

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Tourism Events

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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?

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.

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 middle of last year were successful?

Answer

Parliamentary Secretary Baldwin has attended three functions for which the Tourism Division of Austrade has prepared briefs.

1. Gala Dinner for the Australian Regional Tourism Network (ARTN) Convention – Thursday 24 October 2013 – Margaret River, Western Australia. Mr Baldwin was invited to attend this function which provided an opportunity to outline the Government's tourism policy priorities to regional tourism practitioners.
2. Australian Tourism Directions Conference – Tuesday 29 October 2013 – Parliament House, Canberra. Mr Baldwin was invited to address senior industry leaders and government officials on the Government's tourism policy priorities including refocusing grants, quality accreditation, tax and red tape reduction. Mr Baldwin also launched the *Guide to Tourism Employment Plans* on behalf of Minister Robb.
3. Unveiling of Mary Poppins Birthplace statue – Sunday 8 December 2013 – Glebe Park, Bowral, NSW. This event recognised the completion of the project by the Southern Highlands Youth Arts Council Incorporated, co-funded by T-QUAL Grants. Mr Baldwin attended this event on behalf of Minister Robb.

In relation to TQUAL grants, of the 89 successful applicants offered funding in July 2013, three declined the offer or withdrew from the process before a funding agreement had been signed.

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Tourism Grant Funding

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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.

Senator CAROL BROWN: Have the 80 been contracted over the last few months?

Mr Stamford: Yes.

Senator CAROL BROWN: Have any of them received funding?

Mr Stamford: I would have to check, but I think one has met its first milestone. I would be happy to confirm that.

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.

Answer

As at 27 February 2014, five staged payments were made to successful 2013 round grant recipients where milestone activities have been completed.

Anticipated project completion dates are provided in response to Question No. 31.

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List of Tourism Grants

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Senator CAROL BROWN: Can you provide me with a list of all those successful grants?

Mr Stamford: Yes. It is on the Austrade website, and we can provide you with the link.

Answer

The successful projects for the T-QUAL Tourism Quality Projects (TQP) Programme can be found at <http://www.austrade.gov.au/Tourism/Tourism-and-business/T-QUAL/Grants/Quality>.

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Tourism Grants completion dates

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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?

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.

Senator CAROL BROWN: Will there be different expected completion dates as well?

Mr Stamford: We generally do not include the completion date on the website.

Senator CAROL BROWN: Are you able to give that?

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.

Answer

Please refer to the response provided in Question Number 31.

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Medical Tourism

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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?

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.

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?

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.

Senator FAWCETT: And the grant side of it?

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.

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.

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—

Senator FAWCETT: Thirty per cent cheaper than the US for a comparable world standard.

Mr Yuile: People who go to the US usually book a fare back if they have got a major medical.

Senator FAWCETT: That is true.

Mr Yuile: Anyway, let me take that on notice.

Senator FAWCETT: That would be great, thank you very much.

Answer

Yes, inbound medical tourism is an eligible service under the provisions of the Export Market Development Grants (EMDG) scheme. Where the medical tourism traveller enters Australia on a special visa for medical treatment, the export promotion of medical tourism may be eligible for EMDG support. If the medical tourism traveller enters Australia on a tourist visa, there could be an eligibility issue as the Regulations provide that no services supplied to foreign resident tourists, apart from those listed in the eligible tourism services Schedule 1, qualify for EMDG support. Medical tourism is not listed as a tourism service eligible for EMDG support in that Schedule.

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Demand Driver Tourism Infrastructure

The government's election policy states that they will redirect tourism grant funding to 'demand driven infrastructure' beginning 1 July 2014.

1. How much funding will be redirected?
2. Will this funding be transferred to another department?
3. If so, which one?
4. If so, how will that department coordinate with Austrade to ensure the infrastructure will indeed contribute to better outcomes for the tourism sector
5. Please outline in detail how that process will work
6. When will tourism operators be informed of the details
7. Will they be given an opportunity to apply for funding
8. If yes, how
9. If no, why not.
10. Is Austrade consulting with the tourism sector about the implementation of this policy?
11. What phone number should a tourism operator ring if they wish to obtain more information on this policy or provide feedback?
12. Will this program be managed by Austrade or by the Infrastructure department?
13. When will full details be available publicly?

Answers

1. The amount of funding redirected to the demand-driver infrastructure programme is under Government consideration.
- 2 – 3. The Government plans to provide the funds to the states and territories.
4. Austrade will develop a set of programme principles and a definition of demand-driver infrastructure in consultation with states and territories that Austrade will use to guide its decision making.
5. The Government will develop an agreement between the Commonwealth and states and territories.
6. Austrade plans to commence consultations with industry in April 2014.
- 7 – 9. The demand-driver infrastructure programme will not be a discretionary grants programme. Individual businesses will not be able to apply to the Commonwealth for funding, and the programme will not subsidise competitive business investment. It will instead ensure that the benefits of any government investment can be multiplied across the tourism sector.
10. See response to (6) above.
11. Austrade can be reached on 13 28 78.
12. Austrade has responsibility for this programme.
13. An industry discussion paper will be released in early April 2014 and full details of the programme will be released at the next Tourism Ministers' Meeting, scheduled for mid-2014.

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TIRF Grants

How many applications were received for Round 2 of the Tourism Industry Regional Fund (TIRF)? Please provide a table of applications data sortable by:

- a. Total number of applications
- b. State
- c. Local council area
- d. Amount of funding applied for
- e. Matching funding secured by applicant

Answer

Applicant information is not collected by local council area. The requested information has been provided by Tourism Region.

This data has been compiled from information provided by applicants to Round 2 of the TIRF Grants Programme.

Total Regions

| Tourism Region | Number of Applicants | Total Number of regions | Amount of funding applied for | Matching Cash | Additional Investment |
|----------------|----------------------|-------------------------|-------------------------------|------------------------|-------------------------|
| Total | 450 | 71 | \$75,348,262.91 | \$94,900,804.92 | \$243,222,809.50 |

National and Other

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|-----------------------|----------------------|-------------------------------|------------------|-----------------------|
| National | 3 | \$157,500 | \$168,250 | 0 |
| Other – Cocos Keeling | 1 | \$250,000 | \$250,000 | 0 |
| Total | 4 | \$407,500 | \$418,250 | 0 |

Australian Capital Territory

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|----------------|----------------------|-------------------------------|--------------------|-----------------------|
| Canberra | 10 | \$2,270,650 | \$2,347,623 | \$11,692,334 |
| Total | 10 | \$2,270,650 | \$2,347,623 | \$11,692,334 |

Northern Territory

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|----------------|----------------------|-------------------------------|--------------------|-----------------------|
| Alice Springs | 6 | \$928,380.50 | \$899,151 | 0 |
| Barkly | 2 | \$382,500 | \$420,750 | 0 |
| Darwin | 7 | \$1,431,372 | \$7,040,717 | 0 |
| Kakadu Arnhem | 3 | \$674,000 | \$691,400 | \$240,350 |
| Lasseter | 3 | \$334,265 | \$349,265 | \$2,300,000 |
| MacDonnell | 1 | \$55,000 | \$55,000 | 0 |
| Total | 22 | \$3,805,517.5 | \$9,456,283 | \$4,290,350 |

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New South Wales

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|-----------------|----------------------|-------------------------------|------------------------|------------------------|
| Blue Mountains | 5 | \$867,808 | \$874,588.80 | \$378,000 |
| Capital Country | 4 | \$743,418 | \$1,263,418 | \$800,000 |
| Central Coast | 5 | \$975,950 | \$1,235,675 | \$275,000 |
| Central NSW | 12 | \$1,757,649 | \$1,718,138 | \$80,000 |
| Hunter | 12 | \$2,553,886 | \$3,858,618 | \$3,784,700 |
| New England NW | 3 | \$289,202 | \$289,202 | 0 |
| North Coast | 18 | \$2,711,785 | \$3,205,873 | \$2,027,438.89 |
| Northern Rivers | 9 | \$1,395,800 | \$1,597,514 | \$2,000 |
| Outback NSW | 2 | \$314,509 | \$341,235 | 0 |
| Riverina | 7 | \$825,602 | \$768,075 | 0 |
| Snowy Mountains | 3 | \$746,457 | \$846,957 | 0 |
| South Coast | 22 | \$4,018,760 | \$4,933,625 | \$3,700,000 |
| The Murray | 9 | \$1,705,129 | \$2,102,528 | \$11,500 |
| Total | 111 | \$18,905,955 | \$23,035,446.80 | \$11,058,638.89 |

Queensland

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|---------------------------|----------------------|-------------------------------|------------------------|-----------------------|
| Bundaberg | 1 | \$250,000 | \$350,000 | 0 |
| Central Queensland | 4 | \$720,391.58 | \$745,391.58 | \$40,000 |
| Darling Downs | 5 | \$642,525 | \$764,547 | 0 |
| Fraser Coast | 5 | \$828,426 | \$886,275 | \$26,068,725 |
| Gold Coast | 15 | \$3,174,811 | \$4,145,915.66 | \$9,795,000 |
| Mackay | 1 | \$194,370 | \$227,040 | 0 |
| Northern | 3 | \$501,000 | \$799,170 | 0 |
| Outback | 11 | \$1,831,538 | \$2,321,855 | \$70,000 |
| Sunshine Coast | 8 | \$1,076,916 | \$1,190,526 | \$6,057,890 |
| Tropical North Queensland | 25 | \$4,112,684.15 | \$4,504,156.35 | \$98,081,621 |
| Total | 82 | \$14,072,241.73 | \$16,773,336.59 | \$140,113,236 |

South Australia

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|-----------------------------|----------------------|-------------------------------|---------------------|-----------------------|
| Adelaide | 6 | \$1,020,012 | \$1,239,107 | \$465,000 |
| Adelaide Hills | 6 | \$1,232,076 | \$1,583,576 | \$965,000 |
| Barossa | 14 | \$2,269,016 | \$3,071,417 | \$296,200 |
| Clare Valley | 3 | \$726,000 | \$1,007,178 | \$3,545,609 |
| Eyre Peninsula | 4 | \$586,772 | \$774,773 | 0 |
| Fleurieu Peninsula | 10 | \$1,788,913 | \$2,096,010 | \$1,616,666 |
| Flinders Ranges and Outback | 1 | \$200,000 | \$200,000 | 0 |
| Kangaroo Island | 5 | \$1,153,500 | \$1,948,300 | \$117,000 |
| Limestone Coast | 3 | \$623,236 | \$744,010 | \$138,780 |
| Riverland | 2 | \$500,000 | \$530,000 | 0 |
| Yorke Peninsula | 3 | \$336,795 | \$350,475 | 0 |
| Total | 57 | \$10,436,320 | \$13,544,846 | \$7,144,255 |

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Tasmania

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|---------------------------------|----------------------|-------------------------------|-----------------------|-----------------------|
| East Coast | 3 | \$495,000 | \$724,000 | 0 |
| Hobart and the South | 18 | \$3,333,136 | \$3,612,001 | \$2,205,333.60 |
| Launceston, Tamar and the North | 9 | \$1,239,363.53 | \$1,546,933.91 | \$346,000 |
| North West Tasmania | 5 | \$1,184,700 | \$1,359,000 | \$950,000 |
| Wilderness West | 3 | \$609,551 | \$813,551 | \$616,500 |
| Total | 38 | \$6,861,750.53 | \$8,055,485.91 | \$4,117,833.60 |

Victoria

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|-------------------|----------------------|-------------------------------|------------------------|-----------------------|
| Ballarat | 1 | \$250,000 | \$260,100 | 0 |
| Bendigo Loddon | 1 | \$50,000 | \$50,000 | 0 |
| Central Highlands | 6 | \$963,488 | \$1,189,326.97 | \$650,000 |
| Central Murray | 3 | \$750,000 | \$825,000 | \$48,818,800 |
| Geelong | 2 | \$324,374 | \$324,376 | 0 |
| Gippsland | 3 | \$662,520 | \$662,520 | \$20,985 |
| Goulburn | 7 | \$1,167,275 | \$1,683,533 | \$402,050 |
| High Country | 10 | \$2,116,497 | \$2,466,797 | \$846,629 |
| Macedon | 3 | \$555,000 | \$593,573 | 0 |
| Mallee | 3 | \$418,293.65 | \$418,293.65 | \$15,000 |
| Melbourne East | 5 | \$1,061,295 | \$1,234,530.50 | \$90,000 |
| Murray East | 2 | \$319,387 | \$218,748 | \$197,350 |
| Peninsula | 4 | \$889,165 | \$970,151 | \$250,000 |
| Phillip Island | 3 | \$639,187 | \$667,961 | \$4,139,600 |
| Spa Country | 3 | \$522,770 | \$637,253 | 0 |
| Western | 8 | \$1,484,135 | \$1,603,306 | \$5,122,830 |
| Wimmera | 1 | \$55,000 | \$55,000 | 0 |
| Total | 65 | \$12,228,386.65 | \$13,860,469.12 | \$60,553,244 |

Western Australia

| Tourism Region | Number of Applicants | Amount of funding applied for | Matching Cash | Additional Investment |
|----------------------------|----------------------|-------------------------------|---------------------|-----------------------|
| Australia's Coral Coast | 7 | \$1,375,663.50 | \$1,482,684.50 | \$2,025,900 |
| Australia's Golden Outback | 8 | \$820,469 | \$944,127 | \$85,863 |
| Australia's North West | 13 | \$2,006,846 | \$2,711,083 | \$613,150 |
| Australia's South West | 21 | \$4,035,605 | \$4,263,580.50 | \$5,795,214 |
| Experience Perth | 12 | \$2,210,000 | \$2,350,639 | \$3,264,605 |
| Total | 61 | \$10,448,583.50 | \$11,752,114 | \$11,784,732 |

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T-QUAL Grants

The former Labor government announced 80 T-QUAL grants in July 2013 which were subsequently re-announced by the new government.

1. What is the current status of these grants?
2. How many have been contracted?
3. How many proponents have received their funding?
4. When will the rest expect to receive their funding?
5. What are the completion dates for construction?
6. Could you please provide a list of all successful grants with
 - a. Name of organisation
 - b. Status of grant (uncontracted, contracted, under construction, completed)
 - c. Expected completion dates
 - d. How many jobs will be created
 - e. Expected economic benefit in \$ terms

Answer

1. Of the 89 successful applicants offered funding, three declined the offer or withdrew from the process before a funding agreement had been signed.
2. As at 27 February 2014, 80 of the remaining 86 successful applicants have funding agreements in place. Austrade is in discussions with the remaining successful applicants who do not yet have a funding agreement in place. The delay in finalising these agreements is a result of applicants asking for more time.
3. As at 27 February 2014, five payments have been made to successful 2013 round grant recipients where milestone activities have been completed.
4. Under T-QUAL Grants—Tourism Quality Projects guidelines payments are made following the successful completion of milestone activities. The specific project activities and the timing of these payments are set out in individual funding agreements. Applicants can expect to receive payments when they provide Austrade with evidence of completed milestone activities.
5. Please refer to the response provided to Question Number 31. Note that not all projects involve construction activities.
6. a – c. Please see response to Question Number 31. Note that not all projects involve construction activities.
 - d. Each project has its own set of outcome measures, selected from a suite of measures based on the type of project being undertaken. These are agreed separately to the funding agreement. Not all projects will result in a measureable increase in jobs. Austrade will measure relevant outcomes at regular intervals following completion of the projects.
 - e. Each project has its own set of outcome measures, selected from a suite of measures based on the type of project being undertaken. Not all projects will result in measureable economic benefits in dollar terms. Grant recipients contribute matching cash of at least dollar for dollar of the amount of the grant. Austrade will measure relevant outcomes at regular intervals following completion of the projects.

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Australian Standing Committee on Tourism

1. Is the Australian Standing Committee on Tourism still in existence
2. What is the role of the Standing Committee in the new government
3. When did the committee last meet
4. When is the next meeting
5. Have there been any changes in membership
6. Has the Minister written to committee members to inform them of:
 - the next meeting date
 - changes to committee membership
 - terms of reference
 - please provide copies of all documents
7. What was the nature of the correspondence
8. Could copies of the correspondence be tabled

Answer

1. Yes.
 2. The role of the Australian Standing Committee on Tourism (ASCOT) remains unchanged. It provides advice and makes recommendations to Tourism Ministers on matters of national significance to the industry. ASCOT's functions are to:
 - consider, develop and coordinate tourism policies in Australia
 - provide advice and recommendations to the Ministers responsible for tourism
 - resolve non-contentious issues which otherwise may require the attention of the Ministers responsible for tourism
 - through Tourism Ministers, refer, where appropriate, significant intergovernmental reform work to the Council of Australian Governments Council System.
 3. The last ASCOT meeting was held on 7 February 2014.
 4. The next ASCOT meeting is scheduled for 25 July 2014.
 5. Following the Machinery of Government change transferring responsibility for tourism policy, programmes and research from the former Department of Resources, Energy and Tourism to Austrade, Mr Peter Yuile, Austrade's Executive Director of Tourism, Education and Corporate Operations, is now the ASCOT Chair.
 6. The Minister has not written directly to ASCOT members. All ASCOT communications to members are through the chair of ASCOT via the ASCOT Secretariat provided by Austrade. The change in ASCOT membership outlined above was communicated to ASCOT members in this way.
- 7 & 8. No correspondence occurred from the Minister.

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Qantas

- 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 and please provide a copy of the briefings

Answer

Austrade has not conducted any analysis of the potential impact changes to the Qantas Sale Act would have on the tourism industry.

Austrade has not briefed the Deputy Prime Minister or the Prime Minister in relation to the Qantas Sale Act. Austrade briefed the Minister for Trade and Investment on this issue on 9 January 2014 and 3 March 2014.

Austrade's advice to the Minister for Trade and Investment is provided to the Minister in confidence and has not been tabled.

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Bob Baldwin MP, Parliamentary Secretary

On 21 November 2013 last year during estimates we heard that:

The role for Parliamentary Secretary Baldwin is to wind up the current discretionary grants program and then his role will cease in tourism.

TOURISM ESTIMATES – 21 November 2013

On Thursday 27 February 2014, Senator Brandis told Senate estimates

Mr Baldwin, as the parliamentary secretary in the portfolio, has primary responsibility for tourism, tourism policy and the implementation of tourism policy.

TOURISM ESTIMATES – 27 FEBRUARY 2014

Please clarify Mr Baldwin's exact role in tourism in light of these contradictory comments.

Answer

As tourism programmes have now been transitioned from the Industry Portfolio to the Foreign Affairs and Trade Portfolio, Parliamentary Secretary Baldwin does not have any ongoing formal responsibilities for tourism matters, however, Mr Baldwin, given his previous experience with the tourism portfolio, was tasked to assist with this transition.

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Airports

What interaction does Austrade have with:

- 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

Answer

Austrade engages formally with airlines, airports, airport associations, state tourism organisations, industry associations, and government departments including the Department of Immigration and Border Protection both bilaterally and through participation in a number of formal government forums. The primary framework for engaging with these stakeholders is *Tourism 2020* and its formal committees and working groups:

- Tourism Ministers' Meeting (TMM) – held twice per year
- Australian Standing Committee on Tourism (ASCOT) – held twice per year
- Tourism Access Working Group (TAWG) – held twice per year
- Indigenous Tourism Group – held three times per year
- Tourism Research Advisory Board – held twice per year.

Austrade also engages regularly outside of the *Tourism 2020* forums with airlines, airports, airport associations, state tourism organisations, industry associations, and government departments including the Department of Immigration and Border Protection:

- Tourism Investment Attraction Partnership Group – held quarterly
- National Passenger Facilitation Committee (NPFC) – held three times per year
- Tourism Visa Advisory Group (TVAG) – held quarterly
- Tourism Forecasting Reference Panel – held two or three times per year
- Tourism and Parks Agencies Forum (TAPAF) – held twice per year
- Tourism Employment Plan (TEP) Implementation – held quarterly
- State Oversight Committee – held quarterly
- Service Skills Australia Tourism and Hospitality Industry Advisory Committee – held quarterly
- Tourism Quality Council of Australia (TQCA) – held quarterly
- Approved Destination Status (ADS) Advisory Panel – held twice per year
- Australian Airports Association's National Conference – held annually
- Australia Pacific Aviation Summit – held annually
- Australian Tourism Awards – held annually
- Australian Tourism Export Council's Meeting Place – held annually
- Australian Tourism Exchange – held annually
- Australian Tourism Roundtable – held on an as-needs basis
- Australian Indigenous Tourism Conference – held biennially
- Council for Australasian University Tourism and Hospitality Education (CAUTHE) Conference – held annually
- Global Eco Asia-Pacific Tourism Conference – held annually

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- National Landscapes Forum – held annually
- National Tourism and Events Excellence Conference – held annually.

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Tourism – Industrial Relations

1. Has Austrade been approached for any advice regarding the impact of potential changes to workplace relations
2. If so, by who
3. If so, what was the nature of the communication
4. What date
5. Please provide copies

Answer

1. No.
2. Not applicable.
3. Not applicable.
4. Not applicable.
5. Not applicable.

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Public Transport

1. Has Austrade conducted any analysis on the value or impact of public transport to the tourism sector
2. If not, does Austrade consider this to be an important issue
3. If so, please provide copies of reports, briefing notes or publications

Answer

1. Austrade has not undertaken any analysis on the value or impact of public transport to the tourism sector.
- 2 & 3. Tourism Research Australia monitors visitors' use of public transport by collecting data through the International Visitor Survey and National Visitor Survey. In the year ended September 2013, international visitors spent \$4 billion on public transport.

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Cadbury

On 28 August 2013 Tony Abbott announced an incoming Coalition Government would commit:

\$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.

This commitment will re-establish Cadbury's Hobart plant as a tourist destination that will generate economic and social benefits for Hobart and Tasmania.

It will also support the construction of a new visitor centre to accommodate large tour groups and enhance tourist experiences.

1. Has Austrade received any communication whatsoever from Mr Alistair Furnival in relation to Cadbury at any time prior to the announcement of the grant?
2. Is your department assisting the Department of Infrastructure with the assessment or delivery of the grant?
3. Have you had any written or verbal communication with the Department of Infrastructure in relation to this grant?
4. If not, why not given it is a tourism grant.
5. If so, what has the nature of the communication.
6. Has Austrade or any other government agency conducted a cost-benefit analysis or other assessment of the grant?
7. How does Austrade work with other departments on tourism related projects to ensure the projects provide the stated tourism outcomes?
8. What is the assessment process for tourism grants, for example a T-QUAL grant?
9. What assessment process was the grant subject to?
10. What documentation has Cadbury provided to the government in support of the grant?
11. Could this documentation be tabled.

Answer

1. No.
2. Austrade was asked to administer the grant on 28 March 2014.
3. Yes.
4. Not applicable.
5. Austrade officers have been speaking with officers from the Department of Infrastructure and Regional Development to confirm arrangements for Austrade's administration of the grant.
6. Austrade is not aware of a cost-benefit analysis or an assessment of the grant being undertaken.
7. Austrade consults with other Departments as required on the objectives and expected outcomes of proposed projects.
8. For a TQUAL grant, applications are generally open for a six to eight week period for each programme round. Each applicant has to demonstrate that their project is eligible and does not contain any ineligible activities as defined in the programme guidelines. Each application is assessed for: its eligibility and completeness; against the selection criteria; and for financial viability. A due diligence and risk assessment check is also conducted.

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

9. Austrade was advised on 28 March 2014 that it was to administer the grant. Austrade has not commenced work on administering the grant.
10. Cadbury has not provided Austrade with any information in relation to this grant.
11. Not applicable.

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

Reviews

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:
 - 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?
 - a. If so, please list them, including their name and/or trading name/s and any known alias or other trading names
 - b. If so, please list their managing director and the board of directors or equivalent
 - c. If yes, for each is the cost associated with their involvement, including a break down for each cost item
 - d. If yes, for each, what is the nature of their involvement
 - e. If yes, for each, are they on the lobbyist register, provide details.
 - f. If yes, for each, what contact has the Minister or their office had with them
 - g. If yes, for each, who selected them
 - h. If yes, for each, did the minister or their office have any involvement in selecting them,
 - i. If yes, please detail what involvement it was
 - ii. If yes, did they see or provided input to a short list
 - iii. If yes, on what dates did this involvement occur
 - iv. If yes, did this involve any verbal discussions with the department
 - v. If yes, on what dates did this involvement occur
3. Since the Supplementary Budget Estimates in November 2013, what reviews are on-going?
 - a. Please list them.
 - b. What is the current cost to date expended on the reviews?
4. Since the Supplementary Budget Estimates in November 2013, have any reviews been stopped, paused or ceased? Please list them.
5. Since the Supplementary Budget Estimates in November 2013, what reviews have concluded? Please list them.
6. Since the Supplementary Budget Estimates in November 2013, how many reviews have been provided to Government? Please list them and the date they were provided.

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

7. When will the Government be responding to the respective reviews that have been completed?
8. What reviews are planned?
 - a. When will each planned review be commenced?
 - b. When will each of these reviews be concluded?
 - c. When will government respond to each review?
 - d. Will the government release each review?
 - i. If so, when?
 - ii. If not, why not?

Answer

1. No reviews have been commenced since the Supplementary Budget Estimates in November 2013.
2. N/A (see 1 above).
3. No reviews are ongoing.
4. No reviews have been stopped, paused or ceased since the Supplementary Budget Estimates in November 2013.
5. No reviews have been concluded since the Supplementary Budget Estimates in November 2013.
6. No reviews have been provided to the Government since the Supplementary Budget Estimates in November 2013.
7. N/A (see 6 above).
8. No reviews are planned.

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

Commissioned Reports

1. 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.
2. How much did each report cost/or is estimated to cost? How many departmental or external staff were involved in each report and at what level?
3. What is the current status of each report? When is the Government intending to respond to these reports?

Answer

1, 2 & 3

Since the Supplementary Budget Estimates in November 2013 to 27 February 2014, Austrade's records indicate that Austrade has – through normal procurement processes – commissioned two reports from paid external advisers. Details of these reports are provided below:

- a. *A report on potential opportunities for Australian firms from the 2020 Tokyo Olympics:*

Commissioned on 10 December 2013 by Austrade from Simon Balderstone, Ways and Means Consultancy Pty Ltd. and delivered 20 January 2014. Contract value was \$5,500. Austrade commissioned external advisers for this work – no staff were involved. This report was for internal Austrade use.

- b. *A report on reliable legal service providers in the various jurisdictions in which Austrade operates:*

Commissioned on 12 December 2013 from Lander and Rogers to be delivered 11 April 2014. Expected contract value is \$20,000. Austrade commissioned external advisers for this work – no staff were involved. This report is for internal Austrade use.

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

Briefing for other parties

Have any briefings and/or provision of information been provided to Non-Government parties other than the Australian Labor Party? If yes, please include:

- a) How are briefings requests commissioned?
- b) What briefings have been undertaken? Provide details and a copy of each briefing.
- c) Provide details of what information has been provided and a copy of the information.
- d) Have any briefings request been unable to proceed? If yes, provide details of what the requests were and why it could not proceed.
- e) How long is spent preparing and undertaking briefings/information requests for the Independents? How many staff are involved and how many hours? Provide a breakdown for each employment classification.
- f) Which Non-Government Parties or Independents, excluding the Australian Labor Party have requested briefings and/or information?

Answer

Since 7 September 2013, no briefings or information have been provided to non-Government parties other than the Australian Labor Party.

Senate Foreign Affairs, Defence and Trade Legislation Committee

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

Appointments

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?

Answer

Tourism Australia Board

1. There have been no appointments to the Tourism Australia Board since the Supplementary Budget Estimates in November 2013.
2. The Tourism Australia Board gender ratio is 5 males and 4 females. (Note: The gender ratio includes John O’Sullivan who commenced as Tourism Australia’s new Managing Director on 31 March 2014.)

Tourism Quality Council of Australia

1. There have been no appointments to the Tourism Quality Council of Australia (TQCA) since the Supplementary Budget Estimates in November 2013.
2. There are currently two male industry members, two female industry members and three male ex-officio members on TQCA. Including ex-officio members, the gender ratio is five males and two females.

Tourism Research Advisory Board

1. There have been no appointments to the Tourism Research Advisory Board (TRAB) since the Supplementary Budget Estimates November 2013.
2. The gender ratio of existing TRAB members is six males and three females.

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

Stationery requirements

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

Answer

1. Nil.
2. Austrade's systems do not record stationery costs separately from other office consumables. Based on previous information from Austrade's principal stationery supplier in Australia, and after taking into account minor purchases from other suppliers, it is estimated that approximately \$8,000 was spent on stationery in Australia for the period 21 November 2013 to 27 February 2014. It is estimated that the stationery costs for Austrade's overseas network were a similar amount.

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

Electronic Equipment

Other than phones, iPads or computers – please list the electronic equipment provided to the Minister’s office since 7 September 2013.

- a. List the items
- b. List the items location or normal location
- c. List if the item is in the possession of the office or an individual staff member of minister, if with an individual list their employment classification level
- d. List the total cost of the items
- e. List an itemised cost breakdown of these items
- f. List the date they were provided to the office
- g. Note if the items were requested by the office or proactively provided by the department

Answer

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

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

Media Subscriptions

1. What pay TV subscriptions does your department/agency have?
 - a) Please provide a list of what channels and the reason for each channel.
 - b) What is the cost from 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?
 - 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?
 - 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?
 - 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?

Answer

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

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

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

The individual costs of these various types of subscriptions are not recorded separately in Austrade's financial systems, and to separate them would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. The total cost of all subscriptions from 7 September 2013 to 27 February 2014 was \$496,000.

The Tourism Division was transferred into Austrade from the former Department of Resources, Energy and Tourism (RET) effective 19 December 2013. It is not possible to disaggregate Tourism Division's expenditure information for the period from

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7 September 2013 to 18 December 2013 without access to the former RETS's financial system and therefore this has not been included in the total cost. Annual subscription costs for the Tourism Division are estimated at around \$14,000 per year.

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

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

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

Media Monitoring

1. What is the total cost of media monitoring services, including press clippings, electronic media transcripts etcetera, provided to the Minister's office from 7 September 2013 to date?
 - 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?
 - 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

Answer

1. Nil. Austrade uses media monitoring services to keep the organisation abreast of coverage of trade, economic, business, investment and education matters. There are no additional costs incurred for providing copies to the Minister's office and to the Department of Foreign Affairs and Trade.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.

2. The total cost of media monitoring services from 7 September 2013 to 27 February 2013 was \$56,005.41.
 - a. AAP Information Services, Cubit Media Research, Isentia Pty Ltd, newspapers, CCH Australia.

 - b. AAP - \$2,503.88; Cubit Media research - \$693; Isentia - \$49,429.63; newspapers - \$1,428.9, and CCH Australia - \$1,950 for the six month period.

 - c. AAP (Medianet site for media release distribution and contact lists); Cubit (electronic access to overseas clips); Isentia (electronic access to daily domestic media clips); daily print newspapers; CCH Australia Political Alert Service.

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

Media Training

1. In relation to media training services purchased by each department/agency, please provide the following information from 7 September 2013 to date:
 - a. Total spending on these services
 - b. an itemised cost breakdown of these services
 - c. The number of employees offered these services and their employment classification
 - d. The number of employees who have utilised these services and their employment classification
 - e. The names of all service providers engaged
 - f. the location that this training was provided
2. For each service purchased from a provider listed under (1), please provide:
 - a. The name and nature of the service purchased
 - b. Whether the service is one-on-one or group based
 - c. The number of employees who received the service and their employment classification (provide a breakdown for each employment classification)
 - d. The total number of hours involved for all employees (provide a breakdown for each employment classification)
 - e. The total amount spent on the service
 - f. A description of the fees charged (i.e. per hour, complete package)
3. Where a service was provided at any location other than the department or agency's own premises, please provide:
 - a. The location used
 - b. The number of employees who took part on each occasion
 - c. The total number of hours involved for all employees who took part (provide a breakdown for each employment classification)
 - d. Any costs the department or agency's incurred to use the location

Answer

1.
 - a. \$4,300 (excl GST).
 - b.
 - i) Talkforce Media - \$2,500 (excl GST) - three-hour media training session in preparation for posting abroad.
 - ii) Laurel Papworth - \$1,800 (excl GST) - 22.5 hours, three day group-based social media training.
 - c.
 - i) Eight employees. Their employment classifications were: seven EL2 and one SES officers.
 - ii) One employee. Their employment classification was APL3.
 - d.
 - i) Eight employees are expected to use these services: seven EL2 and one SES officers.
 - ii) One employee is expected to use these services: one APL3 officer.
 - e.
 - i) Talkforce Media and Communication Strategists.
 - ii) Laurel Papworth.

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

- f
 - i) Minter Ellison Building, 25 National Circuit, Forrest, ACT.
 - ii) 1 Pine Street, Chippendale, NSW
- 2.
 - a.
 - i) Media training for Austrade staff going on posting.
 - ii) Social media training for corporate digital engagement.
 - b.
 - i) Group based.
 - ii) Group based.
 - c.
 - i) Eight employees comprising seven EL2 and one SES officers.
 - ii) One employee comprising an APL3 officer.
 - d.
 - i) Three hours.
 - ii) 22.5 hours.
 - e.
 - i) \$2,500 (excl GST).
 - ii) \$1,800 (excl GST).
 - f.
 - i) Complete package.
 - ii) Complete package.
- 3. Laurel Papworth only. Talkforce Media training occurred on Austrade's premises.
 - a. 1 Pine Street, Chippendale, NSW
 - b. One employee.
 - c. 22.5 hours for one APL3 officer.
 - d. Nil.

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

Communications Staff

1. For all departments and agencies, please provide – in relation to all public relations, communications and media staff – the following:
By Department or agency:
 - 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?
2. Do any departments/agencies have independent media studios? If yes, why? When was it established? What is the set up cost? What is the ongoing cost? How many staff work there and what are their classifications?

Answers

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

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

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

- One Manager, Media and Communications, APL5 (EL2 equivalent)
 - Two APL 3 staff (EL1 equivalent)
 - One APS2 staff (APS6 equivalent)
- b. Nil.
 - c. Nil.
 - d. Nil.
 - e. One.
 - f. Austrade organises a range of business events in Australia and internationally. No staff in the Media and Communications section organise events. Nil.

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

Provision of equipment - ministerial

1. For departments/agencies that provide mobile phones to Ministers and/or Parliamentary Secretaries and/or their offices, what type of mobile phone is provided and the costs?
 - a. Itemise equipment and cost broken down by staff or minister classification
2. Is electronic equipment (such as ipad, laptop, wireless card, 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.

Answer

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

For further information see responses to Questions on Notice Number 27 - Provision of equipment – departmental and Number 28 - Computers.

A mobile phone is only provided to staff where there is a business requirement. The total year-to-date costs on mobile communications (including Blackberry usage) for 2013–14 is \$381,724.37. Of the 150 Blackberry licenses, Blackberrys have been deployed to 125 staff members where they meet the following user profile:

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

The average cost of the Blackberry is \$607.00 and the ongoing cost per data plan is estimated to be \$42.00 per month.

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

Provision of equipment - departmental

Other than desktop computers, list all electronic equipment provided to department/agency staff.

- 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.

Answer

- a. and b. See attached schedule at **Attachment A**.
- c. The ongoing cost of maintaining and operating the equipment is not recorded separately in Austrade's systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified.
- d. The staff and classification of staff who have access to the various items of equipment is not recorded in Austrade's systems, and to determine them would entail a significant diversion of resources which, in these circumstances, cannot be justified.

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

| | |
|---|-----------|
| Communication Equipment - Sectera Network | 16,743.70 |
| COMTECH CDM570L SATELLITE MODEM | 7,075.00 |
| COMTECH CDM570L SATELLITE MODEM | 7,075.00 |
| DAIKIN VRV CONDENSING UNIT C/W 5 WALL MOUNT FAN | 29,184.62 |
| DAIKIN VRV SYSTEM INVERTER AIR CONDITIONERS | 9,306.00 |
| Defibrillator | 2,522.82 |
| Defibrillator | 2,510.50 |
| Defibrillator | 2,522.82 |
| Defibrillator | 2,512.18 |
| Defibrillator | 2,522.82 |
| Defibrillator | 2,522.82 |
| Defibrillator | 2,510.50 |
| Defibrillator | 2,522.82 |
| Defibrillator | 2,510.50 |
| Defibrillator | 2,510.50 |
| Defibrillator | 2,522.82 |
| Defibrillator | 2,515.20 |
| Defibrillator | 2,557.54 |
| Defibrillator | 2,530.22 |
| Defibrillator | 2,556.06 |
| Defibrillator | 2,523.66 |
| Defibrillator | 2,523.67 |
| Defibrillator | 2,520.32 |
| Defibrillator | 2,525.28 |
| Defibrillator | 2,551.38 |
| Defibrillator | 2,532.23 |
| Defibrillator | 2,525.28 |
| Defibrillator | 2,523.67 |
| Defibrillator | 2,556.06 |
| Defibrillator | 2,550.89 |
| Defibrillator | 2,569.86 |
| Defibrillator | 2,563.70 |
| Defibrillator | 2,569.88 |
| Defibrillator | 2,502.66 |
| Defibrillator | 2,483.72 |
| Defibrillator | 2,502.66 |
| Defibrillator | 2,502.64 |
| Defibrillator | 2,501.54 |
| Defibrillator | 2,501.54 |
| DIAMOND PUNCH ELECTRIC BINDING MACHINE | 5,965.00 |
| Digital Interview Recorder w. display & camera | 10,950.00 |
| EMERGENCY PHONES & DOCKING STATION | 7,138.68 |
| EMERGENCY RADIO EQUIPMENT | 6,875.56 |
| EPSON powerlite projector | 8,447.19 |
| EPSON EP 700 PROJECTOR | 10,230.00 |
| Epson PC Projector ELP-7350 | 13,068.00 |
| EPSON PROJECTOR ELP730 | 5,270.98 |
| EPSON PROJECTOR:ELP 730 | 5,960.68 |
| FRANKING MACHINE | 5,002.26 |
| HITACHI PLASMA SCREEN 55"/AMX ALL IN ONE REMOTE | 46,035.44 |
| INFOCUS LITEPRO 350 DLP PROJECTOR | 6,150.00 |
| INFOCUS LITEPRO 425 | 5,800.00 |

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

| | |
|--|------------|
| INFOCUS MULTIMEDIA PROJECTOR LP-340B | 5,587.40 |
| JAPAN REGIONAL SATELLITE PHONE | 16,540.00 |
| JURA X9 COFFEE MACHINE | 6,540.00 |
| Kobra 400 HS Paper shredder | 6,245.00 |
| Kobra 400HS Paper Shredder | 5,850.00 |
| KOHLER GENSET (POWER GENERATOR) 10KVA | 5,508.33 |
| KOHLER GENSET (POWER GENERATOR) 10KVA | 5,849.60 |
| LITEPRO 330 DLP PROJECTOR - PORTABLE | 8,200.00 |
| LITEPRO 755 PROJECTOR | 8,500.00 |
| MOBILE VIDEO CONFERENCING UNIT | 18,709.09 |
| NEC LT80 MULTIMEDIA PROJECTOR | 6,700.00 |
| NEC LT80 MULTIMEDIA PROJECTORS | 6,700.00 |
| NEC LT81G MULTIMEDIA PROJECTOR | 5,990.00 |
| NEC Plasmasync TV PX-50XM5A | 5,691.82 |
| PHILLIPS 52 LCD SCREEN | 2,938.00 |
| PHILLIPS 52 LCD SCREEN | 2,938.00 |
| PHILLIPS COMMERCIAL LED 40 LCD SCREEN | 1,817.41 |
| PHOTOCOPY MACHINE | 8,741.57 |
| PLUS DATA PROJECTOR | 7,404.55 |
| PLUS DATA PROJECTOR | 8,605.87 |
| Plus V-1080 - Plus data projector | 6,845.00 |
| PLUS XGA DLP PROJECTOR | 6,827.14 |
| Polycom VSX 7000 Video Conference equipment | 12,845.52 |
| POWERLITE PROJECTOR | 8,584.75 |
| Powerlite Projector EPSON 715c | 8,584.75 |
| PROJECTOR - 3000 ANSI LUMENS | 5,364.16 |
| PROJECTOR CANON LV-5100E | 6,824.06 |
| Q-matic system for Passport counter | 8,778.00 |
| Ricoh Aficio MP C3000 copier | 13,591.30 |
| SAECO IDEA CAPPUCCINO COFFEE MAKER | 6,672.73 |
| SAECO IDEA CAPPUCCINO COFFEE MAKER | 6,672.72 |
| SAMSUNG 52 INCH TV | 4,260.00 |
| SANYO PLC-XC10 LCD PROJECTOR IN CEILING & INSTALL | 6,663.78 |
| SATELLITE EQUIPMENT | 41,781.00 |
| Satellite Phones for Security Project | 126,554.00 |
| SB560 SMART BOARD ELECTRONIC WHITE BOARD | 4,846.36 |
| SCAN MAIL | 5,171.82 |
| SCAN MAIL 10K-LETTER BOMB DETECTOR | 5,756.16 |
| SCANNER FEEDER MODEL: MP C 1500sp | 5,249.27 |
| SECURITY EQUIPMENT-WALK THROUGH METAL DETECTOR | 19,800.00 |
| SHARP PG-MB60X DLP PROJECT | 3,638.76 |
| SMART WHITEBOARD | 5,327.50 |
| SONY KLV-46X450A/L LCD TV FOR VC UNIT OFFICE | 5,208.40 |
| SONY LCD TV KLV-V40A10 | 5,699.72 |
| Sony TV | 7,198.42 |
| Sony VPL-CX5 Data Projector | 5,459.74 |
| Sony XDCAM Ex Camcorder + Miller Compass | 13,851.17 |
| SONY XDCAM EX CAMCORDER, TRIPOD, MIC & ACCESSORIES | 21,189.22 |
| SYDNEY SATIN HIGH EQUIPMENT | 91,431.12 |
| TANDBERG AUDIOSCIENCE CEILING MICROPHONE | 6,512.05 |

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

| | |
|------------------------------------|-----------|
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,121.14 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 23,974.01 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 23,951.05 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 23,952.39 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 23,951.23 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,417.68 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,424.03 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,872.66 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,455.10 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,416.55 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,402.30 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,390.96 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,410.99 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,851.07 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,484.89 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,871.08 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,399.44 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,457.48 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,478.72 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 26,595.81 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,414.33 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,574.42 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,077.74 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,414.21 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,563.58 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,455.07 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 25,423.21 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,503.37 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,441.77 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 20,625.61 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,995.77 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 25,305.61 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,391.37 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 25,305.61 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,485.09 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,873.23 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 23,970.09 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,424.07 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,396.58 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,399.43 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,396.58 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,544.43 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,505.12 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,865.29 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,866.79 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,399.44 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,924.76 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,399.45 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,396.58 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,827.98 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,356.65 |
| TANDBERG C20 VIDEO CONFERENCE UNIT | 24,356.65 |

Senate Foreign Affairs, Defence and Trade Legislation Committee

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| TANDBERG CODIAN MCU-4520 40 PORT HD MCU | 193,834.72 |
| TANDBERG CODIAN MCU-4520 40 PORT HD MCU | 193,834.72 |
| TANDBERG EDGE 95 HD VIDEO CONFERENCING SYSTEM | 12,967.59 |
| TANDBERG EDGE 95MXP VIDEO CONFERENCE UNIT | 24,344.50 |
| TANDBERG EDGE 95MXP VIDEO CONFERENCE UNIT | 25,687.31 |
| TANDBERG EDGE 95MXP VIDEO CONFERENCE UNIT | 24,720.57 |
| TANDBERG EDGE 95MXP VIDEO CONFERENCE UNIT | 23,861.63 |
| TANDBERG EDGE 95MXP VIDEO CONFERENCE UNIT | 23,924.35 |
| TANDBERG VIDEO COMMUNICATION SERVER | 63,634.99 |
| TANDBERG VIDEOCONFERENCE UNIT AND PERIPHERALS INCL | 36,826.69 |
| TEMPERZONE HYDRONIC AIRCONDITIONING UNIT | 7,321.85 |
| TOSHIBA AIR CON RAV SM562KRT-E FOR SERVER ROOM | 5,725.07 |
| TOSHIBA AIRCON INDOOR RAS 16 SKVRE MAIN OFFICE | 6,399.08 |
| TV | 5,248.76 |
| TV PANASONIC | 14,736.80 |
| VIDEO CONFERENCE UNIT-AND SVCE AGREEMENT | 9,446.19 |
| Viewstation 128 | 6,081.45 |
| VISION PLUS PROJECTOR U31100Z (28450) | 7,004.15 |
| VSX7400 Video Conference Unit | 8,304.00 |
| X-Ray Scanner | 75,269.63 |
| X-Ray Scanner | 82,187.23 |
| X-Ray Scanner | 83,651.95 |
| X-Ray Scanner | 83,859.91 |
| X-RAY SECURITY EQUIPMENT | 72,840.00 |
| GALAXY TABLET 3 10.1 | 375.00 |
| GALAXY TABLET 3 10.1 | 375.00 |
| GALAXY TABLET 3 10.1 | 375.00 |
| IPAD MINI W-FI & CELLULAR 18GB | 518.00 |
| BLACK MAGIC CINEMA CAMERA & ACCESSORIES | 4,541.82 |
| MAC BOOK PRO 15 | 3,636.36 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
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| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| APPLE MD328X/A IPAD, MODEL A1416 | 490.00 |
| NXR 30 KVA 3 PHASE UPS | 11,216.94 |
| 256MB USB FLASH TOKENS 99 FOR CISCO 1800/2800/3800 | 11,340.00 |
| HP UPS MANAGEMENT MODULE | 1,972.73 |
| IRISCARD SCANNER | 718.05 |
| Epson EMP-765 LCD Projector | 3,504.36 |
| EPSON ELP7700 PROJECTOR | 11,937.75 |

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Travel Costs - Department

1. 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).
2. 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.
3. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer

1. Austrade provides support to Ministers and Parliamentary Secretaries both within and outside the Foreign Affairs and Trade portfolio while they are travelling overseas, and occasionally in Australia. In aggregate, from 7 September 2013 to 27 February 2014, Austrade spent a total of \$27,843 comprising \$10,582 on air fares (fare types are not recorded in Austrade's financial system), \$12,733 on accommodation, \$1,723 on meals, \$1,129 on ground transport, \$75 on hospitality and \$1,601 on all other expense items for travel in support of Ministers and other Parliamentarians. Itemising all support separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified.
2. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. In aggregate, from 7 September 2013 to 27 February 2014, Austrade spent \$1.7 million on air fares (fare types are not recorded in Austrade's financial system), \$1.1 million on accommodation, \$0.3 million on meals, \$0.3 million on ground transport, and \$0.01 million on all other expense items for travel.

The Tourism Division was transferred into Austrade from the former Department of Resources, Energy and Tourism (RET) effective 19 December 2013. It is not possible to disaggregate Tourism Division's expenditure information for the period from 7 September 2013 to 18 December 2013 without access to the former RETS's financial system and therefore this has not been included in the total cost. In aggregate, from 1 July 2013 to 18 December 2013, the Tourism Division spent around \$0.084 million on travel costs.

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

3. Itemising all travel separately would entail a significant diversion of resources which, in these circumstances, it is not considered can be justified. It is estimated that the amount to be spent on travel from 1 March 2014 to 31 December 2014 will be approximately \$6.0 million.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Travel Costs - Minister

1. From 7 September 2013, detail all travel conducted by the Minister/parliamentary secretary
 - a. List each location, method of travel, itinerary and purpose of trip;
 - 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;
 - 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.
2. What travel is planned for the rest of this calendar year? Also provide a reason and brief explanation for the travel.

Answer

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

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Grants

1. 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.
2. 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.

Answer

1. No tourism grants were approved in the period from Supplementary Budget Estimates in November 2013 until 27 February 2014.

No Asian Business Engagement Plan grants were approved in the period from Supplementary Budget Estimates in November 2013 until 27 February 2014.

2. An update of the status of tourism grants approved prior to 7 September 2013 is at **Attachment A**.

An update of the status of the Asian Business Engagement Plan grant recipients approved prior to 7 September 2013 is at **Attachment B**.

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

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

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

Total Round 1 Grants

2,313,728.00

T-QUAL Grants - Tourism Quality Projects 2013 Round as at 27 February 2014

| T-QUAL Grants Ref No | Recipient | Project Title | Project Description | Value (GST Inc) | Grant Start Date | Grant End Date | Grant Funding Location | Postcode | Electorate |
|----------------------|--|--|---|-----------------|------------------|----------------|------------------------|----------|-------------|
| 2013/QAC001 | YMCA of Canberra Inc. | Building a Better Bush Capital Lodge | This redevelopment involves the construction of additional accommodation rooms, some with en-suite facilities, new bathrooms and additional office space. | 92,868 | 3/12/2013 | 31/03/2015 | O'Connor, ACT | 2602 | Fraser |
| 2013/QAC003 | Ventax Pty Ltd | National Dinosaur Museum Upgrade Project | The modernisation of two important areas in the museum. New display cabinets will be designed, created and installed to better present the items and make them more accessible for the public. A new waterproof shaded decking area for visitors to rest and enjoy the environment. | 84,335 | 12/12/2013 | 31/03/2015 | Nicolls, ACT | 2913 | Fraser |
| 2013/QNS010 | Real Life Events Pty Ltd | Eco-cabins and nature interpretation centre at Billabong Retreat | Construction of eco-treetop double cabins, eco-shelters, a nature and wellness treetop education centre and waste water facilities at the Billabong Retreat, Maraylya, NSW. The project will provide 40% more capacity at the Billabong Retreat and provide higher quality accommodation and facilities for guests. | 110,000 | 3/12/2013 | 31/03/2015 | Maraylya, NSW | 2765 | Mitchell |
| 2013/QNS011 | Parkmenz Pty Ltd | Tabatinga Family Fun Centre, Central Coast | Establishment of a Tabatinga Family Fun Centre in Gosford, NSW. The project will provide an innovative, all-weather, family entertainment facility on the Central Coast. | 110,000 | NOT SIGNED | | Gosford, NSW | 2250 | Robertson |
| 2013/QNS022 | NEW 55 Pty Ltd ATF New 55 Unit Trust | Disabled Accessible Family Accommodation | Design and installation of three-bedroom cabins with wheelchair accessibility at Tathra Beach Family Park, Tathra, NSW. The project will be the first disabled compliant accommodation in Tathra while also catering for larger visitor groups. | 110,000 | 11/12/2013 | 31/03/2015 | Tathra, NSW | 2550 | Eden Monaro |
| 2013/QNS025 | Catch a Crab Pty Ltd ATF the Eyre Family Trust | The Birds Bay Oyster Farm Marine Environment Discovery Centre | Expansion and development of The Birds Bay Oyster Farm Marine Environment Discovery Centre, Tweed Heads West, NSW. The project will enhance the educational and interpretative value of the centre for tourists. | 77,000 | 6/02/2014 | 31/03/2015 | Tweed Heads West, NSW | 2486 | Richmond |
| 2013/QNS032 | Oaklands Pty Ltd | Koala Habitat and Education Centre - promoting and protecting an Australian icon | Construction of an all-weather Koala Habitat Education Centre at Oakvale Farm and Fauna World, Salt Ash, North Coast NSW. The project will increase the number of visitors to the centre, especially during the shoulder season while providing an enhanced and enjoyable experience interacting with Australian wildlife and farm animals in a safe environment. | 110,000 | 20/11/2013 | 31/03/2015 | Salt Ash, NSW | 2318 | Paterson |

| T-QUAL Grants Ref No | Recipient | Project Title | Project Description | Value (GST Inc) | Grant Start Date | Grant End Date | Grant Funding Location | Postcode | Electorate |
|----------------------|--|--|---|-----------------|------------------|----------------|------------------------|----------|--------------|
| 2013/QNS033 | Business Events Council of Australia | National Business Events Research Project 2013 | Conduct a National Business Events Research Project to measure the existing value of the business events industry in areas other than the visitor spend. The research will provide a better understanding of the opportunities available to host business events in Australia. | 110,000 | 26/02/2014 | 31/03/2015 | North Sydney, NSW | 2055 | North Sydney |
| 2013/QNS041 | J&C Nunan Pty Ltd ATF Nunan Family Trust No.2 | Dungula – Tracking Culture through Sound and Light | Construction of an indigenous cultural centre at the Moama on Murray Resort, NSW. The project will provide a venue to educate tourists on the rich indigenous culture and history of the region. An interactive walk will be developed through wetlands with various sculptures showing the effect white settlement had on Aboriginal culture. A sound and light show depicting significant historical events will complete the experience. | 110,000 | 10/12/2013 | 31/03/2015 | Moama, NSW | 2731 | Farrer |
| 2013/QNS046 | Katoomba Scenic Railway Pty Ltd | Sculpture at Scenic World 2014 | Development of Sculpture at Scenic World 2014, Blue Mountains, Katoomba, NSW. The exhibition will build on the success of 2012 and the current exhibition by attracting new visitors and encouraging re-visitation to the region. Sculpture at Scenic World 2014 will deliver a quality cultural experience for tourists and locals alike. | 93,035 | 10/12/2013 | 31/03/2015 | Katoomba, NSW | 2780 | Macquarie |
| 2013/QNS049 | Skydive Oz Pty Ltd | Development of a New Extreme Sports Complex in NSW South Coast | Development of a state of the art extreme sports complex on the South Coast of NSW. The project will see the construction of centre designed to host extreme sporting events. It will bring additional visitors to the Eurobodalla and region. | 110,000 | 21/11/2013 | 31/03/2015 | Moruya, NSW | 2537 | Eden-Monaro |
| 2013/QNS050 | South Coast Retreat Pty Ltd | Innovative Reception and Additional High Quality Accommodation | Upgrades to the Angler's Rest Caravan Park on the NSW South Coast. The project will see the upgrade of an existing caravan park into a premier eco-friendly retreat. It will also refurbish the reception area and include an artefacts display and a new tour desk facility. | 110,000 | 6/02/2014 | 31/03/2015 | Greenwell Point, NSW | 2540 | Gilmore |
| 2013/QNS056 | Tiger Civil Pty Ltd | Australian 'Castaway' themed Waterplay Park | Construction of a 'Castaway' themed Waterplay Park at BIG4 South West Rocks in NSW. The project will deliver a new custom designed Waterplay Park featuring a cave, artificial rock escarpment, waterfall and interactive man made shipwreck. The development will enhance the visitor experience to the park. | 110,000 | 15/01/2014 | 31/03/2015 | South West Rocks, NSW | 2431 | Cowper |

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| 2013/QNS060 | Kalizma Pty Ltd | Upgrade facilities at winery / restaurant to enrich food and wine experience | Upgrade of restaurant, reception area and parking of Cupitts Winery in the NSW Shoalhaven Coast region. The project will see the extension of the existing restaurant to increase capacity. It will also include new innovative technology installed at the cellar door. The upgrade to the existing parking will allow for coach tours to visit the winery and providing opportunities for new visitors. The project will also see the development of an online booking system. | 95,260 | 26/02/2014 | 31/03/2015 | Ulladulla, NSW | 2539 | Gilmore |
| 2013/QNS063 | North Coast Accommodation Trust | Upgrade and extensions to Red Rock Foreshore walk track | Refurbish and extend the walk along the Corindi River through the wetlands and mangrove areas bordering the Yuyargir National Park and the Solitary Islands Marine Park, Red Rock, NSW. The project will include a wheelchair accessible walk track as well as additional areas of access for birdwatchers and other visitors to the park. | 110,000 | WITHDRAWN | | Red Rock, NSW | 2456 | Cowper |
| 2013/QNS065 | Australian Trust for Conservation Volunteers | Ecotour experience development in Sydney Harbour National Landscape | Development of a suite of eco-tours in the Sydney Harbour National Landscape. The project will focus on experiential and meaningful travel that contributes to conservation. | 87,604 | 21/01/2014 | 31/03/2015 | Sydney, NSW | 2000 | Wentworth |
| 2013/QNS068 | Lukuma Pty Ltd | Chocolate theme tourist destination | Development of a 'Victorian' style chocolate shop at the historic Wyong Milk Factory, NSW. The project will also include the creation of the Australian Artisan Chocolate School and the development of a multilingual booking system and tourist guidance system for visitors to the area. | 109,678 | 26/11/2013 | 31/03/2015 | Wyong, NSW | 2259 | Dobell |
| 2013/QNT001 | Australian Property Projects Pty Ltd ATF the Red Centre Unit Trust | Aurora Kakadu Rejuvenation Project | The rejuvenation of guest rooms to bring them to a 4 Star rating standard, increasing the quality of facilities available in the Kakadu area. The quality of the reception and front bar areas will also be increased. The hotel is self-sustaining and the upgraded facilities will make the system more efficient. | 110,000 | 5/12/2013 | 31/03/2015 | South Alligator, NT | 0886 | Lingiari |
| 2013/QNT002 | Australian Property Projects Pty Ltd ATF the Drummond Manning Unit Trust | Aurora Alice Springs Room Rejuvenation Project | Refurbish hotel guest rooms to bring them up to a 4 Star rating. The rooms will be upgraded with modern facilities, and the bathroom fixtures will be low-flow and dual-flush to make it more environmentally friendly. | 110,000 | 5/12/2013 | 31/03/2015 | Alice Springs, NT | 0870 | Lingiari |
| 2013/QNT009 | Alice Springs Turf Club Inc. | Dave Fogarty Pavilion Upgrade Project | The Alice Springs Turf Club will upgrade the existing function venue. The completed work will make the facility more attractive to a broader market of clientele and support the Club's ability to attract more business events. | 49,610 | 6/02/2014 | 31/03/2015 | Connellan, NT | 0870 | Lingiari |

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| 2013/QNT012 | Halikos Pty Ltd | Refurbishment of rooms and common areas - Novotel Hotel Darwin | Completion of the overall refurbishment of the Novotel Hotel. Work will be undertaken on accommodation rooms and in common areas, to increase the star rating of the hotel and the quality of the visitor experience. | 110,000 | 16/12/2013 | 31/03/2015 | Darwin, NT | 0800 | Solomon |
| 2013/QNT014 | Bultech Pty Ltd | Leaders Creek Fishing Base Enhancement Project 2014 | As part of the ongoing development of the camp, construct and redevelop environmentally sensitive eco-tents, ablution block, shaded social and dining area and other facilities. The new and upgraded facilities will meet the expectations of increasing number of visitors to the area. | 110,000 | 10/12/2013 | 31/03/2015 | Howard Springs, NT | 0835 | Lingiari |
| 2013/QLL002 | Bloomfield Wilderness Lodge Pty Ltd | Bloomfield Lodge Private Airstrip All- Weather Access Upgrade Development | Development of a private airstrip in Bloomfield Lodge, North Queensland. The airstrip will provide all-weather access to the remote retreat and the region. This project will add to the visitor experience for this region by allowing access to the area throughout all seasons. | 110,000 | 14/11/2013 | 31/03/2015 | Ayton, QLD | 4895 | Leichardt |
| 2013/QLL007 | Miro Pty Ltd ATF Trevor Penson Family Trust | Mt Cotton Retreat eco cabins - Stage 3 | Upgrade to Mt Cotton Luxury Eco Cabins south of Brisbane. The project will see the completion of additional cabins, built to increase visitor capacity. | 110,000 | 14/01/2014 | 31/03/2015 | Mt Cotton, QLD | 4165 | Bowman |
| 2013/QLL010 | Silverback Properties Pty Ltd ATF Terri Irwin Family Trust | Elephants - Behind the Scenes | Construction of an Elephant Enclosure at Australia Zoo, Beerwah, Queensland. The project will provide visitors the opportunity to get up close and personal with Asian Elephants and visit their night quarters in an exclusive behind the scenes tour. | 110,000 | 6/12/2013 | 31/03/2015 | Beerwah, QLD | 4519 | Fisher |
| 2013/QLL015 | Sorrenitee Pty Ltd ATF Sorrenitee Trust | Rainforest Retreat Upgrade | Refurbishment of accommodation in accordance to a 4.5 Star accredited standard, development of an interpretive nature trail and the provision of free Wi-Fi throughout the property at the Narrows Escape Rainforest Retreat, Montville, Queensland. | 110,000 | 18/11/2013 | 31/03/2015 | Montville, QLD | 4560 | Fisher |
| 2013/QLL016 | Sablestar Pty Ltd | Creating an inclusive Holiday Park for guests of all abilities | Upgrade to Kurrimine Beach Holiday Park, North Queensland to create a holiday park where accessibility and inclusiveness in social activities for all guests is realised. The project will include the construction of accessible beach-hut cabins, an access ramp to the pool, disabled-awareness training, an extension/re-fit of our camp-kitchen and a beach-access wheelchair. | 106,400 | 6/12/2013 | 31/03/2015 | Kurrimine Beach, QLD | 4871 | Kennedy |

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| 2013/QLL018 | Minjerribah Camping Pty Ltd | Amity Eco Project | Construction of eco accommodation prototypes at Amity Point Camping Ground, North Stradbroke Island, Queensland. The prototypes will provide accommodation options, while their primary function is to be working prototypes that will inform the additional development of eco-shacks. They are a vital stage in the future development of the Community's vision for the island. | 110,000 | 3/12/2013 | 31/03/2015 | Amity Point, QLD | 4183 | Bowman |
| 2013/QLL019 | GF & W O'Hern Pty Ltd ATF GF & W O'Hern Family Trust | Outback Dining Deck | Construction of an Outback Dining Deck at Bailey Bar Caravan Park, Charleville, Queensland. The project will provide dining in an informal outdoor setting, serving locally produced food for guests and will provide Charleville with a new tourism product for visitors wanting a genuine Australian outback food experience. | 110,000 | WITHDRAWN | | Charleville, QLD | 4470 | Maranoa |
| 2013/QLL025 | Grandcare Systems Pty Ltd ATF Grandcare Systems Trust | Gold Coast Hinterland Tree-house | An Eco-tourism development in the Gold Coast hinterland. The project will include the construction of tree houses and hobbit houses at Austinville near the Gold Coast, and is aimed at the mid to high level luxury eco-tourism market. | 110,000 | 26/02/2014 | 31/03/2015 | Austinville, QLD | 4213 | Wright |
| 2013/QLL031 | Corafee Pty Ltd | Happy Wanderer Village amenities and budget cabin major upgrades | Refurbishment of the Happy Wanderer Village caravan park on the Fraser Coast, Queensland. The project will increase the availability of quality accommodation in Hervey Bay. | 110,000 | 21/11/2013 | 31/03/2015 | Torquay, Hervey Bay, QLD | 4655 | Hinkler |
| 2013/QLL035 | Glass on Glasshouse Pty Ltd ATF The Rogers Family Trust | Café expansion providing disabled access and catering for tour groups | Refurbishment of the café at the Glasshouse Mountains, Queensland. The project will upgrade the existing facilities to include a disabled toilet, increase the kitchen area and create an all-weather dining section. | 79,536 | 21/11/2013 | 31/03/2015 | Glass House Mountains, QLD | 4518 | Fisher |
| 2013/QLL037 | Rainforestation Pty Ltd ATF Rainforestation Nature Park Trust | Torres Strait Islands cultural experience tourist attraction | Establishment of a Torres Strait Island Cultural Experience precinct at Rainforestation Nature Park, Queensland. The project will showcase both the Aboriginal and Torres Strait Island cultures to international and domestic visitors. | 110,000 | WITHDRAWN | | Kuranda, QLD | 4881 | Leichardt |
| 2013/QLL038 | Fletcher's Holiday Park Pty Ltd | Eco family cottage on the Atherton Tablelands | Construction of an Eco Family Cottage at the BIG4 Atherton Woodlands Tourist Park, Queensland. The project will provide an innovative option for accommodation in the region. | 79,020 | 26/11/2013 | 31/03/2015 | Atherton, QLD | 4883 | Kennedy |

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| 2013/QLL039 | Savannah Guides Limited | Wet Tropics tour guide training program | Savannah Guides Limited will design an innovative tour guide training program in partnership with the Wet Tropic Management Authority and the Queensland tourism industry. The project will deliver an integrated professional development program for Indigenous and non-Indigenous Tour Guides. The resulting quality of guide knowledge and presentation skills will provide a competitive edge and sustain growth in the region. | 66,000 | 3/12/2013 | 31/03/2015 | Cairns, QLD | 4870 | Leichardt |
| 2013/QLL040 | Down Under Tours (Australia) Pty Ltd | Development of Down Under Tours online charter quoting and booking system | Development and implementation of a customised and sophisticated group charter online itinerary planner, quotation and booking system for Down Under Tours, Cairns, Queensland. The project will provide a quality interactive online itinerary planning tool and will highlight and promote the region, including activities and attractions. | 110,000 | 11/12/2013 | 31/03/2015 | Portsmith, QLD | 4870 | Leichardt |
| 2013/QLL045 | BG Hotels (HIC) Pty Ltd | Holiday Inn Cairns conference and events facilities upgrade | Refurbishment of the conference and events facilities at the Holiday Inn Cairns, Queensland. The project will make the facilities more appealing to the high yield conference and events market and improve the overall standard of conference and events facilities in the Cairns region. | 110,000 | 18/12/2013 | 31/03/2015 | Cairns, QLD | 4870 | Leichardt |
| 2013/QSA005 | Ivivi Pty Limited ATF Geber Family Unit Trust | Chateau Tanunda Estate Development Project, Phase II | Restoration of the tower and weighbridge at the Château Tanunda Estate, South Australia. The project will have a significant impact on the entire Château Tanunda Estate Development and enhance the experience of both tourists and locals to the estate. | 41,800 | 26/02/2014 | 31/03/2015 | Tanunda, SA | 5352 | Barker |
| 2013/QSA006 | C and M Beer Super Pty Ltd ATF C and M Beer Superannuation Fund and Modene Pty Ltd | Establishment of New Luxury Farm-Based Accommodation in the Barossa Valley | Conversion of an old farm house to luxury farm-based accommodation at Maggie Beer's Farm Shop, Nuriootpa, South Australia in the heartland of the Barossa. The project will increase the level of quality accommodation in the region while providing visitors with luxury food focused accommodation in the Barossa. | 110,000 | 10/12/2013 | 31/03/2015 | Nuriootpa, SA | 5355 | Barker |
| 2013/QSA007 | Perks Property Developments Pty Ltd ATF the Perks Property Developments Trust | 4Star Tourist Accommodation for the Flinders Rangers South Australia | Development of a 4 Star Motel in Port Pirie, South Australia. The project will increase the availability of quality accommodation in the area. | 110,000 | NOT SIGNED | | Port Pirie, SA | 5540 | Grey |
| 2013/QSA010 | Persephone Enterprises Pty Ltd | Sea Dragon Lodge - Eco Villa Resort - Stage 1 | Construction of luxury Eco-Villas and development of existing Sea Dragon Lodge in the Cape Willoughby area of Dudley Peninsula, Kangaroo Island, South Australia. The project will increase the availability of 4.5 to 5 Star accommodation in the area. | 110,000 | 14/11/2013 | 31/03/2015 | Willoughby, SA | 5222 | Mayo |

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| 2013/QSA011 | City of Port Lincoln | Port Lincoln Wharf - Infrastructure concept design to assist with cruise ship visitation and tourism | Development of a concept plan for the wharf area at Port Lincoln, South Australia from which a staged infrastructure plan can be developed to assist with the disembarking of cruise line passengers on to the wharf. | 16,500 | 6/12/2013 | 31/03/2015 | Port Lincoln, SA | 5606 | Mayo |
| 2013/QSA012 | District Council of The Copper Coast | A Play Café addition to Kadina's Farm Shed Tourism Complex | Establishment of a Play Café at the Farm Shed Museum and Tourist Centre, Kadina, South Australia. The project will increase the available activities/attractions in Kadina and offer a social, educational and play experience for young children and families visiting the district. | 48,270 | 16/12/2013 | 31/03/2015 | Kadina, SA | 5554 | Grey |
| 2013/QSA013 | Pernod Ricard Winemakers Pty Ltd | Increased capacity at Jacob's Restaurant, Jacobs Creek Visitor Centre | Refurbishment of the Jacob's Restaurant, Jacob's Creek Visitor Centre, South Australia to increase the capacity of the kitchen and restaurant, allowing multiple groups to be catered for simultaneously. The project will enhance the visitor experience at the Jacob's Restaurant through an increase in the range of food and wine experiences. | 110,000 | 6/02/2014 | 31/03/2015 | Rowland Flat, SA | 5352 | Wakefield |
| 2013/QSA015 | Bain Cureton Investments Pty Ltd ATF Younda Cureton Trust | Yondah Beach House - Upgrade Yorke Peninsula's premier 'comfort-in-nature' accommodation | Extension and refurbishment of Yondah Beach House, Yorke Peninsula, South Australia. The project will increase the star rating from 4 to 4.5 Star accommodation and provide a premium 'comfort-in-nature' tourism product. The extension will include a new master bedroom with en-suite and private deck, a new en-suite to the existing master bedroom and provision of an all-weather access road into the property. | 110,000 | 24/01/2014 | 31/03/2015 | Point Yorke, SA | 5577 | Grey |
| 2013/QSA016 | Pindarie Pty Ltd ATF Pindarie Trust | Pindarie Wines Heritage Stables Restoration/Conversion to Tasting Experience | Restoration and conversion of the horse stables into a wine tasting centre adjacent to the existing Cellar Door at Pindarie Wines, Gomersal, South Australia. The project will increase capacity to cater for wine tasting by tour groups and for larger private and corporate functions as well as preserving and highlighting the Barossa's heritage. | 63,580 | 6/02/2014 | 31/03/2015 | Gomersal, SA | 5352 | Wakefield |
| 2013/QSA018 | Mella Motels Pty Ltd ATF Walters Family Trust | Upgrade Four Rooms to AAA 4 Star and Build an Outdoor Kitchen | Refurbishment of accommodation from 3.5 to 4 Star at the Tower Motor Inn, Mount Gambier, South Australia. The project will increase the availability of 4 Star rooms for high yield interstate and international visitors to the area. | 93,500 | 21/11/2013 | 31/03/2015 | Mount Gambier, SA | 5290 | Barker |

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| 2013/QSA021 | Tranquil Travel Service Pty Ltd | Developing and Launching Chinese Speaking Day Tours in South Australia | Development and launch of Chinese speaking day tours with fixed departure dates in South Australia. The project will include development of a website with online booking capability to encourage Chinese tourists to visit locations in South Australia such as Adelaide, Barossa Valley, Adelaide Hills, Fleurieu Peninsula and Kangaroo Island. | 98,450 | 5/12/2013 | 31/03/2015 | Adelaide, SA | 5000 | Adelaide |
| 2013/QSA022 | Bain Cureton Investments Pty Ltd ATF Sofah Family Trust | Introducing 5 star luxury-in-nature accommodation to Yorke Peninsula | This project will introduce 5 star luxury accommodation to Yorke Peninsula. The beach house will attract to the region the luxury-in-nature market from Australia and overseas. The area has its own secluded beach and local wildlife nearby, and is set on a 100 acre ocean front property. | 110,000 | 24/01/2014 | 31/03/2015 | Point Yorke, SA | 5577 | Grey |
| 2013/QSA028 | Hanson Bay Company Pty Ltd ATF the Hanson Bay Unit Trust | Expanding and Upgrading the Hanson Bay Cabins on Kangaroo Island | The refurbishment and replacement of existing older cabins with new cabins, including bathroom facilities and the installation of a dining room. The accommodation will be made more comfortable for year round visitation. | 110,000 | 31/01/2014 | 31/03/2015 | Hanson Bay, SA | 5223 | Mayo |
| 2013/QSA029 | Seppeltsfield Wines Pty Ltd | Conversion of the Seppeltsfield Barrel Store into a Function & Event Centre | Conversion of the Seppeltsfield barrel store into a Function and Event Centre at the Seppeltsfield Estate in the Barossa Valley wine region. The project will provide seating capacity for up to 500 people who will benefit from a premium food and wine experience as part of their visit to the Barossa Valley | 110,000 | 18/12/2013 | 31/03/2015 | Seppeltsfield, SA | 5355 | Wakefield |
| 2013/QSA030 | Salty Cod Pty Ltd | Kitchen Fit Out for Destination Restaurant "Fino @ Seppeltsfield" | As part of the Seppeltsfield Cellar Door masterplan a kitchen will be installed in conjunction with the creation of a restaurant on site. Fino@ Seppeltsfield is an a la carte restaurant that will be open 7 days and 3 nights a week and will have inside and outside seating. The kitchen will draw on local growers for some ingredients. | 110,000 | 21/01/2014 | 31/03/2015 | Seppeltsfield, SA | 5355 | Wakefield |
| 2013/QTA003 | graze@northwest.tas Pty Ltd | Cable Station kitchen and accommodation upgrade | Improvements to the commercial kitchen and self-contained accommodation at Cable Station. The improvements include a refit of the commercial kitchen to increase the capacity of the restaurant and develop additional events and an upgrade of the accommodation to increase the quality standard and meet the needs of higher yield and international visitors. | 55,000 | 18/11/2013 | 31/03/2015 | Stanley, TAS | 7331 | Braddon |
| 2013/QTA008 | Cradle Coast Authority | Cradle to Coast Tasting Trail interpretation and reassurance signage | Construction of Interpretive trail and roadside signs along the Cradle to Coast Tasting Trail. The Project will allow visitors to identify and locate high quality tourism experience in the Cradle Coast region. | 21,091 | 6/02/2014 | 31/03/2015 | Burnie, TAS | 7320 | Braddon |

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| 2013/QTA010 | Hatherley Birrell Collection Pty Ltd | Contemporary, innovative accommodation pods at Hatherley House | Construction of two architect-designed contemporary accommodation pods set in the historic gardens of Hatherley House, Launceston Tasmania. The project will engage visitors, link tourism and the arts and create a unique accommodation experience. | 110,000 | 10/12/2013 | 31/03/2015 | Launceston, TAS | 7250 | Bass |
| 2013/QTA012 | Southlander Group Pty Ltd ATF Southlander Family Trust | Riverfront Accommodation and Facility Upgrade | Upgrade to the Riverfront Motel and Villas and development of a 'River Walk', Hobart Tasmania. The project will deliver upgrades to the self-contained villas and motel facilities, including new kitchens, bathrooms and the refurbishment of living and bedrooms. The project will also include the construction of a 'River Walk' that will extend the entire waterfrontage of the property. Combined the upgrades will enhance the visitor experience. | 110,000 | 6/02/2014 | 31/03/2015 | Rosetta, TAS | 7010 | Denison |
| 2013/QTA016 | Bangor Estate Pty Ltd ATF Bangor Estate Trust | Bangor Cellar Door and Environment Centre | Development of Bangor's Cellar Door and Environment Centre in Dunalley, Tasmania. The project will deliver a cellar door alongside Bangor's existing Vineyard, upon completion it will showcase local fine food and operate Bangor's Wildlife Night Tour and Abel Tasman Guided Walk. Guests will be able to experience the wine, scenery, history, wildlife and heritage of the Bangor property and the Dunalley region. | 110,000 | 20/12/2013 | 31/03/2015 | Dunalley, TAS | 7177 | Lyons |
| 2013/QTA021 | Great Oak Holdings Pty Ltd ATF The Hamilton Family Trust | Tasmanian Devil Conservation Park Experience and Interpretation Enhancement Project | Provision of new interpretive resources to enhance the visitor experience at the Tasmanian Devil Conservation Park. The project will include new interpretive signage and platforms, further development of the park's audio interpretation system and wildlife cameras. The aim of the project is to improve the non-personal interpretive information at the park allowing visitors to enjoy the 'Unzoo' design. | 30,535 | 23/12/2013 | 31/03/2015 | Taranna, TAS | 7180 | Lyons |
| 2013/QTA024 | Brown Brothers Milawa Vineyard Pty Ltd | Feasibility Study - Devils Corner Cellar Door At The Hazards | A feasibility study to develop the Devils Corner Cellar Door at the Hazards Vineyard as a must visit tourist destination. It is anticipated the study will provide a basis for developing a strategic plan aimed at attracting visitors, using the site's natural beauty and creating an innovative and memorable cellar door experience. | 33,000 | 17/12/2013 | 31/03/2015 | Applawm TAS | 7190 | Lyons |
| 2013/QTA025 | Hillmac Nominees Pty Ltd ATF Hillmac Family Trust | Waterfront Wynyard - Up-cycled shipping containers into unique riverside accommodation | To create new and unique accommodation using 'up-cycled' shipping containers at the Waterfront Wynyard motel. The project will provide quality self-contained accommodation suitable for couples, families and travellers with disability. The accommodation design will be innovative and include environmentally friendly features. | 92,997 | 29/11/2013 | 31/03/2015 | Wynyard, TAS | 7325 | Braddon |

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| 2013/QTA028 | Airlines of Tasmania Pty Ltd | Upgrade of the Port Davey Wilderness Camp, Southwest Tasmania | Refurbishment of the Par Avion Wilderness Camp on the shores of Bathurst Harbour in the Southwest National Park of Tasmania. The project will install a boat pontoon to assist with entry into the Camp, and also install hot water for the kitchen and shower area. The refurbishment of the Camp will create an opportunity for a wider range of guests to visit as well as offer an improved visitor experience overall. | 59,469 | NOT SIGNED | | Bathurst Harbour, TAS | 7001 | Franklin |
| 2013/QTA031 | Theatre Royal Hotel Pty Ltd | Customs House Hotel, Hobart's Heritage Waterfront Hotel: Quality Upgrade | Renovation to the Customs House Hotel on Hobart's Waterfront in Tasmania. The project will upgrade the heritage building hotel rooms by renovating the bathrooms and installing reverse cycle air conditioning. Upon completion the upgrades will enhance the overall visitor experience. | 110,000 | 11/12/2013 | 31/03/2015 | Hobart, TAS | 7000 | Denison |
| 2013/QVI004 | Borough of Queenscliff | Fort Queenscliff Tourism Development Plan | Preparation of a Tourism Development Plan for Fort Queenscliff, Victoria. The Development Plan will identify tourist opportunities and implementation issues based on the Fort's military and maritime heritage. The development potential of the Fort presents an exceptionally rare opportunity to provide a tourist experience of the highest international standard based on military and maritime history that will be unique in Australia. | 60,500 | 30/01/2014 | 31/03/2015 | Queenscliff, VIC | 3225 | Corangamite |
| 2013/QVI008 | Maru Koala and Fauna Park Pty Ltd ATF the Heffer Family Trust | The Dinosaur Room | Construction of an indoor Dinosaur themed children's playroom that complements the adjacent bistro and animal park at the Maru Koala and Animal Park, Grantville, Southern Victoria. The interactive displays in the playroom will inform visitors about the local 'Dinosaur Dreaming' fossil dig site that extends along the local Bunurong coast. | 74,591 | 6/02/2014 | 31/03/2015 | Grantville, VIC | 3984 | Flinders |
| 2013/QVI012 | Typo Station Ltd | Typo Station Historic Homestead Restoration for Nature- based Tourism | Restoration of the accommodation in the historic homestead in King Valley, North East Victoria. The project will provide accommodation which appeals to higher yield visitors. | 66,000 | 4/02/2014 | 31/03/2015 | Cheshunt, VIC | 3678 | Indi |
| 2013/QVI021 | Square Chair Pty Ltd ATF The Caddy Family Trust | Upgrading 24 motel rooms to achieve 4 Star quality rating | Upgrade the Best Western Aspen Motor Inn from a 3.5 Star to a 4 Star motel in Sale, Victoria by installing modern conveniences in all rooms. The motel will be the 2nd 4 Star establishment in Sale, Victoria. | 110,000 | 21/01/2014 | 31/03/2015 | Sale, VIC | 3850 | Gippsland |
| 2013/QVI027 | Tallest Giraffe Pty Ltd ATF the Hider-Smith Business Trust | Monkeys and Mermaids Playland | Installation of an indoor/outdoor play area in the BIG4 Port Fairy Monkeys and Mermaids Playland to create an all-weather facility for visitors to Port Fairy, Victoria. | 110,000 | 11/12/2013 | 31/03/2015 | Port Fairy, VIC | 3284 | Wannon |

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| 2013/QVI031 | Universal Logic Pty Ltd ATF Brandon Reddaway Family Trust | Bright Brewery River Connection | Construction and upgrade to the outdoor area at the Bright Brewery, Victoria to link the brewery to the Ovens riverfront parkland. The upgrade will improve the nature-based, food-and-beer experience that visitors seek. | 73,350 | 21/11/2013 | 31/03/2015 | Bright, VIC | 3741 | Indi |
| 2013/QVI032 | Victoria Tourism Industry Ltd | Online Tools for Better Visitor Servicing | Development of a digital platform that will provide low-cost, online training to staff in Visitor Information Centres in Victoria. Training will include modules on volunteer management, customer service and coaching for managers and supervisors. Following the successful implementation of the module in Victoria, it will then become available nationwide. | 65,230 | 17/12/2013 | 31/03/2015 | East Melbourne, VIC | 3002 | Melbourne |
| 2013/QVI033 | M Bradshaw and S Bradshaw Pty Ltd | Feasibility Report - Redevelopment of the 'Old Forrest Mill Site' to include Brewing, Accommodation and Event Facilities | Feasibility study to identify and evaluate options for expansion and relocation of the existing Forrest Brewing Company, Forrest, Victoria to a new location at The Old Forrest Mill Site in Station Street, Forrest. The feasibility study will consider the redevelopment of a new site to house an expansion of brewing facilities, relocation of the restaurant, self-contained eco-accommodation and an events centre. | 110,000 | 18/12/2013 | 31/03/2015 | Forrest, VIC | 3236 | Corangamite |
| 2013/QVI034 | The Sovereign Hill Museums Association | Redevelopment of the Secret Chamber exhibit for Chinese visitors | Enhancement of the existing 'Secret Chamber' exhibit at the Outdoor Museum in Sovereign Hill, Ballarat, Victoria. The project will upgrade and re-develop the Secret Chamber exhibit via digital technology to provide an interactive and interpretive experience for Chinese visitors. | 110,000 | 5/12/2013 | 31/03/2015 | Ballarat, VIC | 3350 | Ballarat |
| 2013/QVI035 | Destination Gippsland Ltd | Bridging the gap - improving Gippsland's online booking capability | Development of an online travel booking system by Destination Gippsland. The project will deliver a comprehensive booking system that will meet the needs of domestic and international visitors to Gippsland, Victoria. | 110,000 | 17/12/2013 | 31/03/2015 | Korumburra, VIC | 3950 | McMillan |
| 2013/QVI036 | Tallest Giraffe Pty Ltd ATF the Hider-Smith Business Trust | The Living Space - indoor kitchen, dining and living space | Construction of 'The Living Space' at the Belfast Cove Holiday Park, Port Fairy, Victoria. The project will deliver an indoor multipurpose room allowing guests the opportunity to interact with other travellers, meet for meals or watch a movie in an area that showcases local artists, local culture and local produce. | 110,000 | 11/12/2013 | 31/03/2015 | Port Fairy, VIC | 3284 | Wannon |

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|----------------------|---|--|--|-----------------|------------------|----------------|------------------------|----------|------------|
| 2013/QVI039 | Diana Alpine Lodge Pty Ltd | Diana Alpine Lodge - upgrade facilities to expedite all seasons operation | Upgrades to the Diana Alpine Lodge in the North-East region of Victoria. The project will see the facilities upgraded in two guest rooms and transform an existing dining room into a publicly accessible restaurant with multifunctional space. The upgrade will provide improved quality accommodation for guests while also offering additional services to visitors to Falls Creek Alpine Village. | 110,000 | 21/11/2013 | 31/03/2015 | Falls Creek, VIC | 3699 | Indi |
| 2013/QWA003 | Waitoc Association Incorporated | WA Regional Indigenous Tourism Experience Cluster Development | The project will assist to develop emerging indigenous tourism enterprises in high visitation areas of WA, to meet unsatisfied demand for visitor engagement with cultural experiences. Experience clusters will be created using established Aboriginal and non-Aboriginal tourism specialists to connect and network tourism industry operators and businesses. | 110,000 | 10/12/2013 | 31/03/2015 | Perth, WA | 6004 | Perth |
| 2013/QWA009 | Wandjina Tours Pty Ltd | Accommodation and dining facilities for Wandjina Tours at Wijingarra Bard Bard | The design and construction of cyclone proof accommodation and bathroom, and dining and kitchen facilities for overnight stays by visitors on the Wandjina Tours cultural immersion tours. This project continues the upgrade and expansion of infrastructure at the site. | 110,000 | 16/01/2014 | 31/03/2015 | Broome, WA | 6725 | Durack |
| 2013/QWA010 | Serville Pty Ltd ATF Cable Beach Caravan Park Trust | Cable Beach Caravan Park reception and tourism outlet development | The extension of an existing building to create an improved reception area, café and tourism product outlet. The new facilities will be located at the front of the park and will be able to service the requirements of people staying in the park and those staying nearby. | 110,000 | 11/12/2013 | 31/03/2015 | Broome, WA | 6725 | Durack |
| 2013/QWA015 | St Aidan Wines Pty Ltd | St Aidan Wines Rammed Earth Undercover Function Centre | The building of a new rammed earth undercover function centre at St Aidan Wines to provide space to meet the increasing demand for functions, weddings, conferences, concerts, cooking courses and specialist wine tastings. The new room will be in keeping with the other buildings at the winery. | 110,000 | 15/01/2014 | 31/03/2015 | Ferguson Valley, WA | 6236 | Forrest |
| 2013/QWA017 | Highvale Orchard Pty Ltd | Development of a Wine, Cider and Regional Food Interpretation Centre | The development of a wine, cider and food interpretation centre at CORE Cider House. The project will see a 73 year old packing shed converted into an indoor hospitality and exhibition space with an extended outdoor decking area. This project will also see the development of a smartphone app and audio-visual presentation in English and Chinese, which will enable visitors to take a self-guided tour around the orchard. | 110,000 | NOT SIGNED | | Pickering Brook, WA | 6076 | Pearce |

| T-QUAL Grants Ref No | Recipient | Project Title | Project Description | Value (GST Inc) | Grant Start Date | Grant End Date | Grant Funding Location | Postcode | Electorate |
|----------------------|---|---|---|-----------------|------------------|----------------|------------------------|----------|------------|
| 2013/QWA018 | Tourism Council Western Australia Ltd | WA Tourism Quality Improvement Coaching Program | The delivery of training to Western Australian tourism businesses on business standards and quality services, digital distribution, e-marketing and social media, and business development tools. These skills will help the industry to raise quality standards and increase their e-tourism capabilities to attract visitors from more diverse locations. | 110,000 | 21/01/2014 | 31/03/2015 | Burswood, WA | 6100 | Swan |
| 2013/QWA019 | Bali Hai Resort Pty Ltd | Villa Asia Refurbishment | Replacement of the kitchens in self-contained villas at the Bali Hai Resort and Spa to cater for the needs of Asian visitors. The new kitchens will be built using bamboo and incorporate features such as wok ovens. The project aims to increase the number of bookings from Asian markets particularly China. | 110,000 | NOT SIGNED | | Broome, WA | 6725 | Durack |
| 2013/QWA020 | Prefab Building Systems Australia Pty Ltd ATF Prefab Building Systems Australia Unit Trust No 4 | Point Samson Whale Conservation, Art and Visitors Centre with Café | Develop The Whale Watchers Centre, a unique building located at The Cove Holiday Village. The centre will have three levels incorporating a whale viewing platform, a café and alfresco area and a whale conservation, art and visitor centre. | 110,000 | NOT SIGNED | | Point Samson, WA | 6720 | Durack |
| 2013/QWA021 | Ursa Major Pty Ltd ATF Egidijus Rusilas Trust | Pasta Factory and Caves Road Bazaar | Development of the Pasta Factory and Caves Road Bazaar, a new food and wine tourism experience at Sienna Estate. The project will include a new building for noodle and pasta manufacturing, a viewing platform, market stalls and retail shop, landscaping and car parks. The project will be an educational experience aimed at families and groups from interstate and overseas. | 110,000 | 3/12/2013 | 31/03/2015 | Yallingup, WA | 6282 | Forrest |
| 2013/QWA022 | Vanallen Enterprises Pty Ltd ATF Vanallen Family Trust | Balingup Heights Hilltop Forest Cottages - Facility Upgrade and Expansion | Expansion of the accommodation at Balingup Heights Hilltop Forest Cottages to meet the quality standards and demands of the independent Asian traveller, local and interstate visitors. Build a new cottage and extend and renovate the existing cottages. | 110,000 | 28/11/2013 | 31/03/2015 | Balingup, WA | 6253 | Forrest |
| 2013/QWA027 | Augusta Margaret River Tourism Association Inc | China Ready - Mammoth Cave and Cape Leeuwin Lighthouse Audio Tour | Development of a smartphone application to enable self-guided audio tours at Mammoth Cave and the Cape Leeuwin Lighthouse. The application will be interactive and use maps, images, text and audio. It also aims to meet the needs of the Chinese visitor by offering an audio tour in Mandarin and allowing interacting with social media. | 91,410 | 21/01/2014 | 31/03/2015 | Forest Grove, WA | 6286 | Forrest |

| T-QUAL Grants Ref No | Recipient | Project Title | Project Description | Value (GST Inc) | Grant Start Date | Grant End Date | Grant Funding Location | Postcode | Electorate |
|----------------------|--|---|--|-----------------|------------------|----------------|------------------------|----------|------------|
| 2013/QWA029 | City of Swan | Kadadjiny Noongar Cultural Centre - engage specialists to design facility | The Kadadjiny – Noongar Cultural Centre will be an integrated, cultural tourism facility located at the entry to Swan Valley and Noongar Country. This project will see the development of concept and construction design plans and building information modelling for the centre. | 110,000 | 10/12/2013 | 31/03/2015 | Guildford, WA | 6055 | Hasluck |
| 2013/QWA030 | JA Barton & AF Jones Superannuation Pty Ltd ATF Barton-Jones Superannuation Trust Fund | Wine Tasting and Interpretation facility | Development of a wine and food interpretive facility in the Geopraphe Wine Region, Donnybrook, Western Australia. The project will complement an existing vineyard and wine business in Donnybrook and provide a venue to host a diverse range of wine and food based experiences for up to 50 visitors at a time. | 55,000 | 28/11/2013 | 31/03/2015 | Donnybrook, WA | 6239 | Forrest |
| 2013/QWA032 | Gilt Dragon Enterprise Ltd | Construction of a quality All-Weather Recreational Centre | The development of an enclosed and air- conditioned recreation centre for guests at the Holiday Park. The new recreation centre, with a kitchen area, will provide a reprieve from the extremes in temperature in the region and will make the Holiday Park more attractive for visitors year round. | 84,150 | 6/02/2014 | 31/03/2015 | Ledge Point, WA | 6043 | Pearce |
| 2013/QWA034 | Rottnest Island Authority | Seal viewing experience at Cathedral Rocks, Rottnest Island | To construct a viewing platform to provide year round wildlife experience for visitors. Interpretation will be installed to encourage environmental awareness and appreciation of the fur seals, landscape and Aboriginal culture of the island. The platform will link into the Rottnest Walk Trail. | 110,000 | 5/12/2013 | 31/03/2015 | Rottnest Island, WA | 6161 | Freemantle |

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

Government payments of accounts

1. 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?
2. How many payments owed (as a number and as a percentage of the total) have been paid in under 30 days?
3. How many payments owed (as a number and as a percentage of the total) have been paid in between 30 and 60 days?
4. How many payments owed (as a number and as a percentage of the total) have been paid in between 60 and 90 days?
5. How many payments owed (as a number and as a percentage of the total) have been paid in between 90 and 120 days?
6. How many payments owed (as a number and as a percentage of the total) have been paid in over 120 days?
7. 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?
8. Where interest is being paid, what rate of interest is being paid and how is this rate determined?

Answer

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

In the three months to 31 December 2013, the average time period for payments was 13 days.

The Tourism Division was transferred into Austrade from the former Department of Resources, Energy and Tourism (RET) effective 19 December 2013. It is not possible to compile payment statistics for the Tourism Division for the period from 21 November 2013 to 18 December 2013 without access to the former RET's financial system and therefore this has not been included below.

2. In the three months to 31 December 2013, Austrade made 499 payments to small businesses in Australia:
 - of these payments, 479 (95.99 per cent) – valued at \$1,697,980 (93 per cent of invoice value) – were paid within 30 days
 - of the 20 (4.01 per cent) of payments made after 30 days, 13 (2.6 per cent) were paid within 31–60 days, 3 (0.6 per cent) within 61–90 days, 2 (0.4 per cent) within 90-120 days and 2 (0.4 per cent) after 120 days.
3. See (2) above.

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4. See (2) above.
5. See (2) above.
6. See (2) above.
7. From 7 September 2013 to 27 February 2014, \$530.91 in penalty interest was paid to suppliers in accordance with Government policy that self-generated payment of penalty interest be made where payments are made more than 60 days after invoice receipt.

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

8. Interest is paid at the general interest charge rate determined under section 8AAD of the *Taxation Administration Act 1953* on the day payment is due, in accordance with Government policy. This rate is available from the Australian Taxation Office website.

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 Written Questions on Notice from **Senator Ludwig** to Austrade (Ref: Q14-033)

Consultancies

1. 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.
2. How many consultancies are planned for this calendar year? Have these been published in your Annual Procurement Plan (APP) on the AusTender website and if not why not? In each case please identify the subject matter, duration, cost and method of procurement as above, and the name of the consultant if known.
3. Have any consultancies not gone out for tender?
 - a) If so, which ones and why?

Answer

1. Eight (8) consultancy engagements have been undertaken from 1 November 2013 to 27 February 2014. Details are provided in the following table:

Table 1 – Consultancy Engagements

| Supplier Name | Description | Consultancy Contract Price (GST incl.) | Start Date | End Date | Method of Procurement | Consultancy Justification Reason/s | Justification for Limited Tender |
|--|--|--|------------|------------|-----------------------|---|---|
| Taylor Nelson Sofres (Australia) Pty Ltd | Destination Visitor Survey for Western Australia 2013-14 | \$55,000.00 | 15/11/2013 | 30/05/2014 | Limited | Need for independent research or assessment | Total value is less than the public tender threshold. Further exemption available in accordance with the CPRs under Appendix A: 6) procurement of research and development services, but not the procurement of inputs to research and development undertaken by the agency. |
| Pricewaterhouse Coopers | Taxation and Superannuation advice for OEE assignments | \$8,250.00 | 4/12/2013 | 30/06/2014 | Limited | Need for specialised or professional skills | Total value is less than the public tender threshold. |

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| | | | | | | | |
|---|--|-------------|------------|------------|---------|---|---|
| Instinct and Reason Pty Ltd | Destination Visitor Survey for New South Wales Food and Wine 2013-14 | \$55,000.00 | 4/12/2013 | 30/05/2014 | Limited | Need for independent research or assessment | Total value is less than the public tender threshold. Further exemption available in accordance with the CPRs under Appendix A: 6) procurement of research and development services, but not the procurement of inputs to research and development undertaken by the agency. |
| Simon Balderstone, Ways and Means Consultancy Pty Ltd | Provision of a report on potential opportunities for Australian firms from the 2020 Tokyo Olympics | \$5,500.00 | 10/12/2013 | 20/01/2014 | Limited | Need for specialised or professional skills | Total value is less than the public tender threshold. Absence of completion for technical reasons due to the suppliers knowledge, skills and experience. |
| Consultel IT&T Pty Limited | Environmental Scan of the Telecommunications Services Market in Austrade locations globally | \$53,385.20 | 12/12/2013 | 12/03/2014 | Open | Need for specialised or professional skills | Not Applicable. Engagement was through a mandated Whole of Government panel arrangement. |
| GfK Australia | Destination Visitor Survey for Victoria and South Australia 2013-14 | \$68,750.00 | 4/02/2014 | 30/06/2014 | Limited | Need for independent research or assessment | Total value is less than the public tender threshold. Further exemption available in accordance with the CPRs under Appendix A: 6) procurement of research and development services, but not the procurement of inputs to research and development undertaken by the agency |
| University of Wollongong | Engagement of Consultant (Professor David Steel) to review methodology of the National Visitors Survey | \$11,000.00 | 4/02/2014 | 28/02/2014 | Limited | Need for independent research or assessment | Total value is less than the public tender threshold. Absence of competition for technical reasons due to the suppliers knowledge, skills and experience |

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| | | | | | | | |
|--|--|---------------------|-----------|-----------|---------|---|--|
| Indigo Business Services Ltd, Uk | Consultative Skills and Solutions training | \$16,900.00 | 6/02/2014 | 6/03/2014 | Limited | Need for specialised or professional skills | Total value is less than the public tender threshold. Further exemption available in accordance with the CPRs under Appendix A: 8) procurement of goods and services (including construction) outside Australian territory, for consumption outside Australian territory |
| Total Value for all consultancies | | \$273,785.20 | | | | | |

2. Five (5) consultancy engagements are planned for this calendar year. Details are provided in the following table:

Table 2 – Planned Consultancies

| Description | Anticipated duration | Estimated Consultancy Contract Price (GST incl.) | Method of Procurement | Supplier Name | Consultancy Justification Reasons | Included in APP | If not in APP, why not? |
|---|--------------------------|--|-----------------------|------------------------------------|---|-----------------|--|
| Reframe Austrade's external global feedback program. | 28/04/2014 to 30/06/2017 | \$493,000.00 | Open | Unknown | Need for specialised or professional skills | No | To be procured through an existing panel arrangement that was subject to an open tender process. |
| Destination Visitor Survey for Australian Capital Territory 2013-14 | 28/03/2014 to 20/06/2014 | \$66,000.00 | Limited | Unknown | Need for specialised or professional skills | No | Not required. Estimated total value is less than the public tender threshold. |
| Destination Visitor Survey for Northern Territory 2013-14 | 4/04/2014 to 30/06/2014 | \$79,904.00 | Limited | Hall & Partners, Open Mind Pty Ltd | Need for specialised or professional skills | No | Not required. Estimated total value is less than the public tender threshold. |

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| | | | | | | | |
|---|--------------------------------|-------------|---------|---------|---|----|---|
| Destination Visitor Survey for New South Wales 2013-14 | 11/04/2014 to 30/06/2014 | \$44,000.00 | Limited | Unknown | Need for specialised or professional skills | No | Not required. Estimated total value is less than the public tender threshold. |
| Destination Visitor Survey program - qualitative research Services – Communications Strategies. | 18/04/2014 to 30/06/2014 | \$50,600.00 | Limited | Unknown | Need for specialised or professional skills | No | Not required. Estimated total value is less than the public tender threshold. |

None of the planned procurements identified in Table 2 are published in Austrade’s Annual Procurement Plan. Only those procurements that are valued at \$80,000 or more, and are subject to an open tender process, are required to be published. With reference to item 1 of Table 2, although the planned procurement has an estimated value of greater than \$80,000 it is not required to be published on Austrade’s APP as it is intended to source these services by utilising an existing panel arrangement that includes multi-agency access provisions and which was subject to an open public tender process by the lead agency.

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

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

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Meeting Costs

1. 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.
2. 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.
3. What meeting spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, what meeting spend is currently being planned for? Detail date, location, purpose and cost of each event including any catering and drinks costs.

Answer

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

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Hospitality and entertainment

1. What is the Department/Agency's hospitality spend from Supplementary Budget Estimates in November 2013 to date including any catering and drinks costs.
2. For each Minister and Parliamentary Secretary office, please detail total hospitality spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
3. What is the Department/Agency's entertainment spend from Supplementary Budget Estimates in November 2013 to date? Detail date, location, purpose and cost of all events including any catering and drinks costs.
4. For each Minister and Parliamentary Secretary office, please detail total entertainment spend from Supplementary Budget Estimates in November 2013 to date. Detail date, location, purpose and cost of all events including any catering and drinks costs.
5. What hospitality spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
6. For each Minister and Parliamentary Secretary office, what hospitality spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
7. What entertainment spend is the Department/Agency's planning on spending? Detail date, location, purpose and cost of all events including any catering and drinks costs.
8. For each Minister and Parliamentary Secretary office, what entertainment spend is currently being planned for? Detail date, location, purpose and cost of all events including any catering and drinks costs.
9. Is the Department/Agency planning on reducing any of its spending on these items? If so, how will reductions be achieved?

Answer

1. From 21 November 2013 to 27 February 2014, Austrade spent a total of \$0.178 million at posts and in Australia on hospitality/entertainment for Australian clients, overseas customers and potential customers of Australian companies, and others external to Austrade.

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

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

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3. See (1) above. Austrade does not distinguish between hospitality and entertainment expenditure in its financial records.
4. See (2) above.
5. The total spend for the 2013–14 financial year is expected to be \$0.5 million. There are several thousand records for the year. To provide hospitality/entertainment expenditure by date, location, purpose and cost of each activity would entail a significant diversion of resources and, in these circumstances, it is not considered that the additional work can be justified.
6. See (2) above.
7. See (5) above.
8. See (2) above.
9. Austrade always seeks to focus hospitality and entertainment spending on activities which represent the highest value and align with Austrade's established business plans. Budgets for hospitality and entertainment have been reduced in line with savings measures required by the Government.

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Executive coaching and leadership training

In relation to executive coaching and/or other leadership training services purchased by each department/agency, please provide the following information from Supplementary Budget Estimates in November 2013 to date:

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

Answer

- 1 For the period November 2013 to 27 February 2014 in the financial year 2013–14 \$65,912 has been spent on executive coaching and or other leadership training.
- 2 Leadership training is available to all Executive level staff 1-2. Two SES staff undertook the leadership training and two SES/Executive level staff were offered executive coaching services.
- 3 A total of four SES/Executive employees engaged in leadership training and executive coaching. Study leave is not available for executive coaching or leadership training.
- 4 Providers engaged were the Institute of Executive Coaching, Coach and Co, Jeff Whalan Learning Group, and the University of New South Wales.
 - a) Executive coaching was provided by the Institute of Executive Coaching and Coach and Co. Leadership training was provided by the University of New South Wales and the Jeff Whalan Group.

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- b) Executive coaching is provided on a one on one basis. Leadership training is group based.
 - c) Two SES/Executive staff were provided with executive coaching. Two SES were provided with leadership training.
 - d) Two SES/Executive level staff received a total of 16 hours coaching, and two SES staff will receive a total of 13½ days residential leadership training.
 - e) The total amount spent on executive coaching during the period November 2013 to 27 February 2014 is \$8,800. The total amount spent on leadership training during the period 1 November to 27 February 2014 is \$57,112.
 - f) The fees charged for leadership training are a complete package, and the fees for executive coaching are for a complete package of a maximum of 10 x 1.5 hour sessions.
- 5.
- a) Locations used for the leadership training include the University of New South Wales and other venues as determined by the service provider Jeff Whalan Group.
 - b) Two SES undertook leadership training.
 - c) A total of thirteen and a half days.
 - d) The cost to use external premises for the delivery of leadership training and executive coaching was nil. This is contained within the package fees.
6. All Austrade employees have an annual performance agreement that includes training and development. Each employee reviews their training and development needs within the performance cycle and is required to discuss it at the final performance appraisal. This ensures commitment to the agreed training needs of the employee is met during the performance cycle.
7. The graduate and postgraduate study breakdown is:
- five EL2 staff are completing Master of Business Administration
 - three EL1 staff are completing a Master of Business Administration
 - two APS 6 staff are completing Masters of Business Administration
 - two EL2 staff are completing Master of International Relations/Business
 - one EL2 is completing a Master of Organisational Change
 - one EL2 is completing a Graduate Certificate in Social change
 - one EL2 is completing a Graduate Diploma in Economics
 - one EL2 was studying a Graduate Diploma of Management
 - one EL2 completed a Masters in National Security Policy
 - one EL2 was studying a Master of Environment Economics and Policy
 - one EL1 was for a PhD
 - one APS6 is completing a Graduate Programme in HR Management.

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Staffing profile

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

Answer

1. Austrade's staffing profile (headcount) as at 27 February 2014 including ongoing and non-ongoing APS and Locally Engaged Staff (OEE).

| Group/Division | APS | OEE | Total |
|-------------------------------|------------|------------|--------------|
| International Operations | 99 | 459 | 558 |
| Australian Operations | 143 | 2 | 145 |
| Tourism, Education & Corp Ops | 251 | 18 | 269 |
| Office of the CEO | 12 | 0 | 12 |
| Human Resources | 33 | 6 | 39 |
| Inoperative | 32 | 0 | 32 |
| Total | 570 | 485 | 1055 |

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

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

2. Austrade's staffing profile (headcount) as at 27 February 2014 including ongoing and non-ongoing APS and Locally Engaged Employees (OEE) broken down by Market and Australian State:

| Market/State | APS | OEE | Total |
|------------------------|------------|------------|--------------|
| East Asian Growth | 34 | 203 | 237 |
| Growth and Emerging | 24 | 130 | 154 |
| Established | 19 | 149 | 168 |
| Total Offshore | 77 | 482 | 559 |
| ACT | 263 | 0 | 263 |
| NSW | 148 | 2 | 150 |
| NT | 1 | 0 | 1 |
| QLD | 17 | 0 | 17 |
| SA | 9 | 0 | 9 |
| TAS | 1 | 0 | 1 |
| VIC | 43 | 1 | 44 |
| WA | 11 | 0 | 11 |
| Total Australia | 493 | 3 | 496 |
| Total | 570 | 485 | 1055 |

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Austrade's staffing profile (headcount) as at 27 February 2014 including ongoing and non-ongoing APS and Locally Engaged Employees (OEE) broken down by classification:

| Class | Abased | OEE | Total |
|--------------|---------------|------------|--------------|
| APS 1-3 | 34 | 0 | 34 |
| APS 5-6 | 142 | 0 | 142 |
| EL1 | 160 | 0 | 160 |
| EL2 | 172 | 0 | 172 |
| SES | 61 | 0 | 61 |
| CEO | 1 | 0 | 1 |
| OEE | 0 | 485 | 485 |
| Total | 570 | 485 | 1055 |

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Staffing reductions

1. How many staff reductions/voluntary redundancies have occurred from Supplementary Budget Estimates in November 2013 to date? What was the reason for these reductions?
2. Were any of these reductions involuntary redundancies? If yes, provide details.
3. Are there any plans for further staff reductions/voluntary redundancies? If so, please advise details including if there is a reduction target, how this will be achieved, and if any services/programs will be cut.
4. If there are plans for staff reductions, please give the reason why these are happening.
5. Are there any plans for involuntary redundancies? If yes, provide details.
6. How many ongoing staff left the department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?
7. How many non-ongoing staff left department/agency from Supplementary Budget Estimates in November 2013 to date? What classification were these staff?

Answer

1. From Supplementary Budget Estimates in November 2013 there have been five individual staff reductions. Three non - SES staff took a voluntary redundancy and one SES staff member was offered an incentive to retire. One OEE employee voluntarily retired.
2. No.
3. Yes. Austrade invited A-based employees to express interest in a voluntary redundancy during February – March 2014. No target was set. There are no plans in place to cut services.
4. Austrade is reviewing its staffing profile at present because of projected budget shortfalls over the next three financial years.
5. Austrade has no plans for involuntary redundancies at present; however they may become necessary should voluntary redundancies prove insufficient to address projected budget shortfalls.
6. 20 ongoing APS staff and 14 permanent OEE staff left the agency between 1 November 2013 and 27 February 2014:

| Class | A-based Ongoing | OEE - Permanent | Total |
|--------------|------------------------|------------------------|--------------|
| APS 1-4 | 1 | N/A | 1 |
| APS 5-6 | 2 | N/A | 2 |
| EL1 | 6 | N/A | 6 |
| EL2 | 10 | N/A | 10 |
| SES | 1 | N/A | 1 |
| OEE | N/A | 14 | 14 |
| Total | 20 | 14 | 34 |

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7. 16 non-ongoing APS staff and 9 temporary OEE staff left the agency from 1 November 2013 to 27 February 2014:

| Class | A-based Non-ongoing | OEE - Temp | Total |
|--------------|--------------------------------|-------------------|--------------|
| APS 1-4 | 3 | N/A | 3 |
| APS 5-6 | 2 | N/A | 2 |
| EL1 | 9 | N/A | 9 |
| EL2 | 2 | N/A | 2 |
| OEE | N/A | 9 | 9 |
| Total | 16 | 9 | 25 |

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Staffing recruitment

1. How many ongoing staff recruited from Supplementary Budget Estimates in November 2013 to date? What classification are these staff?
2. How many non-ongoing positions exist or have been created from Supplementary Budget Estimates in November 2013 to date? What classification are these staff?
3. 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?

Answer

1. Austrade ongoing staff for the period 1 November 2013 to 27 February 2014:
 - 16 ongoing employees
 - Australian based: non-SES 5, SES 0
 - Overseas Engaged Employees (OEE): non-SES 11
2. Austrade non-ongoing positions as at 27 February 2014:
 - 58 non-ongoing positions
 - Australian based: non-SES 16, contractors 30, SES 0
 - Overseas Engaged Employees (OEE): non-SES 12, contractors 0
3. Austrade employed on contract for the period 1 November 2013 to 27 February 2014:
 - 16 contractors with an average length of employment period of 5.41 months

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Coffee machines

1. Has the department/agency purchased coffee machines for staff usage since Supplementary Budget Estimates in November 2013?
 - a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased?
 - b) Why were coffee machines purchased?
 - c) Has there been a noticeable difference in staff productivity since coffee machines were purchased? Are staff leaving the office premises less during business hours as a result?
 - d) Where did the funding for the coffee machines come from?
 - e) Who has access?
 - f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from 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?
 - g) What are the ongoing costs of the coffee machine, such as the cost of coffee?
2. Does the department/agency rent coffee machines for staff usage?
 - a) If yes, provide a list that includes the type of coffee machine, the cost, the amount, and any ongoing costs such as purchase of coffee or coffee pods and when the machine was purchased.
 - b) Why are coffee machines rented?
 - c) Has there been a noticeable difference in staff productivity since coffee machines were rented? Are staff leaving the office premises less during business hours as a result?
 - d) Where does the funding for the coffee machines come from?
 - e) Who has access?
 - f) Who is responsible for the maintenance of the coffee machines? How much was spent on maintenance from 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?
 - g) What are the ongoing costs of the coffee machine, such as the cost of coffee?

Answer

1. Yes.
 - a) Austrade purchased one semi-automatic coffee machine at a cost of \$3,245.45 in February 2014, in preparation for the relocation of Tourism staff to a separate floor of the Canberra office in March 2014.
 - b) Austrade encourages its employees to provide hospitality to visiting clients in the office where appropriate. The coffee machines were purchased in part to fulfil this need and also to provide reasonable amenity in the workplace.
 - c) There is a noticeable difference in staff leaving the office to purchase coffee during working hours in those offices which have coffee machines.
 - d) The coffee machine was funded within Austrade's operating budget.
 - e) The coffee machine will be accessible to Austrade staff working at the Canberra office.

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

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Printing

1. How many documents (include the amount of copies) have been printed from Supplementary Budget Estimates in November 2013 to date? How many of these printed documents were also published online?
2. Did the Department/agency use external printing services for any print jobs since 7 September 2013?
 - a. If so, what companies were used?
 - b. How were they selected?
 - c. What was the total cost of this printing?

Answer

1. Austrade's financial systems do not record the number or amount of copies of publications and brochures. To collect this level of detail would entail a significant diversion of resources and, in these circumstances, it is not considered that this work can be justified. Publications and brochures which constitute the majority of Austrade's printing are increasingly being made available online, and in some cases are only available in electronic format. Decisions on documents which will no longer be printed are made on a case by case basis, depending on the purpose and use of the documents and the effect that electronic format only will have in these areas.
2. Yes.
 - a. Austrade used around 50 different service providers in Australia and overseas for publications and brochures in the period from 7 September 2013 to 27 February 2014. To collect a comprehensive detailed list of providers used would entail a significant diversion of resources and, in these circumstances, it is not considered that this work can be justified.
 - b. Austrade complies with the Commonwealth Procurement Rules (CPRs) and internal procurement guidelines when selecting a procurement process. Providers are selected on the basis of achieving value for money.
 - c. The total cost of publications and brochures for the period from 7 September 2013 to 27 February 2014 was \$263,000. The expenditure includes the printing of major publications such as Austrade's 2012–13 Annual Report.

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Corporate cars

1. How many cars are owned by each department/agency?
2. Where is the car/s located?
3. What is the car/s used for?
4. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date?
5. How far did each car travel from Supplementary Budget Estimates in November 2013 to date?
6. How many cars are leased by each department/agency?
7. Where are the cars located?
8. What are the cars used for?
9. What is the cost of each car from Supplementary Budget Estimates in November 2013 to date?
10. How far did each car travel from Supplementary Budget Estimates in November 2013 to date?

Answer

1. Austrade owned a total of 96 cars as at 27 February 2014.
2. All 96 cars were located offshore in 69 locations as follows:

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

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3. Vehicles are used for consular activities, to transport Ministers, clients, staff and others to a range of in-market company and official visits, and for security and business continuity purposes.
4. Running costs for vehicles cannot be individually identified without a significant diversion of resources which, in these circumstances, cannot be justified. The total running cost for owned motor vehicles from 21 November 2013 to 27 February 2014 was \$127,966.
5. The approximate distance travelled per month by each of the vehicles is outlined below:

| Location | Kms Travelled per month |
|------------------------|--------------------------------|
| Abu Dhabi | 2,083 |
| Accra | 825 |
| Ahmedabad | 1,050 |
| Amman ¹ | <i>Not Available</i> |
| Auckland - 1 | 939 |
| Auckland - 2 | 142 |
| Bangkok – 1 | 980 |
| Bangkok – 2 | 769 |
| Beijing – 1 | 667 |
| Beijing – 2 | 417 |
| Bangalore | 372 |
| Bogota | 104 |
| Chandigarh | 773 |
| Chengdu | 1,667 |
| Chennai | 610 |
| Chicago | 360 |
| Colombo | 1,501 |
| Dhaka | 878 |
| Dubai - 1 ² | 2,458 |
| Dubai – 2 | 1,625 |
| Dubai – 3 | 1,500 |
| Dubai – 4 | 1,500 |
| Dubai – 5 | 1,349 |
| Dubai – 6 | <i>Not Available</i> |
| Frankfurt - 1 | 2,229 |
| Frankfurt - 2 | 1,083 |
| Fukuoka | 1,167 |
| Guangzhou | 1,833 |

¹ Disposal pending

² Disposal pending

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| | |
|------------------|-------|
| Hanoi | 2,197 |
| Ho Chi Minh City | 916 |
| Hong Kong | 333 |
| Hyderabad | 930 |
| Islamabad | 2,766 |
| Istanbul – 1 | 2,103 |
| Istanbul – 2 | 953 |
| Jaipur | 1,121 |
| Jakarta – 1 | 1,390 |
| Jakarta – 2 | 1,387 |
| Jakarta – 3 | 1,141 |
| Jakarta – 4 | 703 |
| Johannesburg - 1 | 1,380 |
| Johannesburg - 2 | 1,170 |
| Karachi | 2,023 |
| Kochi | 1,174 |
| Kolkata | 723 |
| Kuala Lumpur | 593 |
| Kuwait | 5 |
| Lahore | 3,257 |
| Lima | 1,836 |
| London | 167 |
| Manila – 1 | 743 |
| Manila – 2 | 617 |
| Mexico City | 1,144 |
| Milan | 1,667 |
| Moscow – 1 | 448 |
| Moscow – 2 | 419 |
| Mumbai – 1 | 1,516 |
| Mumbai – 2 | 1,220 |
| Nairobi | 764 |
| New Delhi - 1 | 1,678 |
| New Delhi - 2 | 989 |
| New Delhi - 3 | 859 |
| New York | 1,083 |
| Osaka | 1,333 |
| Paris | 613 |
| Port Louis | 732 |
| Port Moresby - 1 | 1,183 |
| Port Moresby - 2 | 775 |
| Prague | 1,917 |
| Pune | 1,548 |

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| | |
|----------------------------|----------------------|
| Riyadh – 1 | 1,513 |
| Riyadh - 2 ³ | 1,004 |
| Riyadh – 3 | 994 |
| San Francisco | 5,969 |
| Santiago | 1,586 |
| Sao Paulo – 1 | 1,117 |
| Sao Paulo - 2 ⁴ | 624 |
| Sao Paulo – 3 | 472 |
| Sao Paulo – 4 | <i>Not Available</i> |
| Sapporo | 1,000 |
| Seoul | 1,017 |
| Shanghai – 1 | 750 |
| Shanghai – 2 | 333 |
| Singapore | 844 |
| Suva | 1,109 |
| Taipei | 333 |
| Tel Aviv | 1,167 |
| Tokyo – 1 | 417 |
| Tokyo – 2 | 167 |
| Toronto | 727 |
| Tripoli ⁵ | <i>Not Available</i> |
| Ulaanbaatar | 792 |
| Vancouver | 1,000 |
| Vladivostok | 401 |
| Warsaw | 506 |
| Washington | 749 |

6. Austrade leased a total of 11 cars as at 27 February 2014.

7. All 11 vehicles were located onshore and distributed across 8 locations as follows:

| | | |
|----------|-----------|------------|
| Adelaide | Melbourne | Sydney |
| Brisbane | Newcastle | Wollongong |
| Hobart | Perth | |

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

³ Disposal Pending

⁴ Disposal Pending

⁵ Disposal Pending

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9. The total cost of each car for the period 21 November 2013 to 27 February 2014 is as follows:

| Location | Cost 21/11/2013 to 27/2/2014 ex GST |
|-----------------|--|
| Adelaide | 2,043 |
| Brisbane – 1 | 1,785 |
| Brisbane – 2 | 2,008 |
| Melbourne – 1 | 1,554 |
| Melbourne – 2 | 3,253 |
| Newcastle | 1,605 |
| Perth – 1 | 2,050 |
| Perth – 2 | 2,038 |
| Sydney – 1 | 2,029 |
| Sydney – 2 | 2,657 |
| Wollongong | 1,978 |
| Total | 23,001 |

10. The approximate distance travelled by each leased vehicle over the period 21 November 2013 to 27 February 2014 is as follows:

| Location | Kms Travelled over the period 21/11/2013 to 27/2/2014 |
|-----------------|--|
| Adelaide | 392 |
| Brisbane – 1 | 707 |
| Brisbane – 2 | 1,868 |
| Melbourne – 1 | 1,138 |
| Melbourne – 2 | 4,247 |
| Newcastle | 1,007 |
| Perth – 1 | 1,758 |
| Perth – 2 | 2,044 |
| Sydney – 1 | 969 |
| Sydney – 2 | 3,875 |
| Wollongong | 5,175 |
| Total | 23,180 |

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Taxi costs

1. 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.
2. What are the reasons for taxi costs?

Answer

1. Expenditure on ground transport, which includes costs associated with taxis, rail, buses, motor vehicle allowances, road tolls and other ground transport costs, excluding vehicle hire, for the period 21 November 2013 to 27 February 2014 was \$0.272 million. This comprised \$0.165 million for International Operations, \$0.057 million for Australian Operations, \$0.046 million for Tourism, Education and Corporate Operations and \$0.004 million for Export Market Development Grants Division.
2. The majority of taxi costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to offices and accommodation, and for meetings with clients and other officials. Some costs are incurred by officials in their normal place of work for the purpose of attending meetings with clients and other officials.

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Hire cars

1. 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.
2. What are the reasons for hire car costs?

Answer

1. Expenditure on vehicle hire, which includes costs associated with the hire of cars, vans and buses in the period 21 November 2013 to 27 February 2014 was \$17,695. This comprised \$15,328 for International Operations and \$2,367 for all other areas of Austrade.
2. The majority of vehicle hire costs are incurred by Austrade officials while travelling in countries or cities outside their normal place of work, commuting from airports to offices and accommodation and for meetings with clients and other officials. Some costs are incurred by officials in their normal place of work for the purpose of transporting clients and other officials.

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

Credit cards

1. Provide a breakdown for each employment classification that has a corporate credit card.
2. Please update details of the following?
 - a) What action is taken if the corporate credit card is misused?
 - b) How is corporate credit card use monitored?
 - c) What happens if misuse of a corporate credit card is discovered?
 - d) Have any instances of corporate credit card misuse have been discovered since 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?

Answer

1. Austrade currently has 910 corporate charge cards (cards in hand) on issue to its staff across all classifications. The number of cards on issue to each classification is not recorded separately in Austrade's systems, and to separate them would entail a significant diversion of resources which, in these circumstances, cannot be justified. In addition Diners Club virtual cards have been issued to selected staff in support of the Whole of Government travel arrangements. Diners Club cards are dealt with in a separate Question on Notice.
2.
 - a) Where a corporate card is misused by a cardholder the action taken varies according to the seriousness of the misuse. Misuse can range from accidental use through to repeated deliberate misuse which amounts to fraud. Disciplinary measures range from counselling through to cancellation of cards and in cases of fraud, dismissal and referral to law enforcement authorities. Action is taken to immediately recover any funds which have been applied to non-official uses.
 - b) All monthly credit card acquittals are examined and authorised by cardholders' supervisors at a senior management level. In addition, there is central monitoring in place which detects all instances of late acquittals in addition to all instances of non-official use. All such instances are referred to Austrade's Executive Group on a monthly basis.
 - c) See (2a), above.
 - d) This information is collated annually. In 2012–13, there were 14 instances of accidental personal use of corporate cards and 2 instances where corporate cards were used to purchase goods or services in breach of another Austrade policy. These were all reported by cardholders or their managers and the funds were repaid promptly. The staff involved ranged from junior staff to senior managers.
 - e) All cardholders sign an indemnity prior to taking possession of their corporate card. This indemnity clearly states the consequences of non-official use including referral to law enforcement authorities. All cardholders are made aware that use of corporate cards for other than official use are monitored and reported to Austrade's Executive Group monthly, and that any second non-official use, whether accidental or otherwise, will result in the cancellation of their card.

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Senate Estimates briefing

1. How many officers were responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of senate estimates?
2. How many officer hours were spent on preparing that information?
 - a. Please break down the hours by officer APS classification
3. Were drafts shown to the Minister or their office before senate estimates?
 - a. If so, when did this occur?
 - b. How many versions of this information were shown to the minister or their office?
4. Did the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - a. If so, when did this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
 - c. When were the changes made?
5. Provide each of the contents page of the Department/Minister/representing Minister's Senate Estimates folder prepared by the department for the Additional Estimates hearings in February 2014.

Answer

1. Various staff in Austrade are required to prepare senate estimates briefs as part of their usual duties. Two Austrade officers are responsible for coordinating the preparation of a senate estimates briefing pack for the Minister for Trade and Investment.
2. The preparation of the briefing pack is part of the officers' usual duties. It is not possible to provide a precise break down of the hours spent however it is estimated that a total of three days were spent coordinating the preparation of the briefing pack.
 - a. APS6 2 days
EL1 1 day
3. No.
 - a. Not applicable.
 - b. The final briefing pack was provided to the Minister for Trade and Investment and the Minister for Finance as the Minister representing the Minister for Trade and Investment at the hearing.
4. No.
 - a. Not applicable.
 - b. Not applicable.
 - c. Not applicable.
5. Information on briefing provided to Ministers is not normally made publicly available in order to maintain agencies ability to properly and effectively brief ministers.

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Question time

1. How many officers are responsible for preparing the department, agency, Minister or representing Minister's briefing pack for the purposes of Question Time?
2. How many officer hours are spent each sitting day on preparing that information?
 - a. Please break down the hours by officer APS classification
3. Are drafts shown to the Minister or their office before Question Time?
 - a. If so, when does this occur?
 - b. How many versions of this information are shown to the minister or their office?
4. Does the minister or their office make any contributions, edits or suggestions for departmental changes to this information?
 - a. If so, when does this occur?
 - b. What officer hours were spent on making these edits? Please break down the hours by officer APS classification.
5. Provide each of the contents page of the Minister and representing Minister's Question Time folder prepared by the department for the week of 11 February 2014.

Answer

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

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

Freedom of Information

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?
 - 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?
 - 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?
 - 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?
 - a. If so, which departments or agencies?
 - b. If so, when?
 - c. If so, how does this occur?
6. What resources does the department commit to its Freedom of Information team?
7. List the staffing resources by APS level assigned solely to Freedom of Information requests
8. List the staffing resources by APS level assigned indirectly to Freedom of Information requests
9. Does the department ever second addition resources to processing Freedom of Information requests?
 - a. If so, please detail those resources by APS level
10. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the department?
 - a. How does this differ to the number of officers designated as at 6 September 2013?
11. How many officers are currently designated decision makers under the Freedom of Information Act 1982 within the Minister's office?
 - a. How does this differ to the number of officers designated as at 6 September 2013?
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?
13. What training does the department provide to designated decision makers under the Freedom of Information Act who work within the department?
 - a. Of the officers designated as decision makers within the department, how many have received formal training?
 - b. Of the officers designated as decision makers within the department, 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?

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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?
 - 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?
15. Since 7 September 2013, how many Freedom of Information requests been shown or alerted to the Minister or their office?
 - 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?
16. Does the department provide FOI PDFs for download on their website?
17. If not, what is the cost associated with staffing to require monitor email and collate and forward requested FOI documents?
18. How does the department test it is complying with accessibility standards for its websites?
19. Does the department comply with accessibility standards for all its websites?
20. What would be the effect on the accessibility rating of the department's website if FOI PDFs were provided on the department websites?
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?
22. Have the website accessibility standards been solely or partly responsible for not putting FOI PDF documents on the department websites?
23. How does the department facilitate anonymous access to the FOI disclosure files?
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?
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?
26. What was the content of communications with other departments about the website accessibility standards and FOI PDFs?
27. Where did advice concerning the website accessibility certification and provision of PDFs come from and what was the content of that advice?
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?

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29. What efforts have been made to make FOI PDFs accessible to members of the public who have disabilities?
30. Has advice from the information commissioner been sought regarding providing FOI requests available by email request only?
31. Has any disability advice group or consultant been contacted regarding making the FOI requests accessible to people with disabilities?
32. Is this compatible with the information commissioner's 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)"
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'"?
34. Is not providing the FOI PDFs on the website a means of avoiding not conforming to the WCAG 2.0 or other guidelines?
35. Does the department have a separate email address or inbox for receiving and responding to FOI requests?
 - a. If so, list each email account
 - b. List the officers who can assess and reply from those separate accounts, broken down by staffing classification level
36. Do FOI officers ever receive or respond to applicants from their individual email account as opposed to from a central account?
 - a. If so, how does the officer distinguish between communication related to their task as a decision maker and their primary work task ?
 - 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?

Answer

1. Austrade processes FOI requests in accordance with the FOI Act and Guidelines published by the Office of the Australian Information Commissioner. FOI requests are managed by the Legal Services team. The relevant business units are consulted as required. Austrade seeks legal advice from time to time from external legal advisers on specific FOI matters.
2. The Minister is not routinely consulted or informed when the Austrade receives an FOI request. However, the Minister may on some occasions be advised of FOI requests as part of a Ministerial brief.
 - a. The Minister is briefed on an as required basis.
 - b. A written Ministerial Brief would be provided.
3. Other departments or agencies are consulted or informed on an as required basis. For example, if an FOI request needs to be transferred to that department or agency or if their approval is required to release specific documents related to them.
 - a. The departments or agencies consulted would depend on the subject matter of the FOI request.
 - b. Other departments or agencies are consulted or informed on an as required basis.
 - c. The department or agency would be consulted or informed either in writing, via email or by telephone call.

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4. The Minister is not routinely consulted or informed before Austrade makes a decision on an FOI request. However, the Minister may be advised subsequent to an FOI decision of that FOI decision made as part of a Ministerial brief.
 - a. See response to question 2(a) above.
 - b. See response to question 2(b) above.
5. Other departments or agencies are consulted or informed as required under relevant FOI legislation.
 - a. See response to question 3(a) above.
 - b. See response to question 3(b) above.
 - c. See response to question 3(c) above.
6. The Legal Services team is resourced as required to meet the obligations imposed under relevant FOI legislation
7. The Legal Services team is comprised of three full time lawyers who, amongst other duties, have responsibility for responding to FOI requests received by Austrade. No staff are assigned solely for the purpose of responding to FOI requests.
8. Various staff in relevant business units indirectly assist with FOI requests as part of their usual duties. It is not possible to identify levels as the staff may vary for each request.
9. Additional external legal resources are seconded to Austrade to assist with legal services including processing of FOI requests when the level of work requires such additional resources.
 - a. One officer at EL1 equivalent level.
10. One.
 - a. This number has not changed since 6 September 2013.
11. Not applicable.
12. Not applicable.
13. No formal or informal training has been provided to the designated decision maker within Austrade as the current decision maker is a senior lawyer of 20 years' experience in practice, has previously received formal FOI training, and understands both their role and the application of the legislation in their decision making.
14. Not applicable.
15. Nil.
16. Yes.
17. Not applicable.
18. Austrade uses specialised software tools to assess accessibility of Austrade websites.

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19. According to the Web Accessibility National Transition Strategy 2012 Report, Austrade has been assessed as 50% compliant with WCAG Level A. This report can be accessed at http://www.finance.gov.au/sites/default/files/NTS-2012-Progress_1.pdf
20. There would be nil impact.
21. Not applicable.
22. No.
23. Austrade complies with the requirements of the FOI Act which allows for anonymous access to FOI documents.
24. Of the two documents on the FOI Disclosure Log, one document has been downloaded 23 times. The other document has been downloaded 15 times. There have been no requests via email for PDF documents to be provided directly. All access has been via the website.
25. Not applicable. Austrade has not received any requests in the last 3 months.
26. Not applicable.
27. Austrade has not sought additional advice in relation to website accessibility certification and provision of PDFs. Austrade is currently applying the requirements set out in the Australian Government's Web Accessibility National Transition Strategy to its online offerings.
28. Subject to section 11C of the FOI Act, Austrade provides direct download of PDFs where possible.
29. See response to question 28 above.
30. No.
31. No.
32. Not applicable.
33. See response to question 28. Any specific requests by the general public in relation to accessibility will be considered by Austrade
34. Not applicable.
35. Yes.
 - a. foi.coordination.officer@austrade.gov.au
 - b. SES Band 1, EL2, EL1.
36. Yes.

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- a. FOI officers receive or respond to applicants from their individual email account only if the FOI request has not been sent to the central FOI email address. The purpose is to direct the individual to the central FOI email address.
- b. See response to question 36a above.

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Functions

1. Provide a list of all formal functions or forms of hospitality conducted for the Minister.
Include:
 - a. The guest list of each function
 - b. The party or individual who initiated the request for the function
 - c. The menu, program or list of proceedings of the function
 - d. A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order in the Minister's office

Answer

1. No formal functions or other forms of hospitality for the Minister were hosted by Austrade in the period 21 November 2013 to 27 February 2014.
2. Austrade does not provide alcoholic beverages of any type to the Minister's office.

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Red tape reduction

1. Please detail what structures, officials, offices, units, taskforce or other processes has the department dedicated to meeting the government's red tape reduction targets?
 - a. What is the progress of that red tape reduction target
2. How many officers have been placed in those units and at what level?
3. How have they been recruited?
4. What process was used for their appointment?
5. What is the total cost of this unit?
6. 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?

Answer

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

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Official residences

1. Provide a list of all formal functions conducted at any of the Official Residences, or for the Prime Minister's office or Prime Minister's Dining Room where it has been used in place of the official residences. Include:
 - a. The guest list of each function, including if any ministerial staff attended
 - b. The party or individual who initiated the request for the function
 - c. The menu, program or list of proceedings of the function
 - d. A list of drinks consumed at the function
2. Provide a list of the current wine, beer or other alcoholic beverages in stock or on order at any of the official residences, or venues or offices acting as official residences.

Answer

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

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Land costs

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

Answer

Austrade does not own or lease any land.

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Ministerial staff code

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

Answer

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

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Boards (for department or agencies with boards)

Since September 7 2013;

- 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.

Answer

Tourism Australia Board

- a) The Tourism Australia Board has met on five occasions since 7 September 2013. (Meetings were held on 11 September 2013, 28 October 2013, 12 December 2013, 13 February 2014 and 20 March 2014.)
- b) Board Member travel expenses for these meetings (including airfares, accommodation, meals and transport) totalled \$74,594.16.
- c) One board member was absent from the meeting on 11 September 2013. All board members attended the meetings on 28 October 2013, 12 December 2013, 13 February 2014 and 20 March 2014.
- d) The company secretary requests details of conflicts in advance of meetings, then the Chairman asks for any conflicts at the meeting and these are minuted.
- e) Several conflicts of interest have been registered (as per the Board minutes).
- f) Board members are remunerated in accordance with relevant Remuneration Tribunal Determinations.
- g) No Board members have failed to meet Board standards.
- h) No.
- i) Refer response to (c) above. Attendance at Board meetings since 7 September 2013 is virtually 100%. No Board members have attended less than 51% of meetings.
- j) Tourism Australia does not individually record catering costs for board meetings. Alcohol is not served at Tourism Australia Board meetings.

Tourism Quality Council of Australia

- a) The Tourism Quality Council of Australia (TQCA) has met on one occasion since 7 September 2013. (A meeting was held on 24 October 2013.)
- b) Travel expenses are paid to the TQCA industry members in accordance with relevant Remuneration Tribunal Determinations. Ex-Officio members attend meetings with the support of their sponsoring organisation.

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- c) All members attended the meeting on 24 October 2013.
- d) Section 7 of the TQCA Governance Handbook details the process for dealing with conflicts of interest. Members are required to sign a conflict of interest declaration when they accept their position on the TQCA and the Chair must ask for full disclosure of conflicts of interest at the beginning of all TQCA meetings.
- e) No conflicts of interest have been registered.
- f) Remuneration is provided to the TQCA industry members in accordance with relevant Remuneration Tribunal Determinations. Ex-Officio members attend meetings with the support of their sponsoring organisation.
- g) The TQCA Governance Handbook lists the TQCA member's duties and responsibilities including attendance at TQCA meetings. The Minister may remove the Chair or Members if they fail to fulfil the expectations of their role as outlined in the Handbook.
- h) Austrade is not aware of any requests made to the Minister to dismiss TQCA members since 7 September 2013.
- i) Refer response to (c) above. All members attended the TQCA meeting on 24 October 2013.
- j) Austrade has not paid any catering costs for board meetings held this year. Alcohol is not served at TQCA meetings.

Tourism Research Advisory Board

- a) The Tourism Research Advisory Board (TRAB) has met on one occasion since 7 September 2013. (A meeting was held on 28 October 2013.)
- b) The cost of flights to attend TRAB meetings is offered to non-government board members.
- c) Seven of the twelve TRAB members were absent from the meeting on 28 October 2013 (noting that most sent alternate representatives in their place). On average, nine out of twelve board members attend meetings.
- d) There are guidelines that are designed to ensure that conflicts of interest are identified, disclosed and managed in a rigorous and transparent way. The Chair asks that potential conflicts of interest be identified at the commencement of each meeting.
- e) No conflicts of interest have been declared.
- f) Nil.
- g) This has not been a problem to date.
- h) No.
- i) Refer response to (c) above. Mr Peter Yuile, Ms Nell Anderson, Mr Ian Ewing, Mr Ian Hill, Mr Leigh Harry, Mr Brent Ritchie and Ms Adele Labine-Romain were absent from the meeting on 28 October 2013. Most sent alternate representatives in their place. There are no board members who have attended less than 51% of the meetings during their tenure.
- j) Catering costs for TRAB meeting on 28 October 2013 were \$216.07. Alcohol is not served at TRAB meetings. An exception was after the first meeting in 2013 when some wine was served to mark the occasion of Board Chair retiring from the role.

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Shared resources following MOG changes

1. Following the Machinery of Government changes does the department share any goods/services/accommodation with other departments?
2. What resources/services does the department share with other departments; are there plans to cease sharing the sharing of these resources/services?
3. What were the costs to the department prior to the Machinery of Government changes for these shared resources? What are the estimated costs after the ceasing of shared resource arrangements?

Answer

1. The Tourism Division from the former Department of Resources, Energy and Tourism was transferred into Austrade as part of the Machinery of Government changes. Since that time the Tourism Division has been accommodated by the Department of Industry pending a move to Austrade premises from 31 March 2014. Some other limited services have also continued to be provided by the Department of Industry on a charge-back basis. All these services have now ceased, except for document storage, which is subject to an upcoming tender.
2. Other than as described at (1), above, there are no shared resources as a result of the Machinery of Government changes. However, Austrade has some longstanding shared services as follows: The Department of Foreign Affairs and Trade provides some services to Austrade at overseas posts. At selected posts this includes the provision of selected administrative services on a fee for service basis. At some Austrade administered overseas posts, Austrade provides selected administrative services to other agencies (including some state government agencies), which are collocated at the Austrade posts, on a cost recovery basis.
3. The cost to Austrade of the arrangement with the Department of Foreign Affairs and Trade described at (2), above is approximately \$390,000 per annum. There are no significant changes to the costs of shared resource arrangements to Austrade as a result of the Machinery of Government changes.

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Ministerial leave

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:

- a. Please table a schedule of the ministers leave. Please include:
 - The dates the minister was on leave.
 - The dates the minister was out of the country (if applicable).
- b. Who was acting in the minister's place?
 - What date was it decided to have this person act in the minister's place?
 - What was the process for selecting this person?
 - Who was involved in making this decision?
- c. Were there any matters with which the department needed to make contact with the minister during this time? If so:
 - Please provide a list of these matters and the date they occurred
 - Please provide a copy of any correspondence, emails, notes etc between the minister and the department during this time.
 - Were there any times that the department was aware that it would be unable to communicate with the minister?
 - Were there any times that the department tried to contact the minister but were unable?
- d. Were there any matters with which the department needed to make contact with the acting minister during this time? If so:
 - Please provide a list of these matters and the date they occurred
 - Please provide a copy of any correspondence, emails, notes etc between the acting minister and the department during this time.
 - Were there any times that the department was aware that it would be unable to communicate with the acting minister?
 - Were there any times that the department tried to contact the acting minister but were unable?
 - but were unable?
- e. Did the department contact the Minister or acting minister during this time? If so:
 - Please provide a list of these matters and the date they occurred
 - Please provide a copy of any correspondence, emails, notes etc between the minister and or acting minister and the department during this time.

Answer

The Minister's leave arrangements are a matter for the Minister, the portfolio department and the Department of Finance. Austrade does not have access to this information.

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Departmental Rebranding

Has the department/Agency undergone a name change or any other form of rebranding since September 7, 2013? If so:

- a. Please detail why this name change/rebrand was considered necessary and a justified use of departmental funds?
 - 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:
 - Signage.
 - Stationery (please include details of existing stationery and how it was disposed of).
 - Logos
 - Consultancy
 - Any relevant IT changes.
 - Office reconfiguration.
- c. How was the decision reached to rename and/or rebrand the department?
 - Who was involved in reaching this decision?
 - 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.

Answers

The Government abolished the Department of Resources, Energy and Tourism (RET) following the September 2013 election and transferred responsibility for tourism to the Foreign Affairs and Trade Portfolio. The Tourism Division of RET (including Tourism Research Australia) is now part of the Australian Trade Commission. There has been some minor rebranding undertaken to reflect these changed administrative arrangements.

- a. This was a Machinery of Government change following the September 2013 election.
- b. Rebranding costs directly associated with the new administrative arrangements total \$3,316.50 to date. Indirect staff costs associated with this rebranding are difficult to separately identify.
 - Tourism web content has been migrated to www.austrade.gov.au with appropriate Austrade branding. The *Tourism 2020* website is being rebuilt and will be rebranded to reflect that tourism is now part of Austrade at a total cost of \$896.50.
 - A total of \$473 has been spent to date on reprinting Austrade business cards for Tourism Division staff.
 - Tourism Research Australia (TRA) has retained its existing branding and logo (as a professionally independent agency operating within Austrade). TRA banners have been replaced to reflect that TRA is now part of Austrade at cost of \$1,947. The Austrade *Australia Unlimited* logo has been added to the TRA website and the Australian Government logo on the TRA website has also been updated to reflect that TRA is now part of Austrade.
 - A small amount of RET branded stationery (mainly envelopes) was disposed of.

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- c. As noted above, this was a Machinery of Government change following the September 2013 election.

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Ministerial motor vehicle

Has the minister been provided with a motor vehicle? If so:

- a. What is the make and model?
- b. How much did it cost?
- c. When was it provided?
- d. Was the entire cost met by the department? If not, how was the cost met?
- e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
- f. Are these costs met by the department? If not, how are these costs met?
- g. Please provide a copy of the guidelines that determine 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.

Answer

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

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Ministerial staff vehicles (non-MoPs)

Outside of MoPS Act entitlements, have any of the Minister's staff been provided with a motor vehicle? If so:

- a. What is the make and model?
- b. How much did it cost?
- c. When was it provided?
- d. Was the entire cost met by the department? If not, how was the cost met?
- e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
- f. Are these costs met by the department? If not, how are these costs met?
- g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
- h. Have these guidelines changed since September 7, 2013? If so, please detail.
- i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
- j. Have these guidelines changed since September 7, 2013? If so, please detail

Answer

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

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Ministerial staff vehicles

Have any of the Minister's staff been provided with a motor vehicle under the MoPS Act entitlements? If so:

- a. What is the make and model?
- b. How much did it cost?
- c. When was it provided?
- d. Was the entire cost met by the department? If not, how was the cost met?
- e. What, if any, have been the ongoing costs associated with this motor vehicle? Please include costs such as maintenance and fuel.
- f. Are these costs met by the department? If not, how are these costs met?
- g. Please provide a copy of the guidelines that determine this entitlement to a motor vehicle.
- h. Have these guidelines changed since September 7, 2013? If so, please detail.
- i. Please provide a copy of the guidelines that determine how a motor vehicle is to be used that they have been provided with. Please include details such as whether the motor vehicle can be used for personal uses.
- j. Have these guidelines changed since September 7, 2013? If so, please detail.

Answer

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

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Building lease costs

What has been the total cost of building leases for the agency / department since September 7, 2013?

- a. Please provide a detailed list of each building that is currently leased. Please detail by:
 - Date the lease agreement is active from.
 - Date the lease agreement ends.
 - Is the lease expected to be renewed? If not, why not?
 - Location of the building (City and state).
 - Cost of the lease.
 - Why the building is necessary for the operations of the agency / department.
- b. Please provide a detailed list of each building that had a lease that was not renewed since September 7, 2013. Please detail by:
 - Date from which the lease agreement was active.
 - Date the lease agreement ended.
 - Why was the lease not renewed?
 - Location of the building (City and state).
 - Cost of the lease.
 - Why the building was necessary for the operations of the agency / department.
- c. Please provide a detailed list of each building that is expected to be leased in the next 12 months. Please detail by:
 - Date the lease agreement is expected to become active.
 - Date the lease agreement is expected to end.
 - Expected location of the building (City and state).
 - Expected cost of the lease.
 1. Has this cost been allocated into the budget?
 - Why the building is necessary for the operations of the agency / department.
- d. For each building owned or leased by the department:
 - What is the current occupancy rate for the building?
 - If the rate is less than 100%, detail what the remaining being used for.

Answer

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

a. AUSTRADE: BUILDING LEASE-COSTS

| City | State | Lease commencement date | Lease end date | Expect to renew lease? | Cost 7 SEPT 2013 to 27 FEB 2014 | Why the building is necessary for the operations of the agency / department | Comment |
|-------------------------|-------|-------------------------|----------------|------------------------|---------------------------------|--|---|
| Adelaide | SA | 1 Jul 2011 | 30 Jun 2016 | Yes | \$ 63,481 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. |
| Brisbane | QLD | 1 Jul 2006 | 30 Jun 2016 | Yes | \$ 135,036 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. |
| Canberra (Ground Floor) | ACT | 1 Jan 2014 | 2 Dec 2017 | Yes | \$ - | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Austrade negotiated a 'rent free' period of three months from 1 January to 31 March 2014. |
| Canberra (Level 2) | ACT | 3 Dec 2002 | 2 Dec 2017 | Yes | \$ 810,750 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. |
| Darwin | NT | 30 Apr 2012 | 29 Apr 2013 | Yes | \$ - | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Month to month tenancy. Co-located with NT government at no cost. |
| Hobart | TAS | 1 Jul 2012 | 31 Mar 2016 | Yes | \$ 3,296 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. |
| Melbourne | VIC | 15 Mar 2004 | 14 Jun 2014 | No | \$ 313,025 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Relocating to smaller premises. |
| Newcastle | NSW | 1 Sep 2007 | 31 Aug 2011 | Yes | \$ 8,319 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Month to month tenancy. |
| Perth | WA | 1 Apr 2010 | 30 Nov 2014 | No | \$ 195,349 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Relocating to smaller premises. |
| Sydney | NSW | 1 May 2004 | 30 Apr 2021 | Yes | \$ 1,025,644 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. |
| Townsville | QLD | 3 Dec 2012 | 2 Dec 2013 | Yes | \$ - | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Month to month tenancy. Co-located with ATO at no cost. |
| Wollongong | NSW | 1 Jul 2005 | 16 Sep 2008 | No | \$ 4,616 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking, storage, cleaning and outgoings where included in lease. Month to month tenancy - relocating to alternate premises. |
| TOTAL COST | | | | | \$ 2,559,516 | | |

b. N/A

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

| City | State | Expected lease commencement date | Expected lease end date | Cost allocated into budget? | Expected cost for 12 months | Why the building is necessary for the operations of the agency / department | Comment |
|-------------------|-------|----------------------------------|-------------------------|-----------------------------|-----------------------------|--|---|
| Melbourne | VIC | 15 Jun 2014 | 14 Jun 2024 | Yes | \$ 351,120 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent and outgoings. |
| Perth | WA | 1 Dec 2014 | 30 Nov 2019 | Yes | \$ 185,000 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent and outgoings. |
| Wollongong | NSW | 1 Oct 2014 | 30 Sep 2015 | Yes | \$ 10,000 | The building is necessary for the operations of Austrade so it can continue to promote trade, investment, tourism and international education. | Cost excludes GST. Cost Includes rent, car parking and outgoings. |
| TOTAL COST | | | | | \$ 546,120 | | |

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

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Diners Club cards

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?

Answer

1. Under the Whole of Government travel arrangements, Diners Club has entered into a Deed for the provision of travel and card related services to the Australian Government. Austrade has, under the terms of the Deed, signed an Agency Card Arrangement agreement with Diners Club. All Diners Club cards issued to Austrade personnel are virtual cards and can only be used for travel bookings under the Whole of Government arrangements.
2. Austrade incurs no fees or other charges for the use of the Diners Club virtual cards.
3. All staff who are based in Australia and likely to travel at some stage are issued with virtual cards. Some overseas based staff who are likely to have a need to make bookings in Australia are also issued with virtual cards. There is no distinction between levels of employees. All international travel requires prior approval.
4. The limit for all Diners Club virtual cards is \$20,000 per month. Visa cards in hand are also issued to staff who are likely to travel or who occupy positions the duties of which include minor purchasing responsibilities. The limit on these cards is \$10,000 per month for most staff, while SES staff have a limit of \$20,000 or more depending on need.
5. No Austrade credit cards have been issued to Ministers or Minister's staff.

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Government Advertising

1. How much has been spent on government advertising (including job ads) since 7 September 2013?
 - a. List each item of expenditure and cost
 - b. List the approving officer for each item
 - c. Detail the outlets that were paid for the advertising
2. What government advertising is planned for the rest of the financial year?
 - a. List the total expected cost
 - b. List each item of expenditure and cost
 - c. List the approving officer for each item
 - d. Detail the outlets that have been or will be paid for the advertising

Answer

1. \$569,331.26 (including GST) for the period of 7 September 2013 to 27 February 2014
 - a. – c. Listing provided **at Attachment A**.
2. Online advertising to encourage Australian businesses to apply to join Australia Week in China - trade, investment and tourism mission (8-11 April 2014).

No other advertising programs are planned for the rest of the financial year. Austrade conducts mostly one-off advertising activities to generate awareness of events and activities, and focus on Australia and Australian capability. Austrade will continue to assess advertising opportunities as they are presented or seek opportunities and undertake advertising where appropriate to organisational priorities around education, investment and trade.

- a. Planned advertising total cost: \$50,000
- b. Item cost: Australia Week in China - Trade, investment and tourism mission: \$50,000
- c. Approving officer: Laurie Smith, Executive Director, International Operations
- d. Company paid: UM.

Austrade has responsibility for helping Australian companies grow their business in international markets, the promotion and attraction of foreign direct investment into Australia and the international marketing and promotion of Australian education.

As part of its responsibility for the promotion and attraction of foreign investment into Australia, Austrade will undertake communications and promotional programs in key markets promoting Australia as an investment destination and around identified government investment priority sectors. These will include a range of activities including PR, events and direct marketing campaigns.

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Attachment A

Advertisement outlet paid for advertising, expenditure and approving Officer

Recruitment Advertisements

| Company | Payment GST Inclusive | Approving Officer |
|---------------------------|--------------------------|-------------------|
| Jobstreet.com | 156.87 | Susan Kahwati |
| Adcorp Australia Ltd | 245.17 | Scott Middelbrook |
| Linkedin | 1,121.30 | Paula Barnett |
| Adcorp Australia Ltd | 1,006.50 | Kathy Ross |
| Adcorp Australia Ltd | 272.91 | Nikki Bassett |
| Adcorp Australia Ltd | 273.77 | Nikki Bassett |
| Philippine Daily Inquirer | 352.51 | Mark Weber |
| Adcorp Australia Ltd | 1,659.90 | Stella Yang |
| Zhaopin.com | 1,253.92 | Geoff Watts |
| PT Jobs DB Indonesia | 60.94 | Valerie Sadek |
| PT Katrina Wiraguna | 1,759.50 | Valerie Sadek |
| IEDC Online | 414.39 | Marcia Kimball |
| WITA | 97.50 | Marcia Kimball |
| Australian Public Service | 11,981.88 | Nikki Bassett |
| Linkedin | 190.13 | Marcia Kimball |
| Arab Media Company | 5,623.78 | Diane Novak |
| Recruit Holdings | 1,982.61 | Etsuko Saito |
| Seek OnLine | 185.54 | John Brand |
| B Easy Srl | 340.62 | Diane Novak |
| Adcorp Australia Ltd | 712.06 | Nikki Bassett |
| Adcorp Australia Ltd | 1,044.91 | Nikki Bassett |

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| Company | Payment GST Inclusive | Approving Officer |
|--------------------------------|------------------------------|--------------------------|
| Adcorp Australia Ltd | 1,550.08 | Nikki Bassett |
| PT Katrina Wiraguna | 1,759.50 | Mark Weber |
| PT Katrina Wiraguna | 1,759.50 | Mark Weber |
| PT Jobs DB Indonesia | 60.94 | Mark Weber |
| PT Jobs DB Indonesia | 60.94 | Mark Weber |
| Adcorp Australia Ltd | 315.65 | Etsuko Saito |
| Adcorp Australia Ltd | 109.14 | Etsuko Saito |
| Adcorp Australia Ltd | 288.29 | Etsuko Saito |
| Adcorp Australia Ltd | 315.65 | Etsuko Saito |
| Adcorp Australia Ltd | 136.43 | Etsuko Saito |
| Adcorp Australia Ltd | 289.66 | Etsuko Saito |
| Seek Online | 185.53 | John Brand |
| Expatriate Web Services FZ-LLC | 345.59 | David Moore |

General and Promotional Advertisements

| Company | Payment GST Inclusive | Approving Officer |
|-------------------------------|------------------------------|--------------------------|
| Telstra | 2,129.60 | Munish Sharma |
| HT Media Ltd | 88.76 | Grayson Perry |
| Philippines Resources Journal | 3,021.48 | Vicky Mendoza |
| The Australian Orchestra | 1,650.00 | Phillip Corben |
| Gerelt-Od_Dash | 2,390.44 | Tony Burchill |
| Facebook | 32.35 | Katharine Heather |
| Facebook | 31.04 | Katharine Heather |
| Facebook | 21.67 | Katharine Heather |
| Facebook | | Katharine Heather |

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| Company | Payment GST Inclusive | Approving Officer |
|--------------------------|-----------------------|-------------------|
| | 32.58 | |
| Sim Chong Chian Darren | 787.22 | Chris Rees |
| Universal McCann | 6,134.92 | Toni Leemen |
| Universal McCann | 15,126.27 | Toni Leemen |
| Universal McCann | 5,670.25 | Toni Leemen |
| Universal McCann | 2,035.88 | Toni Leemen |
| Cty Tp Truyen Thong Viet | 2,575.06 | Sean Riley |
| Feeltong Communications | 611.25 | Nakyung Kang |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 35.90 | Anthony Weymouth |
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| Facebook | 35.90 | Anthony Weymouth |

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| Company | Payment GST Inclusive | Approving Officer |
|---------------------------|-----------------------|-------------------------|
| | 35.90 | |
| infostud 3 d.o.o. | 256.38 | Anna Plawinska |
| Ho-Yuan Marketing Co., Lt | 51,168.54 | Serena Lin |
| G Fairs (Kim Shin) | 377.54 | Nakyung Kang |
| Cty TNHH Tincom Media | 6,884.51 | Sean Riley |
| ICWE GMBH | 1,837.85 | Marcus Hackendahl |
| Weekender Group Pte Ltd | 1,516.19 | Lui Yee Wan |
| Pt Adelva Solusindo | 1,510.35 | Evan Farianti |
| Aus Recent Pty Ltd | 11,000.00 | Quentin Stevenson Perks |
| Stick Interactive co Ltd | 5,020.36 | Nakyung Kang |
| Facebook | 35.90 | Anthony Weymouth |
| Facebook | 32.37 | Anthony Weymouth |
| Cty TNHH Tincom Media | 9,334.00 | Sean Riley |
| Universal McCann | 5,000.00 | Susan Kahwati |
| Facebook | 32.14 | Katharine Heather |
| Facebook | 33.99 | Katharine Heather |
| Facebook | 34.68 | Katharine Heather |
| Facebook | 33.50 | Katharine Heather |
| Facebook | 31.72 | Katharine Heather |
| Facebook | 2.07 | Katharine Heather |
| Facebook | 32.37 | Katharine Heather |
| Facebook | 31.27 | Katharine Heather |
| Trinh Trinh | 26.00 | Sean Riley |
| Trinh Trinh | 466.70 | Sean Riley |
| Trinh Trinh | | Sean Riley |

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| Company | Payment GST Inclusive | Approving Officer |
|------------------|------------------------------|--------------------------|
| | 67.34 | |
| Universal McCann | 269.46 | Peter Yuile |
| Universal McCann | 11,405.79 | Peter Yuile |
| Universal McCann | 11,771.10 | Peter Yuile |
| Universal McCann | 75,637.85 | Peter Yuile |
| Universal McCann | 11,771.10 | Peter Yuile |
| Universal McCann | 269.46 | Peter Yuile |
| Universal McCann | 7,847.40 | Peter Yuile |
| Universal McCann | 2,112.00 | Peter Yuile |
| Universal McCann | 28,367.00 | Peter Yuile |
| Universal McCann | 10,444.50 | Peter Yuile |
| Universal McCann | 1,595.00 | Peter Yuile |
| Universal McCann | 110,220.79 | Peter Yuile |
| Universal McCann | 10,444.50 | Peter Yuile |
| Universal McCann | 9,632.58 | Peter Yuile |
| Universal McCann | 2,112.00 | Peter Yuile |
| Universal McCann | 7,603.86 | Peter Yuile |
| Universal McCann | 7,847.40 | Peter Yuile |
| Universal McCann | 2,990.33 | Peter Yuile |
| Universal McCann | 22.62 | Greg Wallis |
| Universal McCann | 2,443.52 | Greg Wallis |
| Universal McCann | 1,629.01 | Greg Wallis |
| Universal McCann | 404.80 | Greg Wallis |
| Facebook | 27.52 | Katharine Heather |
| Facebook | | Katharine Heather |

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| Company | Payment GST Inclusive | Approving Officer |
|--------------------------|------------------------------|--------------------------|
| | 30.67 | |
| Facebook | 28.97 | Katharine Heather |
| Facebook | 28.35 | Katharine Heather |
| Facebook | 39.64 | Katharine Heather |
| Facebook | 40.62 | Katharine Heather |
| Facebook | 35.66 | Katharine Heather |
| Facebook | 28.48 | Katharine Heather |
| Facebook | 22.40 | Katharine Heather |
| Facebook | 29.65 | Katharine Heather |
| Pt Katrina Wiraguna | 2,636.60 | Eva Farianti |
| Adcorp Australia | 3668.313 | Renate Weber |
| Singapore Press Holdings | 147.41 | Lui Yee Wan |
| Aus Recent Pty Ltd | 6,600.00 | Quentin Stevenson Perks |
| News agency Co, Ltd | 351.54 | Ijil Yalat |
| TV-9 television | 140.62 | Ijil Yalat |
| Banzai Media Srl | 3,847.21 | Dianna Ballmann |
| Network delle Universita | 594.28 | Dianna Ballmann |
| Aus Recent Pty Ltd | 5,500.00 | Quentin Stevenson Perks |
| Aus Recent Pty Ltd | 348.68 | Quentin Stevenson Perks |
| Aus Recent Pty Ltd | 4,400.00 | Quentin Stevenson Perks |
| Olympus Advertising | 12,256.00 | Tom Calder |
| Four Square Limited | 12,547.08 | Tom Calder |
| 1haodian | 23,511.00 | Crystal Liang |

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

Workplace assessments

- 1) How much has been spent on workplace ergonomic assessments since 7 September 2013?
 - a) List each item of expenditure and cost
- 2) Have any assessments, not related to an existing disability, resulted in changes to workplace equipment or set up?
 - a) If so, list each item of expenditure and cost related to those changes

Answer

- 1) During the period 7 September 2013 to 27 February 2014 Austrade has spent \$6,593 on workplace assessments.
 - a) The following table represents the breakdown of the above expenditure.

| Item | Cost |
|--|----------------|
| Group workplace assessment – Tourism, Education and Corporate Operations | \$2,825 |
| IT workplace assessment | \$1,088 |
| HR workplace assessment | \$261 |
| Australian Operations workplace assessments | \$758 |
| International Operations – New York office | \$1,123 |
| Property workstation assessment | \$297 |
| Tourism workplace assessment | \$241 |
| Total | \$6,593 |

- 2) Yes. Austrade has spent a total of \$7, 743 on workplace equipment as a result of workplace assessments.
 - a) The following table represents the breakdown of the above expenditure.

| Item | Cost |
|---------------------------------------|----------------|
| Ergonomic sit/stand work stations x 4 | \$7,147 |
| Ergonomic chair | \$596 |
| Total | \$7,743 |

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Ministerial website

1. How much has been spent on the Minister's website since 7 September 2013?
 - a. List each item of expenditure and cost
2. Who is responsible for uploading information to the Minister's website?
 - a. Are any departmental staff required to work outside regular hours to maintain the Minister's website?

Answer

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

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Ministerial payouts

How much has been spent on redundancy payments to staff employed by members of the Liberal or National Parties since 7 September 2013?

- a. List each item of expenditure, staffing level, employing member and cost

Answer

The employment of staff by political parties is a matter for those parties. Austrade does not have access to this information.

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Ministerial staff turnover

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

Answer

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

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Christmas party costs

List what functions were held by the department/agency for either Christmas or end of calendar year since 7 September 2013

- a. What was the cost of each of these functions?
- b. How was the money identified?
- c. What was the location of these functions?
- d. Provide a table of food and alcohol purchased for the function

Answer

In Australia, Austrade contributed to staff Christmas functions for its Canberra and Sydney offices in December 2013.

- a. The Austrade contribution to each function was capped at \$1,000 including GST. Staff, as well as their social clubs, were responsible for any additional costs.
- b. The funds were sourced from the discretionary items budget.
- c. The functions were held at venues in Canberra and Sydney.
- d. Food and alcohol for the functions were organised by staff social clubs. There is no record of items purchased.

Austrade also contributed a maximum \$20 per person attending to small functions at offshore posts. It is estimated that approximately \$2,500 was spent on these functions. Details of these functions are not recorded in Austrade's systems, and to compile them would entail a significant diversion of resources which, in these circumstances, cannot be justified.

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Multiple tenders

List any tenders that were re-issued or issued multiple times since 7 September 2013.

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

Answer

Not applicable. Austrade has not re-issued any open tenders that were advertised on AusTender during the period specified.

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Market Research

List any market research conducted by the department/agency since 7 September 2013.

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

Answers

Tourism Research Australia

- a. Tourism Research Australia conducts market research through its survey programs. Total cost of all programs was \$3,622,563.

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

National Surveys

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

International Visitor Survey (IVS)

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

- a. Actual IVS expenditure since Sep 2013 is \$2,102,976. Figure includes GST.
- b. Payments are made on a monthly and quarterly basis in line with contractual agreement.
- c. ORC International Pty Ltd.
- d. Public tender.
- e. The survey is conducted in the departure lounges of the eight major international airports: Sydney, Melbourne, Brisbane, Cairns, Perth, Adelaide, Darwin and the Gold Coast.
- f. Face to face interviews.
- g. No.
- h. Participants are chosen at random in departure lounges.

TRA is currently augmenting the International Visitor Survey with supplementary questions to provide a more detailed understanding of the drivers of satisfaction and causes of dissatisfaction among Japanese and Korean visitors to Australia. The total cost of this additional research in 2013-14 will be \$460,672.

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National Visitor Survey (NVS)

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

- a. Actual NVS expenditure since Sep 2013 is \$1,377,400. Figure includes GST.
- b. Payments are made on a monthly and quarterly basis in line with contractual agreement.
- c. ORC International Pty Ltd.
- d. Public tender.
- e. Melbourne call centre of ORC.
- f. Participants are interviewed in their homes using a Computer Assisted Telephone Interviewing system.
- g. No.
- h. Respondents are chosen using random digit dialing.

Destination Visitor Survey

The Destination Visitor Surveys (DVS) program provides destinations with high quality tourism research at the local or regional level to support their information needs and business decision-making. Projects are determined in collaboration with State Tourism Organisations (STOs). The total annual budget for the program is \$440,000 (incl. GST). STOs can opt to contribute funds in addition to their DVS allocation to increase the total budget for the project.

There have been six DVS projects contracted in 2013-14 where work has been undertaken since 7 September 2013. Relevant details are provided below.

New South Wales

Project: Analysis of domestic food and wine visitors to inform the development of the NSW Food and Wine Strategy.

- a. Actual expenditure since Sep 2013 for NSW is \$14,320
- b. Payments are made on completion of milestones in line with contractual agreement.
- c. Instinct and Reason.
- d. Limited tender.
- e. NSW, ACT, VIC, QLD.
- f. Combined qualitative and quantitative: expert interviews, focus groups, online survey and online discussion board.
- g. Yes.
- h. Expert interviewees identified by TRA and Destination NSW
 - Focus groups recruited by consultant
 - Online survey recruited from research panel
 - Online discussion board recruited from survey respondents.

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Northern Territory

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

- a. Actual expenditure since Sep 2013 for NT is nil.
- b. Payments are made on completion of milestones in line with contractual agreement.
- c. Hall and Partners Open Mind.
- d. Limited tender.
- e. NT.
- f. Combined qualitative and quantitative: survey using Computer Assisted Personal Interviews (CAPI), mobile ethnographic qualitative research.
- g. No.
- h. Survey respondents recruited face to face at airports and Visitor Information Centres in Alice Springs and Darwin; qualitative participants recruited from the survey respondents.

Queensland

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

- a. Actual expenditure for Queensland since Sep 2013 is \$31,067.
- b. Payments are made on completion of milestones in line with contractual agreement.
- c. Colmar Brunton.
- d. Limited tender.
- e. Australia.
- f. Combined qualitative and quantitative: focus groups, in-depth interviews, online survey.
- g. Yes.
- h. Subcontractor Multicultural Marketing and Management managed the recruitment of participants for both the focus groups and online survey.

South Australia and Victoria

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

- a. Actual expenditure for SA and VIC since Sep 2013 is \$13,200.
- b. Payments are made on completion of milestones in line with contractual agreement.
- c. GfK Bluemoon.
- d. Limited tender.
- e. Australia.
- f. Quantitative: online survey.
- g. No.
- h. Online survey respondents recruited from research panel.

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Tasmania

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

- a. Actual expenditure for TAS since Sep 2013 is \$55,000.
- b. Payments are made on completion of milestones in line with contractual agreement.
- c. ORIMA Research.
- d. Limited tender.
- e. VIC, NSW, QLD.
- f. Qualitative: focus groups and in-depth interviews.
- g. Yes.
- h. Tourism Tasmania provided contact details for respondents from the Tasmanian Visitor Survey that had agreed to be contacted for marketing and research purposes.

Western Australia

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

- a. Actual expenditure for WA since Sep 2013 is \$28,600.
- b. Payments are made on completion of milestones in line with contractual agreement.
- c. TNS Australia.
- d. Limited tender.
- e. Australia and Singapore.
- f. Quantitative: online survey.
- g. No.
- h. Online survey respondents recruited from research panel.

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Australian Operations

- a. A total of A\$148,472.50 was spent on the National Food Brand research program. This expenditure was for the design, execution, analysis and results reporting of research to develop a shared understanding among government and industry of the brand position for Australian food.
- b. The expenditure comprised:

| | |
|---|---------------|
| Desktop review of existing domestic and international research | A\$22,000 |
| | |
| Part payment for international quantitative trade research in progress | A\$42,597.50 |
| | |
| Part payment for international quantitative consumer research in progress | A\$83,875.00 |
| | A\$148,472.50 |

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

Quotations were sourced from TNS and AMR. On conclusion of the quotation evaluation process, which included scoring and evaluation of written proposals, face to face interviews and follow up questions, the preferred supplier was TNS. They were selected based on their superior understanding of the brief, application of specific resource to the desktop research phase, past good experience with the quality and timeliness of their work and competitive pricing.

- e. The research was conducted by TNS from their Australian offices in North Sydney.
- f. The research was conducted using a combination of methods:
- desktop review of existing research supplied by Austrade and industry and government stakeholders;
 - conversations with Australian industry and government stakeholders;
 - qualitative interviews with trade stakeholders in six key international markets (Japan, China, India, Indonesia, UAE and USA) via videoconference, Skype, telephone and some face-to-face meetings
 - online quantitative international consumer questionnaires in the same six markets (Japan, China, India, Indonesia, UAE and USA)
- g. Focus groups and roundtables were not among the research tools used.

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- h. See answer to (g). Interview participants for stakeholder research were identified by Austrade and the Department of Agriculture (domestic stakeholders) and by Austrade offices in each target market (international stakeholders).

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Departmental upgrades

Since 7 September 2013 has the department/agency engaged in any new refurbishments, upgrades or changes to their building or facilities?

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

Answer

- a. Yes. Additional space was leased in Canberra from 1 January 2014 to accommodate the Tourism Division from the Department of Industry as a result of Machinery of Government changes. This required Austrade to fitout/refurbish the new space to accommodate the additional staff.
- b. Total cost \$318,500 (excluding GST).
- c. Design/Architectural/Project Management Services.
\$45,500 (excluding GST).

Fitout Contractor Services.
\$213,000 (excluding GST).

Furniture.
\$60,000 (excluding GST).
- d. Daryl Jackson Alastair Swayn Pty Ltd - (Design/Architectural/Project Management Services).
Rork Projects Pty Ltd – (Fitout Contractor Services).
Zenith Furniture – (furniture).
Planex Sales Pty Ltd – (furniture).
- e. Request for proposal – select tender.
- f. Work was completed on 31 March 2014.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Wine Coolers/Fridges

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?

- a. If so, list these
- b. If so, list the total cost for these items
- c. If so, list the itemised cost for each item of expenditure
- d. If so, where were these purchased
- e. If so, list the process for identifying how they would be purchased
- f. If so, what is the current location for these items?
- g. If so, what is the current stocking level for each of these items?

Answer

From 7 September 2013 to 27 February 2014, Austrade has not purchased or leased any wine coolers, wine fridges or other devices for the purpose of housing alcohol beverages.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Office plants

Since 7 September 2013 has the department/agency purchased or leased any new office plants?

- a. If so, list these
- b. If so, list the total cost for these items
- c. If so, list the itemised cost for each item of expenditure
- d. If so, where were these purchased
- e. If so, list the process for identifying how they would be purchased
- f. If so, what is the current location for these items?

Answer

From 7 September 2013 to 27 February 2014, Austrade has not purchased or leased any new office plants. However, some plants will have been replaced by the plant lessor at no additional cost.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Office recreation facilities

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)?

- a. If so, list these
- b. If so, list the total cost for these items
- c. If so, list the itemised cost for each item of expenditure
- d. If so, where were these purchased
- e. If so, list the process for identifying how they would be purchased
- f. If so, what is the current location for these items?
- g. If so, what is the current usage for each of these items?

Answer

From 7 September 2013 to 27 February 2014, Austrade has not purchased or leased or constructed any office recreation facilities, activities or games.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Vending machines

Since 7 September 2013 has the department/agency purchased or leased or taken under contract any vending machine facilities?

- a. If so, list these
- b. If so, list the total cost for these items
- c. If so, list the itemised cost for each item of expenditure
- d. If so, where were these purchased
- e. If so, list the process for identifying how they would be purchased
- f. If so, what is the current location for these items?
- g. If so, what is the current usage for each of these items?

Answer

From 7 September 2013 to 27 February 2014, Austrade has not purchased or leased or taken under contract any vending machine facilities.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Legal Costs

List all legal costs incurred by the department or agency since 7 September 2013

- a. List the total cost for these items, broken down by source of legal advice, hours retained or taken to prepare the advice and the level of counsel used in preparing the advice, whether the advice was internal or external
- b. List cost spend briefing Counsel, broken down by hours spend briefing, whether it was direct or indirect briefing, the gender ratio of Counsel, how each Counsel was engaged (departmental, ministerial)
- c. How was each piece of advice procured? Detail the method of identifying legal advice?

Answer

- a. The total cost of external legal services for the period 7 September 2013 to 27 February 2014 is \$263,734, broken down by source of provider as follows:

| Name of Vendor | AUD BER |
|-------------------------------------|-----------------------|
| 16 TABELIAO DE NOTAS | 9 |
| AUSTRALIAN GOVERNMENT SOLICITOR | 585 |
| CHOO HEONYOUNG LAWYER | 449 |
| CLAYTON UTZ | 31,492 |
| MLS Legal Services | 2,559 |
| DIBBSBARKER | 831 |
| DLA PIPER AUSTRALIA | 32,365 |
| DREW & NAPIER LLC | 6,819 |
| FRESHFIELDSBRUCKHAUS DERINGER | 2,939 |
| JAIME ARTURO CASTILLO PENA | 1,031 |
| KEMP STRANG LAWYERS | 17,944 |
| KING & WOOD MALLESONS | 7,564 |
| LANDER & ROGERS | 31,600 |
| LEGAL CONSULTING CO.LTD | 15,211 |
| LEXIS-NEXIS | 1,049 |
| MADDOCKS | 101,591 |
| OFFICE OF PARLIAMENTARY COUNSEL | 1,406 |
| PILLSBURY WINTHROP SHAW PITTMAN LLP | 478 |
| RODRIGUEZ OLAYA ASOCIADOS ABOGADOS | 2,872 |
| SEBASTIÃO DO ESPIRITO SANTO NETO | 134 |
| SPARKE HELMORE | 2,733 |
| VEIRANO E ADVOGADOS | 2,020 |
| VERGARA Y CIA | 52 |
| | <u>263,734</u> |

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

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

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

- b. One male counsel was briefed directly to appear in a Federal Court matter in the period at a cost of \$12,990. The individual hours spent briefing Counsel are not separately recorded in Austrade's financial systems.
- c. External legal services providers are selected by Austrade's Legal Services managers from the OLSC Legal Services Multi-Use List of pre-qualified service providers according to specialist category of legal work required, or from specialist service providers in overseas markets who have relevant expertise.

Senate Foreign Affairs, Defence and Trade Legislation Committee

Additional Estimates 2013–14; February 2014

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

Australian Public Affairs

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.

Answers

1. Nil.
2. Nil.