

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

**Questions on Notice**

**Additional Budget Estimates 2011-2012, Thursday 16 February 2012**

<b>Q No.</b>	<b>Department or Agency</b>	<b>Senator</b>	<b>Broad topic</b>	<b>Question</b>	<b>Proof Hansard, page &amp; hearing date or Written Q</b>	<b>Date rec'd</b>	<b>Date tabled</b>
1	Austrade	Eggleston	Staffing	<p>How many ongoing staff recruited this financial year to date? What classification are these staff?</p> <p>How many non ongoing positions exist or have been created this financial year to date? What classification are these staff?</p> <p>This financial year to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	29/3/2012	10/5/2012
2	Austrade	Eggleston	Staffing	<p>How many ongoing staff left in the year 2010-11? What classification were these staff?</p> <p>How many non ongoing staff left in the year 2010-11? What classification were these staff?</p>	Written	29/3/2012	10/5/2012
3	Austrade	Eggleston	Staffing	<p>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.</p> <p>If there are plans for staff reductions, please give the reason why these are happening.</p>	Written	29/3/2012	10/5/2012
4	Austrade	Eggleston	Efficiency dividend	<p>How will the efficiency dividend applied in the 2011-12 Mid-Year Economic and Fiscal Outlook be implemented in your agency/department?</p> <p>What percentage of your budget must be cut?</p> <p>Will any staff position be cut to meet the efficiency dividend? If yes, provide details of where the positions are locate, the classification, whether the position is ongoing or not.</p> <p>Please list where and what spending has been reduced to meet the efficiency dividend</p>	Written	29/3/2012	10/5/2012
5	Austrade	Eggleston	Staffing	<p>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.</p>	Written	29/3/2012	10/5/2012
6	Austrade	Eggleston	Staffing	<p>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?</p> <p>List what training will be provided, the name of the provider and the cost.</p>	Written	29/3/2012	10/5/2012
7	Austrade	Eggleston	Government	<p>What was the total cost of all advertising for 2007-08, 2008-09, 2009-10 and</p>	Written	29/3/2012	10/5/2012

			Advertising	<p>2010-11?</p> <p>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.</p> <p>Did the Department of Finance and Deregulation provide any advice about the advertising? Provide details of each advertising item.</p> <p>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.</p> <p>Provide details for any other communications program, including details of the program, the total spend and the business that provided the communication services.</p> <p>What advertising – Campaign and Non-Campaign – and other communications programs is the Department/Agency undertaking, or are planning to undertake?</p>			
8	Austrade	Eggleston	Hospitality and Entertainment	<p>What is the Department/Agency's hospitality spend for this financial year to date? Detail date, location, purpose and cost of all events.</p> <p>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.</p> <p>What is the Department's entertainment spend for this financial year to date? Detail date, location, purpose and cost of all events.</p> <p>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.</p> <p>What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of each event.</p> <p>What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events.</p> <p>For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of each event.</p>	Written	29/3/2012	10/5/2012
9	Austrade	Eggleston	Board Appointments	<p>List all of the boards within this portfolio, including: board title, terms of appointment, tenure of appointment and members.</p> <p>What is the gender ratio on each board and across the portfolio?</p> <p>Please detail any board appointments for this financial year to date.</p>	Written	29/3/2012	10/5/2012

10	Austrade	Eggleston	Grants	Has the Department complied with interim requirements relating to the publication of discretionary grants?		29/3/2012	10/5/2012
11	Austrade	Eggleston	Freedom of Information	<p>Has the Department/agency received any advice on how to respond to FOI requests?</p> <p>What was the total cost to the department to process FOI requests for 2009-10 and 2010-11?</p> <p>What is the total cost to the department to process FOI requests for this financial year to date?</p> <p>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?</p> <p>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?</p> <p>How many conclusive certificates have been issued in relation to FOI requests for this financial year to date?</p>	Written	29/3/2012	10/5/2012
12	Austrade	Eggleston	Community Cabinets	<p>What was the cost of Ministers travel and expenses for the Community Cabinet meetings held this financial year to date?</p> <p>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?</p> <p>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.</p> <p>What was the total cost to the Department and the Ministers office for the Community Cabinet meetings for this financial year to date?</p>	Written	29/3/2012	10/5/2012
13	Austrade	Eggleston	Reviews	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>•How many Reviews are being undertaken?</li> <li>•What reviews have concluded, and for those that are still ongoing, when will those reviews be concluded</li> <li>•Which of these reviews has been provided to Government?</li> <li>•When will the Government be responding to the respective reviews that have been completed?</li> <li>•What is the estimated cost of each of these Reviews?</li> <li>•What reviews are planned?</li> <li>•When will each of these reviews be concluded?</li> </ul>	Written	29/3/2012	10/5/2012
14	Austrade	Eggleston	Consultancies	<p>How many consultancies were undertaken in 2007-08, 2008-09 and 2009-10?</p> <p>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.</p>	Written	29/3/2012	10/5/2012

				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.			
15	Austrade	Eggleston	Media Monitoring	<p>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?</p> <p>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</p> <p>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?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide this same services for the year 2011-12?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul> <p>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?</p> <ul style="list-style-type: none"> <li>• Which agency or agencies provided these services?</li> <li>• What is the estimated budget to provide this same services for the year 2011-12?</li> <li>• What has been spent providing these services this financial year to date?</li> </ul>	Written	29/3/2012	10/5/2012
16	Austrade	Eggleston	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.	Written	29/3/2012	10/5/2012
17	Austrade	Eggleston	Contractors	<p>For this financial year to date:</p> <ul style="list-style-type: none"> <li>•Has the department/agency ever employed Hawker Britton in any capacity or is it considering employing Hawker Britton? If yes, provide details.</li> <li>•Has the department/agency ever employed Shannon's Way in any capacity or is it considering employing Shannon's Way? If yes, provide details.</li> <li>•Has the department/agency ever employed John Utting &amp; UMR Research Group in any capacity or is it considering employing John Utting &amp; UMR Research Group? If yes, provide details.</li> <li>•Has the department/agency ever employed McCann-Erickson in any capacity or is it considering employing McCann-Erickson? If yes, provide details.</li> <li>•Has the department/agency ever employed Cutting Edge in any capacity or is it considering employing Cutting Edge? If yes, provide details.</li> </ul>	Written	29/3/2012	10/5/2012

				<ul style="list-style-type: none"> <li>•Has the department/agency ever employed Ikon Communications in any capacity or is it considering employing Ikon Communications? If yes, provide details.</li> <li>•Has the department/agency ever employed CMAX Communications in any capacity or is it considering employing CMAX Communications? If yes, provide details.</li> <li>•Has the department/agency ever employed Boston Consulting Group in any capacity or is it considering employing Boston Consulting Group? If yes, provide details.</li> <li>•Has the department/agency ever employed McKinsey &amp; Company in any capacity or is it considering employing McKinsey &amp; Company? If yes, provide details.</li> </ul>			
18 COMBINED WITH QUESTION NO 10	Austrade	Eggleston	Discretionary Grants	<p>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.</p> <p>Has the Department complied with interim requirements relating to the publication of discretionary grants?</p>	Written	29/3/2012	10/5/2012
19	Austrade	Eggleston	Commissioned Reports	<p>How many reports were commissioned by the government in your portfolio in 2007-08, 2008-09, 2009-10 and 2010-11?</p> <p>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.</p> <ul style="list-style-type: none"> <li>•How much did each report cost/or is estimated to cost? How many departmental staff were involved in each report and at what level?</li> <li>•That is the current status of each report? When is the Government intending to respond to these reports?</li> </ul>	Written	29/3/2012	10/5/2012
20	Austrade	Eggleston	Government payments of accountns	<p>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)</p> <ul style="list-style-type: none"> <li>•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?</li> <li>•Where interest is being paid, what rate of interest is being paid and how is this rate determined?</li> </ul>	Written	29/3/2012	10/5/2012
21	Austrade	Eggleston	Government stationery requirements	<p>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?</p>	Written	29/3/2012	10/5/2012
22	Austrade	Eggleston	Media subscriptions	<p>Does your department or agencies within your portfolio subscribe to pay TV (for example Foxtel)?</p> <ul style="list-style-type: none"> <li>•If yes, please provide the reason why, the cost and what channels.</li> <li>•What is the estimated cost for 2011-12?</li> <li>•What is the cost for this financial year to date?</li> </ul>	Written	29/3/2012	10/5/2012

				<p>Does your department or agencies within your portfolio subscribe to newspapers?</p> <ul style="list-style-type: none"> <li>•If yes, please provide the reason why, the cost and what newspapers.</li> <li>•What is the estimated cost for 2011-12?</li> <li>•What is the cost for this financial year to date?</li> </ul> <p>Does your department or agencies within your portfolio subscribe to magazines?</p> <ul style="list-style-type: none"> <li>•If yes, please provide the reason why, the cost and what magazines.</li> <li>•What is the estimated cost for 2011-12?</li> <li>•What is the cost for this financial year to date?</li> </ul>			
23	Austrade	Eggleston	Travel costs	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>Are employees taking the most direct route when travelling? If not, please explain why.</p> <p>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.</p> <p>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.</p>	Written	29/3/2012	10/5/2012
24	Austrade	Eggleston	Legal costs	<p>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.</p> <p>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.</p> <p>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.</p>	Written	29/3/2012	10/5/2012

				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.			
25	Austrade	Eggleston	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.	Written	29/3/2012	10/5/2012
26	Austrade	Eggleston	Executive Coaching and Leadership Training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> <li>1.Total spending on these services</li> <li>2.The number of employees offered these services and their employment classification</li> <li>3.The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted</li> <li>4.The names of all service providers engaged</li> </ol> <p>For each service purchased form a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> <li>a)The name and nature of the service purchased</li> <li>b)Whether the service is one-on-one or group based</li> <li>c)The number of employees who received the service and their employment classification</li> <li>d)The total number of hours involved for all employees</li> <li>e)The total amount spent on the service</li> <li>f)A description of the fees charged (i.e. per hour, complete package)</li> </ol> <p>Where a service was provided at any location other than the department or agency's own premises, please provide:</p> <ol style="list-style-type: none"> <li>i.The location used</li> <li>ii.The number of employees who took part on each occasion</li> <li>iii.The total number of hours involved for all employees who took part</li> <li>iv.Any costs the department or agency's incurred to use the location</li> </ol>	Written	29/3/2012	10/5/2012
27	Austrade	Eggleston	Media Training	<p>In relation to media training services purchased by each department/agency, please provide the following information for this financial year to date:</p> <ol style="list-style-type: none"> <li>1.Total spending on these services</li> <li>2.The number of employees offered these services and their employment classification</li> <li>3.The number of employees who have utilised these services, their employment classification and how much study leave each employee was granted</li> <li>4.The names of all service providers engaged</li> </ol> <p>For each service purchased form a provider listed under (4), please provide:</p> <ol style="list-style-type: none"> <li>a)The name and nature of the service purchased</li> <li>b)Whether the service is one-on-one or group based</li> <li>c)The number of employees who received the service and their employment classification</li> <li>d)The total number of hours involved for all employees</li> <li>e)The total amount spent on the service</li> <li>f)A description of the fees charged (i.e. per hour, complete package)</li> </ol> <p>Where a service was provided at any location other than the department or</p>	Written	29/3/2012	10/5/2012

				agency's own premises, please provide: i.The location used ii.The number of employees who took part on each occasion iii.The total number of hours involved for all employees who took part iv.Any costs the department or agency's incurred to use the location			
28	Austrade	Eggleston	Paid Parental Leave	Please list how many staff in each portfolio department and agency are eligible to receive payments under the Government's Paid Parental Leave scheme?  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.	Written	29/3/2012	10/5/2012
29	Austrade	Eggleston	Training for Portfolio Minister and Parliamentary Secretaries	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.  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.  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.	Written	29/3/2012	10/5/2012
30	Austrade	Eggleston	Corporate cars	How cars are owned by each department and agency in your portfolio?  Where is the car/s located?  What is the car/s used for?  What is the cost of each car for this financial year to date?  How far did each car travel this financial year to date?	Written	29/3/2012	10/5/2012
31	Austrade	Eggleston	Taxi costs	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.  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.	Written	29/3/2012	10/5/2012
32	Austrade	Eggleston	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.	Written	29/3/2012	10/5/2012
33	Austrade	Eggleston	Provision of equipment	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.  What equipment is provided to department/agency staff? Please list what the equipment is, the cost, the classification of the staff receiving the equipment	Written	29/3/2012	10/5/2012



				and the reason why.			
34	Austrade	Humphries	Contractors	<p>How many contractors are currently employed in the department/agency?</p> <p>How many contractors have been under contract for a period of more than 2 years?</p> <p>How many contractors have been under contract for a period of more than 5 years?</p> <p>How many contractors have been under contract for a period of more than 10 years?</p> <p>Does the department/agency make a habit of employing contractors to fill positions on a permanent basis?</p>		29/3/2012	10/5/2012
35	Austrade	Humphries	Efficiency Dividend	<p>What is the effect of the efficiency dividend increase from 1.5 percent to 4 percent on the department/agency's budget bottom line during financial years 2012/13, 13/14, 14/15?</p> <p>What percentage of the department/agency's budget is designated to staffing?</p> <p>What is the size of the department/agency's staffing establishment? Include figures for FTE, PT, casual, contractors, and consultants.</p> <p>What specific strategies will the department/agency adopt to ensure continued operation within budget?</p> <p>Will or has consideration been made to reducing staffing compliment including contractors, and consultants?</p>		29/3/2012	10/5/2012