

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2012; February 2012

Written Questions on Notice from **Senator Eggleston** to Austrade

**Question 1**

**Staff Ongoing**

1. How many ongoing staff recruited this financial year to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created this financial year to date? What classification are these staff?
3. This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?

**Answer**

1. Ongoing staff recruited:
  - a) 45 ongoing employees
  - b) Australian based: 18 Non-SES staff, 4 SES staff, Overseas Engaged Employees (OEE): 23 Non-SES staff.
2. Non-ongoing positions exist:
  - a) 44 Non-ongoing positions
  - b) Australian based employees: 18 Non-SES staff, 7 vacant positions, OEE employees: 17 Non-SES staff, 2 vacant positions.
4. Australian based: 16 Non-SES staff, 6.90 months; 18 OEE staff, 5.04 months.

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**Question 2**

**Staff departures**

1. How many ongoing staff left in the year 2010–11? What classification were these staff?
2. How many non-ongoing staff left in the year 2010–11? What classification were these staff?

**Answer**

1. Ongoing and their Classifications, include OEE (Overseas Engaged Employees, listed as Non APS below)

<b>Classification</b>	<b>Ongoing-OEE</b>	<b>Ongoing</b>	<b>Total</b>
APS3		2	2
APS6		10	10
EL1		14	14
EL2		14	14
SES		7	7
Non APS	69		69
<b>Total</b>	<b>69</b>	<b>47</b>	<b>116</b>

Figures in the annual report are percentage based and are located on page 93, Staffing Overview of the 2010–11 Annual Report.

2. Non-ongoing and their classifications.

<b>Classification</b>	<b>Non-Ongoing OEE</b>	<b>Non-Ongoing</b>	<b>Total</b>
APS1		2	2
APS2		1	1
APS3		0	0
APS4		3	3
APS5		8	8
APS6		5	5
EL1		11	11
EL2		1	1
Non APS	26		26
<b>Total</b>	<b>26</b>	<b>31</b>	<b>57</b>

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**Question 3**

**Staff reductions**

1. Are there any plans for staff reduction? If so, please advise details ie. reduction target, how this will be achieved, services/programs to be cut etc.
2. If there are plans for staff reductions, please give the reason why these are happening.

**Answer**

1. Austrade is seeking to finalise options to meet budget reductions. It is expected there will be cuts to staff positions, with numbers still to be determined.
2. See 1 above.

**Question 4**

**Efficiency dividend**

1. How will the efficiency dividend applied in the 2011-12 Mid-Year Economic and Fiscal Outlook be implemented in your agency/department?
2. What percentage of your budget must be cut?
3. Will any staff position be cut to meet the efficiency dividend? If yes, provide details of where the positions are located, the classification, whether the position is ongoing or not.
4. Please list where and what spending has been reduced to meet the efficiency dividend.

**Answer**

1. Austrade is developing options to reduce discretionary expenditure and is reviewing property and staffing. It is expected that there will be cuts to staff positions with numbers still to be determined.
2. Four per cent.
3. Refer 1) above.
4. Refer 1) above.

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**Question 5**

**SES Staff**

Please list the SES positions have you in your department/agency in the years 2007-08, 2008-09, 2009-10, 2010-11 and financial year to date. Identify the different levels and how many are permanent positions.

**Answer**

SES Positions as at 30 June 2008

<b>Classification</b>	<b>Australia</b>	<b>Overseas</b>	<b>Total</b>
APL 6 / SES1	30	17	47
APL7 /SES 2	3	9	12
APL8 / SES2	2	4	6
APL8 /SES3	2		2
<b>Total</b>	<b>37</b>	<b>30</b>	<b>67</b>

Information can be found on page 133 of the 2007–08 Annual Report.

SES Positions as at 30 June 2009

<b>Classification</b>	<b>Australia</b>	<b>Overseas</b>	<b>Total</b>
APL6/ SES1	26	16	42 <sup>1</sup>
APL7 / SES2	2	8	10
APL8 / SES2	2	4	6
APL8 / SES3	2		2
<b>Total</b>	<b>32</b>	<b>28</b>	<b>60</b>

<sup>1</sup> Two positions were transferred from Investment Australia on 1 July 2008.

Information can be found on page 152 of the 2008–09 Annual Report.

SES Positions as at 30 June 2010

<b>Classification</b>	<b>Australia</b>	<b>Overseas</b>	<b>Total</b>
APL6/ SES1	26	17	43
APL7 / SES2	4	7	11
APL8 / SES2	3	4	7
APL8 / SES3	2		2
<b>Total</b>	<b>35</b>	<b>28</b>	<b>63</b>

Information can be found on page 167 of the 2009–10 Annual Report.

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SES Positions as at 30 June 2011

<b>Classification</b>	<b>Australia</b>	<b>Overseas</b>	<b>Total</b>
APL6/ SES1	23	13	36
APL7 / SES2	5	7	12
APL8 / SES2	3	5	8
APL8 / SES3	2		2
<b>Total</b>	<b>33</b>	<b>25</b>	<b>58</b>

Information can be found on page 170 of the 2010–11 Annual Report.

SES Positions as at 29 February 2012 current financial year to date

<b>Classification</b>	<b>Australia</b>	<b>Overseas</b>	<b>Total</b>
APL6/ SES1	26	15	41
APL7 / SES2	9	9	18
APL8 / SES2	1		1
APL8 / SES3	3		3
<b>Total</b>	<b>39</b>	<b>24</b>	<b>63</b>

All SES positions are permanent positions.

Question 6

**Graduates**

1. How many graduates have been engaged this year? Where have they been placed in the department/agency? Were these empty positions or are they new positions?
2. List what training will be provided, the name of the provider and the cost.

**Answer**

1. Austrade does not currently have a graduate program in place.
2. Not applicable.

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**Question 7**

**Government advertising**

1. What was the total cost of all advertising for 2007-08, 2008-09, 2009-10 and 2010-11?
2. For each of those years, list whether the advertising is campaign or non-campaign and details of each advertising, including the program the advertising was for, the total spend and the business that provided the advertising services.
3. Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.
4. Did the Advertising comply with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies? Provide the details for each advertising item.
5. Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.
6. What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?

**Answer**

1. Details of advertising expenditure (advertising agencies and media advertising organisations) as reported in Austrade's Annual Reports are as follows:

<b>YEAR</b>	<b>AMOUNT</b>
2007-08	\$1,033,596
2008-09	\$1,433,223
2009-10	\$1,754,955
2010-11	\$1,128,523
<b>Grand total</b>	<b>\$5,350,297</b>

2. Austrade has undertaken non-campaign advertising and communications programs in Australia and globally to support the promotion of Australian trade, international education and investment. Additionally, Austrade undertook advertising to recruit staff to specific positions and for routine administrative matters. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
3. No.
4. Advertising complied with the Guidelines on Information and Advertising Campaigns by Australian Government Departments and Agencies, and was non-campaign in nature.

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5. Austrade has responsibility for the promotion and attraction of foreign direct investment into Australia; the international marketing and promotion of Australian education and to help Australian companies to grow their business in international markets. This work involves a range of communications activities in international markets to build awareness of Australia's strengths and promote opportunities, events and activities at an industry sector and sub-sector level. Itemising all advertising details would entail a significant diversion of resources which, in these circumstances, cannot be justified.
6. No other communications programs are planned. Austrade conducts mostly one-off advertising activities to generate awareness of events and activities, and focus on Australia and Australian capability. Austrade will continue to assess advertising opportunities as they are presented or seek opportunities and undertake advertising where appropriate to organisational priorities around education, investment and trade.

Question 8

**Hospitality and entertainment**

1. What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend for this financial year to date. Detail date, location, purpose and cost of each event.
3. What is the Department's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend for this financial year to date. Detail date, location, purpose and cost of each event.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.

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**Answer**

1. In 2011–12 to 29 February 2012, Austrade spent a total of \$0.42 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. The expenditure includes major activities such as Australian Export Awards functions.

Hospitality/entertainment has a role to play in the support of Austrade's objectives of advancing Australia's trade, 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 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 and, in these circumstances, it is not considered that the additional work can be justified.

2. Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be referred to the Department of Finance and Deregulation.
3. See (1) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.
4. See (2) above.
5. It is estimated that Austrade will spend approximately \$0.7 million on hospitality/entertainment in 2011–12. There are expected to be several hundred activities for the year, with many still to take place, consistent with the operational plans of business units. Detail of the kind requested would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
6. See (2) above.
7. See (5) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.
8. See (2) above.



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Answer 9

**Board appointments**

1. List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.
2. What is the gender ratio on each board and across the portfolio?
3. Please detail any board appointments for this financial year to date.

**Answer**

1. There are no boards managed by Austrade.
2. Not applicable.
3. Not applicable.

Answer 10

**Discretionary grants**

1. Could the Department provide a list of all discretionary grants, including ad hoc and one-off grants for this financial year to date? Please provide details of the recipients, the intended use of the grants and what locations have benefited from the grants.
2. Has the Department complied with interim requirements relating to the publication of discretionary grants?

**Answer**

1. Austrade does not deliver any discretionary grant programs.
2. Not applicable.

Answer 11

**Freedom of information**

1. Has the Department/agency received any advice on how to respond to FOI requests?
2. What was the total cost to the department to process FOI requests for 2009–10 and 2010–11?
3. What is the total cost to the department to process FOI requests for this financial year to date?

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4. How many FOI requests did the Department receive for the financial year 2009–10 and 2010–11? For each financial year, how many requests were denied and how many were granted? Did the department fail to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
5. How many FOI requests has the Department received for this financial year to date? How many requests have been denied and how many have been granted? Has the department failed to meet the processing times outlined in the FOI Act for any requests? If so, how many? Do any of these requests remain outstanding?
6. How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?

**Answer**

1. Yes. The Office of the Australian Information Commissioner, established under the Australian Information Commissioner Act 2010, provides advice to all agencies governed by the Freedom of Information Act 1982 with respect to responding to FOI requests. Prior to the FOI reforms of 1 November 2010, FOI Guidelines for all Government agencies were issued by the Department of Prime Minister and Cabinet, and are used in responding to FOI requests which were submitted prior to 1 November 2010. In addition to this, on 24 June 2011, the Department of Prime Minister and Cabinet provided FOI Guidance Notes to all departments in relation to Cabinet and deliberative documents exemptions. Austrade also receives legal advice from time to time from external legal advisers on specific FOI matters, including the Australian Government Solicitor.
2. (a) The total cost to Austrade to process FOI requests for 2009–10 was \$23,934.  
(b) The total cost to Austrade to process FOI requests for 2010–11 was \$10,067.
3. The total cost to Austrade to process FOI requests for this financial year to 31 January 2012 is estimated to be approximately \$29,460.
4. (a) Austrade received seven FOI requests during 2009–10 and one request was outstanding from the previous financial year. Of those,
  - no request resulted in access being granted in full
  - access was provided in part for three requests
  - access was denied in full for two requests
  - two requests were withdrawn
  - one request was outstanding at end of the financial year.(b) Austrade received 13 FOI requests during 2010–11 and one request was outstanding from the previous financial year. Of those,
  - access was provided in full for four requests
  - access was provided in part for seven requests
  - access was denied in full for one request

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- one request was withdrawn
  - one request was outstanding at the end of the financial year.
5. Austrade received nine FOI requests for this financial year to 31 January 2012 and one request was outstanding from the previous financial year. Of those,
- access was provided in full for four requests
  - access was provided in part for four requests
  - one request was withdrawn
  - one request was outstanding.

In processing these requests, Austrade has met the processing times outlined in the FOI Act.

6. Nil.

Question 12

**Community Cabinets**

1. What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?
2. How many Ministerial Staff travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel?
3. How many Departmental officers travelled with the Minister for the Community Cabinet meetings for this financial year to date? What was the total cost of this travel? List travel type, accommodate and any other expenses.
4. What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?

**Answer**

- 1, 2, 3 and 4. The answer will be provided by the Department of Foreign Affairs and Trade.

Question 13

**Reviews**

For this financial year to date:

- (a) How many Reviews are being undertaken?
- (b) What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded
- (c) Which of these reviews has been provided to Government?
- (d) When will the Government be responding to the respective reviews that have been completed?

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- (e) What is the estimated cost of each of these Reviews?
- (f) What reviews are planned?
- (g) When will each of these reviews be concluded?

**Answer**

- (a) One.
- (b) A review of Austrade's governance framework, commissioned by Austrade from the Australia and New Zealand School of Government, Institute for Governance, was concluded in November 2011.
- (c) The review was provided to Government.
- (d) This management initiated review was provided to the Minister for Trade for information. No response is required.
- (e) \$45,000.
- (f) Nil.
- (g) Not applicable.

**Question 14**

**Consultancies**

1. How many consultancies were undertaken in 2007-08, 2008-09 and 2009-10?
2. How many consultancies have been undertaken this financial year to date? Identify the name of the consultant, the subject matter of the consultancy, the duration and cost of the arrangement, and the method of procurement (ie. open tender, direct source, etc). Also include total value for all consultancies.
3. 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.

**Answer**

1. Consultancy figures as published in Austrade Annual Reports.

	2007-08	2008-09	2009-10
Total consultancies	14	21	25

2. Austrade has undertaken 5 consultancies for this financial year to 31 January 2012 totalling AUD\$143,156.00 (GST incl.) with details as follows:

Name	Description	Duration	Cost	Method of Procurement
McGrathNicol Advisory	Program Evaluation: Clean Energy Trade and Investment	12/10/2011 – 07/11/2011	\$29,360.00	Open

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Partnership	Strategy			
Norton Rose Australia	Develop a Due Diligence Framework for Austrade Occupational Health and safety policies and procedures	04/10/2011 – 31/10/2011	\$27,500.00	Open
Control Risks	Provision of Security consultancy services: Bogota Office	25/10/2011 – 14/11/2011	\$62,866.00	Direct
Clements Security Services	Emanation Assessment Services	06/10/2011 – 30/11/2011	\$11,880.00	Direct
Cordelta Pty Ltd	Solution architecture and analysis services for infrastructure refresh at Austrade posts	29/11/2011 – 9/12/2011	\$11,550.00	Select

3. Austrade has one procurement in its 2011–12 Annual Procurement Plan that meets the definition of Consultancy Services. This procurement is for the provision of Internal Audit Services which was advertised as an open public tender on the AusTender internet website on 25 January 2012. There are no other planned procurements for Consultancy Services identified for the agency.

Question 15

**Media Monitoring**

1. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for 2007-08, 2008-09, 2009-10 and 2010-11?
2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for 2007-08, 2008-09, 2009-10 and 2010-11
3. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office for this financial year to date?
  - Which agency or agencies provided these services?
  - What is the estimated budget to provide this same services for the year 2011-12?
  - What has been spent providing these services this financial year to date?
4. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency for this financial year to date?
  - Which agency or agencies provided these services?
  - What is the estimated budget to provide this same services for the year 2011-12?

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5. What has been spent providing these services this financial year to date?

**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 a copy to the Minister's office and to the Department of Foreign Affairs and Trade (DFAT).
2. The total cost to Austrade for media monitoring services (exclusive of GST) in:
  - 2007–08 was \$89,724.
  - 2008–09 was \$91,112
  - 2009–10 was \$113,893
  - 2010–11 was \$167,589
3. Nil. See answer to question 1.
4. The total cost for media monitoring services in the financial year to date is \$92,083. The media services are provided by two firms, Media Monitoring and Cubit. The total budget for media monitoring services for 2011–12 is \$156,000.
5. \$92,083.

Question 16

**Social Media**

Has there been any changes to department and agency social media or protocols about staff access and usage of Youtube; online social media, such as Facebook, MySpace and Twitter; and access to online discussions forums and blogs since publication of the Australian Public Service Commission's Circular 2012/1: Revisions to the Commission's guidance on making public comment and participating online? If yes, please explain and provide copies of any advice that has been issue. If no, please explain why not.

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**Answer**

No there have been no substantive changes to Austrade's Social Media Policy or social media programs since June 2010 as the organisation's social media policy, accreditation, and protocols are consistent with the revisions to the Commission's guidance, as per the Australian Public Service Commission's Circular 2012/1.

Question 17

**Contractors**

For this financial year to date:

- has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.
- has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.
- has the department/agency ever employed John Utting & UMR Research Group in any capacity or is it considering employing John Utting & UMR Research Group? If yes, provide details.
- has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.
- has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.
- has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.
- has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.
- has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.
- has the department/agency ever employed McKinsey & Company in any capacity or is it considering employing McKinsey & Company? If yes, provide details.

**Answer**

No.

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Question 18

**Discretionary Grants**

Combined with Question 10 above.

Question 19

**Commissioned reports**

1. How many reports were commissioned by the government in your portfolio in 2007-08, 2008-09, 2009-10 and 2010-11?
2. How many Reports have been commissioned by the Government in your portfolio this financial year to date? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.
3. How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?
4. That is the current status of each report? When is the Government intending to respond to these reports?

**Answer**

1. No reports were commissioned by the Government in Austrade in 2007–08, 2008–09, 2009–10 and 2010–11.
2. No reports have been commissioned by the Government in Austrade this FYTD.
3. Not applicable.
4. Not applicable.

Question 20

**Government payment of accounts**

For this financial year to date, has the department/agency paid its accounts to contractors/consultants etc in accordance with Government policy in terms of time for payment (i.e. within 30 days)? If not, why not, and what has been the timeframe for payment of accounts? Please provide a breakdown, average statistics etc as appropriate to give insight into how this issue is being approached)



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- 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 for the current financial year and the previous financial year?
- Where interest is being paid, what rate of interest is being paid and how is this rate determined?

**Answer**

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 6 months ended 31 December 2011, Austrade made 1,346 payments to small businesses in Australia:

- of these payments, 1,256 (93.3 per cent) – valued at \$5,606,328 (88.1 per cent of invoice value) – were paid within 30 days
- of the 90 (6.7 per cent) payments made after 30 days, 56 (4.2 per cent) were paid within 31-44 days, 17 (1.3 per cent) within 45-60 days and 17 (1.3 per cent) not within 60 days.

Adherence to the policy is monitored through internal reviews by Regional Managers, Finance and Administration and Internal Audit. In addition, quarterly reports of late payments are sent to Cost Centre Managers with a request for explanations of the late payments and a reminder of the policies.

- in 2010–11 and in 2011–12 YTD, no supplier issued Austrade an invoice in relation to penalty interest. All of Austrade's contract templates include a late payment clause which provides for the payment of penalty interest where the amount of interest exceeds \$10 and the supplier has issued a correctly rendered invoice in relation to the interest.
- if interest was being paid, it would be 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.

Question 21

**Government stationery requirements**

How much was spent by each department and agency on the government (Ministers/Parliamentary Secretaries) stationery requirements in your portfolio (i.e. paper, envelopes, with compliments slips) this financial year to date?

**Answer**

\$138.60.

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**Question 22**

**Media subscriptions**

1. Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?
  - If yes, please provide the reason why, the cost and what channels.
  - What is the estimated cost for 2011-12?
  - What is the cost for this financial year to date?
2. Does your department or agencies within your portfolio subscribe to newspapers?
  - If yes, please provide the reason why, the cost and what newspapers.
  - What is the estimated cost for 2011-12?
  - What is the cost for this financial year to date?
3. Does your department or agencies within your portfolio subscribe to magazines?
  - If yes, please provide the reason why, the cost and what magazines.
  - What is the estimated cost for 2011-12?
  - What is the cost for this financial year to date?

**Answer**

1. Austrade subscribes to pay TV in Canberra, Sydney and Auckland. This provides access to the basic channel packages offered by the providers which includes news and parliamentary channels. The estimated cost for 2011–12 is \$400 per month.
2. Austrade subscribes to many newspapers and magazines globally. These newspapers and magazines provide political, economic, industry and business intelligence, which together with Austrade's local in-market information, enables improved service and advice to Australian businesses and education service providers in relation to their export, investment and international education interests. The costs of these various types of subscriptions are not recorded separately in Austrade's financial systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified. The total cost of all subscriptions covering newspapers, magazines, selected online business and news services, and global business reporting databases in 2011–12 to 31 January 2012, was \$746,000. It is estimated that the total cost in 2011–12 will be \$1.3 million.
3. See (2) above.

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**Question 23**

**Travel costs**

1. For the financial year to date, please detail all travel (itemised separately,) undertaken by your portfolio Minister and Parliamentary Secretaries. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
2. For the financial year to date, please provide the same information (itemised separately) for any Minister and Parliamentary staff that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
3. For the financial year to date, please provide the same information (itemised separately) for Departmental officers that accompanied the Minister and Parliamentary Secretary on their travel and include a similar breakdown of the costs incurred by or on behalf of those staff.
4. For the financial year to date, please detail all travel (itemised separately) undertaken by employees of each department and agency within each portfolio. Include details of what the travel was for, what cost was spent on travel (including travel type – i.e. business airfare), accommodation, security, food, beverages (alcohol listed separately), gifts, entertainment, and all other expenses.
5. Are employees taking the most direct route when travelling? If not, please explain why.
6. Are lounge memberships provided to any employees? If yes, what lounge memberships, to how many employees and their classification, the reason for the provision of lounge membership and the cost per employee.
7. When SES employees travel, do any support or administrative staff (such as their Executive Assistant) travel with them? If yes, provide details of why such a staff member is needed and the costs of the support staff travel.
  - What is the cost for this financial year to date?

**Answer**

1. Questions relating to expenditure by Ministerial and Parliamentary Secretary offices should be referred to the Department of Finance and Deregulation.
2. See (1) above.
3. 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. Itemising all support separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, for the financial year 2011–12 to 31 January 2012, Austrade spent \$49,902 on air fares (fare types are not recorded in Austrade's financial system), \$50,676 on accommodation, \$15,924 on meals including beverages (alcohol is not separable from food and other beverages in Austrade's financial system), \$9,092 on ground transport,

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\$1,108 on entertainment, \$911 on gifts and \$9,908 on all other expense items for travel in support of Ministers and other Parliamentarians. Security expenses cannot be isolated from normal overseas post security expenses.

4. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, for the financial year 2011–12 to 31 January 2012, Austrade spent \$1.7 million on air fares (fare types are not recorded in Austrade's financial system), \$1.0 million on accommodation, \$0.4 million on meals including beverages (alcohol is not separable from food and other beverages in Austrade's financial system), \$0.7 million on ground transport, and \$0.1 million on all other expense items for travel. Expenditure on gifts and entertainment specifically associated with travel are not recorded in Austrade's financial system. Security expenses cannot be isolated from normal overseas post security expenses.
5. Austrade complies with Whole of Government travel policy which requires employees to select routes based on "best fare of the day". These may not always be the most direct routes but they do represent best value for money.
6. Lounge memberships are provided to employees who travel frequently where there is a sound business case to support the memberships. The memberships may be with Australian or overseas airlines (for employees based offshore). There are approximately 100 employees with lounge memberships which cost an average of approximately \$300 per annum. There is a range of employee classifications with memberships but most are senior managers.
7. The only reason an administrative staff member would travel with an SES officer was where that administrative officer had separate responsibilities to discharge and there was a business reason for such travel. Austrade's systems do not record this as a separate travel category. Isolating the costs would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified.

**Question 24**

**Legal costs**

1. What sum did each portfolio department and agency spend on legal services for this financial year to date within the department/agency? Please provide a list of each service and costs.
2. What sum did each portfolio department and agency spend on legal services this financial year to date from the Australian Government Solicitor? Please provide a list of each service and costs.
3. What sum did each portfolio department and agency spend on legal services this financial year to date from private firms? Please provide a list of each service and costs.
4. What sum did each portfolio department and agency spend on legal services this financial year to date from other sources? Please provide a list of each service and costs.

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**Answer**

1. For the period 1 July 2011 to 29 February 2012, \$202,647 was spent on the legal services unit within Austrade. As this cost involves maintaining an internal legal unit, it is not defined in terms of cost per service.
2. For the period 1 July 2011 to 29 February 2012, Austrade spent the sum of \$71,214 on legal services from the Australian Government Solicitor for the services as described below:
  - Commercial advice – \$4,572
  - Litigation and dispute resolution – \$14,400
  - General advice including statutory interpretation and employment law – \$52,242.
3. For the period 1 July 2011 to 29 February 2012, Austrade spent the sum of \$ 478,197 on legal services from private firms as described below:
  - Commercial advice – \$255,342
  - Litigation and dispute resolution – \$141,993
  - General advice including statutory interpretation and employment law – \$80,862.
4. For the period 1 July 2011 to 29 February 2012, Austrade did not spend any amount on legal services from any other source than those listed at 1), 2) and 3) above.

Question 25

**Education expenses**

For this financial year to date, detail all education expenses (i.e. in house courses and tertiary studies) for each portfolio department and agency. Include what type of course, the total cost, cost per participant, how many participants and the amount of study leave granted to each participant. Also include the reason for the study.

**Answer**

Study assistance total expenditure this financial year to 31 January 2012 is \$46,085. The Austrade Study Assistance Scheme provides assistance to employees studying for formal qualifications and awards that assist employees with their career development, adaptability and mobility within Austrade, and align with Austrade's corporate goals through recognised educational institutions in Australia and overseas. Study assistance may cover partial reimbursement of fees and associated costs, study leave to attend courses or to travel to the relevant institution, and leave to attend exams.

The average amount of study leave is 60 hours per participant per semester.

The maximum amount per participant is \$5,000 for each undergraduate per financial year and \$10,000 for each post-graduate per financial year.

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Total students: 44.

The Austrade Scholarship Program provides employees access to education, training and development opportunities. In 2011–12, the Program has been offered to two staff at the EL1/EL2 level. To date, no expenditure has occurred as the program has only just commenced.

**Question 26**

**Executive coaching and leadership training**

1. In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:
  - a) total spending on these services
  - b) the number of employees offered these services and their employment classification
  - c) the number of employees who have utilised these services, their employment classification and how much study leave each employee was granted
  - d) The names of all service providers engaged.
2. For each service purchased from a provider listed under (1d), 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
  - e) the total amount spent on the service
  - f) a description of the fees charged (i.e. per hour, complete package).
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a) the location used
  - b) the number of employees who took part on each occasion
  - c) the total number of hours involved for all employees who took part
  - d) any costs the department or agency's incurred to use the location.

**Answer**

1.
  - a) Total expenditure on executive coaching for this financial year to 31 January 2012 is \$3,900.
  - b) One staff member has utilised executive coaching services, at the SES Band 1 level.
  - c) Study leave is not used to undertake executive coaching or leadership training.
  - d) The provider engaged for executive coaching is The Institute of Executive Coaching.
2.
  - a) Executive Coaching.
  - b) Executive coaching is on a one on one basis.
  - c) One staff member received executive coaching at the SES Band 1 level.

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- d) Five hours.
  - e) The total amount spent on this service to 31 January 2012 is \$3,900.
  - f) The executive coaching services is a complete package of a minimum of 10 hours.
3. Not applicable.

**Question 27**

**Media training**

1. In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:
  - a) total spending on these services
  - b) the number of employees offered these services and their employment classification
  - c) the number of employees who have utilised these services, their employment classification and how much study leave each employee was granted
  - d) the names of all service providers engaged.
2. For each service purchased from 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
  - e) the total amount spent on the service
  - f) a description of the fees charged (i.e. per hour, complete package).
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
  - a) the location used
  - b) the number of employees who took part on each occasion
  - c) the total number of hours involved for all employees who took part
  - d) any costs the department or agency's incurred to use the location.

**Answer**

1.
  - a) \$2,300 (exclusive GST)
  - b) Seven employees were required to undertake the training as part of their preparations for posting. Their employment classification was at the executive level, and the overseas equivalent, as well as SES
  - c) Seven employees
  - d) Talkforce Consultants and Trainers.
2.
  - a) Media training for Austrade staff going on posting
  - b) Group-based
  - c) Seven full-time employees. Their employment classification was at the executive level, and the overseas equivalent, as well as SES

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- d) 2.75 hours
  - e) \$2,300 (exclusive GST)
  - f) Complete package.
3. a) Not applicable. The training occurred on Austrade premises.  
b) Not applicable  
c) Not applicable  
d) Not applicable.

Question 28

**Paid parental leave**

1. Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?
2. For this financial year to date list which department/agency is providing its employees with payments under the Government's Paid Parental Leave scheme? Please list how many staff are in receipt of these payments.

**Answer**

1. All employees with more than 12 months service who earn less than \$150,000 per annum and are the primary care giver of the child are eligible to receive payment under the Government's Paid Parental Leave Scheme. As eligibility is based on primary caring responsibility, the number of eligible staff within Austrade cannot be identified.
2. Austrade has one employee who received Paid Parental Leave payments in the period 1 July 2011 to 31 January 2012.

Question 29

**Training for Portfolio Minister and Parliamentary Secretaries**

1. For this financial year to date, how much has been spent on training for Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
2. For this financial year to date, how much has been spent on training for staff of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for.
3. For this financial year to date, how much has been spent on training for designed to better suit the needs of Ministers and Parliamentary Secretaries in your portfolio? Itemise each training, cost and for which Minister and/or Parliamentary Secretary the training was for, and how many employees attended and their classification.



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**Answer**

1. Nil.
2. Nil.
3. Nil.

Question 30

**Corporate cars**

1. How cars are owned by each department and agency in your portfolio?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car for this financial year to date?
5. How far did each car travel this financial year to date?

**Answer**

1. Austrade maintains 136 vehicles (leased and owned) – 21 are located in Australia and 115 are located offshore.
2. Cars are located in the following 84 locations:

Abu Dhabi	Chicago	Islamabad	Madrid	Parramatta	Singapore
Accra	Colombo	Istanbul	Manila	Perth	Suva
Adelaide	Darwin	Jaipur	Melbourne	Port Louis	Sydney
Ahmedabad	Dhaka	Jakarta	Mexico City	Port Moresby	Taipei
Amman	Dubai	Johannesburg	Milan	Prague	Tel Aviv
Atlanta	Frankfurt	Karachi	Moscow	Pune	Tokyo
Auckland	Fukuoka	Kochi	Mumbai	Riyadh	Toronto
Bangalore	Guangzhou	Kolkata	Nairobi	San Francisco	Townsville
Bangkok	Hanoi	Kuala Lumpur	New Delhi	Santiago	Tripoli
Beijing	Hobart	Kuwait	Newcastle	Sao Paulo	Vancouver
Brisbane	Ho Chi Minh City	Lahore	New York	Sapporo	Vladivostok
Buenos Aires	Hong Kong	Lima	Noumea	Seoul	Warsaw
Canberra	Hurstville	London	Osaka	Shanghai	Washington
Chandigarh	Hyderabad	Los Angeles	Paris		Wollongong
Chennai					

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3. Vehicles are used for consular activities, to transport Ministers, clients and allies to a range of in-market and company visits, to conduct audits for EMDG claims and for security and business continuity purposes.
4. Running costs for vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. The total running costs for motor vehicles from 1 July 2011 to 31 January 2012 was \$386,250.
5. Odometer readings are not centrally recorded for the financial year. The distances reported in the following table are calculated using the latest odometer reading collected for FBT purposes and averaged over the age of the vehicle.

Location - Offshore	Estimated kilometres 1 Jul 11 to 31 Jan 12	Location - Offshore	Estimated kilometres 1 Jul 11 to 31 Jan 12
<b>Abu Dhabi</b>		<b>Frankfurt</b>	
Vehicle 1	13,185	Vehicle 1	Not available
<b>Accra</b>		Vehicle 2	5,879
Vehicle 1	7,256	<b>Fukuoka</b>	
<b>Ahmedabad</b>		Vehicle 1	4,853
Vehicle 1	5,061	<b>Guangzhou</b>	
<b>Amman</b>		Vehicle 1	6,473
Vehicle 1	6,633	Vehicle 2	13,199
<b>Atlanta</b>		<b>Hanoi</b>	
Vehicle 1	5,443	Vehicle 1	11,206
<b>Auckland</b>		<b>Ho Chi Minh City</b>	
Vehicle 1	New car	Vehicle 1	6,216
Vehicle 2	5,408	<b>Hong Kong</b>	
<b>Bangalore</b>		Vehicle 1	2,204
Vehicle 1	6,633	<b>Hyderabad</b>	
<b>Bangkok</b>		Vehicle 1	7,535
Vehicle 1	3,192	<b>Islamabad</b>	
Vehicle 2	2,920	Vehicle 1	25,583
<b>Beijing</b>		<b>Istanbul</b>	
Vehicle 1	8,384	Vehicle 1	8,877
Vehicle 2	3,861	Vehicle 2	13,388
Vehicle 3	3,495	<b>Jaipur</b>	
Vehicle 4	New car	Vehicle 1	8,575
<b>Buenos Aires</b>		<b>Jakarta</b>	
Vehicle 1	2,161	Vehicle 1	8,554
<b>Chandigarh</b>		Vehicle 2	9,133
Vehicle 1	5,546	Vehicle 3	5,330
<b>Chennai</b>		Vehicle 4	10,298
Vehicle 1	7,308	<b>Johannesburg</b>	
Vehicle 2	New car	Vehicle 1	7,424
Vehicle 3	4,227	Vehicle 2	2,009
<b>Chicago</b>		<b>Karachi</b>	
Vehicle 1	4,482	Vehicle 1	10,774
<b>Colombo</b>		<b>Kochi</b>	
Vehicle 1	10,315	Vehicle 1	3,965
<b>Dhaka</b>		<b>Kolkata</b>	
Vehicle 1	7,196	Vehicle 1	7,180

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<b>Dubai</b>		<b>Kuala Lumpur</b>	
Vehicle 1	11,793	Vehicle 1	6,478
Vehicle 2	6,515	Vehicle 2	5,645
Vehicle 3	New car	<b>Kuwait</b>	
Vehicle 4	New car	Vehicle 1	8,622
Vehicle 5	Not available	<b>Lahore</b>	
		Vehicle 1	16,403

Location - Offshore	Estimated kilometres 1 Jul 11 to 31 Jan 12	Location - Offshore	Estimated kilometres 1 Jul 11 to 31 Jan 12
<b>Lima</b>		<b>Riyadh</b>	
Vehicle 1	8,244	Vehicle 1	10,149
<b>London</b>		Vehicle 2	Not available
Vehicle 1	4,863	Vehicle 3	Not available
<b>Los Angeles</b>		<b>San Francisco</b>	
Vehicle 1	5,042	Vehicle 1	7,291
<b>Madrid</b>		<b>Santiago</b>	
Vehicle 1	7,329	Vehicle 1	9,234
<b>Manila</b>		Vehicle 2	New car
Vehicle 1	6,216	<b>Sao Paulo</b>	
Vehicle 2	3,631	Vehicle 1	2,570
<b>Mexico City</b>		Vehicle 2	9,188
Vehicle 1	3,777	<b>Sapporo</b>	
<b>Milan</b>		Vehicle 1	3,127
Vehicle 1	6,911	<b>Seoul</b>	
Vehicle 2	New car	Vehicle 1	6,262
<b>Moscow</b>		Vehicle 2	7,425
Vehicle 1	2,831	<b>Shanghai</b>	
Vehicle 2	2,716	Vehicle 1	7,429
<b>Mumbai</b>		Vehicle 2	3,007
Vehicle 1	New car	Vehicle 3	2,053
Vehicle 2	New car	<b>Singapore</b>	
Vehicle 3	337	Vehicle 1	10,848
Vehicle 4	New car	Vehicle 2	5,928
Vehicle 5	New car	Vehicle 3	5,188
<b>Nairobi</b>		<b>Suva</b>	
Vehicle 1	6,147	Vehicle 1	3,586
<b>New Delhi</b>		Vehicle 2	6,868
Vehicle 1	6,623	<b>Taipei</b>	
Vehicle 2	3,938	Vehicle 1	3,666
Vehicle 3	10,880	<b>Tel Aviv</b>	
Vehicle 4	New car	Vehicle 1	9,455
<b>New York</b>		<b>Tokyo</b>	
Vehicle 1	6,371	Vehicle 1	1,150
<b>Noumea</b>		Vehicle 2	5,655
Vehicle 1	1,286	<b>Toronto</b>	
<b>Osaka</b>		Vehicle 1	8,139
Vehicle 1	9,949	<b>Tripoli</b>	
Vehicle 2	1,759	Vehicle 1	10,666
<b>Paris</b>		Vehicle 2	Not available
Vehicle 1	2,734	<b>Vancouver</b>	
<b>Port Louis</b>		Vehicle 1	7,712
Vehicle 1	6,807	<b>Vladivostok</b>	
<b>Port Moresby</b>		Vehicle 1	Not available
Vehicle 1	New car	<b>Warsaw</b>	

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Vehicle 2	New car	Vehicle 1	2,797
<b>Prague</b>		<b>Washington</b>	
Vehicle 1	9,339	Vehicle 1	3,299
<b>Pune</b>		Vehicle 2	11,643
Vehicle 1	9,648		

Location - Onshore	Estimated kilometres 1 Jul 11 to 31 Jan 12	Location - Onshore	Estimated kilometres 1 Jul 11 to 31 Jan 12
<b>Adelaide</b>		<b>Newcastle</b>	
Vehicle 1	3,873	Vehicle 1	5,158
Vehicle 2	5,312	Vehicle 2	5,597
<b>Brisbane</b>		<b>Parramatta</b>	
Vehicle 1	4,096	Vehicle 1	4,998
Vehicle 2	6,782	<b>Perth</b>	
<b>Canberra</b>		Vehicle 1	4,161
Vehicle 1	6,424	Vehicle 2	5,942
<b>Darwin</b>		Vehicle 3	7,595
Vehicle 1	2,028	<b>Sydney</b>	
<b>Hobart</b>		Vehicle 1	6,066
Vehicle 1	3,562	Vehicle 2	6,588
<b>Hurstville</b>		<b>Townsville</b>	
Vehicle 1	4,836	Vehicle 1	5,256
<b>Melbourne</b>		<b>Wollongong</b>	
Vehicle 1	3,772	Vehicle 1	9,191
Vehicle 2	4,539		
Vehicle 3	7,068		

**Question 31**

**Taxi costs**

1. How much did each department/agency spend on taxis in 2007–08, 2008–09, 2009–10 and 2010–11? Provide a breakdown of each business group in each department/agency.
2. How much did each department/agency spend on taxis this financial year to date? Provide a breakdown of each business group in each department/agency.

**Answer**

1. Taxi costs cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. Expenditure on ground transport, which includes costs associated with taxis, hire cars, bus and coach hire, motor vehicle allowances, road tolls and other ground transport costs are detailed below:

	2007–08	2008–09	2009–10	2010–11
	\$'000	\$'000	\$'000	\$'000
Onshore network	0.679	0.588	0.666	0.520

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Offshore network	0.944	0.835	1.070	0.931
TOTAL	1.623	1.423	1.736	1.451

2. In the 2011–12 financial year to 29 February 2012, Austrade spent \$0.687 million, of which \$0.435 million was spent by the offshore network, and \$0.252 million was spent by the onshore network.

**Question 32**

**Printing of documents**

Does the department/agency print any hard copies of reports/statements/papers they produce? If yes, please list how many copies, where they are delivered and the cost.

**Answer**

The total cost of the design, production and printing of hard and soft copy publications and brochures for the financial year to 31 January 2012 was \$512,755.

This figure includes Austrade's 2010–11 Annual Report. Austrade printed 1800 hard copies of its Annual Report, 321 of which were delivered to Parliament House, the Parliamentary Paper Series, the Library Deposit Scheme and the Tabling Office in accordance with the Department of Prime Minister and Cabinet *Requirements for Annual Reports*. The remaining copies were sent to Austrade offices both onshore and offshore for internal and external distribution as required. Printing costs for the Annual Report for 2010–11 totalled \$16,603 (excluding GST).

The number of hard copies of other printed reports/statements/papers produced, where they are delivered and costs cannot be individually identified without a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.

**Question 33**

**Provision of equipment**

1. Does the department/agency provide their Ministers and/or Parliamentary Secretaries and/or their offices with any electronic equipment? If yes, provide details of what is provided, the cost and to who it is provided.
2. What equipment is provided to department/agency staff? Please list what the equipment is, the cost, the classification of the staff receiving the equipment and the reason why.

**Answer**

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1. Austrade does not provide electronic equipment to the Minister, Parliamentary Secretary or their offices. However, Austrade does provide equipment to the Austrade Departmental Liaison Officer (DLO) in the office of the Minister for Trade. This equipment is connected to Austrade's IT system.

The equipment provided includes a 12 inch notebook computer, docking station, 22 inch monitor and peripherals such as a headset, mouse and keyboard. The purchase cost of this equipment is \$2,556.62. Austrade also provides one printer at an estimated purchase cost of \$1,000 for three years.

2. Austrade allocates staff with either a notebook computer with accessories or a desktop computer with accessories, depending on their business requirements. A notebook is generally provided to staff who are required to be mobile. All other staff are allocated a desktop computer.

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 total purchase cost of this equipment is \$2,556.62.

A desktop with accessories consists of a desktop computer, 22 inch monitor and peripherals such as a headset, mouse and keyboard. The total purchase cost of this equipment is \$1,226.72.

A mobile phone is only provided to staff where there is a business requirement. The purchase costs are variable across the organisation's international network.

Printers and multi-function devices are shared between staff members. A device is provided in all Austrade offices and in some residences of Australian based staff located overseas. The number and type of printers provided will depend on the number of staff at post and the business requirements of the post. Note that Austrade also provides similar equipment to staff of other Australian Government agencies, in offshore locations, where there is a Memorandum of Understanding (MOU) in place.

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Written Questions on Notice from **Senator Humphries** to Austrade

Question 34

**Contractors**

1. How many contractors are currently employed in the department/agency?
2. How many contractors have been under contract for a period of more than 2 years?
3. How many contractors have been under contract for a period of more than 5 years?
4. How many contractors have been under contract for a period of more than 10 years?
5. Does the department/agency make a habit of employing contractors to fill positions on a permanent basis?

**Answers**

1. As at 29 February 2012, Austrade employed 22 contractors.
2. Four of these contractors have been employed for more than two years in specialist IT positions.
3. Nil.
4. Nil.
5. No.

Question 35

**Efficiency Dividend**

1. What is the effect of the efficiency dividend increase from 1.5 per cent to 4 per cent on the department/agency's budget bottom line during financial years 2012/13, 13/14, 14/15?
2. What percentage of the department/agency's budget is designated to staffing?
3. What is the size of the department/agency's staffing establishment? Include figures for FTE, PT, casual, contractors, and consultants.
4. What specific strategies will the department/agency adopt to ensure continued operation within budget?
5. Will or has consideration been made to reducing staffing complement including contractors, and consultants?

**Senate Foreign Affairs, Defence and Trade Legislation Committee**

Additional Estimates 2012; February 2012

Written Questions on Notice from **Senator Humphries** to Austrade

**Answers**

1.

<b>One-off 2.5 per cent Efficiency Dividend</b>			
	<b>2012–13 \$'000</b>	<b>2013–14 \$'000</b>	<b>2014–15 \$'000</b>
Total Departmental Appropriation price of outputs – agreed (departmental)	162,727	159,056	162,829
One-off Efficiency Dividend rate	2.50%		
Revised Total Departmental Appropriation	158,659	155,080	158,758
<b><i>Efficiency Dividend adjustment required in BEAM</i></b>	- 4,068	- 3,976	- 4,071

2. Fifty seven per cent of Austrade's budget is designated to staffing.
3. In line with Portfolio Budget Statements 2011–12, the projected average staffing levels for Austrade are 1048, which includes full-time, part-time, casuals and contractors.
4. Austrade is undertaking a range of strategies to reduce discretionary expenditure and is reviewing property and staffing.
5. Yes, to the maximum extent possible, Austrade will manage vacancies to achieve savings; this will include contractors and consultancies.