

Foreign Affairs, Defence and Trade Legislation Committee
QUESTIONS ON NOTICE—ADDITIONAL ESTIMATES, 27 February 2014
Foreign Affairs and Trade Portfolio/Austrade

Q No.	Program: Division or Agency	Senator	Broad topic	Question	Proof Hansard, page & hearing date or Written Q	Date rec'd	Date tabled
1	Austrade	Senator Carol Brown	Tourism Events	<p>Senator CAROL BROWN: Are you able to give me a list of events that the parliamentary secretary has attended that you have prepared events briefs for?</p> <p>Mr Yuile: Mr Baldwin is the parliamentary secretary in the Industry portfolio, having had a strong tourism interest for many years, and has continued to work with Minister Robb. I know there are occasions when the minister is not able to get to functions and Mr Baldwin has attended on his behalf or as Parliamentary Secretary for Industry. We can take that on notice and make sure that we cover for you those events which he attended on behalf of the minister and for which we provided background briefings.</p> <p>Senator CAROL BROWN: I would like you to provide the time, the date and the event location and purpose, and whether he attended as the parliamentary secretary or representing the minister. You mentioned TQUAL grants are coming to an end. How many of the 89 tourism grants announced in the of the middle of last year were successful?</p>	Proof Hansard, Page 121 27/2/14	29/4/2014	
2	Austrade	Senator Carol Brown	Grant funding	<p>Mr Stamford: TQP grants do not receive funding on signature. We pay on results for TQUAL grants—in other words, there are a series of milestones which are established and the applicant must demonstrate that they have met the milestone. On that point, if you sign an agreement you do not get a payment; they have to meet a milestone. You would not expect payments to be made until they have met the first of the milestones.</p> <p>Senator CAROL BROWN: Have the 80 been contracted over the last few months?</p> <p>Mr Stamford: Yes.</p> <p>Senator CAROL BROWN: Have any of them received funding?</p> <p>Mr Stamford: I would have to check, but I think one has met its first milestone. I would be happy to confirm that.</p> <p>Senator CAROL BROWN: Please take that on notice. When doing that, unless you have the information here, I am looking for the completion dates of the proposals.</p>	Proof Hansard, Page 122 27/2/14	29/4/2014	
3	Austrade	Senator Carol Brown	List of grants	<p>Senator CAROL BROWN: Can you provide me with a list of all those successful grants?</p> <p>Mr Stamford: Yes. It is on the Austrade website, and we can provide you with the link.</p>	Proof Hansard, Page 122 27/2/14	29/4/2014	

4	Austrade	Senator Carol Brown	Grant completion dates	<p>Senator CAROL BROWN: Does that have the name of the organisation and the status of the grant, or are just the contracted grants on the website?</p> <p>Mr Stamford: The information on the website is who the successful applicant was, the nature of the grant, a description of the grant and the size of the grant, bearing in mind it is just the government contribution and all grants in this case have matching cash.</p> <p>Senator CAROL BROWN: Will there be different expected completion dates as well?</p> <p>Mr Stamford: We generally do not include the completion date on the website.</p> <p>Senator CAROL BROWN: Are you able to give that?</p> <p>Mr Yuile: Could we reflect on that? We will take it on notice. That is perhaps something we would need to discuss with the proponents.</p>	Proof Hansard, Page 122, 21/11/13	29/4/2014	
5	Austrade	Senator Carol Brown	Medical Tourism	<p>Senator FAWCETT: Ladies, I would hate you to have been here all night without answering a question, so I will ask you a question that may also flick to Austrade. It is on medical tourism inbound, as in attracting people to come to Australia for medical procedures. I am aware there are a number of hospitals and facilities already running. Is that an area that you work with actively? For Austrade, is it an area that is eligible for export market development grants if people wish to develop a market overseas for the sale or export of our services?</p> <p>Ms Keeler: Medical tourism is not an area that Tourism Australia has worked with directly. I do know that ATEC, the Australian Tourism Export Council, has done some work on the medical tourism arena. We have had updates from them.</p> <p>Senator FAWCETT: Given the growing wealth in our region, the fact that there is a huge health burden and the success of those companies already there, is that not an area that you would consider putting more emphasis on to build a services industry?</p> <p>Ms Keeler: It could potentially be. We tend to promote Australia more broadly. Our campaign slogan is: 'There's nothing like Australia'. That could be for medical tourism, for study, for cruise et cetera, so we do tend to have the broader overview. But, absolutely, if there was an opportunity for industry we would consider it.</p> <p>Senator FAWCETT: And the grant side of it?</p> <p>Mr Yuile: I would like to take that one on notice. The export of hospital and medical equipment and technologies is certainly eligible. On the question of the promotion of the capacity in Australia to deliver a service to a foreign national, I would like to get some advice about that, check the act and give you a considered response.</p> <p>Senator FAWCETT: I would be interested to know if it is eligible and, if it is not, why not and what we would need to change.</p> <p>Mr Yuile: Clearly it raises a whole range of issues around the capacity of our systems, the competitiveness of our product as against Thailand's or India's—</p> <p>Senator FAWCETT: Thirty per cent cheaper than the US for a comparable world standard.</p> <p>Mr Yuile: People who go to the US usually book a fare back if they have got a major medical.</p> <p>Senator FAWCETT: That is true.</p> <p>Mr Yuile: Anyway, let me take that on notice.</p> <p>Senator FAWCETT: That would be great, thank you very much.</p>	Proof Hansard, Page 123, 27/2/14	29/4/2014	

6	Austrade	Senator Carol Brown	Demand driven tourism infrastructure	<p>The government's election policy states that they will redirect tourism grant funding to 'demand driven infrastructure' beginning 1 July 2014.</p> <ul style="list-style-type: none"> • How much funding will be redirected? • Will this funding be transferred to another department? • If so, which one? • If so, how will that department coordinate with Austrade to ensure the infrastructure will indeed contribute to better outcomes for the tourism sector • Please outline in detail how that process will work • When will tourism operators be informed of the details • Will they be given an opportunity to apply for funding • If yes, how • If no, why not. • Is Austrade consulting with the tourism sector about the implementation of this policy? • What phone number should a tourism operator ring if they wish to obtain more information on this policy or provide feedback? • Will this program be managed by Austrade or by the Infrastructure department? • When will full details be available publicly? 	Written	29/4/2014	
7	Austrade	Senator Carol Brown	TIRF Grants	<p>How many applications were received for Round 2 of the Tourism Industry Regional Fund? Please provide a table of applications data sortable by:</p> <ol style="list-style-type: none"> 1. Total number of applications 2. State 3. Local council area 4. Amount of funding applied for 5. Matching funding secured by applicant 	Written	29/4/2014	
8	Austrade	Senator Carol Brown	T-QUAL Grants	<p>The former Labor government announced 80 T-QUAL grants in July 2013 which were subsequently re-announced by the new government.</p> <ul style="list-style-type: none"> • What is the current status of these grants? • How many have been contracted? • How many proponents have received their funding? • When will the rest expect to receive their funding? • What are the completion dates for construction? • Could you please provide a list of all successful grants with <ul style="list-style-type: none"> ○ Name of organisation ○ Status of grant (uncontracted, contracted, under construction, completed) ○ Expected completion dates ○ How many jobs will be created ○ Expected economic benefit in \$ terms 	Written	29/4/2014	

9	Austrade	Senator Carol Brown	Australian Standing Committee on Tourism	<ul style="list-style-type: none"> • Is the Australian Standing Committee on Tourism still in existence • What is the role of the Standing Committee in the new government • When did the committee last meet • When is the next meeting • Have there been any changes in membership • Has the Minister written to committee members to inform them of <ul style="list-style-type: none"> ○ The next meeting date ○ Changes to committee membership ○ Terms of reference ○ Please provide copies of all documents • What was the nature of the correspondence • Could copies of the correspondence be tabled 	Written	29/4/2014	
10	Austrade	Senator Carol Brown	Qantas	<ul style="list-style-type: none"> • Has Austrade conducted any analysis in regards to the impact of potential changes to the Qantas Sale Act on Australia's tourism industry • If so what • If so please provide copies of any reports, briefing notes or other advice. • Has Austrade provided any briefings to (a) the Minister (b) the Deputy Prime Minister (c) the Prime Minister in relation to potential changes to the Qantas Sale Act • If so, when please provide a copy of the briefings 	Written	29/4/2014	
11	Austrade	Senator Carol Brown	Bob Baldwin	<p>On 21 November 2013 last year during estimates we heard that: <i>The role for Parliamentary Secretary Baldwin is to wind up the current discretionary grants program and then his role will cease in tourism.</i> TOURISM ESTIMATES – 21 November 2013</p> <p>On Thursday 27 February 2014, Senator Brandis told Senate estimates <i>Mr Baldwin, as the parliamentary secretary in the portfolio, has primary responsibility for tourism, tourism policy and the implementation of tourism policy.</i> TOURISM ESTIMATES – 27 FEBRUARY 2014</p> <p>Please clarify Mr Baldwin's exact role in tourism in light of these contradictory comments.</p>	Written	29/4/2014	
12	Austrade	Senator Carol Brown	Tourism - Airports	<p>What interaction does Austrade have with</p> <ul style="list-style-type: none"> • Airlines, airports and airport associations • Other tourism bodies including state and territory bodies • The Immigration Department • How regularly does Austrade communicate with these organisations • What are the major forums or events it participates in 	Written	29/4/2014	

13	Austrade	Senator Carol Brown	Tourism - Industrial Relations	<ul style="list-style-type: none"> • Has Austrade been approached for any advice regarding the impact of potential changes to workplace relations • If so, by who • If so, what was the nature of the communication • What date • Please provide copies 	Written	29/4/2014	
14	Austrade	Senator Carol Brown	Tourism - Public Transport	<ul style="list-style-type: none"> • Has Austrade conducted any analysis on the value or impact of public transport to the tourism sector • If not, does Austrade consider this to be an important issue • If so, please provide copies of reports, briefing notes or publications 	Written	29/4/2014	

15	Austrade	Senator Carol Brown	Cadbury	<p>On 28 August 2013 Tony Abbott announced an incoming Coalition Government would commit:</p> <p><i>\$16m toward a \$66 million upgrade of the Cadbury Chocolate factory in Claremont to boost innovation, support growth in local manufacturing jobs and expand tourism.</i></p> <p><i>This commitment will re-establish Cadbury's Hobart plant as a tourist destination that will generate economic and social benefits for Hobart and Tasmania.</i></p> <p><i>It will also support the construction of a new visitor centre to accommodate large tour groups and enhance tourist experiences.</i></p> <ul style="list-style-type: none"> • Has Austrade received any communication whatsoever from Mr Alistair Furnival in relation to Cadbury at any time prior to the announcement of the grant? • Is your department assisting the Department of Infrastructure with the assessment or delivery of the grant? • Have you had any written or verbal communication with the Department of Infrastructure in relation to this grant? • If not, why not given it is a tourism grant. • If so, what has the nature of the communication • Has Austrade or any other government agency conducted a cost-benefit analysis or other assessment of the grant? • How does Austrade work with other departments on tourism related projects to ensure the projects provide the stated tourism outcomes? What is the assessment process for tourism grants, for example a T-QUAL grant? • What assessment process was the grant subject to? • What documentation has Cadbury provided to the government in support of the grant? • Could this documentation be tabled. 	Written	29/4/2014	
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16	Austrade	Senator Ludwig	Reviews	<ol style="list-style-type: none"> 1. Since the Supplementary Budget Estimates in November 2013, how many new reviews (defined as review, inter-departmental group, inquiry, internal review or similar activity) have been commenced? Please list them including: <ol style="list-style-type: none"> a. the date they were ordered b. the date they commenced c. the minister responsible d. the department responsible e. the nature of the review f. their terms of reference g. the scope of the review h. Whom is conducting the review i. the number of officers, and their classification level, involved in conducting the review j. the expected report date k. the budgeted, projected or expected costs l. If the report will be tabled in parliament or made public 2. For any review commenced or ordered since the Supplementary Budget Estimates in November 2013, have any external people, companies or contractors being engaged to assist or conduct the review? <ol style="list-style-type: none"> 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, <ol style="list-style-type: none"> i. If yes, please detail what involvement it was ii. If yes, did they see or provided input to a short list iii. If yes, on what dates did this involvement occur iv. If yes, did this involve any verbal discussions with the department v. If yes, on what dates did this involvement occur 3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going? <ol style="list-style-type: none"> a. Please list them. b. What is the current cost to date expended on the reviews? 	Written	29/4/2014	
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17	Austrade	Senator Ludwig	Commissioned Reports	<p>a) Since the Supplementary Budget Estimates in November 2013, how many Reports (including paid external advice) have been commissioned by the Minister, department or agency? Please provide details of each report including date commissioned, date report handed to Government, date of public release, Terms of Reference and Committee members.</p> <p>b) How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?</p> <p>c) What is the current status of each report? When is the Government intending to respond to these reports?</p>	Written	29/4/2014	
18	Austrade	Senator Ludwig	Briefings for other parties	<p>1. Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:</p> <p>a) How are briefings requests commissioned?</p> <p>b) What briefings have been undertaken? Provide details and a copy of each briefing.</p> <p>c) Provide details of what information has been provided and a copy of the information.</p> <p>d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.</p> <p>e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.</p> <p>f) Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?</p>	Written	29/4/2014	

19	Austrade	Senator Ludwig	Appointments	<ol style="list-style-type: none"> 1. Please detail any board appointments made from the Supplementary Budget Estimates in November 2013 to date. 2. What is the gender ratio on each board and across the portfolio? 	Written	29/4/2014	
20	Austrade	Senator Ludwig	Stationary Requirements	<ol style="list-style-type: none"> 1. How much was spent by each department and agency on the government (Ministers / Parliamentary Secretaries) stationery requirements in your portfolio from the Supplementary Budget Estimates in November 2013 to date? <ol style="list-style-type: none"> a. Detail the items provided to the minister's office 2. How much was spent on departmental stationary requirements from the Supplementary Budget Estimates in November 2013 to date. 	Written	29/4/2014	
21	Austrade	Senator Ludwig	Electronic Equipment	<ol style="list-style-type: none"> 1. Other than phones, iPads or computers – please list the electronic equipment provided to the Minister's office since 7 September 2013. <ol style="list-style-type: none"> a. List the items b. List the items location or normal location c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level d. List the total cost of the items e. List an itemised cost breakdown of these items f. List the date they were provided to the office g. Note if the items were requested by the office or proactively provided by the department 	Written	29/4/2014	

22	Austrade	Senator Ludwig	Media subscriptions	<ol style="list-style-type: none"> 1. What pay TV subscriptions does your department/agency have? <ol style="list-style-type: none"> a) Please provide a list of what channels and the reason for each channel. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date? 2. What newspaper subscriptions does your department/agency have? <ol style="list-style-type: none"> a) Please provide a list of newspaper subscriptions and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date? 3. What magazine subscriptions does your department/agency have? <ol style="list-style-type: none"> a) Please provide a list of magazine subscriptions and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date? 4. What publications does your department/agency purchase? <ol style="list-style-type: none"> a) Please provide a list of publications purchased by the department and the reason for each. b) What is the cost from 7 September 2013 to date? c) What is provided to the Minister or their office? d) What is the cost for this from 7 September 2013 to date? 	Written	29/4/2014	
23	Austrade	Senator Ludwig	Media Monitoring	<ol style="list-style-type: none"> 1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date? <ol style="list-style-type: none"> a) Which agency or agencies provided these services? b) What has been spent providing these services from 7 September 2013 to date? c) Itemise these expenses. 2. What was the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the department/agency from 7 September 2013 to date? <ol style="list-style-type: none"> a) Which agency or agencies provided these services? b) What has been spent providing these services from 7 September 2013 to date? c) Itemise these expenses 	Written	29/4/2014	

24	Austrade	Senator Ludwig	Media Training	<ol style="list-style-type: none"> 1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date: <ol style="list-style-type: none"> 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 3. For each service purchased from a provider listed under (1), please provide: <ol style="list-style-type: none"> 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) 4. Where a service was provided at any location other than the department or agency's own premises, please provide: <ol style="list-style-type: none"> a) The location used b) The number of employees who took part on each occasion c) The total number of hours involved for all employees who took part (provide a breakdown for each employment classification) d) Any costs the department or agency's incurred to use the location 	Written	29/4/2014	
25	Austrade	Senator Ludwig	Communications Staff	<ol style="list-style-type: none"> 1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following: <ol style="list-style-type: none"> a) How many ongoing staff, the classification, the type of work they undertake and their location. b) How many non-ongoing staff, their classification, type of work they undertake and their location c) How many contractors, their classification, type of work they undertake and their location d) How many are graphic designers? e) How many are media managers? f) How many organise events? 	Written	29/4/2014	

26	Austrade	Senator Ludwig	Provision of equipment - ministerial	<ol style="list-style-type: none"> 1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs? <ol style="list-style-type: none"> a. Itemise equipment and cost broken down by staff or minister classification 2. Is electronic equipment (such as ipad, laptop, wireless card, vasco token, blackberry, mobile phone (list type if relevant), thumb drive) provided to department/agency staff? If yes provide a list of what is provided across the department of agency, the purchase cost, the ongoing cost and a breakdown of what staff and staff classification receives each item. 	Written	29/4/2014	
27	Austrade	Senator Ludwig	Provision of equipment - departmental	<ol style="list-style-type: none"> a) Other than desktop computers, list all electronic equipment provided to department/agency staff. <ol style="list-style-type: none"> a. List the items b. List the purchase cost c. List the ongoing cost d. List the staff and staff classification that receive the equipment. 	Written	29/4/2014	
28	Austrade	Senator Ludwig	Computers	<ol style="list-style-type: none"> a) 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 b) List the current inventory of computers owned, leased, stored, or able to be accessed by the department, listing the equipment cost and location c) Please detail the operating systems used by the departments computers, the contractual arrangements for operating software and the on-going costs 	Written	29/4/2014	
29	Austrade	Senator Ludwig	Travel Costs – Department	<ol style="list-style-type: none"> a) From 7 September 2013, detail all travel for Departmental officers that accompanied the Minister and/or Parliamentary Secretary on their travel. Please include a total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals). b) From 7 September 2013, 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. c) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel. 	Written	29/4/2014	

30	Austrade	Senator Ludwig	Travel Costs – Minister	<p>a) From 7 September 2013, detail all travel conducted by the Minister/parliamentary secretary</p> <p>a. List each location, method of travel, itinerary and purpose of trip;</p> <p>b. List the total cost plus a breakdown that include airfares (and type of airfare), accommodation, meals and other travel expenses (such as incidentals), and;</p> <p>c. 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.</p> <p>b) What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.</p>	Written	29/4/2014	
31	Austrade	Senator Ludwig	Grants	<p>a) Provide a list of all grants, including ad hoc and one-off grants from the Supplementary Budget Estimates in November 2013 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.</p> <p>b) Update the status of each grant that was approved prior to 7 September 2013, but did not have financial contracts in place on 7 September 2013. 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.</p>	Written	29/4/2014	
32	Austrade	Senator Ludwig	Government payments of accounts	<p>a) From Supplementary Budget Estimates in November 2013 to date, what has been the average time period for the department/agency paid its accounts to contractors, consultants or others?</p> <p>b) How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?</p> <p>c) How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?</p> <p>d) How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?</p> <p>e) How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?</p> <p>f) How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?</p> <p>g) 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 7 September 2013?</p> <p>h) Where interest is being paid, what rate of interest is being paid and how is this rate determined?</p>	Written	29/4/2014	

33	Austrade	Senator Ludwig	Consultancies	<p>a) How many consultancies have been undertaken from Supplementary Budget Estimates in November 2013 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> <p>b) 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.</p> <p>c) Have any consultancies not gone out for tender? i. If so, which ones and why?</p>	Written	29/4/2014	
34	Austrade	Senator Ludwig	Meeting Costs	<p>a) What is the Department/Agency's meeting spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events, including any catering and drinks costs.</p> <p>b) For each Minister and Parliamentary Secretary office, please detail total meeting spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of each event including any catering and drinks costs.</p> <p>c) What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.</p> <p>d) For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.</p>	Written	29/4/2014	

35	Austrade	Senator Ludwig	Hospitality and entertainment	<ul style="list-style-type: none"> a) What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs. b) For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs. c) What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs. d) For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs. e) 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. f) 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. g) 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. h) 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. i) Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved? 	Written	29/4/2014	
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36	Austrade	Senator Ludwig	Executive coaching and leadership training	<p>In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:</p> <ol style="list-style-type: none"> 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 from a provider listed under (4), please provide: <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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. 	Written	29/4/2014	
37	Austrade	Senator Ludwig	Staffing Profile	<ol style="list-style-type: none"> 1. What is the current staffing profile of the department/agency? 2. Provide a list of staffing numbers, broken down by classification level, division, home base location (including town/city and state) 	Written	29/4/2014	

38	Austrade	Senator Ludwig	Staffing reductions	<p>a) How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions?</p> <p>b) Were any of these reductions involuntary redundancies? If yes, provide details.</p> <p>c) Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.</p> <p>d) If there are plans for staff reductions, please give the reason why these are happening.</p> <p>e) Are there any plans for involuntary redundancies? If yes, provide details.</p> <p>f) How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?</p> <p>g) How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?</p>	Written	29/4/2014	
39	Austrade	Senator Ludwig	Staffing Recruitment	<p>a) How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff?</p> <p>b) How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff?</p> <p>c) From Supplementary Budget Estimates in November 2013 to date, how many employees have been employed on contract and what is the average length of their employment period?</p>	Written	29/4/2014	

40	Austrade	Senator Ludwig	Coffee Machines	<p>1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?</p> <p>b) Why were coffee machines purchased?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where did the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p> <p>2. Does the department/agency rent coffee machines for staff usage?</p> <p>a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.</p> <p>b) Why are coffee machines rented?</p> <p>c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?</p> <p>d) Where does the funding for the coffee machines come from?</p> <p>e) Who has access?</p> <p>f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from Supplementary Budget Estimates in November 2013 to date, include a list of what maintenance has been undertaken. Where does the funding for maintenance come from?</p> <p>g) What are the ongoing costs of the coffee machine, such as the cost of coffee?</p>	Written	29/4/2014	
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41	Austrade	Senator Ludwig	Printing	<ol style="list-style-type: none"> 1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online? 2. Did the Department/agency use external printing services for any print jobs since 7 September 2013? <ol style="list-style-type: none"> b. If so, what companies were used? c. How were they selected? d. What was the total cost of this printing? 	Written	29/4/2014	
42	Austrade	Senator Ludwig	Corporate Cars	<ol style="list-style-type: none"> a) How many cars are owned by each department/agency? b) Where are the cars located? c) What are the cars used for? d) What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? e) How far did each car travel from Supplementary Budget Estimates in November 2013 to date? f) How many cars are leased by each department/agency? g) Where are the cars located? h) What are the cars used for? i) What is the cost of each car from Supplementary Budget Estimates in November 2013 to date? j) How far did each car travel from Supplementary Budget Estimates in November 2013 to date? 	Written	29/4/2014	
43	Austrade	Senator Ludwig	Taxi Costs	<ol style="list-style-type: none"> a) How much did each department/agency spend on taxis from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown for each business group in each department/agency. b) What are the reasons for taxi costs? 	Written	29/4/2014	
44	Austrade	Senator Ludwig	Hire Cars	<ol style="list-style-type: none"> a) How much did each department/agency spend on hire cars from Supplementary Budget Estimates in November 2013 to date? Provide a breakdown of each business group in each department/agency. b) What are the reasons for hire car costs? 	Written	29/4/2014	

45	Austrade	Senator Ludwig	Credit Cards	<ol style="list-style-type: none"> 1. Provide a breakdown for each employment classification that has a corporate credit card. 2. Please update details of the following? <ol style="list-style-type: none"> a) What action is taken if the corporate credit card is misused? b) How is corporate credit card use monitored? c) What happens if misuse of a corporate credit card is discovered? d) Have any instances of corporate credit card misuse have been discovered since Supplementary Budget Estimates in November 2013? List staff classification and what the misuse was, and the action taken. e) What action is taken to prevent corporate credit card misuse? 	Written	29/4/2014	
46	Austrade	Senator Ludwig	Senate estimates briefing	<ol style="list-style-type: none"> 1) How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates? 2) How many officer hours were spent on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3) Were drafts shown to the Minister or their office before senate estimates? <ol style="list-style-type: none"> a. If so, when did this occur? b. How many versions of this information were shown to the minister or their office? 4) Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when did this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. c. When were the changes made? 5) Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014. 	Written	29/4/2014	

47	Austrade	Senator Ludwig	Question time	<ol style="list-style-type: none"> 1) How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time? 2) How many officer hours are spent each sitting day on preparing that information? <ol style="list-style-type: none"> a. Please break down the hours by officer APS classification 3) Are drafts shown to the Minister or their office before Question Time? <ol style="list-style-type: none"> a. If so, when does this occur? b. How many versions of this information are shown to the minister or their office? 4) Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information? <ol style="list-style-type: none"> a. If so, when does this occur? b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification. 5) Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014. 	Written	29/4/2014	
48	Austrade	Senator Ludwig	Freedom of Information	<ol style="list-style-type: none"> 1) Can the department please outline the process it under goes to access Freedom of Information requests? 2) Does the department consult or inform the Minister when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 3) Does the department consult or inform other departments or agencies when it receives Freedom of Information requests? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 4) Does the department consult or inform the Minister when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, when? b. If so, how does this occur? 5) Does the department consult or inform other departments or agencies when or before it makes a decision on a Freedom of Information request? <ol style="list-style-type: none"> a. If so, which departments or agencies? b. If so, when? c. If so, how does this occur? 	Written	29/4/2014	

				<p>6) What resources does the department commit to its Freedom of Information team?</p> <p>7) List the staffing resources by APS level assigned solely to Freedom of Information requests</p> <p>8) List the staffing resources by APS level assigned indirectly to Freedom of Information requests</p> <p>9) Does the department ever second additional resources to processing Freedom of Information requests?</p> <p>a. If so, please detail those resources by APS level</p> <p>10) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>11) How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?</p> <p>a. How does this differ to the number of officers designated as at 6 September 2013?</p> <p>12) Of the officers that are designated decision makers under the Freedom of Information Act 1982 within the Ministers office, how many are seconded officers from the department?</p> <p>13) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?</p> <p>a. Of the officers designated as decision makers within the department, how many have received formal training?</p> <p>b. Of the officers designated as decision makers within the department, how many have received informal training?</p> <p>c. How long after each officers appointment as a designated decision maker did they receive formal training?</p> <p>d. What did the training involve?</p> <p>e. How long was the training?</p> <p>f. By whom was the training conducted?</p>		29/4/2014	
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				<p>14) What training does the department provide to designated decision makers under the Freedom of Information Act who work within the Minister's office, excluding those officers on secondment from the department?</p> <ol style="list-style-type: none"> a. Of the officers designated as decision makers, how many have received formal training? b. Of the officers designated as decision makers, how many have received informal training? c. How long after each officers appointment as a designated decision maker did they receive formal training? d. What did the training involve? e. How long was the training? f. By whom was the training conducted? <p>15) Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?</p> <ol style="list-style-type: none"> a. List those notified request b. How many instances were each of this requests brought to the office or the Minister's attention? c. How many of these items resulted in a separate formal brief being provided to the Minister? d. How many of these items resulted in a separate informal briefing (including by email) being provided to the Minister? e. How many requests have resulted in multiple formal briefs being provided to the Minister or their office? f. How many requests have resulted in multiple informal briefs (including by email) being provided to the Minister or their office? <p>16) Does the department provide FOI PDFs for download on their website?</p> <p>17) If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?</p> <p>18) How does the department test it is complying with accessibility standards for its websites?</p> <p>19) Does the department comply with accessibility standards for all its websites?</p> <p>20) What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?</p> <p>21) What accessibility testing of the website was done and what were the points of failure prior to this change in access for FOI documents?</p> <p>22) Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?</p> <p>23) How does the department facilitate anonymous access to the FOI disclosure files?</p> <p>24) How many times were the last 20 FOI requests PDFs which were made available on the website downloaded? How often have the FOI requests only available by email request been sent?</p>	29/4/2014	
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				<p>25) How long does it take to requests for disclosed FOI files to be processed? What was the average turn around from request to sending of files in the last 3 months?</p> <p>26) What was the content of communications with other departments about the website accessibility standards and FOI PDFs?</p> <p>27) Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?</p> <p>28) Does the department consider that not providing direct download of PDFs is more accessible for people with disabilities and the general public than providing the links?</p> <p>29) What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?</p> <p>30) Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?</p> <p>31) Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?</p> <p>32) Is this compatible with the information commissioners guidelines- specifically that “published information should be accessible — in particular, it should comply with an agency’s obligation to meet the Web Content Accessibility Guidelines (Version 2)”</p> <p>33) How does email PDF provision meet the information commissioner’s requirement that “13.124 Information that forms part of the IPS must be published ‘to members of the public generally’”?</p> <p>34) Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?</p> <p>35) Does the department have a separate email address or inbox for receiving and responding to FOI requests?</p> <p style="padding-left: 20px;">a. If so, list each email account</p> <p style="padding-left: 20px;">b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level</p> <p>36) Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?</p> <p style="padding-left: 20px;">a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task ?</p> <p style="padding-left: 20px;">b. How do FOI decision makers that receive emails related to FOI decisions in their normal work capacity distinguish these emails from FOI decision emails?</p>		29/4/2014	
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49	Austrade	Senator Ludwig	Functions	<ol style="list-style-type: none"> 1) Provide a list of all formal functions or forms of hospitality conducted for the Minister. Include: <ol style="list-style-type: none"> a) The guest list of each function b) The party or individual who initiated the request for the function c) The menu, program or list of proceedings of the function d) A list of drinks consumed at the function 2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office 	Written	29/4/2014	
50	Austrade	Senator Ludwig	Red tape reduction	<ol style="list-style-type: none"> 1) Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets? <ol style="list-style-type: none"> a. What is the progress of that red tape reduction target 2) How many officers have been placed in those units and at what level? 3) How have they been recruited? 4) What process was used for their appointment? 5) What is the total cost of this unit? 6) Do members of the unit have access to cabinet documents? 7) 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. 8) What is the formal name given to this unit/taskforce/team/workgroup or agency within the department? 	Written	29/4/2014	
51	Austrade	Senator Ludwig	Official residences	<ol style="list-style-type: none"> 1) Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include: <ol style="list-style-type: none"> a. The guest list of each function, including if any ministerial staff attended b. The party or individual who initiated the request for the function c. The menu, program or list of proceedings of the function d. A list of drinks consumed at the function 2) Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences. 	Written	29/4/2014	

52	Austrade	Senator Ludwig	Land Costs	<ol style="list-style-type: none"> 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? <i>(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)</i> 3. List the current assets, items or purse (buildings, facilities or other) on the land identified above. <ol style="list-style-type: none"> 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? <i>(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).</i> 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? 	Written	29/4/2014	
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53	Austrade	Senator Ludwig	Ministerial staff code	<ol style="list-style-type: none"> 1. Have there been any identified breaches of the Ministerial Staff Code of Conduct by the Minister, their office or the department? <ul style="list-style-type: none"> ▪ If so, list the breaches identified, broken by staffing classification level ▪ If so, what remedy was put in place to manage the breach? If no remedy has been put in place, why not? ▪ If so, when was the breach identified? By whom? When was the Minister made aware? 2. Can the Minister confirm that all ministerial and electorate officers in their office comply fully with the ministerial staff code of conduct? <ul style="list-style-type: none"> ▪ If not, how many staff don't comply, broken down by classification level? ▪ How long have they worked for the Minister? 3. Can you confirm they all complied with the code on the date of their employment? <ul style="list-style-type: none"> ▪ 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? <ul style="list-style-type: none"> ▪ 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 	Written	29/4/2014	
54	Austrade	Senator Ludwig	Boards (for Departments or agencies with boards)	<ol style="list-style-type: none"> 1. Since September 7th 2013; <ol style="list-style-type: none"> a. how often has each board met, break down by board name; b. what travel expenses are provided; c. what is the average attendance at board meetings; d. how does the board deal with conflict of interest; e. what conflicts of interest have been registered; f. what remuneration is provided to board members; g. how does the board dismiss board members who do not meet attendance standards? h. Have any requests been made to ministers to dismiss board members since September 7, 2013? i. Please list board members who have attended less than 51% of meetings j. what have catering costs been for the board meetings held this year; is alcohol served; 	Written	29/4/2014	

55	Austrade	Senator Ludwig	Shared resources following MOG changes	<ol style="list-style-type: none"> 1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments? 2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services? 3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements? 	Written	29/4/2014	
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56	Austrade	Senator Ludwig	Ministerial Leave	<p>1. Was the minister on leave at any point during the Christmas break (between the last sitting of parliament in 2013 and the first sitting in 2014)? If so:</p> <p>a. Please table a schedule of the ministers leave. Please include:</p> <ol style="list-style-type: none"> i. The dates the minister was on leave. ii. The dates the minister was out of the country (if applicable). <p>b. Who was acting in the minister's place?</p> <ol style="list-style-type: none"> i. What date was it decided to have this person act in the minister's place? ii. What was the process for selecting this person? iii. Who was involved in making this decision? <p>c. Were there any matters with which the department needed to make contact with the minister during this time? If so:</p> <ol style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the minister? iv. Were there any times that the department tried to contact the minister but were unable? <p>d. Were there any matters with which the department needed to make contact with the acting minister during this time? If so:</p> <ol style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the acting minister and the department during this time. iii. Were there any times that the department was aware that it would be unable to communicate with the acting minister? iv. Were there any times that the department tried to contact the acting minister but were unable? v. but were unable? <p>e. Did the department contact the Minister or acting minister during this time? If so:</p> <ol style="list-style-type: none"> i. Please provide a list of these matters and the date they occurred ii. Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time. 	Written	29/4/2014	
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57	Austrade	Senator Ludwig	Departmental Rebranding	<p>1. Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:</p> <ol style="list-style-type: none"> a. Please detail why this name change / rebrand were considered necessary and a justified use of departmental funds? <ol style="list-style-type: none"> i. Please provide a copy of any reports that were commissioned to study the benefits and costs associated with the rebranding. b. Please provide the total cost associated with this rebrand and then break down by amount spent replacing: <ol style="list-style-type: none"> i. Signage. ii. Stationery (please include details of existing stationery and how it was disposed of). iii. Logos iv. Consultancy v. Any relevant IT changes. vi. Office reconfiguration. c. How was the decision reached to rename and/or rebrand the department? <ol style="list-style-type: none"> i. Who was involved in reaching this decision? ii. Please provide a copy of any communication (including but not limited to emails, letters, memos, notes etc) from within the department, or between the department and the government regarding the rename/rebranding. 	Written	29/4/2014	
58	Austrade	Senator Ludwig	Ministerial Motor vehicle	<p>1. Has the minister been provided with a motor vehicle? If so:</p> <ol style="list-style-type: none"> a. What is the make and model? b. How much did it cost? c. When was it provided? d. Was the entire cost met by the department? If not, how was the cost met? e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. f. Are these costs met by the department? If not, how are these costs met? g. Please provide a copy of the guidelines that determine if a minister is entitled to a motor vehicle. h. Have these guidelines changed since September 7, 2013? 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 September 7, 2013? If so, please detail. 	Written	29/4/2014	

59	Austrade	Senator Ludwig	Ministerial Staff vehicles (non-MoPS)	<p>1. Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:</p> <ol style="list-style-type: none"> What is the make and model? How much did it cost? When was it provided? Was the entire cost met by the department? If not, how was the cost met? What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. Are these costs met by the department? If not, how are these costs met? Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. Have these guidelines changed since September 7, 2013? If so, please detail. 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. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written	29/4/2014	
60	Austrade	Senator Ludwig	Ministerial Staff vehicles	<p>1. Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:</p> <ol style="list-style-type: none"> What is the make and model? How much did it cost? When was it provided? Was the entire cost met by the department? If not, how was the cost met? What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel. Are these costs met by the department? If not, how are these costs met? Please provide a copy of the guidelines that determine this entitlement to a motor vehicle. Have these guidelines changed since September 7, 2013? If so, please detail. 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. Have these guidelines changed since September 7, 2013? If so, please detail. 	Written	29/4/2014	

61	Austrade	Senator Ludwig	Building Lease Costs	<p>1. What has been the total cost of building leases for the agency / department since September 7, 2013?</p> <p>a. Please provide a detailed list of each building that is currently leased. Please detail by:</p> <ul style="list-style-type: none"> i. Date the lease agreement is active from. ii. Date the lease agreement ends. iii. Is the lease expected to be renewed? If not, why not? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building is necessary for the operations of the agency / department. <p>b. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by:</p> <ul style="list-style-type: none"> i. Date from which the lease agreement was active. ii. Date the lease agreement ended. iii. Why was the lease not renewed? iv. Location of the building (City and state). v. Cost of the lease. vi. Why the building was necessary for the operations of the agency / department. <p>c. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:</p> <ul style="list-style-type: none"> i. Date the lease agreement is expected to become active. ii. Date the lease agreement is expected to end. iii. Expected location of the building (City and state). iv. Expected cost of the lease. <ul style="list-style-type: none"> 1. Has this cost been allocated into the budget? v. Why the building is necessary for the operations of the agency / department. <p>d. For each building owned or leased by the department:</p> <ul style="list-style-type: none"> i. What is the current occupancy rate for the building? ii. If the rate is less than 100%, detail what the remaining being used for. 	Written	29/4/2014	
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62	Austrade	Senator Ludwig	Diner's Club cards	<ol style="list-style-type: none"> 1. What is the arrangement with diners club for provision of credit cards for the Whole of Government Travel arrangements? 2. What is the cost of using diners club to the government, listed by government and agency in fees and other charges? 3. What are the criteria for staff receiving credit cards? Does the criteria vary between SES and other levels; do they require pre approval for certain classes of expenses? 4. Please detail the limits of the credit cards issued to departmental staff; the types of cards; the card issuers; 5. Have any credit cards been issued to ministers or ministers staff? 	Written	29/4/2014	
63	Austrade	Senator Ludwig	Government advertising	<ol style="list-style-type: none"> 1. How much has been spent on government advertising (including job ads) since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost b. List the approving officer for each item c. Detail the outlets that were paid for the advertising 2. What government advertising is planned for the rest of the financial year? <ol style="list-style-type: none"> a. List the total expected cost b. List each item of expenditure and cost c. List the approving officer for each item d. Detail the outlets that have been or will be paid for the advertising 	Written	29/4/2014	
64	Austrade	Senator Ludwig	Workplace assessments	<ol style="list-style-type: none"> 1. How much has been spent on workplace ergonomic assessments since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up? <ol style="list-style-type: none"> a. If so, list each item of expenditure and cost related to those changes 	Written	29/4/2014	
65	Austrade	Senator Ludwig	Ministerial website	<ol style="list-style-type: none"> 1. How much has been spent on the Minister's website since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure and cost 2. Who is responsible for uploading information to the Minister's website? <ol style="list-style-type: none"> a. Are any departmental staff required to work outside regular hours to maintain the Minister's website? 	Written	29/4/2014	
66	Austrade	Senator Ludwig	Ministerial pay outs	<ol style="list-style-type: none"> 1. How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013? <ol style="list-style-type: none"> a. List each item of expenditure, staffing level, employing member and cost 	Written	29/4/2014	

67	Austrade	Senator Ludwig	Ministerial staff turnover	<ol style="list-style-type: none"> 1. List the current staffing allocation for each Minister and Parliamentary Secretary 2. For each Minister or Parliamentary Secretary list the number of staff recruited, 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 	Written	29/4/2014	
68	Austrade	Senator Ludwig	Christmas party costs	<ol style="list-style-type: none"> 1. List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013 <ol style="list-style-type: none"> 1. What was the cost of each of these functions? 2. How was the money identified? 3. What was the location of these functions? 4. Provide a table of food and alcohol purchased for the function 	Written	29/4/2014	
69	Austrade	Senator Ludwig	Multiple tenders	<ol style="list-style-type: none"> 1. List any tenders that were re-issued or issued multiple times since 7 September 2013 <ol style="list-style-type: none"> 1. Why were they re-issued or issued multiple times? 2. Were any applicants received for the tenders before they were re-issued or repeatedly issued? 3. Were those applicants asked to resubmit their tender proposal? 	Written	29/4/2014	
70	Austrade	Senator Ludwig	Market research	<ol style="list-style-type: none"> 1. List any market research conducted by the department/agency since 7 September 2013. <ol style="list-style-type: none"> 1. List the total cost of this research 2. List each item of expenditure and cost, broken down by division and program 3. Who conducted the research? 4. How were they identified? 5. Where was the research conducted? 6. In what way was the research conducted? 7. Were focus groups, round tables or other forms of research tools used? 8. How were participants for these focus groups et al selected? 	Written	29/4/2014	

71	Austrade	Senator Ludwig	Departmental upgrades	<ol style="list-style-type: none"> 1. Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these changes 3. If so, list the itemised cost for each item of expenditure 4. If so, who conducted the works? 5. If so, list the process for identifying who would conduct these works 6. If so, when are the works expected to be completed? 	Written	29/4/2014	
72	Austrade	Senator Ludwig	Wine Coolers/Fridges	<ol style="list-style-type: none"> 1. Since 7 September 2013 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? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current stocking level for each of these items? 	Written	29/4/2014	
73	Austrade	Senator Ludwig	Office plants	<ol style="list-style-type: none"> 1. Since 7 September 2013 has the department/agency purchased or leased any new office plants? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 	Written	29/4/2014	
74	Austrade	Senator Ludwig	Office recreation facilities	<ol style="list-style-type: none"> 1. Since 7 September 2013 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)? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	29/4/2014	

75	Austrade	Senator Ludwig	Vending machines	<ol style="list-style-type: none"> 1. Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities? <ol style="list-style-type: none"> 1. If so, list these 2. If so, list the total cost for these items 3. If so, list the itemised cost for each item of expenditure 4. If so, where were these purchased 5. If so, list the process for identifying how they would be purchased 6. If so, what is the current location for these items? 7. If so, what is the current usage for each of these items? 	Written	29/4/2014	
76	Austrade	Senator Ludwig	Legal costs	<ol style="list-style-type: none"> 1. List all legal costs incurred by the department or agency since 7 September 2013 <ol style="list-style-type: none"> 1. 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 2. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial) 3. How was each piece of advice procured? Detail the method of identifying legal advice 	Written	29/4/2014	
77	Austrade	Senator Ludwig	Australian Public Affairs	<ol style="list-style-type: none"> 1. List all interactions between the department/agency with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 2. List all interactions between the Minister/parliamentary Secretary and/or their offices with Australian Public Affairs since 7 September 2013. List the participants in the meeting, the topic of the discussion, who arranged or requested the meeting, the location of the meeting 	Written	29/4/2014	