	Need for specialised or professional skills	Total value is less than the public tender threshold

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RESCO SP ZOO	Aviation Sector Research Poland	\$4,500.00	18/06/2014	30/06/2014	Direct	Need for specialised or professional skills	Total value is less than the public tender threshold
TNS KOREA	Korea post aged care industry market study	\$7,192.00	19/06/2014	8/08/2014	Direct	Need for independent research or assessment	Total value is less than the public tender threshold
KPMG Advisory Services Private Limited	Provision of Research Services on the Indian Automotive Research and Development Sector	\$30,000.00	30/06/2014	31/12/2014	Direct	Need for specialised or professional skills	Total value is less than the public tender threshold
PricewaterhouseCoopers	Internal Audit Services	\$541,185.00	1/07/2014	30/06/2015	Open	Need for independent research or assessment	N/A
Work Dynamic Australia	Provision of consultancy services for a workplace related matter	\$61,600.00	4/09/2014	30/11/2014	Direct	Need for independent research or assessment	Total value is less than the public tender threshold
	<b>Total Value for all Consultancies</b>	<b>\$684,477.00</b>					

*Clarification notes:*

- *The consultancy contract price has been reported as the agreed total 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.*

2. Austrade has no planned procurements of consultancy services for the remainder of this calendar year that are subject to the requirements of Division 2 of the Commonwealth Procurement Rules.

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

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

3. Yes. Consultancies that did not go to open public tender are detailed in the response to (1) above, and include the justification for the Limited tender procurement process.

## **Question 76**

### **Meeting costs**

Since Budget Estimates in June, 2014:

1. How much has the Department/Agency spent on meeting costs? Detail date, location, purpose and cost of all events, including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total meeting spend from Estimates, 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.

## **Question 77**

### **Functions**

Since Budget Estimates in June, 2014:

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister .  
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. Breakdown by item, quantity and cost.

### **Answer**

1. No formal functions or other forms of hospitality held onshore for the Minister were hosted by Austrade between 5 June 2014 and 30 September 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 78**

**Executive coaching and leadership training**

Since Budget Estimates in June 2014, please provide the following information in relation to executive coaching and/or other leadership training services purchased by each department/agency:

1. Total spending on these services
2. The number of employees offered these services and their employment classification
3. The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted (provide a breakdown for each employment classification)
4. The names of all service providers engaged For each service purchased form a provider listed under (4), please provide:
  - (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 development during the period 5 June to 30 September 2014 was \$18,897.
2. Leadership training is available to all Executive Level 1-2 staff and executive coaching was offered to 1 SES level staff.
3. Three Executive Level 1-2 staff undertook leadership training, while 1 SES staff member undertook executive coaching.
4. (a) The providers for the leadership training were the Mt Eliza Business School, Australian Institute of Management (AIM), and People Dynamics Inc. The provider of the executive coaching was Pivotal Leadership.

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- (b) The leadership training was group based, while the executive coaching was one to one.
  - (c) Three Executive Level 1-2 staff received leadership training, and 1 SES staff member undertook executive coaching.
  - (d) The total number of hours involved in executive coaching for an SES staff member was 17.5 hours, and a total of 70 hours was involved in leadership training for 3 Executive Level 1-2 staff.
  - (e) The total spend during the period 5 June and 30 September 2014 for executive coaching was \$8,088, and the total spend on leadership training was \$10,809.
  - (f) The Executive coaching and leadership training are complete packages.
5. (a) The Leadership training was undertaken at Mt Eliza Business School, AIM, and People Dynamics.
- (b) One Executive Level 1-2 staff undertook executive coaching, and three Executive level 1-2 staff undertook leadership training.
- (c) 17.5 hours were undertaken for executive coaching, and 70 hours leadership training were undertaken.
- (d) Nil.
6. All Austrade employees have an annual performance agreement that includes a training and development plan. Each employee reviews their training and development needs within the performance cycle and is required to discuss it at their final performance appraisal. This ensures commitment to the agreed training needs of the employee being met during the performance cycle.
7. A breakdown of Austrade staff undertaking graduate and postgraduate study is provided below. Extracting detailed information on approved study leave for each staff member would entail a significant diversion of resources which, in the circumstances, cannot be justified.
- Four EL2's are completing a Master of Business Administration
  - Three EL1's are completing a Master of Business Administration
  - One APS6 is completing a Master of Business Administration
  - One APS6 is completing a Master of International Trade and Commerce Law
  - One EL2 is completing a Bachelor of Politics and International Relations
  - One EL2 is completing a Graduate Diploma in Economics
  - One EL2 is completing a Diploma of Project Management
  - One EL1 is completing a CPA
  - One EL1 is completing a Exec Postgraduate in General Management
  - One EL1 is completing a Bachelor of Law
  - One APS6 is completing a Graduate Certificate in Marketing
  - One APS6 is completing a Master of Policing, Intelligence and Counter Terrorism
  - One EL2 is completing a Diploma of Law
  - One APS6 is completing a Bachelor of Languages and International Business
  - One APS6 is completing a Bachelor of Arts (internet Communications)
  - One APS6 is completing Bachelor of Business
  - One APS6 is completing a Graduate Certificate in Ethics and Law.



**Question 79**

**Provision of equipment - ministerial**

Since Budget Estimates in June, 2014:

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

**Answer**

1. No new mobile phones have been provided to Ministers and/or Parliamentary Secretaries and/or their offices in the period 5 June 2014 to 30 September 2014.
2. No new electronic equipment has been provided to Ministers and/or Parliamentary Secretaries and/or their offices in the period 5 June 2014 to 30 September 2014.
- 3-7. Not applicable.

## **Question 80**

### **Staffing reductions**

Since Budget Estimates in June, 2014:

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

### **Answer**

1. 66 Austrade staff left in the period 5 June to 30 September 2014, for a range of reasons, including resignation.
2. There were two involuntary redundancies during the period 5 June to 30 September 2014.
3. There are no plans for further staff reductions at this stage.
4. Not applicable.
5. There are no plans for involuntary redundancies at this stage.
6. 46 ongoing staff left Austrade in the period 5 June to 30 September 2014:
7. 20 non-ongoing staff left Austrade in the period 5 June to 30 September 2014:
8. Voluntary redundancy packages for non-SES staff are as set out in the Austrade Enterprise Agreement which provides:

An excess employee whose employment is terminated by the CEO under section 29 of the Public Service Act 1999 on the grounds that he or she is excess to the requirements of Austrade is 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

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employees with between 2 and 3 years service, and 3 and 4 years service, to receive 6 weeks and 7 weeks severance payment respectively)

- a pro rata payment for completed months of continuous service, calculated in accordance with these provisions.

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

The minimum sum payable under this Agreement is four weeks' salary and the maximum is 48 weeks' salary.

The package for Austrade staff employed on 30 June 2006 differs in calculation from that of the package provided to other Austrade and APS employees.

- Prior to 1 July 2006, redundancy payments for Austrade staff were based on 4 weeks salary for each year of service for the first five years then 2.5 weeks salary for each year after that – up to a maximum of 70 weeks.
  - An employee engaged by Austrade before 1 July 2006 retains the level of severance benefit as at 30 June 2006.
  - If the severance benefit at 30 June 2006 would have been greater than 48 weeks salary, the employee retains that benefit but is not entitled to any further severance benefit.
  - If the severance benefit at 30 June 2006 would have been less than 48 weeks, the employee is entitled to a further severance benefit in accordance with current arrangements, up to a maximum of 48 weeks salary.
9. The package for Austrade staff differs in calculation from the default public service package in that an employee engaged by Austrade before 1 July 2006 may (subject to their length of pre-2006 APS service) have a severance benefit entitlement of more than 48 weeks.
10. The packages are funded from agency budget appropriation.

## **Question 81**

### **Staffing recruitment**

Since Budget Estimates in June, 2014:

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

### **Answer**

1. Recruitment of ongoing staff in Austrade for the period 5 June to 30 September 2014 was:
  - 18 ongoing employees
  - Australian based: non-SES 7, SES 0
  - Overseas Engaged Employees (OEE): non-SES 11.
2. As at 30 September 2014 Austrade had 67 non-ongoing positions:
  - Australian based: non-SES 17, contractors 38, SES 0
  - Overseas OEE: non-SES 12, contractors 0.
3. Austrade contract staff engaged for the period 5 June to 30 September 2014:
  - 10 contractors
  - Average length of service is 3.59 months.

## **Question 82**

### **Coffee machines**

Since Budget Estimates in June 2014, has the department/agency purchased, leased or rented any coffee machines for staff useage?

1. 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?
2. Why were coffee machines purchased?
3. Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
4. Where did the funding for the coffee machines come from?
5. Who has access?
6. Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?
7. What are the ongoing costs of the coffee machine, such as the cost of coffee?

### **Answer**

Austrade has not purchased, leased or rented any coffee machines in the period 5 June 2014 to 30 September 2014.

1. Not applicable
2. Not applicable
3. Not applicable
4. Not applicable
5. Not applicable
6. Not applicable
7. Not applicable

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**Question 83**

**Printing**

Since Budget Estimates in June, 2014:

1. How many documents (include the amount of copies) have been printed?
  - (a) How many of these printed documents were also published online?
2. Has the Department/Agency used external printing services for any print jobs?
  - (a) If so, what companies were used?
  - (b) How were they selected?
  - (c) What was the total cost of this printing by item?

**Answer**

1. Austrade's financial systems do not record the number or amount of copies of publications and brochures. To collect this level of detail would entail a significant diversion of resources which, in these circumstances, cannot be justified. Publications and brochures, which constitute the majority of Austrade's printing are increasingly being made available online, and in some cases are only available in electronic format. Decisions on documents which will no longer be printed are made on a case by case basis, depending on the purpose and use of the documents and the effect that electronic format only will have in these areas.
2. Yes.
  - a. Austrade used over 30 different service providers in Australia and overseas for publications and brochures in the period from 5 June 2014 to 30 September 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 5 June 2014 to 30 September 2014 was \$144,029.

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**Question 84**

**Corporate cars**

Since Budget Estimates in June, 2014:

1. How many cars are owned by each department/agency?
  - (a) Where are the cars located?
  - (b) What are the cars used for?
  - (c) What is the cost of each car during the specified period?
  - (d) How far did each car travel during the specified period?
2. How many cars are leased by each department/agency?
  - (a) Where are the cars located?
  - (b) What are the cars used for?
  - (c) What is the cost of each car during the specified period?
  - (d) How far did each car travel during the specified period?

**Answer**

1. Austrade owned a total of 97 cars as at 30 September 2014.
  - (a) All 97 cars are located offshore in 70 locations
  - (b) 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.
  - (c) 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 5 June to 30 September 2014 was \$119,554.
  - (d) The approximate distance travelled per month by each of the vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified.
2. Austrade leased a total of seven cars as at 30 September 2014.
  - (a) All seven vehicles were located onshore and distributed across seven locations as follows:

Adelaide	Melbourne	Sydney
Brisbane	Newcastle	Wollongong
Perth		

- (b) Vehicles are used for company and official visits and related travel.

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(c) The total cost of each car for the period 5 June to 30 September 2014 is as follows:

<b>Location</b>	<b>Cost 5/6/2014 to 30/9/2014 ex GST</b>
Adelaide	\$2,069.09
Brisbane	\$3,079.84
Melbourne	\$3,084.40
Newcastle	\$1,561.32
Perth	\$2,931.44
Sydney	\$2,060.71
Wollongong	\$2,254.71
<b>Total</b>	<b>\$17,041.51</b>

(d) The approximate distance travelled by each leased vehicle over the period 5 June to 30 September 2014 is as follows:

<b>Location</b>	<b>Kms Travelled over the period 5/6/2014 to 30/9/2014</b>
Adelaide	337
Brisbane	1,434
Melbourne	3,724
Newcastle	2,804
Perth	1,180
Sydney	2,137
Wollongong	5,813
<b>Total</b>	<b>17,429 kms</b>



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**Question 85**

**Taxi costs**

Since Budget Estimates in June, 2014:

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

**Answer**

1. Expenditure on ground transport, which includes costs associated with taxis, rail, buses, motor vehicle allowances, road tolls and other ground transport costs, excluding vehicle hire, for the period 5 June 2014 to 30 September 2014 was \$0.405 million. This comprised \$0.305 million for the International Operations Group, \$0.051 million for the Tourism, Investment, Education and Programmes Group, \$0.041 million for the Corporate Services Group and \$0.008 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.
3. There was no expenditure on taxis for the Minister or the Minister's office in the period 5 June 2014 to 30 September 2014.

## **Question 86**

### **Hire cars**

Since Budget Estimates in June, 2014:

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

### **Answer**

1. Expenditure on vehicle hire, which includes costs associated with the hire of cars, vans and buses in the period 5 June 2014 to 30 September 2014 was \$29,035. This comprised \$23,548 for International Operations and \$5,487 for all other areas of Austrade.
2. The majority of vehicle hire costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to offices and accommodation and for meetings with clients and other officials. Some costs are incurred by officials in their normal place of work for the purpose of transporting clients and other officials.
3. There was no expenditure on hire cars for the Minister or Minister's office.

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**Question 87**

**Credit cards**

Since Budget Estimates in June, 2014:

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

**Answer**

1. There have been no changes to the staff profile which has access to corporate credit cards.
2. No.
3. No.
4. This information is collated annually. In 2013–14, there were 15 instances of accidental personal use of corporate cards and 3 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.
5. The staff involved ranged from junior staff to senior managers. Disciplinary measures range from counselling through to cancellation of cards and in cases of fraud, dismissal and referral to law enforcement authorities.
6. No.
7. Austrade does not provide credit cards to the Minister or to Ministerial staff. Questions related to credit card expenditure by Ministerial offices should be directed to the Department of Finance.

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**Question 88**

**Hospitality and entertainment**

Since Budget Estimates in June, 2014:

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

**Answer**

1. From 5 June 2014 to 30 September 2014, Austrade spent a total of \$0.187 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 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.

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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 \$0.5 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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**Question 89**

**Austrade in Bougainville**

Does Austrade currently operate in Bougainville; and if so, what are the activities and aims of this work and what funding has been provided?

**Answer**

Austrade is not currently operating in Bougainville. The Austrade Port Moresby office monitors developments and potential business opportunities for Australia in Bougainville through attendance at regular Bougainville briefings hosted by the Australian High Commissioner to PNG or her Deputy.

## **Question 90**

### **Senior Investment Specialists**

In relation to Austrade

With respect to the most recent Austrade Annual Report which states in its outlook for 2014-15, it plans to (pg iv)

**“Appoint senior investment specialists to strengthen investment expertise:**

With greater emphasis on attracting foreign direct investment to Australia, *the Minister for Trade and Investment requested that Austrade establish a small team of senior investment specialists to boost the capacity of its investment division*. The senior investment specialists, to be appointed in the first half of 2014–15, will provide strong advocacy to foreign investors in the investment priority sectors, advance projects across government, and assist in bringing proposed projects by foreign companies to fruition.”

- (a) How was this request from the Minister delivered to Austrade?
- (b) What is the current level of operations of the Investment division for Austrade?
- (c) What steps has Austrade taken to facilitate this request?
- (d) What is the process by which senior investment specialists will be appointed? Will there be an external recruitment process?
- (e) How will Austrade assist in bringing proposed projects by foreign companies to fruition?
- (f) Will Austrade undertake any joint work with the Foreign Investment Review Board to facilitate this task? If so, please describe.

### **Answer**

- (a) The request from the Minister came via a ministerial letter.
- (b) As of 30 September 2014, there were 35.52 APS employees in the Investment Division.
- (c) All five of the Senior Investment Specialists (SIS) have been appointed and have commenced work at Austrade.
- (d) The appointment of the SIS involved extensive advertising, executive search and a selection process. An external search consultant was engaged to support initial identification of candidates and a three person cross agency panel was established for the purposes of shortlisting and interviews, in accordance with established Australian Public Service (APS) practice.
- (e) Austrade is responsible for the promotion, attraction and facilitation of productive foreign direct investment into Australia. Austrade helps international companies to bring their proposed projects to fruition by providing relevant information and contacts, and coordinating approaches to save time and money. In particular, Austrade provides:
  - Initial coordination of all investment enquiries and assistance – Austrade provides a central point of contact to help investors navigate investment services available in Australia.

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- Information on the Australian business and regulatory environment – Austrade helps international companies understand how to do business in Australia.
- Market intelligence and investment opportunities.
- Identification of suitable investment locations and partners in Australia – Austrade works as appropriate with Australian state and territory governments to identify partners and locations for international investors.
- Advice on Australian government programs and approval processes – Austrade can connect international investors to government programs to maximise their investment.

Austrade's investment services are provided free of charge and are focused on productive foreign direct investment outcomes of strategic importance to the Australian economy, building capability and enhancing productivity.

- (f) Austrade regularly responds to Foreign Investment Review Board (FIRB) requests for input on particular transactions. Austrade provides information to potential investors on the FIRB process and may support FIRB executives when they are travelling overseas as part of their international outreach.



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**Question 91**

**Tourism Demand Driver Infrastructure Programme (TDDI)**

1. Corporate
  - a. Which division or section of Austrade is responsible for the TDDI programme?
  - b. How many staff are allocated to it
  - c. How many hours per week do they spend working on it
  - d. How many staff hours have been spent working on it to date
  - e. What coordination exists with other departments in the implementation of the program
  - f. Has Austrade briefed the Minister on the program (date/time/location/attendees)
2. Applications
  - a. When will applications open
  - b. Will program guidelines be publicly available
  - c. Are public transport projects eligible
  - d. Are councils eligible proponents
  - e. On what basis will projects be selected
  - f. Will the Minister sign off on all projects
  - g. When will applicants be notified of their application outcome
3. Please provide a list of projects funded under the program
  - a. Name
  - b. Description
  - c. Cost
  - d. Matched funding, if any and from whom
  - e. Location (address, phone number, email address)
  - f. Proponent name and contact person
4. Further rounds
  - a. Will the Government fund further rounds of the TDDI program
5. Implementation
  - a. Will funds be transferred to proponents on a milestone basis or before commencement?
6. How many dollars have been delivered to proponents to date

**Answer**

1. (a) The Tourism Operations section of the Tourism Division.  
  
(b), (c), and (d) Since October 2014 there is 0.5 FTE dedicated to TDDI with support as required from two FTE. From May 2014– September 2014 the equivalent of 0.25 of an FTE was dedicated to TDDI.  
  
(e) The Tourism Operations section works with officials from the Department of the Prime Minister and Cabinet, the Treasury, and state and territory tourism organisations and state departments with responsibility for tourism on the TDDI programme.

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(f) Ministerial Submissions were provided on 2 December 2013 and 23 May 2014 and Austrade briefed Minister Robb for his attendance at Tourism Ministers' Meetings on 11 October 2013 and 11 July 2014. There are regular ongoing discussions between Austrade and the Minister's office on implementation of the TDDI programme.

2. (a) Funds will be allocated to states and territories. Decisions on the timing of applications, including decisions surrounding applicants eligibility rests with the states and territories.

Tourism Ministers agreed at the 11 July 2014 Tourism Ministers' Meeting 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. Projects will fall into the following categories: environmental; built; transport; and enabling.

(b) 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.

(c) Yes.

(d) States and territories will make decisions on eligibility of applicants.

(e) States and territories will make decisions on project selection.

(f) Minister Robb will sign an overarching project agreement with each state and territory.

(g) Refer to answer at 2(a).

3. No projects have been funded under TDDI to date.
4. In the 2014–15 Budget, \$43.1 million was allocated for TDDI over four years commencing in 2014–15.
5. Funding will be provided based on milestones.
6. As at 20 November 2014, no funding has been provided to proponents.

**Question 92**

**India trip**

1. Please provide a full breakdown of the costs for the Minister's trip to India including accommodation, food, alcohol, official hospitality received, transport, visas, and any other costs
2. Was the minister accompanied by any family members on the trip. If so, please provide a full breakdown of costs.
3. Please provide a list of events associated with the Restaurant Australia campaign which the Minister attended, including date, time, location, Minister's role, speaking commitments.
4. What restaurant Australia materials, merchandise etc was supplied to attendees at Restaurant Australia events.

**Answer**

1. The Minister for Trade and Investment accompanied the Prime Minister and a business delegation to India from 3-6 September 2014. The Department of Finance covers the cost of ministerial travel overseas. The last report tabled on ministerial travel expenses covered the period 1 January to 30 June 2014.
2. No family members accompanied the Minister for Trade and Investment on this visit to India.
3. There were no events associated with the Restaurant Australia campaign as part of this visit.
4. Not applicable.

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**Question 93**

**Survey of Tourist Accommodation**

1. How long has the STA been running for
2. What are the key benefits of the STA
3. What date was Austrade advised that the ABS would discontinue the Survey of Tourist Accommodation (STA) as per the ABS statement of 5 June 2014
4. What date was the Minister advised that the ABS would discontinue the Survey of Tourist Accommodation (STA) as per the ABS statement of 5 June 2014
5. Who advised the Minister and how was the minister advised (in writing, in person etc)
6. What action did Austrade take upon being notified of the cessation of the STA
7. What action did the Minister take upon being informed of the cut
8. What discussions are taking place regarding the ongoing funding of the survey
9. Have any stakeholders contacted Austrade in regards to the STA
10. If so
  - (a) Please list stakeholders
  - (b) Please outline the nature of the communication with each
11. What date will the STA be published in
  - (a) 2014
  - (b) 2015
  - (c) 2016
  - (d) 2017

**Answer**

1. The STA has been running since 1975.
2. The STA provides data to enable governments, industry and investors to track issues such as industry prices, yield, supply constraints and progress against the *Tourism 2020* room target.
3. Thursday 5 June 2014.
4. Thursday 5 June 2014.
5. The Minister was notified by Austrade through his office on Thursday 5 June 2014.
6. Austrade initiated discussions with the Australian Bureau of Statistics, the Department of Foreign Affairs and Trade, state and territory tourism organisations, and consultations with industry stakeholders.
7. The Minister wrote to Parliamentary Secretary Ciobo on 18 June 2014 requesting the STA be reinstated. On behalf of the Minister, Austrade initiated discussions with the Australian Bureau of Statistics and the Department of Foreign Affairs and consultations with industry stakeholders.

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8. Austrade is currently working with the Australian Bureau of Statistics, state government and industry representatives to examine funding options for a sustainable accommodation data collection for years 2014–15 onwards.
9. Yes.
10.
  - (a) state government and industry representatives: state and territory tourism organisations; Accommodation Association of Australia; DA Dransfield; Deloitte;
  - (b) workshop-style discussions regarding alternative options to examine funding options for a sustainable accommodation data collections for years 2014–15 onwards.
11.
  - (a) 19 December 2014
  - (b-d) See response to (8) above.

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**Question 94**

**Tourism Research Australia**

1. Have there been any changes in staffing since the last estimates?
2. If so please provide full details including new staffing arrangements.
3. How many staff positions existed at TRA as at 6 September 2014 and at what level (please list)?
4. How many staff positions now exist at TA (please list)?
5. Please list positions currently vacant or with staff acting in them.
6. How many staff members are acting in roles and how long has each been acting for (please provide table)?
7. Has TRA made any changes to its work program since the election of the government? If so please detail.
8. Have any publications ceased since the election of the Government, if so please detail?
9. If there have been changes to the work program - if so please outline why these changes have occurred.
10. What coordination does TRA have with Tourism Australia and the ABS in regards to publications?
11. Which other government publications and sources does TRA draw on in the publication of its own work?

**Answer**

1. Yes
2. Details are:

Level	Reason	Number	Date	Comment
APL1	Transfer	1	June 2014	Not re-filled
APL4	Redundancy	1	June 2014	Not re-filled
APL3	Redundancy	1	July 2014	Not re-filled
SESB1	Resignation	1	July 2014	Advertised 17 Aug 2014
APL2	Transfer	1	August 2014	Not re-filled

3. 21 positions existed at TRA as at 6 September 2014, levels are:

Level	Number
SESB1	1
APL4	5
APL3	9
APL2	6
APL1	0
<b>Total</b>	<b>21</b>

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4. 21 positions now exist at TRA, levels are:

Level	Number
SESB1	1
APL4	5
APL3	9
APL2	6
APL1	0
<b>Total</b>	<b>21</b>

5. There are 3 vacant positions in TRA, they are:

Level	Number	Current Arrangement	Comment
SESB1	1	APL4 Acting since 14 July 2014	Recruitment in progress
APL3	1	Vacant	Recruitment in progress
APL2	1	Vacant	Recruitment in progress

6. See response to (5) above.
7. The core activities of the TRA work programme remain unchanged. These continue to be supplemented by a range of economic and industry analytical projects.
8. No publications that TRA release on a periodic basis have ceased.
9. Not applicable.
10. TRA consults directly with Tourism Australia on Asia Marketing Fund research which is underpinned by a Memorandum of Understanding between TRA and Tourism Australia. TRA and the ABS regularly meet on Tourism Satellite Account and Survey of Tourist Accommodation research.
11. Main government agencies that supply research to TRA are the Australian Bureau of Statistics, Tourism Australia, Department of Infrastructure and Regional Services and Department of Immigration and Citizenship.

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**Question 95**

**Indexed Files**

Please provide an updated indexed list of departmental/agency files as per Senate standing orders.

**Answer**

The current Austrade indexed file list, 1 January – 30 June 2014 (Autumn sittings), can be found at <http://www.austrade.gov.au/About-Austrade/Corporate-Information/file-lists>. As per the Senate Standing Order - Harradine File List, departments and agencies are required to produce an indexed list of files every six months for tabling before parliament. The Spring sittings, files created between July to December 2014, is due to be tabled early 2015.



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**Question 96**

**Cadbury**

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**Senator McEWEN:** Mr Gosper, would you take this on notice: can you please define, for the purposes of this project, what an acceptable business case is?

**Mr Gosper:** An acceptable business case, in a matter of public expenditure, includes articulation of the nature of the project, the time lines for its development, the reporting requirements and the like. This is not an unusual thing.

**Senator WONG:** Is there an ROI figure that is required—a threshold?

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

**Senator Cormann:** This is not a good interjection, Senator Wong—

**Senator WONG:** No, but—

**Senator McEWEN:** Sixteen million dollars of taxpayers money!

**Senator Cormann:** I am answering the question—

**Senator WONG:** A cost-benefit analysis?

**Senator Cormann:** You have asked the question; I am now answering the question.

**Senator WONG:** Sorry—I should have said: 'a cost-benefit analysis'.

**Senator Cormann:** No—you asked the question; there is a return on it.

**Senator WONG:** I withdraw. I should have said: 'cost-benefit analysis'.

**Senator WONG:** Mr Gosper, on notice, could you provide an indication of what cost-benefit analysis is required?

**Answer**

The 'Grant Programme Guidelines – Upgrade of the Cadbury Chocolate Factory, Claremont' approved by Minister Robb on 22 July 2014 state that assessment of the business case will include value for money assessments against project outcomes, viability and sustainability. This process will establish if the project meets the appraisal criteria, involves reasonable cost having regard to the quality and quantity of deliverables proposed and has a risk profile that is acceptable to the Commonwealth.

**Question 97**

**Ministerial Code of Conduct - 1**

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**Senator WONG:** This may be a question to you, Minister. Under the *Statement of Ministerial Standards*, paragraph 2.13 in relation to shareholdings says ministers who have shareholdings are required:

... to declare any conflict of interests involved and to resolve the matter immediately to the satisfaction of the Prime Minister on the advice of the Secretary of the Department of the Prime Minister and Cabinet.

Paragraph 2.14 says:

... the Minister shall make appropriate arrangements to ensure that any conflict of interest is avoided.

First, did Mr Robb declare these interests under the ministerial code? And did Dr Watt, the Secretary of the Department of the Prime Minister and Cabinet, provide advice?

**Senator Cormann:** Mr Robb made the appropriate declarations on the Register of Members' Interests. I repeat again—

**Senator WONG:** No, this is—

**Senator Cormann:** Senator Wong, I am answering your question.

**Senator WONG:** No, no.

**Senator Cormann:** Senator Wong, I am answering your question.

**Senator WONG:** I am talking about the ministers code of conduct.

**Senator Cormann:** I have not finished answering the question. I am answering the question.

**Senator WONG:** This is not about the register of interests; this is the ministerial standards.

...

**Senator WONG:** I take it from that, given that the minister only referenced the disclosure on the register of interest for the House of Representatives, that there was not a disclosure pursuant to the Statement of Ministerial Standards. If that is incorrect—

**Senator Cormann:** You can't verbal me.

**Senator WONG:** If that is wrong, I am giving you the opportunity to correct it.

**Senator Cormann:** I have given my answer, and if there is anything else that Minister Robb wants to add to it he will. Obviously, I am not aware of every last detail of the paperwork.

**Senator WONG:** You could take it on notice. That would be the appropriate thing to do.

**Senator Cormann:** If there is anything that Minister Robb feels that he can usefully add to the answer, I am sure he will.

**Senator WONG:** What I am interested in is how the Prime Minister's Statement of Ministerial Standards was complied with.

**Senator Cormann:** You should ask that question in Prime Minister and Cabinet's estimates.

**Senator WONG:** I am interested that you are choosing to respond in that way. I would have thought if you took seriously the statement of standards you might actually want to defend the minister you are representing. My question—

**Senator Cormann:** Senator Wong, I can't answer what I can't possibly be aware of.

**ACTING CHAIR:** Senator, finish the question.

**Senator WONG:** Thank you. The minister has refused to answer my question in relation to—

**Senator Cormann:** I object to that.

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**Senator WONG:** If you wish to answer it, I would be pleased to get an answer as to whether any declaration was made. I have given you two opportunities, and you have chosen not to. I am now moving on.

**Senator Cormann:** I have answered the question. You don't like the answer.

**Senator WONG:** You haven't answered it. We do not know if a declaration was made under the Statement of Ministerial Standards. I am now asking whether an appropriate arrangement, as is referred to at paragraph 2.14 of the Statement of Ministerial Standards, was engaged in?

**Senator Cormann:** I just repeat again: this is a campaign which is open to every relevant business across Australia. There is no suggestion that there was any conflict of interest here. Minister Robb was not involved in any of the decision making that relates to this particular listing. It is a listing that is available to everyone.

**Senator WONG:** I think the difficulty is that not every private business in Australia gets access to public funds for advertising; but, more importantly, not everyone owns a business where one of the programs they run provides free advertising. If you want to talk about real world, it is not real world for most businesses out there. I again come back to compliance with the ministerial standards.

**Senator Cormann:** I will take that question on notice.

**Answer**

Minister Robb complied with Ministerial Standards.

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**Question 98**

**Ministerial Code of Conduct - 2**

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**Senator WONG:** Thank you. It has been publicly reported that the Prime Minister, the Deputy Prime Minister and the Attorney-General approved Mr Robb's share in three Sydney restaurants in line with the Ministerial Code of Conduct. Can you confirm that that occurred?

**Senator Cormann:** I can confirm that.

**Senator WONG:** Can you confirm the date of that?

**Senator Cormann:** No, I cannot. I will take that on notice.

**Answer**

Minister Robb complied with Ministerial Standards.

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**Question 99**

**Ministerial Code of Conduct - 3**

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**Senator WONG:** Not about those three. Can you confirm that there was no divestment of the shareholding, no establishment of a blind trust and no referral decision-making responsibility as is contemplated in the code?

**Senator Cormann:** I am not aware of Mr Robb's personal financial arrangements, as you would not expect me to be, so to the extent that this is something that Minister Robb can usefully add additional information to, I am sure he will do so. So I will take it on notice.

**Answer**

Minister Robb complied with Ministerial Standards.